

PERQUIMANS COUNTY SCHOOLS

Student/Parent Handbook

Perquimans Central School (Grades PreK-2)



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Dear Turtle Family:

Welcome to a new and exciting school year at Perquimans Central School! Perquimans Central School strives to provide every child, every chance, every day with an exceptional education. Our school serves approximately 400 students in grades PreK, K, 1 and 2. PCS is a Title I school and we are proud of our dedicated, experienced staff and enthusiastic learners!

As we embark on this journey together, I want to take a moment to extend my warmest greetings to each and every one of you. We are thrilled to have your children with us and are committed to providing them with an enriching and supportive educational experience. At Perquimans Central School, we believe in fostering a safe and nurturing environment where every student can thrive. Our dedicated staff is here to support your child's academic and personal growth, and we are excited to partner with you in this endeavor.

It is our desire to keep you informed of all that is taking place at Perquimans Central School. Please feel free to reach out to us with any questions or concerns. We are here to support you and your child every step of the way.

Here's to a fantastic school year ahead!

Sincerely,

Holly Winslow



Ms. Tanya Turner
Superintendent

Mr. James R. Bunch
Assistant Superintendent

The Board of Education meets on 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.

Media Center Patron Use:

Your child will have open access to all the books and resources located within our media center. We encourage parents to review what your child is reading and be a part of their reading selections.

If your child has any overdue books, he/she will not be allowed to check out any new books until the overdue books have been returned or paid for. Additionally, in the event that books are lost or damaged, you are asked to pay for the lost or damaged books in order for your child to have check-out privileges.

By signing the Code of Conduct and Parent/Student Handbook Agreement, you give your child permission to use the Media Center and acknowledge that lost or damaged books will have to be paid for.

Parents who do not want their child to have access to the school media center should submit a letter to the school principal and school media coordinator.

Chromebooks

As a 1:1 school district, students are assigned devices for learning. Kindergarten and First Grade students are required to be day users. Second Grade students are either as 24/7 or day users based on their parents' preference. Students are expected to come to school with devices charged and ready for use daily. Students who come to school with an uncharged device 3 times within a quarter will become a day user for a nine week period. This enables teachers to seamlessly enhance lessons with technology and also provides a competitive edge to our students for gaining 21st century technology skills. It is the expectation that school-assigned devices be used as learning tools at all times and in all environments. All students must have a signed Acceptable Use Policy form in order to be able to use a device. This paperwork is required every year.

Use of Artificial Intelligence (AI):

AI tools, when used appropriately and ethically, can support teaching and learning. AI technologies can enhance student learning and creation. That said, usage of AI tools falls under the Perquimans County Board Policy Code: [4310 Integrity and Civility and Policy](#) Code: [3230/7330 Copyright Compliance](#). Using AI to cheat, plagiarize, violate copyright laws, curse, use vulgarity, abuse, use demeaning language, or play dangerous tricks is strictly prohibited, and failure to adhere to Policy Code 4310 may result in academic consequences. If your teacher has not provided specific instructions on how AI tools can be utilized for assignments, it is advisable to seek clarification regarding their expectations to ensure compliance with the school's policies and standards.

Perquimans County Schools' Acceptable Use Policy (AUP) applies to AI ([Policy Code: 3225/4312/7320 Technology Responsible Use](#)). Misuse of technology will be addressed according to the rules in the student code of conduct.

STUDENT AND PARENT HANDBOOK

Perquimans Central Title 1 School



"Where Readers are Leaders and Leaders are Readers"

Mission

PCS will provide a safe and nurturing environment where each student can reach his/her best.

Vision

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

General Guidelines for Students at PCS

Instructional Day: 7:55 AM – 2:55 PM
Teacher Work Hours: 7:30 AM – 3:30 PM
Office Hours: 7:00 AM – 4:00 PM

Perquimans County Parent's Guide to Student Achievement (Click Link to Access)

Academically Gifted - Advanced Academics: Perquimans County Schools understands that advanced academic, creative, and leadership potential can be found in all ethnic, geographic, and socio-economic groups. Students that have exceptional academic or intellectual potential must be recognized, challenged, and nurtured through differentiated services beyond those, which are ordinarily provided. Perquimans County Schools updated the District AIG plan in the spring of 2022 with input from staff, parents, and the community.

Students who meet eligibility for the gifted program will receive a Differentiated Education Plan (DEP).

Arrival: Student hours are from 7:55 AM - 2:55 PM. Students participating in the Early Bird program will be housed in the cafeteria until 7:35 each day. The Early Bird time is 7:15. Students are monitored by a staff member until dismissed.

Attendance/Absences:

- **Attendance Records** - School officials shall keep accurate attendance records. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.
- **Tardiness** - Students who arrive at school after 7:55 AM are considered late for class. Late students must sign in and have a note to enter class. An adult needs to accompany your child when they are late.
 - Students who are signed out early are also counted as tardy.

**Students with excessive numbers of absences or tardies will be referred to the JAC Referrals may result in a*

report to the Department of Social Services. Please make attendance a priority this year. If an emergency arises leading to extended absence, please contact a school administrator or the school nurse.

Bus Transportation:

Perquimans County Schools makes every effort to ensure students' safe transportation to and from school daily. 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 that 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.

Bus Stop & Crossing Procedures:

Students in Grades PreK-2 are required to have an adult present at the bus stop drop off. Failure to have an adult present at the bus stop 3 times will result in denied bus privileges on a temporary and/or permanent basis.

- 1) Students should arrive at their bus stop 10 minutes before the scheduled pick-up time. Parents should arrive at the bus stop 10 minutes prior to scheduled drop-off 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 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.

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 the 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 before the change. Anything received after this time will not be guaranteed transportation to/from the alternate stop. Forms will be approved by the 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 of the stop's approval. "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 the school administration. The parent/guardian must identify the student, the physical address of the alternate stop, the 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.

PCS encourages students to not bring personal devices (tablets or cell phones) to school. If a student brings a personal device to school, PCS is not responsible for any lost cell phones or other devices.

Weapon Detection System: As part of our ongoing efforts to ensure the safety of our school community, the district has implemented weapon detection systems at each of our schools. While these systems are new additions, they are proactive measures to protect everyone on our campus. Our goal is to create an environment where students can focus on learning, growing, and excelling without concerns for their safety. As part of this initiative students will use the following procedures **daily** before entering the school building:

- **Second Grade Students Only:** Student who takes their chromebooks home daily must remove their chromebook from their backpack at the table near the door and place it in the assigned basket
- All students must remove any metal water bottles from their backpacks.
- Bus riders will enter the front of the school with backpacks secured to their back (both straps must be on their shoulders)
- Car riders will enter the back of the school with backpacks secured to their back (both straps must be on their shoulders)
- Students will walk through the detectors (any student that flags the detector will have potential trigger items removed from the backpack until the detector allows clearance)
- All students **MUST** go through the detection devices daily

- All visitors who enter PCS throughout the day must walk through the detection devices. Any visitor that flags the detector will be asked to remove potential trigger items on their person until the detector allows clearance
- Any visitor who has difficulties gaining clearance by the detectors may be subject to a search by our School Resource Officer before being allowed to enter the building.

Cell Phone Policy:

The following procedures are in effect at PCS:

- Phones may not be used for personal use and should be off and in their book bag from when a student arrives on campus until the student leaves campus.
- Any phone used to take a picture or video of a student will be confiscated and turned over to the school administration and/or the School Resource Officer.

Violations:

- 1st Violation – Documented Verbal Warning - (Minor Incident)
- 2nd Violation – Confiscate the cell phone and return it to the student at the end of the school day. (2nd Minor Incident)
- 3rd Violation – Written referral to administration, confiscate the cell phone and give it to a school administrator, parent contact by the administration, and the phone will have to be picked up by a parent. (Office Referral)
- 4th Violation - Written referral to administration, confiscate the cell phone and give it to a school administrator, parent contact by the administration, and the phone will have to be picked up by a parent at a parent-teacher conference. The 4th violation will be considered a Tier III Offense and receive an appropriate consequence assigned by the administrative team. (Office Referral)

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 operate 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.

Current Address: It is very important for parents to inform the school of any changes in the home address or telephone/cell number, and work number. Please call your child's school and give any 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: The dress and personal appearance of students greatly affect their performance and general school morale. The school requests that parents outfit their children in clothing that will be conducive to learning and contribute to good behavior. Students not properly groomed and dressed will be asked to call home (to bring appropriate clothing) or return home and change clothes. (See Board Policy relating to Code of Student Conduct).

The dress code for the Perquimans County School District is listed below.

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board grants the principal discretion related to appropriate dress in schools. Additionally, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy [4328](#), Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Grades: PCS operates on a standards based grading scale as indicated below:

Unsatisfactory (U)-Limited performance, working below grade level

Progressing (P)-Not yet proficient, moving toward, but not meeting full expectations

Meets expectation (M)-Proficient, meeting grade level expectations

Exceeds expectations(E)-working well beyond grade level expectations

News/Media Release: Throughout the year, there may be occasions when media and or school/school system personnel will be photographing and or videotaping classroom and school-related activities to be used in school/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 restriction. For further information, contact the Board of Education Office at 252-426-5741.

Parent/Teacher Conferences: Parent conferences are scheduled throughout the school year. Notifications of the dates will be sent home with the students. The administration and staff strive for 100% participation in quarterly parent conferences. Parents are also welcome to call

the school and schedule parent-teacher conferences, as they are 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 each child's individual needs; f) the child receives a better and more personalized education.

Progress Reports: Progress reports will reflect ALL the grades/progress a student has made during a specific time period. These are grades/progress a student has earned on some of the following: practice work, daily work, and assessments. Grades/progress are also assigned for the "sum" of what your child has learned. Examples include but are not limited to the following: tests, performance tasks, and rubrics. It is important that parents understand how their child is progressing towards mastering the State Standards.

PBIS (Positive Behavioral Interventions and Support): PBIS is a whole school approach that uses data to reinforce positive behaviors in the classroom and school. Students are taught specific social behaviors and rewarded when they meet those expectations. It is a proactive approach that recognizes students for being good and gives them positive reinforcement for appropriate behavior. The PCS Matrix of behaviors has been posted throughout the school and also in the classrooms. A copy of the [PBIS Matrix](#) is linked here.

School Messenger: A School Automated Call System will be used periodically to inform you of events at our school and school cancellations or delays.

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 Nutrition: Guidelines: The cafeteria is maintained as a vital part of the health program of the school.

During the 2024 - 2025 school year ALL STUDENTS will eat free.

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

- Remaining in the cafeteria during lunch.
- Depositing all lunch litter in wastebaskets.
- Leaving the table and floor around your table clean for others.
- Each student must practice good manners and assume his share of responsibility.
- No shoving, loud talking, or breaking lines.

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. (Exception: If there is a 2-hour delay due to inclement weather, breakfast will not be served.) Application forms for free/reduced meals, along with anticipated prices, will be available two weeks before school begins or can be obtained from the schools or by calling Kimberly Cullipher, School Nutrition Director, at the administrative offices of Perquimans County Schools. Students will be allowed to receive meals at their previous year's status through the first three weeks of school. Any student who does not have a new application approved at the end of the three-week period will be charged full price for

meals until appropriate paperwork is filed with the Child Nutrition Director. **If bringing lunch from outside sources, please have the items in a bag or container not labeled with a logo. This helps us stay in compliance with Smart Snack Guidelines.**

Lunch pre-payments may be made in the cafeteria by using [this website](#). Occasionally a child is allowed to charge their meal. However, charges shall not exceed the cost \$10. Please contact Mrs. Tammy Nixon if you have questions concerning your child's cafeteria account.

Smoke/Tobacco Free Environment: In compliance with Board of Education Policy, smoking and tobacco use is not permitted anywhere on the campus or building.

Special Events/Field Trips: School field trips are designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development. Policies related to Code of Student Conduct will apply to the behavior of all students while they are taking part in school trips. A *specific* consent form **MUST BE SIGNED** by the parent before any child can participate in a field trip that requires the child to leave the school campus. ***Permission cannot be given by telephone. A parent's handwritten note cannot be accepted in place of the standard consent form. Any student who has a record of consistent misbehavior may be denied permission (by the principal or his/her designee) to participate in a field trip.***

NOTE: If private transportation will be provided for a student during the field trip, a form entitled "Private Transportation Request Form" should be signed by the student, parent, school employee supervising the field trip, and principal. The form should be submitted to the principal at least 24 hours prior to the scheduled trip.

Stolen Property: Students who have something stolen from them should report such 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 (Following an Administrative investigation).

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: The telephone is not to be used by students unless under the supervision of their teacher. *Phone calls will not be transferred to the classrooms for students during the school day.* In the event of an emergency, messages will be received in the office and delivered to the students. Teaching time is valuable at PCS; therefore, we discourage phone calls to the teacher during the school day. Phone calls during the school day will be transferred to the teacher's voicemail.

Transportation/Private Vehicles: Perquimans Central School will provide staff members to assist with drop-off and pick-up procedures. Please adhere to the following procedures:

- Load and unload from the passenger side of the car. Drivers should remain in the driver's seat.
- Do not pass other cars that are loading or unloading.
- Do not park in the "Drop off" and "Pick up" lane and leave your car unattended.
- Exit the "Drop off" and "Pick up" area promptly after loading and unloading.
- Always wear seatbelts.

*In the morning, car riders will unload in the rear by the cafeteria and bus riders will unload at the front bus loop and enter by the front office door. In the afternoon, car riders will be dismissed through the cafeteria at the back of the school. Cars will drive through the car rider loop behind the school. Bus riders will be dismissed through the second grade hall and walk to their designated bus. .

**Please adhere to the signs at the front of our school in the bus loop. Please park in designated parking spaces to allow for buses to pass through easily.*

Testing: Students are given benchmark tests in English- Language Arts using Dibels in September, January and May. Students are given benchmark tests in Math using iReady in September, December and May.

Visitors: All parents and other visitors will enter the school through our “buzz-in” system. All parents and visitors are required to use our LobbyGuard system to create an ID badge. You will need your driver’s license for the LobbyGuard system.

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 volunteers are asked to fill out a “Volunteer Form” and will be invited to a short volunteer training before they begin to volunteer at Perquimans Central School. All volunteers receive background checks. This will be completed through our district Central Office.

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 unwelcomed, 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. (NOTE: Please use the Report a Bully link on www.pcs.k12.nc.us to report harassment and/or bullying.)

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 Assistance: 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 Camden, Chowan, Currituck, Pasquotank and Perquimans Counties will conduct dental screenings using vinyl gloves, mask, flashlight, and a new tongue depressor for each child. 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 letter will be sent home to show your child's results. (Note: If you do not want your child to participate in the dental screening, please contact your child's teacher.)

Diabetes: North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. If your child has diabetes, please contact the school nurse or the school counselor at your child's school immediately.

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.immunize.nc.gov or www.cdc.gov/flu.

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.

Health Assessment: [Health Assessments](#) communicate health concerns and information from parents and physicians for all children entering public schools for the first time in North Carolina. Health issues that affect learning are addressed. State law requires that every child entering public school in N.C. for the first time receive a health assessment. The assessment must occur within 12 months prior to entering school. The medical provider, parent or guardian must provide a completed health assessment transmittal form to the school on or before the child's first day of attendance. Students will be excluded from school if these requirements are not met within 30 calendar days of the students first day of attendance. .

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. Visit website <http://www.cdc.gov/hepatitis>.

Immunization: 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 the first date of attendance, 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 30 days.

When to Keep A Child Home from School

Schools, parents, and caregivers often do not know what specific illness a child may have; rather, children present with symptoms. If a child has the following symptoms, the CDC recommends they should stay home because their illness could affect their ability to participate in school and there is concern they might spread an infection to staff and students.

- Fever (as defined by a temperature of 100.4 or greater)
- Vomiting more than twice in the preceding 24 hours
- Diarrhea that causes ‘accidents’, is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies.

Return to School after Illness

When a child can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on their own, not overly fatigued), and care of the returning child should not interfere with the school staff’s ability to teach or care for other students. Parents and caregivers should consult their child’s health care provider with specific questions about their child’s condition or recovery.

For the general symptoms described above in the when to keep a child home section, students can return to the school setting when:

- The child has not had a fever and is not using fever-reducing medication for at least 24 hours.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours.

Giving a fever reducer and sending a child to school will almost guarantee a call from the school when the medication wears off, as well as exposing other students to possible infection.

Injury/Illness

In case of illness at school or injuries needing medical attention, the school will notify a parent as soon as possible. A parent or other responsible adult must be able to be reached. Please keep your contact information updated with the school.

Medication

Over-the-counter medications and prescription medications can only be administered with a doctor's order and after the parent has submitted a properly completed and signed medication authorization form. An explanation of the school policy and a copy of the authorization form are available at the school office or from your school nurse.

SAFETY DRILLS

Fire Drills: A fire drill will be conducted at least once a month during the school year. The purpose of these drills is to prepare students and staff in the event we have to evacuate the school. School administration and teachers will make students aware of fire drill procedures.

Lock Down Drill: As part of our Emergency Action Plan, we conduct drills to prepare students for possible crisis situations throughout the year. The purpose of the drill is for students to know exactly what to do and how to respond when lock-down directions are given. The school may hold unannounced lockdown drills periodically throughout the school year.

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

School Discipline: Protecting the safety of students and the learning environment established by the teacher is a priority of our school. We hold high expectations for our students and focus on teaching resilience and content. Life is not always easy, and learning to persevere and maintain a positive attitude is important to a successful future. Please review the following discipline matrix with your child. Remind them to respect all adults and consider our teammates working toward a common goal. If you have any questions or concerns about the discipline rubric created by our school improvement team, please contact the school principal.

*add discipline matrix

Note: Administrators and teachers will handle discipline cases on an individual basis and in compliance with the discipline procedures. Final consequences will be determined by administration on an individual basis and in accordance with board policies.

Note:: The bus and field trips are considered extensions of the school day. All school rules and Code of Conduct expectations remain in effect from the time a student steps on the school bus until they arrive home. Students who violate the rubric above or the BOE policy for the Student Code of Conduct are subject to appropriate consequences as deemed by the school principal or his/her designee.



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

For more information regarding policies of the Perquimans County Board of Education, visit <http://www.pgschools.org> click on Board of Education, then click on Policies. Please note that any policy addition or revision to a policy will bear the date of adoption. When a new or revised policy supersedes another, the old policy shall be deleted from the online manual.

PARENT HANDBOOK SIGNATURE PAGE

After reading the Parent/Student Handbook, please sign the appropriate lines below and return the form to the Front Office. We, the parent(s)/guardians of _____ have read and understand the contents of the Parent/Student Handbook. We agree to follow the policies outlined in the Parent/Student Handbook. We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School. The Parent/Student Handbook is not an enrollment contract.

Signature of Parent/Guardian _____

Date _____