

Readers are Leaders and Leaders are Readers



MISSION

The mission of Perquimans Central School will provide a safe and nurturing environment where each student can be his/her best.

VISION

The vision of Perquimans Central School will prepare students to be productive learners for today and tomorrow.

Perquimans Central School **General Guidelines for Students**

(Instructional Day: 8:10 – 3:10)

(Office Hours: 7:30 - 4:00)

ARRIVAL: Students should arrive at school no earlier than 7:15 a.m. All students who arrive prior to 7:45 a.m. must report to the cafeteria. The first bell rings at 7:45 a.m. and students will be allowed to enter their classroom at that time. Students and parents are not permitted in classrooms prior to 7:45. Parents should schedule an appointment with teacher for any conferences.

Perquimans Central School requires a “Kiss and Go” policy. We ask that all students walk unescorted to class in the mornings unless the parent has a scheduled appointment with a teacher. If a parent has a meeting with a teacher before school, they must sign in at the office using Lobby Guard before walking down the hall. Visitors will not be allowed in the hallway without a Lobby Guard badge.

This helps us ensure safety by accounting for all individuals in the building. It also helps preserve instructional time and encourages our children to become independent learners. **This procedure will begin on Monday, August 29th for 1st and 2nd Grade. It will begin on Monday, September 12th for Pre-K and Kindergarten.** We need your support and understanding for the dates mentioned above.

If a student arrives after 8:10 a.m. they are considered tardy. Any student arriving after the tardy bell has sounded must be accompanied to the office and signed in by parent or guardian.

The school office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. A new security system has been installed and all visitors must gain entrance through an intercom system. Please do not use other entrances of the building.

Morning Arrival Procedures for Car Riders

Preferred Method – Drive Through Drop Off Lane

- Enter through the driveway on the side of the 1st/2nd Grade Wing (left side of school)
- Drive through the loop to the back of the school behind the cafeteria
- Make sure your child is ready to exit the vehicle. Please do not hold up the drop off lane. If there is an emergency please pull forward to the side
- Pull up to the first available sign beginning with #1, and a staff member will assist your child exiting the vehicle
- Do not park and get out of your car in the drop-off lane
- Don't forget our tardy bell rings at 8:10. If you arrive after 8:10, you will have to park in the visitor parking and come in the school at the front door to sign your child in. You will not be able to park in the drop-off lane.
- Please use extreme caution and follow all directives from staff

If You Would Like to Park:

- Option 1: Visitor Parking on the side of Pre-K/Kindergarten Wing (right side of school)
 - Enter the side driveway beside the Pre-K/Kindergarten Wing
 - Park in the Visitor Parking Lot by the Pre-K/Kindergarten Wing
 - Walk with your child on the sidewalk to the front door. (The Pre-K/Kindergarten doors will remain locked at all times.)
 - Kiss and Go when you reach the front door.
 - Staff members will monitor your child as they walk down the halls.
 - If you need to speak to the teacher or if you have a conference scheduled, sign in at the front desk using our Lobby Guard system.
- Option 2: Visitor Parking in Front Parking Lot (Limited Spaces Available)
 - Enter the front driveway of Perquimans Central School
 - Turn left into the visitor parking lot and park in an allotted space
 - **DO NOT PARK OR DRIVE THROUGH THE BUS LOOP IN THE FRONT OF THE SCHOOL.**
 - Walk with your child to the crosswalk and wait for a staff member to ensure it is safe to cross.
 - Walk with your child across the sidewalk to the front door.
 - Kiss and Go when you reach the front door.

- Staff members will monitor your child as they walk down the halls.
- If you need to speak to the teacher or if you have a conference scheduled, sign in at the front desk using our Lobby Guard system.
- Walk back to the crosswalk and wait for the staff member to ensure it is safe to cross.
- Exit the parking lot with extra caution to avoid any bus traffic.

DISMISSAL: All students leaving school should adhere to the following:

- 1) Bus Riders: Beginning at 3:10 p.m., students who ride buses will be escorted to the buses in front of the 1st/2nd Grade wing by teacher or teacher assistant where they will be placed on the proper bus. There should be no car traffic in the front loop during afternoon dismissal.
- 2) Car Riders: Students who are picked up by private vehicles from school will be dismissed at 3:10 p.m. Please follow procedures listed below.
- 3) Any student who leaves with someone other than their parents must have written consent from their parent or legal guardian.
- 4) Changes in transportation are discouraged, but if your child needs to ride an alternate bus, a parent/guardian must send a signed note and have the approval of the principal or designee. The note must have a physical address, a telephone number, and the name of the individual that will be receiving the student. All bus notes will be verified. If the note cannot be verified, the request will not be honored.
- 5) If an **emergency** change in transportation (i.e.: bus to car rider) is required during the school day a parent/guardian may call the school. The caller must identify the child, the physical address, telephone number, and name of the individual that will be receiving the student. **All calls and notes must be to the office before 12:00 p.m. Any call or note not received in the office before 12:00 p.m. may not be honored!****
- 6) **All changes in transportation must either be in writing or through verbal communication from a parent/guardian.**
- 7) Parents who must pick up their children before the end of the school day should report to the school office. Front office staff will see that the student is notified to report to the office. The parent should sign the child out at the office. **Parents should use this option only in case of emergencies or when it is not possible to schedule medical or dental appointments at another time.** Our instructional day ends at 3:10 p.m., and it is important that your child be here until the bell rings to maximize instructional time. We encourage you not to pick up your child early unless you have an emergency.
- 8) Parents of students who become ill during the day will be contacted by the teacher, school nurse, or office staff. The student will be dismissed from the office.

Afternoon Dismissal Procedures for Car Riders

Preferred Method – Drive Through Pick Up Lane

- Enter through the driveway on the side of the 1st/2nd Grade Wing (left side of school)
- Drive through the loop to the back of the school behind the cafeteria
- All car riders will be waiting in the cafeteria
- A staff member will identify you and call for your child on the radio
- Pull up to the first available sign beginning with #1, and a staff member will assist your child entering the vehicle
- When your child is safely in your car, exit through the loop
- Please use extreme caution and follow all directives from staff

If You Would Like to Park:

- Option 1: Visitor Parking on the side of Pre-K/Kindergarten Wing (right side of school)
 - Enter the side driveway beside the Pre-K/Kindergarten Wing
 - Park in the Visitor Parking Lot by the Pre-K/Kindergarten Wing
 - Walk to the **front door**. (The Pre-K/Kindergarten doors will remain locked at all times.)
 - Sign in at the clipboard, and a staff member will retrieve your child from the cafeteria.
 - Please note: You may have to wait because it will be our priority to dismiss students in the pickup loop first to ensure a more efficient dismissal.
- Option 2: Visitor Parking in Front Parking Lot (Limited Spaces Available)
 - Enter the front driveway of Perquimans Central School
 - Turn left into the visitor parking lot and park in an allotted space
 - **DO NOT PARK OR DRIVE THROUGH THE BUS LOOP IN THE FRONT OF THE SCHOOL.**
 - Walk to the crosswalk and wait for a staff member to ensure it is safe to cross.
 - Please note: *You may have to wait because it will be our priority to dismiss bus rider students in the front loop first to ensure a safer and more efficient dismissal.*
 - When you have been notified that it is safe to cross, walk through the cross walk to the front door.
 - Sign in at the clipboard, and a staff member will retrieve your child from the cafeteria.
 - Walk back to the crosswalk and wait for the staff member to ensure it is safe to cross.
 - Exit the parking lot with extra caution to avoid any bus traffic.

Important Tips for Safe and Efficient Dismissal

1. **DO NOT USE YOUR CELL PHONE IN THE DROP OFF/PICK UP LANE OR PARKING LOTS.**
2. We dismiss at 3:10. Avoid arriving early so that you do not block traffic on Highway 37.
3. Do not park or turn around in the private property across the street.
4. Please be patient. Safety is our #1 priority when dismissing students.

PROCEDURES FOR STUDENT ENROLLMENT:

Basic requirements for student enrollment:

- 1) Proof of residency for Perquimans County.
- 2) Proof of Birth (i.e., copy of student birth certificate, etc.)
- 3) A copy of a current immunization record is **required** by NC State Law. If not received within 30 days of enrollment, the student will be excluded from school until a copy is received in the school office.
- 4) The Kindergarten health assessment is **required** by NC State Law. If not received within 30 school days of enrollment, the student will be excluded from school until it is received in the school office.
- 5) An enrollment packet must be completed by a parent/guardian.

All students entering North Carolina Public Schools for the first time must have the North Carolina Health Assessment form completed by their health care provider within 30 days of enrolling in school.

ATTENDANCE/ABSENCES: Attendance in school is essential to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that *parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.*

******In the event of an absence or tardy it is the responsibility of the parent/guardian to provide the school with a signed note citing the reason. The Principal may require any additional documentation deemed necessary to verify an absence or tardy. Such notes are to be presented to the school within two days of the occurrence. Failure to comply will result in an unexcused absence or tardy. ******

EXCUSED ABSENCES:

Lawful Absences: The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

9. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5Article V (E))
10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

All other student absences will be coded as “unexcused”.

ATTENDANCE: Students are recognized each quarter and at the end of the year for *perfect attendance*. To receive the recognition students have to be in attendance each day. **However students are allowed only one tardy or one early release within each nine week period to receive perfect attendance.**

Regular attendance is one of the major factors contributing to success in school. A student entering class late or leaving early not only impacts their own learning but also disrupts the flow of the classroom and impacts the entire community of learners. We recognize there are times when unexpected events occur that cause students to be late. We also acknowledge that parents play a large part in the punctuality of students, but students are a part of the team as well and must do their part to be to school on time. Our “tardy” procedure stresses the importance of promptness as a valued “work ethic”. Frequent tardies of students from day-to-day classroom experiences disrupt the instructional process.

Excessive tardies from school is defined as 10 or more days tardy (excused or unexcused). Excused tardies include illness verified by a parent/guardian or physician, medical appointments verified by note from doctor’s office, serious personal or family problems, and other reasons at the discretion of the Principal. Excessive tardies may be referred to the Judicial Attendance Council (JAC).

Parents will be notified after a student has three unexcused absences. Notification will be provided again after six unexcused absences. **After 10 accumulated unexcused absences in a school year, the principal shall review the report and refer the student to the Judicial Attendance Council.** If the student continues to experience unexcused absences after the JAC conference, then the principal shall make a report to the superintendent regarding the student’s attendance record, the recommendations or plans developed by JAC, and any other information deemed pertinent by the principal. Such report when prepared by the principal shall constitute a report of the school social worker as contemplated by NCGS 115C-381.

Unless the superintendent finds that good cause exists for the student’s failure to comply with the plan or recommendation of the JAC, the superintendent shall refer the matter to the district attorney for prosecution.

BUS REGULATIONS: The Perquimans County Board of Education is making every effort to ensure each student is safely transported to and from school each day. Students are encouraged to utilize school buses for transportation to and from school. Riding the bus is a privilege and the student is responsible for behaving in a manner which will ensure the safety of all passengers. All students shall follow the directions of the bus driver for loading, unloading, seating assignment, and conduct on the

bus. Failure to follow any and all rules and regulations while riding a bus or driving a vehicle will result in the students bus riding privileges being denied on a temporary and/or permanent basis. .

In meeting the bus, the passengers should:

1. Be on time. (Students should arrive 10 minutes prior to scheduled pick up time.)
2. STAND IN THE YARD and cross the roadway ONLY under protection of the stop arm on the bus.
3. Follow classroom rules for regular conversation.

The following rules apply to all buses in the Perquimans County System:

1. Be Respectful: Use polite words, follow driver's instructions, and use a quiet voice.
2. Be Responsible: Be on time and keep track of belongings.
3. Be Safe: Sit seat to seat and back to back. Sit quietly without playing around.
4. Be Cooperative: Work with the bus driver to keep the bus clean.
5. No eating or drinking on the bus!

Parents, or their designee, should be at home (and visible) to meet their child (Grades Pre K-2) at the bus stop in the afternoon.

Perquimans County Central School considers the following offenses reason to remove a student from a bus:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey the instructions of the bus driver.
3. Tampering with the bus.
4. Refusing to meet the bus at the designated stop.
5. Unauthorized leaving of the bus when en-route to or from the school.
6. Playing, throwing trash or other objects.
7. Failure to observe established safety rules and regulations.
8. Other inappropriate violations as described in the student code of conduct.

Under no circumstances should a parent/guardian board a bus **They should call appropriate school personnel if there is a problem. Violators will be prosecuted.**

BUS ROUTES

A. TRANSPORTATION TO LOCATIONS OTHER THAN HOME

Upon request, the Superintendent or designee may, but is not required to, assign a student to a bus to transport the student to and/or from a location other than home if the following conditions are met.

1. The student's parent or guardian submits a written, signed request that states the specific location other than home to which the student is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the student's safety once the child has departed from the bus.
2. The request for such transportation does not require a bus to deviate in any significant way from an Established route.
3. There is capacity on the bus if the request would necessitate the student's riding a different bus from the regularly assigned bus.
4. The student's residence and requested bus stop are within the zone eligible for transportation service.
5. The request for such transportation does not cause the school system to incur any additional cost.
6. The proposed bus stop meets safety standards established by law, the board, the Superintendent or the Principal.

CAFETERIA SERVICES – GUIDELINES: The Cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are available at reasonable prices. School personnel are assigned to supervise student conduct in the cafeteria.

The Principal, cafeteria management, and your fellow students will appreciate your cooperation in:

- Remaining in the cafeteria during lunch
- Depositing all lunch litter in the appropriate wastebaskets
- Leaving the table and floor around your table clean for others
- Practicing good manners and assuming their share of the responsibility

All students are required to go to lunch at their assigned time. Students will enter and leave the cafeteria with their classroom teacher. Students will sit in an area designated by their teacher. Students may be assigned seats if the need arises.

Breakfast and lunch will be served daily. Breakfast is \$1.35 for paid students and FREE for all students who are eligible for free/reduced meals. Lunch is \$2.35 for paid students and \$0.40 for students eligible for reduced meals. Application forms for free/reduced meals, will be available at the school two weeks before school begins or can be obtained from the schools by calling. Students will be

allowed to receive meals at their previous year's status through September 23, 2016. Any student who does not have a new application approved by said date will be charged full price for meals until appropriate paperwork is filed with the Child Nutrition Director. Only one household meal application is needed per family unit. You will receive a confirmation letter from the Child Nutrition Program stating the result of your application. Please make sure that ALL of the children in your household are listed. If any child is not listed, please call the Child Nutrition Director at 252-426-5741 immediately to have the missing child added to your family's file.

Lunch pre-payments may be made in the cafeteria by the day, week or month. Occasionally a child is allowed to charge their meal. If the child's account gets to the -\$20 level, we will inform you via telephone and allow you to make payment the next day to avoid the alternate meal. If the payment is not received the next school day, the child will be given a meal of 2 vegetables, 2 fruits and 1 carton of milk for lunch. This alternate meal will be served to your child until the balance is paid down below the -\$20 level. The cost of the alternate meal will be the regular price your child pays and will be added to their account. This meets the minimum meal requirement.

Commercially prepared food may not be brought by students or delivered to students. Glass bottles or glass beverage containers are prohibited. All food and beverages purchased in the cafeteria must be consumed in the cafeteria. For health and safety reasons, staff members are not permitted to re-heat student food in microwaves.

CLASS PARTIES: Occasionally classrooms may have parties to celebrate special events (i.e., holidays, birthdays, etc.); however, classroom parties will be kept to a minimum to preserve instructional time. Healthy alternatives should be offered to students during class parties. All items must be commercially prepared. Homemade goods cannot be served to students.

CLOSED CAMPUS: There will be no visitors brought to Perquimans County Schools (small children, relative, etc.) without the prior consent of the administration at the school. Perquimans County Schools operates under a closed campus policy. No person should be on campus or in the building without approval from the Administrative Office. Violators will be subject to prosecution. **Parents/visitors will report to the school office immediately upon arrival on campus and receive a visitor's badge via Lobby Guard.**

CURRENT ADDRESS & PHONE NUMBER: It is very important for parents to inform the school of any changes in the home address, telephone/cell number, and work phone numbers. Please call your child's school and give new information to a member of the front office staff.

DELAYED OPENINGS/EARLY CLOSINGS: In the event of a delayed opening or early dismissal of school, Perquimans County Schools will notify the following media outlets to broadcast details: Beach 104 FM (104.9, 92.3, and 99.1), East Carolina TV and Radio FM (105.7 and 102.5), Channel 3 (WTKR), Channel 10 (WAVY), Channel 13 (WVEC), WNCT 9, WITN TV (Greenville), the Daily Advance and the Virginia Pilot. The announcement will also be made on the district Facebook page, website at www.pqschools.org and through the School Messenger telephone service. The safety and welfare of all students is a priority when the opening or closing of school is changed. Parents are advised to listen to broadcast information and refrain from calling the school or central office. When delays occur, school buses will operate according to a similar schedule that begins according to the designated delay time, (if school is delayed one hour, the buses will be one hour late).

DRESS CODE: Students not properly groomed and dressed will be asked to call their parents (to bring appropriate clothing) or to return home and change to suitable attire. The dress and personal appearance of pupils greatly affect their performance and general school morale. The school requests that parents outfit their children in clothing which will be conducive to learning and which contributes to good behavior. Students not properly groomed and dressed will be asked to return home and change to suitable attire.

- Students should be appropriately dressed and well-groomed while attending school and school functions.
- All students must wear shoes or sandals. **Tennis shoes are to be worn on days that your child attends physical education class.**
- Tube tops without an over shirt, bare midriffs, tank-tops or mesh shirts (without a shirt underneath), undershirts worn as tops, mini-skirts and biker shorts are not acceptable.
- Bermuda-length shorts or longer are permitted.
- No headgear of any type allowed inside school buildings.
- Clothing with vulgar, profane, indecent or suggestive lettering, and/or pictures will not be allowed.
- Clothing that shows the student's undergarments and/or bare body is unacceptable.
- Pants must be worn at the waist and belts are encouraged.
- Tight clothing of any type and low-cut tops are inappropriate.

FIRE/EVACUATION DRILLS: A fire drill will be held each month. The following regulations govern fire drill procedures:

1. At the sound of the fire signal (flashing light and horn sounding or three short rings of the bell), follow the directions previously given to you by your teacher.
2. Leave the room quietly. There should be no talking during the evacuation of the building.
3. During an actual fire, keep your place in line outside the building until you receive further instructions from members of the staff or members of the fire department.
4. If it happens that the evacuation of the building has been for drill purposes only, return to the building quietly and in single file when the signal is given.
5. Teachers are to report to the Principal the names of any students who seem unwilling to cooperate in carrying out the fire drill in an orderly, quiet, and serious manner.
6. Teachers will post evacuation procedures by their door.

GUIDANCE SERVICES: The guidance counselor is available for individual and/or group counseling, and works closely with teachers to be available to all students. Appointments may be made with the counselor by calling the school office.

HOMEWORK: The purpose of homework is to reinforce and extend what the child has learned in school. This also helps a child learn self-discipline, responsibility, and independence. New material is not always assigned for homework. Homework may include such tasks as reading, writing, collecting, researching, and listening. All students do not work at the same pace. If a parent has concerns that the child is having an unusually difficult time completing the work in a reasonable length of time, the parent should contact the teacher. Parents can help their children with homework by providing a quiet work place, setting a regular homework time, and checking to see that the child does have his/her assignments. Parents can offer encouragement, provide explanations, and see that work is done neatly.

INJURY/ILLNESS: In the event of illness at school or minor accidents needing medical attention, the school will notify parents as soon as possible. A parent, guardian or emergency contact must be reached and give permission before any student will be allowed to leave school. Upon return to school the student must check in at the office in order to be readmitted to class. Students who leave without signing out will be considered truant.

ILLNESSES AND WHEN TO KEEP A CHILD HOME FROM SCHOOL

Please follow these recommendations in determining whether to keep you child home from school. Always make sure your child is well before sending him/her to school. .

1. Take your child's temperature. Though a child may not have a fever and still be sick, a temperature of 100.0 or over is a sure sign to keep your child home.
2. If your child vomited or had diarrhea during the previous evening or night, please keep him home. If symptoms continue for more than 48 hours, or worsen instead of improving, consult the doctor.
3. If your child is diagnosed with a bacterial disease such as strep, he should be on prescribed antibiotics for 24 hours before returning to school.
4. Remember to teach your child to wash their hands frequently, especially before meals and after using the bathroom. **Hand washing** is the number one way to prevent the spread of disease to you and to others. Wipe down surfaces such as doorknobs and telephones, etc. with a disinfectant. Always cover your mouth when coughing or sneezing and keep your hands away from your nose, eyes and mouth. After covering a cough or sneeze with your hands, remember to wash your hands.
5. A blistery rash, especially if accompanied by a fever and a history or exposure, may be chicken pox. Keep your child home until you know for sure. If it is chicken pox, he will need to stay home until all areas are scabbed, usually 6-7 days. Students are required to stay home if they have a contagious health problem such as pink eye, chicken pox or head lice. **Students cannot return to school until the problem is completely cured and/or they bring a note from the doctor.**

Head lice: Students found to have live head lice will be sent home immediately for treatment. When proof of treatment is provided the child may be readmitted to school. The presence of only hatched egg casings/nits (white) does not constitute grounds for absence from school. The presence of unhatched, live nits (usually white with brown dot, within ¼ inch of scalp) indicates active infestation requiring treatment (unless the student was treated within the previous seven days) and absence from school until all live nits are removed. A seven day follow up examination by the school nurse shall follow readmission. To help keep this problem under control, parents should conduct periodic lice checks at home. In classrooms where an outbreak (three or more cases) of head lice occurs all students will be examined by the school nurse.

6. A child does not need to visit the doctor simply to obtain a doctor's note for school. A note from a parent or legal guardian is sufficient for the first 10 absences. Any absences in excess of 10 days will require a note from your child's doctor.

It is often difficult to tell how sick your child is. If he stays home and improves, you can always take him to school. **Be sure that the school has current phone numbers to reach you at all times in case of illness or injury. School is important, but sick children need to be home.**

LOST AND FOUND: Label each child's belongings such as coats, caps, gloves, sweaters, and similar items that a child may remove while in the building. Unclaimed or lost articles will be placed in a location that will be accessible by parents/guardians. Please come by and review the items periodically to claim anything that your child may have lost. Unclaimed items will be donated to charity after an extended period of time.

MAKE-UP WORK: See remarks under "Attendance." Students shall be allowed to make up any work missed for either excused or unexcused absences.

NEWS/MEDIA RELEASE: Throughout the year there may be occasions when media and or school system personnel will be photographing and/or videotaping classroom and school-related activities to be used in school system publications, on the website, and/or sent to the local media for publishing. ***If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restrictions. For further information, contact the Public Information Officer at 252-426-5741.***

ORIENTATION: New students who arrive after the school year begins will be provided with a copy of the handbook. The staff will assist with school orientation.

PARENT /TEACHER CONFERENCES: Parent conferences are scheduled throughout the school year. Notifications of the dates will be sent home with the students. Parents are also welcome to call the school and schedule parent-teacher conferences as deemed necessary. Parent conferences offer several important benefits: a) parents get to know the teacher; b) parents learn about the school and curriculum; c) parents learn new things about their child and may learn ways to help their child be more successful; d) parents become more aware of their child's strengths and of those things which are more difficult for the child; e) teachers better understand the child's individual needs; f) the child receives a better and more personalized education.

Teachers will hold scheduled conferences with parents during the year to discuss student progress. At the end of the conferences, parents will receive a copy of the conference report. **A report card will not be sent home with your child.** Conferences will be held after each grading period. Parents and/or teachers may request additional conferences as necessary.

QUESTIONING BY THE POLICE: A cooperative effort shall be maintained between the Principal, staff, and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

SCHOOL INSURANCE: School insurance is available to all students. A packet regarding insurance will be available for each student on the first day of classes. Purchase of this program is optional.

SCHOOL VISITORS: **All parents and other visitors must check in with the front office upon arriving at the school. This requirement is a safety precaution we feel is necessary to protect children from unwanted visits due to unusual circumstances.** Parents who come to school to pick up their children must also report to the office where someone will assist them in notifying the child so that the child will meet the parent at the office. Any child being “signed out” or “in” must complete appropriate record-keeping forms for documentation.

SMOKE FREE ENVIRONMENT: In compliance with Board of Education Policy, smoking is not permitted anywhere on the campus or building.

SPECIAL EVENTS/FIELD TRIPS: Special events and field trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development will be scheduled throughout the year. Written notification will be provided to parents as soon as practicable once the event is scheduled. Code of Student Conduct policies will apply to the behavior of all students while they are taking part in school trips.

A Private Transportation Request Form MUST BE SIGNED by the parent, classroom teacher, and the Principal, at least one day before the event, indicating that the child is not riding the bus back to the school before any child can participate in a field trip that requires the child to leave the trip either before, during, or immediately following the conclusion of the trip. This includes any parent/guardian that wishes to bring their child home in a private vehicle. Permission cannot be given by telephone. A parent’s handwritten note cannot be accepted in place of a Private Transportation Request Form.

STOLEN PROPERTY: Students who have something stolen from them should report the incident to the office immediately. Students who receive stolen property will be treated as if they had taken the property, and may be subject to suspension.

STUDENT DISCIPLINE: At the beginning of the school year, procedures governing student discipline will be provided to all students. Efforts are made to promote positive behavior throughout the year. Please see PBIS matrix for student behavior expectations. Appropriate consequences will be administered for failure to adhere to behavior expectations. These consequences include, but are not limited to, phone calls to parents, removal from special events, time out, out of school suspension, etc.

STUDENT RECORDS: Student records are available for parents or legal guardians to see upon request. To see records, one should make an appointment with the principal, the guidance counselor or the child’s teacher.

TELEPHONE USE: When a parent/guardian contacts the school they will be directed to the teacher’s voicemail, where a detailed message can be left. Messages will be checked throughout the day and before dismissal by classroom teachers. Calls will not be forwarded to the classroom during the instructional day, nor will students be pulled from class to receive messages, or to take telephone calls; unless considered an emergency by the administration. Teachers and assistants will make necessary phone calls in the interest of the children.

TEXTBOOKS/SCHOOL-SUPPLIES/DAMAGE FEES: Students will be held responsible for damages to any textbook and/or school supplies and will be charged accordingly.

TORNADO DRILLS: A tornado drill will be conducted at least once during the school year. School administration and teachers will make students aware of drill procedures.

TOYS AND OTHER OBJECTS THAT SHOULD NOT BE BROUGHT TO SCHOOL: Items which distract or disturb others and interfere with instruction, or otherwise create problems, are not to be carried onto the bus or onto school grounds. Audio visual devices, pagers, cell phones, water guns, whistles, noisemakers, plastic squeeze bottles, scanners, toys, games, cards are to be left at home. Radios, disc players, and yank-packs are also prohibited on school property or on the bus. **If brought to school, these items will be confiscated.** Parents will have two school days to pick up confiscated items. After this period of time, the school is not responsible for the safety or return of the confiscated items.

VANDALISM AND PROPERTY DAMAGE: The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. Students who destroy or vandalize school property will be required to pay for loss or the damage they inflict. If students willfully destroy school property suspension from school may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or the office immediately.

VOLUNTEERS: Teachers regularly invite parents and guardians to become volunteers throughout the school year. Parents are encouraged to contact teachers if they have extra time they would like to spend at school helping teachers. All parents, guardians, or outside volunteers must complete a volunteer application, have a background check, and receive orientation before volunteering. Contact the front office for more information or the Central Office.

WITHDRAWAL FROM SCHOOL: Please notify the child's teacher and the front office if a student is transferring to another school. All books must be returned or paid for before withdrawal is complete. Upon enrolling your child in their new school we will be notified and appropriate records will be forwarded.

Healthy Students / Safe, Orderly and Caring Schools

ANTI-HARASSMENT/BULLYING: The term "bully" means the repeated and deliberate verbal and physical abuse of a student by one or more students. This aggressive behavior is unwelcome, unprovoked and intended to do emotional harm. It generally occurs in a context where there is a real or perceived imbalance of power, physical or social, between the bully and the victim.

It is the policy of the Perquimans County Board of Education to maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, ***but is not limited to***, harassment, bullying, and discrimination based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, or disability. **The Board prohibits any and all forms of harassment because of those differences.**

It shall be a violation of board policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying, or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Perquimans County Schools.

ASBESTOS: The Asbestos Management Plans/Results of the 3-year re-inspection for Perquimans County Schools may be viewed at any principal's office or the Maintenance Supervisor's Office.

DENTAL: When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of our regular school preventive dental health program, the NC Oral Health Section, Division of Public Health and the Perquimans County Public Schools will conduct Dental Screenings for targeted elementary school children during the school year. A Public Health Dental Hygienist for Perquimans County will conduct dental screenings. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form will be sent home to show your child's results. **(Note: If you do not want your child included in this dental screening, please send a note to your child's teacher.)**

FLU VACCINE: Symptoms of flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children and adults. The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children and older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs.

Parents are encouraged to talk to your child's pediatrician about getting your child immunized against the flu. See additional information at www.immunizenc.com or www.cdc.gov/flu.

H1N1 Flu Virus: U.S. Departments of Education and Health and Human Services, along with the Centers for Disease Control provide updates on the H1N1 flu virus on a regular basis. School officials will work diligently to ensure students and staff have the support needed to provide a safe learning environment for our students. You may call on us and our staff at any time for updates. You may find helpful information at these Websites: www.ed.gov <http://www.ed.gov> and www.cdc.gov <http://www.cdc.gov>.

HEALTH ASSESSMENT REQUIREMENT FOR KINDERGARTEN ENROLLMENT: All students enrolling in Kindergarten are to have a Health Assessment (Physical) done within one (1) year of the beginning of school. This physical can be done by a Doctor, Nurse Practitioner, or the Health Department. If the school does not receive proof of immunizations, and/or the health assessment, your child will not be allowed to remain in school. The school must have a copy on file in the office within thirty (30) school days after enrollment. **HE OR SHE WILL BE SUSPENDED UNTIL PROOF OF IMMUNIZATIONS AND/OR A COPY OF THE HEALTH ASSESSMENT IS PROVIDED.**

HEPATITIS B VACCINE: Hepatitis B is a serious disease and can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice and pain in muscles and joints. Hepatitis B is spread through contact with the blood and body fluids of an infected person. Parents are encouraged to talk to their child's physician regarding the vaccination. For more information, visit website <http://www.cdc.gov/hepatitis>.

IMMUNIZATIONS: North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at school and the student must be up-to-date on all required immunizations. Parents have 30 calendar days from date of enrollment or first day of school, to have immunizations completed and a copy of the record brought to school. Students will be excluded from school if these requirements are not met within the 30 days. Students enrolling in

kindergarten must also have a health assessment (physical) done within the last year and a copy on file at school.

IMMUNIZATION REQUIREMENTS: Visit the National Immunization Program Web site at www.cdc.gov/nip or contact your child's Doctor, local Health Department (Perquimans: 426-2100) or the school nurse if you have questions concerning immunization requirements.

NC law requires that all students be properly immunized. A copy of your child's immunization record must be provided to the school.

MENINGOCOCCAL MENINGITIS VACCINE: Meningococcal Meningitis is a form of bacterial meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection. Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs. For more information visit, www.acha.org or www.immunize.nc.gov talk to your child's physician or someone at your local health department for more information about this vaccine.

DIABETES: North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. For more information, you may log on to www.ncdiabetes.org or contact your local school. If your child has diabetes, please contact the school nurse or the school counselor at your child's school immediately.

MEDICATION: Over-the-counter medications and prescription medications will only be administered by a doctor's order and after the parent has submitted a properly completed and signed authorization form. An explanation of the school policy and a copy of the authorization form are available at the Principal's office or contact your school nurse. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following options:

- 1) You may come to the school and give the medication to your child at the appropriate time.
- 2) You may obtain a copy of the medication form from the school nurse or office staff. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day medication is to be administered. **This form must be completed by the physician for both prescription and over-the-counter drugs.** Prescription medication must be brought to school in a pharmacy labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- 3) You may discuss with your doctor an alternative schedule for administering medication (e.g.: outside school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor and parent/guardian. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

NOTE: ALCOHOL-BASED SANITIZERS SHALL NOT BE SENT TO SCHOOL WITH STUDENTS. THE SCHOOL DISTRICT PROVIDES ALCOHOL-FREE SANITIZER DISPENSING BOTTLES TO EVERY

CLASSROOM AND OFFICE. IF PARENTS DESIRE FOR THEIR CHILD TO HAVE HIS/HER PERSONAL BOTTLE OF SANITIZER, THE SAME MUST BE ALCOHOL-FREE.

An authorization for medication is found on the subsequent page.

If you have questions about the procedure, or other issues related to the administration of medication in the school, please contact the School Nurse at 426-5332.

Request for Medication Administration in School

To be completed by physician

Name of Student: _____ School: _____

Medication: _____ Dosage: _____

Time(s) medication is to be given: a.m. _____ p.m. _____ To be given from: (date) _____ to _____

Significant Information: _____

Diagnosis: _____

Possible Side Effects: _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:

a. Contact me at my office _____ Telephone _____

b. Take child immediately to the emergency room at _____

FOR SELF-ADMINISTRATION -

☛ Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.

[Asthma/allergic reaction MDI(*Medicated Dose inhaler) MDI with spacer * Epi-pen diabetes –insulin]

*Parent/guardian must provide an extra inhaler to be kept at school in case of emergency

A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C –375.2

Student must have a self-medication treatment contract.

All medication for use at school will be furnished by parent or guardian in a container properly labeled by a pharmacist with identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

Physician's Signature Date _____

PARENT'S PERMISSION

I hereby give my permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This consent is good for the school year, unless revoked.

Parent or Guardian's Signature Telephone Number Date

(School Use Only)

Name and title of person to administer medication (unless self-administered) _____

Approved by _____
Principal's Signature Date

Reviewed by _____
School Nurse's Signature Date

Board of Education

Policies

Technology Responsible Use

Goals and Objectives of the Educational Program

Student Records

Confidentiality of Personal Identifying Information

Student and Parent Grievance Procedure

Homeless Students

Parent Involvement

Access to the entire board policy manual for Perquimans County Schools is at

<http://www.pcs.k12.nc.us/BoardofEd.aspx>

Perquimans County Schools

Mr. Matthew Cheeseman
Superintendent

PO Box 337
Hertford, NC 27944
(252) 426-5741

Mr. James Bunch
Assistant Superintendent

The Board of Education meets the fourth Monday of each month at 6:00 p.m. at the Board of Education office. Any changes in this schedule will be announced. The meetings are open to the public and we invite you to attend.

Board of Education Office: 411 S. Edenton Road Street Hertford, NC 27944

Mission: Perquimans County Schools provide a 21st Century personalized education and ensure career readiness for every child, every day.

Vision: Perquimans County Schools, in partnership with family and community, will educate all students in a safe and nurturing environment to thrive in a global society.

The Perquimans County School System does not discriminate against any person on the basis of age, race, sex, religion, national origin, handicapping conditions, pregnancy, parental or marital status, or disability in any of its educational or employment programs or activities.