

Buckland Elementary School

Student Handbook



2013-2014

**Vivian E. Goldsby
Principal**

Table of Contents

| | |
|--|----|
| Gates County Schools Vision and Mission Statement..... | 2 |
| Buckland Faculty and Staff..... | 3 |
| Information for Parents | 5 |
| Schedule of Activities | 9 |
| Report Cards | 10 |
| Breakfast/Lunch Schedule | 11 |
| Meal Prices For 2013-2014 | 12 |
| Child Nutrition Policy | 13 |
| Attendance Regulations..... | 15 |
| Discipline..... | 17 |
| Student Dress Code | 24 |
| School-wide Bullying | 26 |
| Bell Schedule, Tardiness, Early Checkout..... | 29 |
| Inclement Weather | 30 |
| School Nurse | 31 |
| Medication Administration | 32 |
| XIV. NON-DISCRIMINATION STATEMENT | 34 |
| School Calendar | 35 |
| Parent Signature Page..... | 36 |

Gates County Schools

Education at its Best

Vision:

Gates County Public School will promote achievement through teaching, engaging and helping students become successful.

Mission:

Gates County Public Schools will work collaboratively with all stakeholders to provide a nurturing educational environment that empowers students to be college and career ready through utilizing technology and 21st century skills. Gates County public Schools are committed to inspiring all students to reach their maximum potential in becoming productive citizens.

“Reaching New Heights Together”

Buckland Elementary School

2013-2014 Faculty and Staff

Vivian E. Goldsby, Principal

goldsbyve@gatescountyschools.net



Kindergarten

Sandy Savage
Kristal Brooks
Armecia Boyce
Cynthia Perry

Teacher
Teacher Assistant
Teacher
Teacher Assistant

savagesd@gatescountyschools.net
brookskm@gatescountyschools.net
boyceab@gatescountyschools.net
perryys@gatescountyschools.net

First Grade

JoJo Nichols
Margie Asbell
Susan Bazemore
Alisha Hawk

Teacher
Teacher Assistant
Teacher
Teacher Assistant

nicholsjj@gatescountyschools.net
asbellmj@gatescountyschools.net
bazemoresm@gatescountyschools.net
hawkal@gatescountyschools.net

Second Grade

Susan Parker
Eboni Branch

Teacher
Teacher

parkersh@gatescountyschools.net
branchea@gatescountyschools.net

Third Grade

Ruby Holder
Carol Wartian

Language Arts/Social Studies
Math/Science

holderrm@gatescountyschools.net
wartianca@gatescountyschools.net

Fourth Grade

April Sheets
Anita Winn

Language Arts/Social Studies
Math/Science

sheetsat@gatescountyschools.net
winnah@gatescountyschools.net

Fifth Grade

Avis Holley
Lauren Bright
Michelle Newsome

Language Arts/Social Studies
Math/Social Studies
Science/Social Studies

holleya@gatescountyschools.net
brightls@gatescountyschools.net
newsomema@gatescountyschools.net

Exceptional Children

Phillipa Smith
Robin Boone
Heather Boyd
Katharine Marett

Teacher
Teacher Assistant
Speech (Itinerant)
School Psychologist

smithpm@gatescountyschools.net
boonerh@gatescountyschools.net
boydhv@gatescountyschools.net
marettkm@gatescountyschools.net

Heather Boyce

Nurse

boycehm@gatescountyschools.net

Specialty Teachers

Elaine Vaughan
Nathan Brown
Susan Braatz
Linda Collins-Brickhouse
Shelly Murphy
Nicky Silver

Reading Specialist
Physical Education
Music
Media
Computer Lab
Guidance/Testing

vaughaneb@gatescountyschools.net
brownnd@gatescountyschools.net
braatzsf@gatescountyschools.net
brickhouselc@gatescountyschools.net
murphys@gatescountyschools.net
silverni@gatescountyschools.net

Support Staff

Emma Hall
Janet Lilley
Paula Walker
Vacant
Vacant

Power School Data Manager
Office Manager/Payroll
Head Custodian
Part-time Custodian
Part-time Custodian

halle@gatescountyschools.net
lilleyjr@gatescountyschools.net
walkerph@gatescountyschools.net

Cafeteria Staff

Judy Harrell
Barbara Sears
Gloria Myrick
Fenton Bond

Manager
Staff
Staff
Part-time Staff

harrelljc@gatescountyschools.net

Bus Driver

Glendon Goodman
Janice Knight
Shardi Beasley
JoAnne Doyle
Deloris Williams
Hilda Roscoe

EC Bus Driver for Bus 82
Bus Driver for Bus 85
Bus Driver for Bus 83
Bus Driver for Bus 109
Bus Driver for Bus 87
EC Bus Monitor for Bus 82

BUCKLAND ELEMENTARY SCHOOL
2013-2014
Information for Parents

1. Please fill out the enrollment form and permission to release sheet immediately and return them to your child's homeroom teacher. We must have one of these forms for each child.
2. You may purchase student insurance if you desire. Please read the insurance information very carefully. The accident insurance is supplemental and is not meant to provide full coverage in most situations.
3. Breakfast and lunch will be served daily. Days that school begins after **10:00 A.M.**, only lunch will be served. A regular lunch (milk included) will cost \$2.00 and a reduced price lunch (milk included) will cost \$.40. The cost of a regular breakfast (milk included) will be \$.85 and a reduced price breakfast (milk included) will cost \$.30.
If possible, please send the correct amount for an entire week on the first day of each week. A student paying full price will be allowed to charge only \$5.70 and a student paying reduced price will be allowed to charge only \$1.40.

***Because of new state legislation, only students who are eligible to receive free meals will be allowed to eat breakfast free this year.**
4. If interested, please complete the school free and reduced meal application as soon as possible. Students will be able to eat on last year's meal status during the first 10 days of school.
5. Students (free, reduced, or paid) at Buckland Elementary School will each be given a special number to use when they go to the lunchroom for breakfast or lunch.
6. This year we will be serving 1% reduced fat plain, chocolate, strawberry and plain skim milk. One carton of milk will be served with each plate. Extra cartons of milk can be purchased for \$.60 each.
7. Ice cream, snacks, and bottled water will be available in the lunchroom.
8. All students must ride their regular bus and get off at their assigned stop unless the school is contacted by a parent or guardian. If you know that your child will need to change buses or get off at a different stop on his/her regular bus, please send a note to school rather than using the telephone. This saves a great deal of time and confusion.
9. Children should not arrive at school before **7:30 AM** in the morning on any school day unless arrangements have been made with the office. Students arriving early will report to the Media Center where a teacher assistant will be on duty.
10. Students who are requested by parents not to ride the bus in the afternoon should be picked up by **3:15**. If you plan to use the After School Program (3:00-6:00), you must complete an application and pay a fee before your child can use this service.

11. Parents and friends are welcome in our school. For safety purposes all exterior doors are locked during school hours. Please ring the doorbell and a staff member will direct you to the front lobby office. You will be required to register with our Ident-A-Kid System and will be given a pass while you are in the building. Visitors should not go to the K & 1 building without entering through the main building. These measures and others are a part of our Safe Schools Plan.
12. Also to assure each student's safety, he/she must be signed out in the front lobby office before leaving school.
13. Conferences with teachers (longer than a few minutes) should be held after 3:05 P.M. each day (Monday-Thursday) or by appointment. This method will allow any parent or guardian access to the instructional staff and it will also make certain that class routine can be maintained without unnecessary interruptions.
14. Students cannot invite children, not enrolled in Buckland Elementary School, to come out to school with them. The school cannot assume this extra responsibility.
15. We will keep an accurate record of those students reporting to school late. The bell to signal when students will be counted tardy will ring at **8:30 A.M.** Students must have reported to their classrooms by this time. Anyone arriving on late buses will not be counted tardy. **Students will be counted absent if they leave before 11:30 AM or arrive after 11:30 AM on a regular school day.**
16. Good attendance at school is a necessary step in making sure that a student is as successful as he/she can be. As parents, this is your very important responsibility. The following reasons are the only ones accepted by the state of North Carolina as being lawful:
 - (1) Illness or injury
 - (2) Quarantine
 - (3) Death in immediate family
 - (4) Medical or dental appointments
 - (5) Court or administrative proceedings
 - (6) Religious observances
 - (7) Educational opportunity
 - (8) Military deployment activities

When it is necessary for your child to miss school, a note explaining the reason for the absence should be sent to his/her teacher when he/she returns to school. A School Reach telephone message will be made each day that your child is absent from school.
**Review the "Attendance Policy" located in the "Student Policy and Information Manual".

17. The bell for the buses to unload will ring at 8:05. The bell to load in the afternoon will ring at 3:00 for K-2nd grade students and 3:03 for 3rd-5th grade students. The last bus should be off the campus by 3:15 each day.

18. Buckland's discipline plan is based on Positive Behavior Intervention and Support (PBIS) and Response to Intervention (RTI). There are rewards and consequences as it relates to student behavior in the school and on the school buses. Please read each plan and review it with your child/children. Each teacher will also have rules posted and a classroom management plan for his/her particular classroom. Also, review the Panda Care Plan, which has prevented many students from having to spend extra time in the office.
19. Buckland Elementary School recognizes that opportunities to participate in off-campus educational activities are an important teaching experience and can supplement and reinforce classroom learning. Buckland encourages such experiences when appropriate. The safety and well being of the students are primary concerns when planning field trips. In some instances, due to behavior, the principal, in consultation with the teacher, may determine a child should be excluded from a trip or a parent must accompany the student. If a student is excluded from participating in a field trip for behavioral reasons, the parent must be informed. The withholding of education field trips as a punitive measure is not the intention of the school but for the safety of the students.
20. The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in Title IX, Title VI, and Section 504 or Federal Law.
21. Please make sure that you work out an emergency plan with your child so that he/she will know what to do in the event that no one is home when school closes for the day. There are times when the school day may end earlier than planned because of the weather or other unexpected reasons.
22. Students should always come to school neat and clean each day. Footwear and clothing should be appropriate for the activities planned. Tennis shoes would be the best footwear for most occasions. ***Please review the "Student Dress Code" in the Student Policy and Information Manual. Also take into consideration each day that the building temperature may be made cooler or warmer than the outside temperature during the year.
23. Report cards (1st - 5th grade) will be sent home after each nine weeks of instruction. Progress Reports will be given out after approximately four weeks of instruction. Kindergarten report cards will be sent home at the end of the first and second semester. Progress reports will be sent at the end of the first and third nine weeks.
24. A "Moment of Silence" for one minute will be observed each morning in each regular class so that each student will have a time for quiet reflection.
25. All food items brought to school for birthday parties and special occasions must be purchased from a vendor where quality control and sanitation inspections are a required part of their operation. Food items should arrive and be served from their original container. (Not before lunchtime.)

26. Review the Federal No Child Left Behind (NCLB) information for Title I schools. Buckland Elementary is a Title I school.
27. Review the Gates County website (<http://coserver.gates.k12.nc.us/>) for the Gates County policy information, Common Core & Essential Standards, and other important information. Buckland's website can be found (<http://coserver.gates.k12.nc.us/buckland/>).
28. Students and parents are encouraged to report any complaints of "bullying". ***Please review the policy related to bullying in the Student Policy and Information Manual.
29. We use the video camera at Buckland Elementary to record school programs, school news and information segments, teachers providing instruction, and students in an instructional or classroom activity. At times we may want a parent to view a tape to see his/her child in a classroom setting to assist the school in improving the student's performance. Only individuals using the tape to improve performance would view the tape. Students may also be taped while riding on the buses. Please contact the principal, Vivian Goldsby, if you have a concern about your child being on a tape in these situations.
30. In addition, students' names and pictures are displayed in the halls of the school and in the newspaper. If you are concerned about this practice, also contact Vivian Goldsby.
31. Schools must annually inform parents or eligible students of their rights under The Family Educational Rights and Privacy Act (FERPA), including the right to:
 - a. inspect and review the student's education records;
 - b. seek amendment of the student's education records that are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
 - c. consent to disclosures of personally identifiable information in the student's record, except to the extent that FERPA authorizes disclosure without consent; and
 - d. file a complaint with the U.S. Department of Education concerning alleged failures of the schools to comply with FERPA.

Please see Vivian Goldsby about procedures for exercising the rights listed above.

32. For current weather information visit the NC State Climate Office weather station located on Buckland's campus. (<http://www.nclimate.ncsu.edu/cronos/index.php?station=BUCK>)

BUCKLAND SCHOOL
Schedule of Activities
2013-2014

| | |
|---|---------------|
| Open House (5:30 - 7:00 P.M.) | August 21 |
| Grandparents' Week | September 3-6 |
| PTA Meeting (7:00 P.M.) | September 10 |
| Individual Pictures (8:00 A.M.) | September 11 |
| PTA Family Fun Night | October 18 |
| Red Ribbon Week | October 21-25 |
| Fall Festival | October 31 |
| PTA Meeting (7:00 P.M.) | November 14 |
| Thanksgiving Program | November 26 |
| Christmas Program | December 19 |
| PTA Meeting (7:00 P.M.) | January 14 |
| PTA Family Fun Night | February 21 |
| Individual & Group Pictures (8:00 A.M.) | March 13 |
| PTA Meeting (7:00 P.M.) | March 13 |
| Brain Brawl | March 21 |
| Book Fair (Family Day on April 19 th) | April 14-19 |
| Science Fair | April 16 |
| Easter Egg Hunt | April 16 |
| Easter Program | April 18 |
| Spelling Bee | May 2 |
| PTA Meeting (7:00 P.M.) | May 13 |
| 5 th Grade Dance | May 30 |
| Field Day | June 2, 3, 4 |
| Awards Program | June 5 |
| 5th Grade Graduation | June 6 |

REPORT CARDS

The report card is a report of your child's academic and social progress. Please study it carefully and review it with your child.

The purpose of this report is to provide the information necessary for a sound working relationship between the school and the home. When a pleasant relationship exist between the school and the home, your child benefits.

If you have any questions regarding your child's progress or suggestions to the school for improvement, please call the school office to arrange a conference.

Irregular attendance interrupts an orderly learning process. Days lost from school by non-attendance can never be regained. We urge that you exercise firm parental responsibility and have your child in school each day, unless illness or an emergency occurs. Please send a written note with your child when they return to school. Send a doctor's note when applicable. The note must be sent within 3 days of returning to school **or the absence will count as unexcused.**

To ensure happy, healthy and productive growth for you child, join hands with us. We need your help. We cannot teach your child if they are not at school.

At the end of the school year, students will take their report card home. If your child is not present on the last day of school his or her report cards will be mailed by June 13, 2014 if there are no outstanding debts to Buckland Elementary.

BUCKLAND ELEMENTARY SCHOOL PROGRESS REPORT - REPORT CARD SCHEDULE 2013-2014

Progress Reports

Report Cards

Kindergarten

11/05/13

01/28/14

04/08/14

06/06/14

Grades 1 - 5

10/01/13

11/05/13

12/10/13

01/28/14

02/25/14

04/08/14

05/13/14

06/06/14

BUCKLAND ELEMENTARY
2013-2014
Breakfast & Lunch Schedule

Breakfast

Breakfast Duty

| | | |
|------|-----------------|--|
| 8:05 | 5 th | Grade Level Teachers |
| 8:10 | 4 th | Grade Level Teachers, Mrs. Braatz, & Mrs. Murphy |
| 8:15 | 3 rd | Grade Level Teachers, Mrs. Braatz, & Mrs. Murphy |
| 8:20 | 2 nd | Grade Level Teachers, Mrs. Braatz, & Mrs. Murphy |
| 8:30 | 1 st | 1 st Grade Assists |
| 8:35 | KG | Kindergarten Assists |

*(KG - 2nd) Homerooms (3rd - 5th) Class receiving instruction from teacher listed

**Snacks and ice cream purchased should only be eaten in the lunchroom during lunchtime.

****Lunch**

| <u>*Class</u> | <u>Teacher</u> | <u>Times</u> | <u>Tables</u> |
|----------------------|-----------------------|---------------------|----------------------|
| 2nd | Branch | 11:15 - 11:45 | 1 |
| 2nd | Parker | 11:20 - 11:50 | 2 |
| 3rd | Holder | 11:25 - 11:55 | 3 |
| 3rd | Wartian | 11:30 - 12:00 | 4 |
| 5th | Newsome | 11:35 - 12:05 | 5 |
| 5th | Holley | 11:45 - 12:15 | 1 |
| 5th | Bright | 11:50 - 12:20 | 2 |
| 4th | Winn | 11:55 - 12:25 | 3 |
| 4th | Sheets | 12:00 - 12:30 | 4 |
| 1st | Bazemore/Hawk | 12:05 - 12:35 | 5 |
| 1st | Nichols/Asbell | 12:15 - 12:45 | 1 |
| KG | Savage/Brooks | 12:20 - 12:50 | 2 |
| KG | Boyce/Perry | 12:25 - 12:55 | 3 |



**Child Nutrition Program
Meal Prices
2013-2014**

Elementary Level Students

| | |
|--------------------------------|----------------|
| Breakfast - Full Price: | \$.85 |
| Breakfast - Reduced: | \$.30 |
| Lunch - Full Price: | \$ 2.00 |
| Lunch - Reduced: | \$.40 |
| Extra Milk: | \$.60 |

Adults

All Meals - A La Carte Prices

Gates County Public Schools
Child Nutrition

Policy and Procedures for Charged Meals
for Elementary Students

Policy:

1. Elementary students who have **lost or misplaced their meal money** may charge up to two (2) days meals. Meal charges must be paid after two (2) charges before additional meals or extra sales are served. Charges can only be meals, no a la carte items may be charged. Each student has an account and prepayment of meals and snacks is suggested.
2. Checks will be accepted for payment on a student's account. Checks should be made payable to Gates County Child Nutrition. Checks returned for (NSF) non-sufficient funds will be charged a fee of \$25.00. If a second NSF check should come back; checks will no longer be accepted for the remainder of the school year. NSF checks not paid within 15 days will be turned over to the magistrate for collection. Checks will no longer be accepted from persons whose checks go to collections.
3. If a student withdraws from school, the principal will notify the manager so their account can be resolved. If money is owed to child nutrition, payment must be made. If there is a balance on the student account it will be refunded. If a student withdraws and does not collect the money on their account, sixty(60)days will be allowed to request a refund. After 60 days the money becomes the property of Child Nutrition.

Procedures:

1. Bills will be printed weekly for all charges. On a daily basis, the manager will send a list of students whose balance due is more than the cost of two (2) meals to the principal or designee. This will allow time for arrangements to be made for these students before the student's appointed time to eat lunch.
2. If a student who has a balance due of more than the cost of two (2) meals enters the cafeteria without making arrangements to cover the cost of their meal, the manager will implement the individual school plan. Example of plans are as follows:

- a. Give the student a less than reimbursement meal: i.e. peanut butter sandwich and milk.
 - b. Send the student to the office to call their parents.
 - c. Borrow money from a fund established by the school's counselor (student can only borrow if previous loan has been paid in full).
3. If a student is charging meals on a regular basis, the principal or counselor will contact the parent and determine if the family needs to submit an application for free or reduced meals or if there is a special circumstance. If there is a special circumstance, the principal will need to address the issue appropriately.
4. In order to prevent the Child Nutrition account from closing the year with unpaid balances, all charges must be collected before the close of the school year. End-of-Year procedures are as follows:
 - a. Students will not be allowed to charge during the last two weeks of school.
 - b. All bills will be sent home to parents requesting payment.

Check Policy

The following criteria has to be met in order for Child Nutrition to accept your check to pay for meals.

1. Requires First Name, Middle Initial, Last Name or Initials and Last Name, Current Address and Local Phone Number.
2. Address has to be LOCAL; no out of state address will be accepted.
3. Bank can be out of state, but address has to be local.
4. No check number below 300.
5. No change will be given from a check; the entire amount must be credited to the child's account.
6. You are allowed one NSF check. The second NSF check will result in checks no longer being accepted if given within a two year period. Immediate restitution of NSF check will be considered.
7. If your NSF check has to go to collections, checks will no longer be accepted even if it is the first NSF check.

Child Nutrition wants very much to accommodate you and not complicate your life further, but unfortunately the number of Non Sufficient Funds Checks (Bad Checks) is increasing. This is making accepting checks more time consuming and costly to collect.

BUCKLAND ELEMENTARY SCHOOL ATTENDANCE REGULATIONS

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records shall be used to enforce the Compulsory Attendance Law of North Carolina.

An automated phone call will be made for each absence. Each time a student misses 5 days and/or has 5 tardies during the nine-week grading period the student/parent will appear before the school based attendance committee. If a parent is unable to meet with the committee the committee will meet and the decision will be communicated with the parent.

- On the 3rd absence, a call from the school counselor will be made in addition to the automated phone message
- Each 5th absence the attendance committee will determine the consequence for the student based on individual circumstances
- Each 5th time the student is tardy or leaves early they will be required to attend After School Detention to make up for missed instructional time
- All circumstances for absenteeism and tardies will be reviewed by the attendance committee and all consequences will be determined by the committee

A. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be excused for the following reasons:

1. personal illness or injury, which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. participation under subpoena as a witness in a court proceedings;
5. observance of an event required or suggested by the religion of a student or the student's parents(s) with prior approval by the principal; or
6. the principal will have the discretion to determine if non-school related activities will be excused

Extended illnesses generally require a statement from a physician.

In the case of absences and suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student/parent is responsible for finding out what assignments are due and completing them within the specified time period.

B. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- * field trips sponsored by the school;
- * school-initiated and scheduled activities;
- * athletic events requiring early dismissal from school; or
- * in-school suspension.

Students will complete assignments missed for these reasons. The teacher will determine when work is to be made up. The student/parent is responsible for getting the assignments that are due and completing them within the specified time period.

C. EXCESSIVE ABSENCES

Students missing more than 20 days per year may be subject to review by the attendance school based committee. Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal/designee will notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

The principal or committee will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The school-based committee may recommend to the principal and the principal may make any of the following determinations:

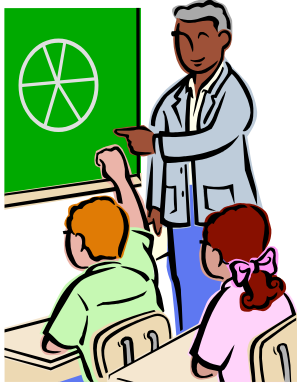
- * the student will receive the grade otherwise earned; or
- * the student will be given additional time to complete the missed work before making a determination of the appropriate grade.

D. ATTENDANCE COMMITTEE

- * will meet as needed during the nine-week grading period to review attendance issues
- * will meet with student/parent who has missed 5 days, 5 tardies, or 5 early dismissals
- * will send letter/call parent to notify them of the meeting
- * if no response from parent, principal will follow-up with a call/visit
- * If there still has been no response from the parent, the attendance committee will determine the consequence

Legal Reference: G.S. 115C-47; -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000 through -003

Buckland Elementary School Discipline Plan



PBIS/RTI

Discipline at Buckland will be based on Positive Behavior Intervention and Support (PBIS) and Response to Intervention (RTI). PBIS/RTI is an approach comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students.

PBIS/RTI is a school improvement model focused on whole school improvement. It provides a model for the entire school to effectively utilize, culturally responsive practices, positive school climate, effective staff development, data based decision-making and parent and community partnerships.

Should additional behavioral/academic concerns arise, they will be addressed by the PBIS/RTI team on a case by case basis.

The school's PBIS/RTI team has developed a matrix to provide the entire school with the expectations of all. Our teachers and staff will model desired behaviors that we expect our students to display. We have a core PBIS/RTI team, however, every person in the school is a part of the PBIS/RTI team.

Buckland Elementary School's matrix is Pandas are the BEST!

Be Respectful

Everyone Engaged

Show Kindness

Think Responsibly

Matrix

School Wide Rules and Expectations

| CLASSROOM | HALLWAYS | BATHROOM | CAFETERIA |
|---|--|--|---|
| <ul style="list-style-type: none"> • Work cooperatively • Raise hand • Eyes on the speaker • Ears listening • Use kind and encouraging words | <ul style="list-style-type: none"> • Keep hands and feet to yourself • Walk Silently • Keep hands off bulletin boards or other student work | <ul style="list-style-type: none"> • Respect the privacy of others • Keep your hands, feet and objects to yourself | <ul style="list-style-type: none"> • Stand quietly and calmly while waiting • Use good table manners • Respond quickly when given directions |
| <ul style="list-style-type: none"> • Follow directions • Accept consequences without complaining • Have necessary materials • Complete work in a timely manner • Do your best | <ul style="list-style-type: none"> • Maintain your place in line • Listen for directions • Face forward • No Hats, etc. | <ul style="list-style-type: none"> • One person per bathroom stall • Always flush • Turn off faucet • Throw paper towels into the trash can • Use bathroom only when necessary | <ul style="list-style-type: none"> • Stay in your assigned grade area • Clean your area when finished eating • Line up quietly when leaving cafeteria • Raise your hand for assistance |
| <ul style="list-style-type: none"> • Stay in your personal space • Use all materials or equipment in the appropriate manner • Place book bags in a safe place • No Hats, etc. | <ul style="list-style-type: none"> • Walk to the right • Keep your backpack zipped and on your back • Maintain control of rolling book-bags • Keep locker areas neat and orderly | <ul style="list-style-type: none"> • Wash hands with soap and water • Keep water in the sink • Report any unsafe or inappropriate behavior to an adult • No Hats, etc. | <ul style="list-style-type: none"> • Wait your turn calmly • Stay in your assigned seat until dismissed • Pick up any litter from the floor • Eat only your own food |
| PLAYGROUND/GYM | SPECIAL EVENTS/ FIELD TRIPS | BUS | ALL AREAS |
| <ul style="list-style-type: none"> • Be a good sport - be both a good winner and a good loser • Use kind and encouraging words • Take turns and cooperate | <ul style="list-style-type: none"> • Participate appropriately • Listen attentively • Maintain personal space for all • Use kind words | <ul style="list-style-type: none"> • Use an inside voice • Go directly to your seat and sit down • Follow the directions of your driver • Use kind words | <ul style="list-style-type: none"> • Respond to any staff member politely and use kind language • Keep hands, feet, and objects to yourself |
| <ul style="list-style-type: none"> • Stay in your designated area • Follow directions and accept consequences without complaining • Put equipment back in its proper place • No Hat, etc. | <ul style="list-style-type: none"> • Follow directions of staff members • Stay in assigned area • Accept directives without complaining or arguing | <ul style="list-style-type: none"> • Keep your hands, feet, and objectives to yourself • Stay seated at all times • Keep your belongings out of the aisle • Throw all trash away appropriately • Do not eat or drink on the bus | <ul style="list-style-type: none"> • Be on time for school • Know where you are supposed to go in the afternoon • Bring notes for early dismissal • Keep the front office up to date on Emergency numbers • Report unsafe behavior to any staff member |
| <ul style="list-style-type: none"> • Use Equipment as directed • Watch out for others • Report unsafe behavior immediately • Listen for directions from your teacher and line up calmly | <ul style="list-style-type: none"> • Wear appropriate clothing • Stay with positive peers • Ask for assistance if needed • Report any unsafe behavior to an adult | <ul style="list-style-type: none"> • Stay seated at all times when the bus is moving • If there is something unsafe happening, tell the driver when the bus is stopped | <ul style="list-style-type: none"> • Know the rules-what to do if you get home and no one is there • Know the rules of afterschool tutoring and extra curricular activities |

Behaviors and Consequences

| | | |
|---|--|---|
| <p>Level I Behaviors</p> <p>Students who engage in Level I Behaviors will be asked to identify the inappropriate behavior and select an appropriate replacement behavior. Students may receive mild consequences to discourage the inappropriate behavior.</p> <p>These behaviors include but are not limited to:</p> <ul style="list-style-type: none"> • Running in building or hallway • Failing to follow hallway or cafeteria rules • Failing to follow playground rules • Littering • Disrupting the classroom • Playing in an unsafe or rough manner • Using general profanity or inappropriate language • Failing to make a smooth transition from one place to another • Bullying behavior • Calling people names or saying unkind things • Failing to follow the directives of a staff member • Failing to treat others with respect • Failing to cooperate with staff or students • Failing to remain in assigned areas • Choosing not to keep hands, feet and objects to self | <p>Level II Behaviors</p> <p>Students who engage in Level II Behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students displaying these behaviors could be seen by the guidance counselor and/or the principal. The behavior will be documented and parents will be contacted.</p> <p>These behaviors include but are not limited to:</p> <ul style="list-style-type: none"> • Continuing to repeat Level I Behaviors • Disrespecting self or others • Creating inappropriate artwork • Being disrespectful to or damaging personal or public property • Disrupting class • Bullying • Cheating • Being dishonest/lying/forgery • Putting hands intentionally on someone else • Spitting on/at others • Defying directions of staff members • Being disrespectful to adults • Directing profanity or other harsh language at another person | <p>Level III Behaviors</p> <p>Students who engage in Level III behaviors will be referred to the principal for immediate corrective action. Level III Behaviors are very serious behaviors that can violate the safety of the school or the well-being and safety of other students or staff</p> <p>These behaviors may include:</p> <ul style="list-style-type: none"> • Continuing to repeat Level II Behaviors • Hitting, fighting, or being physically aggressive towards another student or staff member • Bullying or intimidating or threatening another person • Directing verbal abuse or profanity at another person • Vandalizing property • Stealing/taking someone's property • Biting another student |
| <p>These consequences may include but are not limited to:</p> <ul style="list-style-type: none"> • Making a verbal correction • Picking up pine cones, etc. on the school grounds • Making an apology • Intervention session with the guidance counselor • Being assigned isolated lunch • Serving after-school detention • Parent Contact • Isolated or Working Lunch | <p>These consequences may include but are not limited to:</p> <ul style="list-style-type: none"> • Making a verbal correction • Visiting the Panda Care Room • Walking laps • Picking up pine cones, etc. on the school grounds • Making an apology • Having a session with the guidance counselor • Being assigned isolated lunch • Serving after-school detention • Behavior contract • Making restitution | <p>These consequences may include but are not limited to:</p> <ul style="list-style-type: none"> • Serving after-school detention • Visiting the Panda Care Room • Being suspended from school • Attending multiple sessions with guidance counselor • Making a behavior contract • Making restitution • Being escorted by a parent/guardian • Being isolated from the general student population • Visit from SRO |



Buckland Elementary School Panda CARE

**Can
Achieve
Responsible
Excellence**

Buckland Elementary School will continue positive behavior interventions and support system during the 2011-2012 school year. Positive behavior interventions and support will provide care and support for students who are not following established school rules. Students who consistently disrupt instruction or disrespect themselves, others or school staff members would learn to become more responsible for their behavior and educational opportunities. Positive behavior interventions and support will enhance an uninterrupted instructional process and facilitate higher achievement levels for all students. Disruptive and/or disrespectful students will receive extra assistance and counseling.

The primary objective of Buckland Elementary's Panda CARE would be:

- * To facilitate a school climate with emphasis on excellence**
- * To provide extra support and assistance for students**
- * To promote self-respect and responsibility**
- * To include parents/guardians in the development of appropriate behavior for their child**

Buckland Panda CARE

Overview: Panda CARE is a program for handling discipline referrals. Panda CARE is a separate setting provided to counsel and correct students who display inappropriate behavior in an attempt to prevent reoccurrence and escalation of disruptive behaviors. A specified location within the school setting where students who need to be removed from the regular setting are taken has been established to allow for uninterrupted instruction to continue for the benefit of all students. The Panda Rescue Team could be called to respond when disruptive behaviors facilitate student removal. Disruptive students would be referred by a classroom teacher as a last resort after established classroom discipline plans have proven ineffective. The classroom teacher must follow the previously established school wide discipline plan.

The classroom teacher must complete a referral form, and a copy of the referral will be sent home with the student to be signed by the parent. If the referral is not returned to school, a copy will be mailed to the parent.

During the out-of-class time, the disruptive student will review and reflect on his or her behavior. Students will complete a review and reflection activity in order to promote character development and positive behaviors. Student time out-of-class will be documented. Students may eat breakfast and/or lunch in a separate setting. When a student receives a second referral within a single grading period, the student's parents will be invited in for a conference. Any more than two referrals within a single grading period will result in additional disciplinary consequences and assistance.

Buckland Elementary School Bus Discipline Plan

OUR PHILOSOPHY: Riding a school bus to and from school is a privilege that must not be abused. We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

THE RULES BELOW MUST BE FOLLOWED:

1. Follow directions of the driver and/or principal.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate language at all times.
5. Keep noise level at a minimum (by conducting normal conversations with your neighbors).
6. No eating, drinking, or smoking

IF A STUDENT CHOOSES TO BREAK A RULE OR RULES ON ANY TRIP (MORNING OR AFTERNOON), THE FOLLOWING CONSEQUENCES WILL BE APPLIED:

- 1ST Incident: Driver verbally warns student.
2nd Incident: Driver writes down student's name.
3rd Incident: Driver will report student to principal. Principal contacts parent.
4th Incident: Student will lose bus privileges. Student is removed and loses bus privileges.

Sever behavior: Driver stops the bus and contacts principal. Student is removed and loses bus privileges.

WHEN CONSIDERING THE LOSS OF BUS PRIVILEGES MENTIONED ABOVE, THE PRINCIPAL COULD TAKE THE FOLLOWING STEPS:

- 1st Step: Contact parents and 1-Day Suspension
2nd Step: Contact parents, 5-Day Suspension, and visit to school before bus privileges are restored.
3rd Step: Contact parents, 20-Day Suspension, and visit to school before bus privileges are restored.
4th Step: Contact parents, 90-Day Suspension, and visit to school before bus privileges are restored.

IF A STUDENT CHOOSES TO FOLLOW THE RULES, THEY WILL EARN:

Rewards and privileges given by bus driver and/or principal

RULES FOR WAITING, BOARDING, AND LEAVING A SCHOOL BUS

WAITING

1. Wait quietly and do not play in the roadway.
2. As the bus approaches, stand back from the road, and give the bus driver room to stop.

BOARDING

1. If pupil must cross the road:
 - a. Wait until the bus driver stops the bus and opens the door.
 - b. Check the traffic in both directions
 - c. Walk in front of the bus.
2. Form a single line and don't crowd or push.
3. Use the front door only.
4. Use the handrail and take the steps one at a time.
5. Go directly to your seat.

LEAVING

1. Stay seated until the bus stops.
2. Don't push or shove, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take one step at a time.
5. If you do not have to cross the road, walk immediately away from the bus.
6. If you must cross the road:
 - a. Walk far enough in front of the bus to see the driver.
 - b. Stop when you are even with the traffic side of the bus and look carefully in both directions.
 - c. Cross quickly but do not run.
 - d. Help smaller children to cross the road safely.
 - e. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
7. Do not stop at the mail box for the mail.

BUCKLAND ELEMENTARY SCHOOL STUDENT DRESS CODE

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 will be conducive to learning.

A. GENERAL GUIDELINES

Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is obscene; or
4. endangers the health or safety of the student or others.

A student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. A second or repeated violation of this policy will result in disciplinary action.

B. SPECIFIC GUIDELINES

Principals will maintain the following guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students.

Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage or medical reason request a waiver of a particular guideline for dress or appearance.

Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities or projects approved by the school. This would include but not be limited to: athletics, career technical classes and projects, special events or other activities that would allow for non-conforming dress on a school campus.

1. Clothing must not be disruptive to the teaching-learning process, and cannot be revealing, vulgar, or obscene.
2. Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, promotes illegal violence, or is of a sexual nature.
3. Clothing is not to be sheer or mesh.
4. Clothing will not be allowed that reveals underwear, cleavage, or bare skin underneath the pants/shorts/skirt.

5. Skirts and dresses must be no higher than 3 inches above the top of the knee.
6. Shirts or blouses may not be tank top or spaghetti straps.
7. Shirts and blouses must cover the waist, midriff and go past the waistline.
8. Form-fitting, stretch material may not be worn as a primary outer garment.
9. Tights and leggings (or “jeggings”) may be worn only under garments that meet the provisions of the dress code.
10. Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed.
11. Sagging pants that reveal undergarments are not allowed.
12. Shorts should be properly hemmed.
13. Shorts that have a split on the sides are not acceptable for school wear.
14. Shorts may be no higher than mid-thigh.
15. Hats, sweatbands, Satin Skull Caps, “durags” or sunglasses will not be worn inside school buildings.
16. Footwear is required at all times on school grounds.
17. There shall be no jewelry affixed to student’s nose, lips, cheek or eyebrow.
18. Lettering or any type of sew-on patch, decal, insignia, etc., which is vulgar or promotes alcoholic beverages, tobacco or the use of controlled substances is not allowed.

Students should remember that following these guidelines will eliminate the necessity of being corrected for improper dress.

Legal References: G.S. 115C-47, -390.2



Rationale to Prevent Bullying in Our School

Our school believes that bullying must not be tolerated and has to be stopped because:

1. Bullying behavior has been identified as a common link and characteristic to aggressive acts, violence, and school shootings.
2. Verbal harassment is the number one form of bullying leading to school violence.
3. Creates an environment where students are afraid, and instructional learning takes a back seat to the fear that exists in the school.
4. Creates loneliness and depression.
5. Increases suicide risk of victims and bystanders.
6. Bullies are at a greater risk to join hate gangs, cults, and experience with drugs and alcohol.
7. Posttraumatic stress is a result of bullying and living in fear at school.
8. A result of bullying is physical, psychological, and emotional injury.
9. Is a major factor in the majority of discipline problems.
10. Creates loneliness with victims and bystanders.
11. Leads to a higher rate of student drop-out and school change.
12. Higher absence rate and truancy.
13. Disrupts and interferes with academics.
14. Creates lifelong trauma for the victim, bystander, and bully.

It Is Time to Be Bully Free! (2011), Dr. Richard A. Spurling



Bully Free School Zone Student Pledge

We the STUDENTS of _____ say.....

**"AT THIS SCHOOL...WE BELIEVE...
WE SHOULD BE...BULLY FREE!"**

Bullying is defined as when one individual (or group) seeks to dominate, control, and terrorize the life of another. We know bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", or any other rationalization. The victim is never responsible for being a target of bullying. Bullying behavior is not welcome at our school.

Everyone at _____ will work to provide a school environment that is safe, calm, orderly, procedural, and one in which people care for one another.

By Signing This Pledge, We the Students of _____ Agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member, guidance counselor, or principal.
5. Be alert in places around the school where there is less supervision such as bathrooms, between buildings, buses, etc.
6. Support students who have been or are subjected to bullying.
7. Participate fully and contribute to homeroom class discussions in dealing with bullying.
8. Provide a good role model for younger students and support them if bullying occurs.

I acknowledge that whether I am being a bully or I see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Signed by: _____

Print Name: _____

Date: Date: _____

It Is Time to Be Bully Free! (2011), Dr. Richard A. Spurling

How to React to Bullying on the Bus

"Riding the Bus is a privilege, not a right...a privilege that is earned through good behavior."

It is estimated that nearly one in five students experiences school bus bullying. This is disturbing to educators and parents who many times do not have answers in how to help their child. There are steps that students and parents can take to prevent or put a stop to bus bullying.

Students Can:

- Sit as close to the driver as possible, trying to stay on the right-hand side of the bus so they are within eyesight of the driver,
- Stay close to a friend and away from potential bullies,
- Be polite to someone who attempts to bully rather than reacting with anger or tears,
- Don't fight back (it will only escalate a bad situation),
- Don't let your reaction make the situation worse than it is,
- Tell adults when bullying happens (parents, teachers, principals and the bus driver),
- Give specifics about the bullying (when, where, what type, etc.), and
- Stand up for other students who are being bullied and report the behavior.

Parents Can:

- Know the school's anti-bullying prevention policies and report incidents to the proper officials,
- Take the emotion out of reporting to school officials but have specific details of the bullying acts,
- Be a good listener and encourage the child to tell adults if an incident occurs, making every attempt to stay calm while gathering the facts,
- Teach responsible bus riding behavior,
- Be a good role model by avoiding road rage and other driving related intimidation tactics, and
- Avoid blaming the child for being bullied.

Schools Can:

- Start an anti-bullying campaign that may include school-wide activities, student pledges, and other events to show that bus bullying is unacceptable,
- Institute bus behavior contracts for all students that clearly delineate consequences for bullying, including suspension of bus riding privileges and consequences for students who are bystanders who do not report,
- Set up parent supervision at the school bus zones and neighborhood bus stops and consider adding other adults to the bus as monitors,
- Have assigned seats,
- Ensure the Anti-bullying Student Pledge applies to the school grounds and buses, and
- Use the Bus Incident Report Form (on next page).

It Is Time to Be Bully Free! (2011), Dr. Richard A. Spurling

BUCKLAND ELEMENTARY

2013-2014

Bell Schedule

7:50 All teachers and assistants should be in the classroom and ready to serve students.

8:05 Students riding the bus will unload.

8:30 Tardy bell - All students not at breakfast should be in their homerooms.

11:30 Attendance Bell

2:55 Preparation for dismissal

***3:00 Kindergarten, First, and Second Grade students begin loading**

***3:03 Third, Fourth, and Fifth Grade students begin loading**

****All students should remain in the classroom until the bell sounds.**

TARDINESS

Students arriving at school after 8:30 A. M. are tardy. You must come with your child to the office to sign an entry slip, before your child may be admitted to class.

EARLY CHECKOUT

If you should need to pick up your child early (before 3:00 pm.) for any reason, please come to the Main OFFICE first. The teacher will not release your child without approval from the Office.

Students leaving before 11:30 AM or arriving after 11:30 AM will be counted absent. It would also be helpful if you send a note to the teacher stating the date, time, and reason(s) for the early dismissal. This procedure is for your child's protection and for keeping records for the attendance policy.

***Please send a note or call to let the Office know if your child is leaving early so she can have your child waiting in the office.**

***Please call as early as possible if emergency changes are needed in your child's transportation for the afternoon. Please make calls for transportation changes by 2:30. When parents call close to 3:00, it makes it very difficult to ensure your child will get the message in time.**

Inclement Weather

Television Stations to watch for announcements:
Channels 3, 10, 13, and 7



Codes for Closing/Delays

Code One: Schools closed for students; employees report or take annual leave

Code Two: Schools will be closed for students and 10-month employees

Code Three: Schools will be closed for students and all personnel

Code Four: Students and 10-month employees report two hours late;
12 month-employees report as soon as possible

Code Five: Students and 10-month employees report one hour late;
12-month employees report as soon as possible

Code Six: Students will be dismissed early; please follow your early release schedule

Code Seven: Students will be dismissed immediately due to emergency conditions

School Nurse



A school nurse is available two days per week (Tuesday and Thursday) at Buckland Elementary School. First responders are available at all times to provide medical care when school is in session. Sometimes it is necessary to send a child home from school when ill. Presently, our system follows these procedures:

A student is sent home when feeling ill, vomiting or having a temperature above 100.0 degrees. Occasionally a below normal temperature with other symptoms may also be an indication of illness and the student will be sent home.

Any student with Head Lice, Scabies, or Impetigo will be dismissed until treatment has been rendered.

Any student with inflamed eyes, a rash, or lesion must be excluded until the possibility of a contagious disease can be ruled out or until written permission from a physician indicating return to school has been received.

HEALTH CARE - SCHOOL INSURANCE

Administered by:

United Healthcare Student Resources

P. O. Box 809027

Dallas, TX 75380-9027

866-313-4512

website: www.k12studentinsurance.com

Local Representative:

American Advantage Marketing Group Inc,

P.O. Box 505 Waynesville, NC 28786-0505

800-232-9601 or 828-452-5437 Fax: 828-456-7354

ameradvins@bellsouth.net

A school insurance application will be sent home with all students. School insurance premiums should be mailed directly to the insurance company.

Gates County Schools
Request for Medication Administration in School
Form JHCD/6125, A-1, 01/07

To be completed by physician

PLEASE DO NOT USE ANY MEDICAL ABBREVIATIONS, BE SPECIFIC, AND FILL OUT THIS FORM IN ITS ENTIRETY

Name of student: _____ Date of Birth: _____

Medication: _____ Dosage: _____

Time(s) medication is to be given: _____ Date(s) to be given: _____

Significant information (include side effects, toxic reactions, omission reactions): _____

Contraindications for Administration: _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to contact parent/guardian, and/or send student immediately to the emergency room at _____.

Doctor's Printed Name _____ Telephone Number _____

FOR SELF-ADMINISTRATION ONLY: MEDICINE FOR ASTHMA, DIABETES, ANAPHYLAXIS, OR EMERGENCY PAIN RELIEF

Student may self-administer and self-carry medication at school. (Check one) ☐ yes ☐ no. Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, pain medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed. 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 (completed by student and school nurse after receipt of this form).

All prescription medications for use at school will be furnished by a 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). All over-the-counter medications must be furnished in the original container.

Physician's Signature _____ Date _____

To be completed by parent/guardian

I hereby give permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. 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 _____ Daytime Telephone Number _____ Date _____

(School Use Only)

Approved by _____
Principal's Signature _____ Date _____

Reviewed by _____
School Nurse's Signature _____ Date _____

Dear Parent/Guardian(s):

Our school system has a written policy to assure the safe administration of medication to students during the school day. The school and school employees do not purchase any medications to distribute to students. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You can come to school and give the medication to your child at the appropriate time(s).
2. You may complete the "Authorization For Medication To Be Given During School Hours" form (Form JHCD, A-1, found on the back of this letter) or a similar form from your child's doctor's office. Have your child's doctor complete the form by listing the medication needed, dosage, and number of times per day the medication is to be administered. The physician and parent/guardian must complete a separate form for each prescription and over-the-counter drug needed at school. This means that the doctor and you, the parent or guardian, must authorize all medications (such as inhalers and Tylenol) before they are brought to school. Prescription medicines must be brought to school in a **pharmacy-labeled container**, that 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. We ask that the parent/guardian transport all medications to and from school to **sign the medication in and out** and verify the medication count. Please be aware that the school nurse does not administer the medication, as she covers three schools. School employees are designated by the principal and trained by the school nurse to administer medications. Documentation is required and is kept on file. Medications not picked up at the end of school and signed out by a parent or guardian will be destroyed on the last teacher workday.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, diabetes, or emergency pain relief may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students or allow students to self-administer medication unless they have received an authorization form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. A new authorization form must be completed each school year. In fairness to those giving the medication and to protect the safety of your child and others, there will be no exceptions to this policy.

If you have any questions about the policy, or other issues related to administration of medication in the schools, you may contact the school nurse or school principal.

Thank you for your cooperation,

Heather Boyce, RN, BSN, School Nurse

Vivian E. Goldsby, Principal

XIV. NON-DISCRIMINATION STATEMENT

The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in Title VI, Title IX, and section 504 of Federal Law, which reads as follows:

FEDERAL LEGISLATION PROHIBITING DISCRIMINATION

TITLE VI OF THE CIVIL RIGHTS OF 1964: “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972: “No person ...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

SECTION 504 OF THE REHABILITATION ACT OF 1973: “No otherwise qualified handicapped individual ...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Gates County School Calendar

Confirmation of Receipt of Student Handbook

Please complete and return this page to Buckland Elementary School within three days of receipt of this document.

Parent Signature

This signature below indicates that I, as a parent/guardian of a student in Buckland Elementary School, have received a copy of the Student Handbook and have read and understand my responsibilities as a parent at Buckland Elementary.

Signature of Parent/Guardian

Date of Signature

PRINTED Name of Student

Grade/Teacher

Failure to sign or return this statement does not relieve the student or parent of their responsibility to abide by the regulations printed herein.

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER