

# Perquimans Central School

## Student Handbook 2018-2019



**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.

# From the Principal's Desk

## Perquimans County Central School



Perquimans Central School strives to provide students with an exceptional education – academically, socially, physically and emotionally. Our school serves approximately 400 students in grades Pre-K, K, 1 and 2. We are proud of our dedicated staff and enthusiastic learners!

As we begin the 2018-2019 school year, I promise to work diligently with parents and staff to foster an atmosphere that promotes a learning community characterized by child centered instruction, academic excellence, trust, respect, community involvement, increased communications, and recognition of both student and staff achievement.

I am committed to working in collaboration with you to develop and implement excellence in education at Perquimans Central School. Working together as a team, we can move this school forward and continue to generate a nurturing, disciplined, and challenging environment in which all students can learn at optimum levels.

We appreciate the opportunity to serve your child and value your contributions as a partner in education. Please contact me at [mfields@pcs.k12.nc.us](mailto:mfields@pcs.k12.nc.us) or 252-426-5332 if I can be of assistance.

Sincerely,

A handwritten signature in cursive script that reads "Melissa P. Fields". The signature is written in black ink on a light-colored background.

Melissa Fields  
Principal

**Perquimans Central School**  
**General Guidelines for Students**

**(Instructional Day: 8:05 – 3:15)**  
**(Office Hours: 7:30 - 4:00)**

**ARRIVAL:** Students should arrive at school no earlier than 7:00 a.m. A staff member will be in the cafeteria to monitor Early Bird arrivals. 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 Tuesday, September 4<sup>th</sup> for 1<sup>st</sup> and 2<sup>nd</sup> Grade. It will begin on Monday, September 10<sup>th</sup> for Pre-K and Kindergarten.** We need your support and understanding concerning the dates mentioned above.

**If a student arrives after 8:05 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. 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 1<sup>st</sup>/2<sup>nd</sup> 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. Staff members will be on duty to assist your child exiting the vehicle from 7:45 – 8:05.
- Do not park and get out of your car in the drop-off lane
- Don't forget our tardy bell rings at 8:05. If you arrive after 8:05, 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.

### **Afternoon Dismissal Procedures for Bus Riders**

1) Beginning at 3:15 p.m., students who ride buses will be escorted to the buses in front of the 1<sup>st</sup>/2<sup>nd</sup> 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) If a student needs to ride to an alternate bus stop, a parent/guardian must complete a Parent Application for Alternate Transportation form. Completed forms should be turned in to the student's school office by 10:00 am on the Monday prior to the change. Anything received after this time will not be guaranteed transportation to/from the alternate stop. Forms will be approved by school administration, then forwarded to the Transportation Department for bus assignment and final approval. Upon Transportation's approval, the school will contact the parent/guardian indicated on the form to let them know the stop was approved. "As Needed" bus amendments will no longer be accepted.

3) In a true emergency situation, a parent/guardian may call the school to arrange for alternate transportation at the discretion of school administration. The parent/guardian must identify the student, physical address of the alternate stop, individual receiving the student & a contact phone number for that person. Emergency requests will be closely monitored by the school and Transportation Department. Abuse of Emergency requests may result in future denied requests

### **Afternoon Dismissal Procedures for Car Riders**

For safety and accountability purposes, students will be assigned two Perquimans Central School (PCS) Hanging Car Tags. A tag must hang from the rear view mirror of the car that will be picking up students. The number on the tag represents the Student's Identification number. Students will not be allowed to leave the car rider area with anyone who does NOT have the Student's Identification Hanging Car Tag on their review view mirror. You can register and pick up PCS Hanging Car Tags in the front office, during school hours, at Open House, or at Back to School Bash. If you have more than one child at PCS, you will only receive two tags. The tag number will represent each child in the family. (If you do not have a Car Tag, you will have to go in the office and show a photo ID. Students will only be released to people who are listed on the approved emergency contact list.)

#### **Preferred Method – Drive Through Pick Up Lane**

- All Car Riders will be escorted to the cafeteria at 3:15
- Parents should make sure that the Student's Car Tag hanging from the rear view mirror. (If you do not have the tag, follow one of the options under: **If You Would Like to Park**)
- Parents will enter through the driveway on the side of the 1<sup>st</sup>/2<sup>nd</sup> Grade Wing (left side of school) and drive through the loop to the back of the school behind the cafeteria
- A staff member will record your child's number and radio in to staff in the cafeteria who will call out the numbers.
- Parents should pull up to the first available sign beginning with #1.
- Students will line up and exit the cafeteria in the order that their number is called.
- A staff member will assist each child entering the vehicle at the designated stop areas.
- 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 show your student tag number, 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 show your student tag number, 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 3:15. 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. Make sure the number on your car tag is visible.

### **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 has been received.
- 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.
- 5) An enrollment packet must be completed by a parent/guardian at the Central Office.

**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 (Revised Policy 4400:**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. To be counted present, a student must be in attendance at least one-half of the school day.

\*\*In the event of an absence or tardy it is the responsibility of the parent/guardian to maintain documentation citing the reason. Additional documentation may be deemed necessary to verify an absence or tardy. Please see Policy 4400 for more information.

**EXCUSED ABSENCES:**

When a student must miss school for all or part of the day, the parents/guardians should maintain and be able to furnish upon request appropriate documentation stating the reason for the absence. This documentation may be presented to the superintendent's office during a grade level retention hearing. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school as confirmed by a doctor's or physician's note;
2. isolation ordered by the State Board of Health;
3. death in the student's immediate family;
4. a student's emergency medical or dental appointment or a scheduled medical or dental appointment which has been approved in advance by the principal;
5. participation under subpoena as a witness in a court proceeding;
6. up to two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. absence due to pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. Teachers shall arrange the make-up work for elementary students.

**TARDINESS:**

If a student is not seated or at his or her assigned station for work at the time appointed for the school day or class to begin, he or she shall be recorded as tardy for the day or class. In an effort to ensure students maintain pace, teachers may require additional work or give assignments to students who are habitually tardy. Grades K-8 students who accumulate a combined total of 3 tardies to school and/or early dismissals from school will earn 1 absence. (ex. 6 tardies = 2 absences).

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 tardiness of students from day-to-day classroom experiences disrupt the instructional process.

Parents should not pick up their children prior to dismissal unless there is an emergency. Parents who must pick up their children before the end of the school day should report to the main 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 3:15 p.m., and it is important that your child be here until the bell rings to maximize instructional time for the entire class. Please be advised that an early release will count as a tardy in our attendance policy.

### **EXCESSIVE ABSENCES:**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal or designee must notify a student's parent, guardian or custodian of a student's excessive absences after the student has accumulated three absences in a school year. When a student accumulates six absences, the principal or designee shall notify the student's parent, guardian or custodian by mail that he or she may be in violation of the compulsory attendance law and may be prosecuted if the absences cannot be justified by state law and local board policy.

If, after the warning letter described above has been sent, the student has any further absences in the school or semester course year, then the principal may refer the student to the Judicial Attendance Committee ("JAC"). The JAC is charged with investigating the reasons for the student's absences and informing the student's parent or guardian of available resources and assistance that will enable the student to avoid absences. The parent or guardian referred to the JAC will be strongly encouraged to follow the recommendation of the JAC and any plan developed by the JAC to prevent further absences.

Upon 10 accumulated absences in a school year, the principal or designee, in compliance with G.S. 115C-378 shall review the report of the JAC and also shall confer with the student and the student's parent or guardian, if possible, to determine whether the parent, guardian or custodian has received notice of the principal's correspondence about the absences and whether the parent, guardian or custodian has made a good faith effort to comply with the compulsory attendance law. If the principal determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, he or she shall notify the district attorney and the Department of Social Services. If the principal or designee determines that the parent, guardian or custodian has made a good faith effort to comply with the law, the principal or designee may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid excuse.

The principal also shall make a report to the superintendent regarding the student's attendance record, the recommendation or plans developed by the JAC and any information deemed pertinent by the principal. Such report prepared by the principal shall constitute a report of the school social worker as contemplated in by G.S. 115C-381.

### **OUTCOMES DUE TO EXCESSIVE ABSENCES AND/OR TARDIES**

1. Grades K-8 students who accumulate 21 absences for a school year will be retained on their current grade level for the following school year.
2. Grades K-8 students who accumulate a combined total of 3 tardies to school and/or early dismissals from school will earn 1 absence as calculated in line 1 above.

3. Grades 9-12 students who accumulate 11 absences for a semester course will receive no credit for that specific course. The grade will be recorded as an F or FF on the report card and transcript.
4. Grades 9-12 students who accumulate a combined course total of 3 tardies and/or early dismissals will earn 1 absence for that specific course as calculated in line 3 above.
5. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Students receiving homebound services and students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action

**APPEALS OF PROMOTION DECISIONS DUE TO EXCESSIVE ABSENCES:**

Parents and/or guardians wishing to appeal the principal's written decision to retain a student due to excessive absences, tardies, and/or early dismissals may appeal the decision to the superintendent. See policy 3420, Student Promotion and Accountability, Section D.1 for procedural guidance.

**PERFECT ATTENDANCE:**

Students are recognized each month 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.**

**BUS TRANSPORTATION:**

Perquimans County Schools makes every effort to ensure each student has safe transportation 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 may result in the student's bus riding privileges being denied on a temporary and/or permanent basis. Students are not allowed to leave campus once they have arrived at school.

**Bus Stop & Crossing Procedures:**

1. Students should arrive at their bus stop 5 minutes prior to scheduled pick up time.
2. Students should stand 12 feet away from traffic as they wait.
3. Once the bus comes to a stop, students should wait for the stop arm to extend.
  - a. If the student must cross the road in order to load/unload the bus:
    - i. The driver will hold their palm up for the student to wait for traffic to stop
    - ii. Students should stop to look both ways then check again. When it is okay the driver will give the student a "thumbs up" and then point in the direction they will walk to cross the street. Students should remove ear buds & hoods before crossing the street.
4. Students should look for moving traffic both ways as they walk across the street.
5. Students should cross in front of the bus in full view of the driver.

**Parents, guardians, approved emergency contacts and/or siblings of Pre-K through 2<sup>nd</sup> Grade students will be required to be visible at the bus stop drop off. Effective August 1, 2016, students in Grades 3-12 will not be required to have anyone present at the bus stop drop off.**



**Bus Rules:**

1. Upon boarding the bus, students should go directly to their assigned seats and remain seated, facing forward during the entire ride.
2. Students should speak quietly while on the bus.
3. Students should keep the aisles clear at all times.
  - a. Balloons and glass containers should not be brought on the bus.
  - b. Large instruments and book bags should be kept on the students lap during the duration of the ride.
4. Students should follow directions given by their bus drivers in a respectful manner.

Under no circumstance should a Parent/Guardian board a bus. Violators will be prosecuted. For student disciplinary issues, please contact your child’s school. For issues regarding Transportation employees, please contact Perquimans County Schools Transportation Department.

The State of North Carolina and the Perquimans County Board of Education consider 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

**Alternate Bus Stop Procedures:**

If a student needs to ride to an alternate bus stop, a parent/guardian must complete a Parent Application for Alternate Transportation form. Completed forms should be turned in to the student’s school office by 10:00 am on the Monday prior to the change. Anything received after this time will not be guaranteed transportation to/from the alternate stop. Forms will be approved by school administration, then forwarded to the Transportation Department for bus assignment and final approval. Upon Transportation’s approval, the school will contact the parent/guardian indicated on the form to let them know the stop was approved. “As Needed” bus amendments will no longer be accepted.

In a true emergency situation, a parent/guardian may call the school to arrange for alternate transportation at the discretion of school administration. The parent/guardian must identify the student, physical address of the alternate stop, individual receiving the student & a contact phone number for that person. Emergency requests will be closely monitored by the school and Transportation Departments. Abuse of Emergency requests may result in future denied requests.

**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 your 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 will be served in the classroom at no cost to all students. Lunch is \$2.45 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 and can be obtained from the school. Students will be allowed to receive meals at their previous year's status through September 15, 2018. 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. Parents are also encouraged to set up accounts at <https://www.k12paymentcenter.com/> to pay for cafeteria purchases online.

#### **MEAL CHARGES – NEW POLICY #6220 – EFFECTIVE 2017-2018 SCHOOL YEAR**

Students who are required to pay for meals are expected to provide payment prior to or at the time of service. Parents/caretakers are encouraged to apply for Free or Reduced Meals prior to the beginning of school each year. Parents/caretakers of all students are encouraged to set-up meal accounts for their students at the individual schools and monitor those accounts regularly, using the free online payment center at [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com). The board recognizes the importance of good nutrition to the educational process and encourages student participation.

**No meal charges will be allowed at the schools for students or adults.** Families are encouraged to set-up pre-paid meal accounts at the individual schools for their students who may choose to purchase individual food items or meals and/or to send money for meals daily. Individual food items cannot be charged by students or adults at any time. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay.

The school nutrition director and principal shall work jointly to ensure individuals/families have access to Free and Reduced Meal Applications and shall make every effort to make sure they are completed in a timely manner. If a parent regularly fails to provide meal money and does not apply or qualify for free or reduced-price meal benefits, the school nutrition staff shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professionals, parents and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

**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, relatives, 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 the 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 Virginian Pilot. The announcement will also be made on the district Facebook page, website at [www.pgschools.org](http://www.pgschools.org) and through the School Messenger telephone/text 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:** The dress and personal appearance of pupils greatly affect their performance and general school morale. Students should be appropriately dressed and well-groomed while attending school and school functions. 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 call their parents to bring appropriate clothing and change into suitable attire. All students must wear shoes or sandals. **Tennis shoes are to be worn on days that your child attends physical education class.**

**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 workplace, setting a regular homework time, and checking to see that the child does have his/her assignments completed. 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.

### **ILLNESSES AND WHEN TO KEEP A CHILD HOME FROM SCHOOL**

Please follow these recommendations in determining whether to keep your 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 he/she can 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 blistering 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.**
6. 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 a 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.

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](http://www.immunizenc.com) or [www.cdc.gov/flu](http://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) <http://www.ed.gov> and [www.cdc.gov](http://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 Website at [www.cdc.gov/nip](http://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](http://www.acha.org) or [www.immunize.nc.gov](http://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](http://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.pqschools.org/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.**

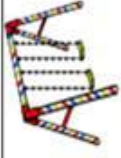


























**Board of Education Office:** 411 S. Edenton Road Street Hertford, NC 27944

**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.

PERQUIMANS CENTRAL SCHOOL PBIS EXPECTATIONS

							
<b>Be Cooperative</b>	<p>Play fairly.</p> <p>Take turns on the playground equipment.</p> 	<p>Use good manners.</p> <p>Use quiet voices.</p> 	<p>Take turns.</p> <p>Wait patiently.</p> 	<p>Take turns.</p> <p>Always power off and charge when needed.</p> 	<p>Walk quietly.</p> <p>Respect hallway displays.</p> 	<p>Follow bus rules and school rules.</p> 	<p>Work together.</p> <p>Be a problem solver.</p> 
<b>Be Safe</b>	<p>Play safely.</p> <p>Stay in assigned areas.</p> <p>Enter/Exit building calmly.</p> 	<p>Stand in line orderly and quietly.</p> <p>Clean up your area.</p> 	<p>Wash hands with soap and water.</p> 	<p>Stay on your app or website.</p> <p>Always practice internet safety.</p> 	<p>Walk on the right side of the hall.</p> 	<p>Remain seated until the bus completely stops.</p> 	<p>Use materials and equipment properly.</p> <p>Walk.</p> 
<b>Be Respectful</b>	<p>Include everyone.</p> <p>Follow directions of your teacher.</p> 	<p>Sit properly.</p> <p>Respect personal space of others.</p> 	<p>Enter and exit quietly.</p> <p>Keep the restroom clean.</p> 	<p>Listen to the device quietly.</p> <p>Return it to its proper place when finished.</p> 	<p>Follow rules without reminders.</p> 	<p>Demonstrate self-control.</p> <p>Respect the bus driver.</p> 	<p>Respect the ideas of others.</p> <p>Be prepared.</p> <p>Follow directions.</p> 
<b>Be Responsible</b>	<p>Keep the playground clean.</p> <p>Demonstrate good sportsmanship.</p> 	<p>Use polite comments.</p> <p>Follow adult directions.</p> 	<p>Allow for privacy of others.</p> <p>Follow bathroom procedures.</p> 	<p>Use with clean hands.</p> <p>Handle with care.</p> 	<p>Keep hands and feet to yourself.</p> 	<p>Use quiet voices.</p> <p>Stay in assigned seat.</p> 	<p>Make good choices.</p> <p>Produce quality work.</p> 