

Buckland Elementary School Parent and Student Handbook



**2021-2022
Gail H. Hawkins
Principal**

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“Reaching New Heights Together”

Gates County Public Schools

Vision:

Gates County Public Schools is committed to academic and professional growth in a safe learning environment where everyone is successful:

Growth

Academics

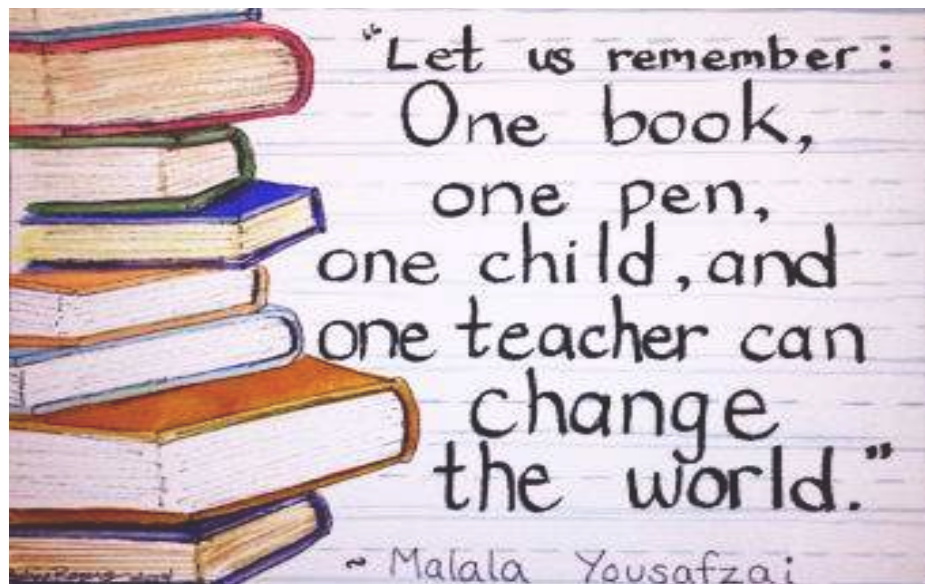
Teaching & Learning

Empowering all students

Safe learning environment

Mission:

Gates County Schools will provide each student personalized educational opportunities through collaboration among students, teachers, parents, and community.



GATES COUNTY SCHOOLS

Goal, Beliefs and Objectives

Our Goal

By 2030, Gates County Public Schools will collaborate with all stakeholders to provide a nurturing educational environment that empowers all students to be college and/or career ready upon graduation, with a commitment to support and inspire all students to reach their maximum potential in becoming productive citizens.

Our Beliefs

We believe:

Students are our first priority.

Safe environments foster learning.

Collaboration is a key to success.

All individuals are treated with respect.

Communication nurtures understanding and trust.

Education is enhanced through the collaboration and support of all stakeholders.

Our Objectives and Strategies

TEACHING AND LEARNING Provide multiple opportunities to ensure that all students have access to a rigorous and relevant curriculum that increases opportunities for college and career related experiences.

STUDENT ACHIEVEMENT Meet or exceed state and federal proficiency benchmarks for all learning targets.

ASSESSMENT OF STUDENT PROGRESS Utilize multiple formative and summative assessment practices to gauge student learning needs to promote growth and enrichment.

HIGHLY EFFECTIVE EDUCATORS Promote human resource practices to ensure the recruitment, retention and training of highly skilled personnel throughout the district.

STAKEHOLDER ENGAGEMENT Ensure active and meaningful participation among students, teachers, parents, and community members to promote shared values and beliefs regarding teaching and learning.

SAFETY Promote a system wide culture of safety encompassing physical, social, and emotional health for all staff and students.

Buckland Elementary School

Vision

Buckland Elementary School is committed to providing:

Personalized Instruction
Accountability
Nurturing environment
Diversity
Achievement
Success for each student

Values

★ We believe that each student is a unique individual with basic intellectual, physical, emotional, and social needs. Each student has the right to know he/she is loved or needed.

★ We believe that it is our responsibility to provide educational opportunities for all students in order for them to become informed, competent, and responsible citizens taking productive places in society.

★ We believe it is our job to inspire and motivate students to take advantage of the opportunities offered so they may realize their fullest potential.

★ We believe we should use all the materials, facilities, and resources in our school and community to help our children relate their school experiences to their own environment and their everyday living.

★ We believe that the staff, teachers, parents, and the children should work together, for each has much to contribute to the furtherance of the child's education.

Mission

Buckland Elementary School will collaborate with families and the community to develop the whole child.
“We will make it work!”

2021–2022 Faculty and Staff



Gail Hawkins

Principal

hawkinsgh@gatescountyschools.net

Kindergarten

Sandy Savage
Becky Davis
Armecia Boyce
Sharon Riddick

Teacher
Teacher Assistant
Teacher
Teacher Assistant

savagesd@gatescountyschools.net
davisrc@gatescountyschools.net
boyceab@gatescountyschools.net
riddickss@gatescountyschools.net

First Grade

Susan Bazemore
JoJo Nichols
Melissa Johnson

Teacher
Teacher
Teacher Assistant/CNA

bazemoresm@gatescountyschools.net
nicholsjj@gatescountyschools.net
johnsonmm@gatescountyschools.net

Second Grade

Eboni Branch
Krystle Williams
Michelle Young

Teacher
Teacher
Teacher

branchea@gatescountyschools.net
willilaskw@gatescountyschools.net
youngmn@gatescountyschools.net

Third Grade

Ruby Holder
Carol Wartian
Kaila Williams

Language Arts
Math
Social Studies/Science

holderrm@gatescountyschools.net
wartianca@gatescountyschools.net
williamsks@gatescountyschools.net

Fourth Grade

April Sheets
Brittany Parker
Chelsea Winn

Language Arts
Math
Social Studies/Science

sheetsat@gatescountyschools.net
parkerbm@gatescountyschools.net
winnct@gatescountyschools.net

Fifth Grade

Anita Winn
Lauren Bright
Amy Hall

Language Arts
Math
Social Studies/Science

winnah@gatescountyschools.net
brightls@gatescountyschools.net
hallab@gatescountyschools.net

Exceptional Children

Jacquelyn Mallory
Regina Bracy
Laurie Morse
Heather Boyd

Teacher
Teacher
Teacher Assistant
Speech

malloryjp@gatescountyschools.net
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morsel@gatescountyschools.net
boydhv@gatescountyschools.net

Specialty Teachers

Nathan Brown
Tricia Lewis
Laura Dickerson
Ebony Copeland-McNair
Wanda Hathaway
Heather Boyce
Amanda Hobbs

Physical Education
Art
Media
Guidance
Computer (Itinerant)
Nurse
AIG Coordinator (Itinerant)

brownnd@gatescountyschools.net
lewistm@gatescountyschools.net
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mcnairec@gatescountyschools.net
hathawaywh@gatescountyschools.net
boycehm@gatescountyschools.net
hobb sak@gatescountyschools.net

Support Staff

Janet Lilley
Vanessa Johnson
Robin Spivey
Ulysis Knight, Jr.
Elvis Eure

Office Manager/Bookkeeper
Receptionist
Head Custodian
PT Custodian
PT Custodian

lilleyjr@gatescountyschools.net
johnsonv@gatescountyschools.net
spiveyrg@gatescountyschools.net

Cafeteria Staff

Nadine Faulkner
Barbara Sears
Gloria Myrick
Fenton Bond

Manager
Staff
Staff
Part-time Staff

faulknern@gatescountyschools.net

Bus Driver

Janice Knight
Patty Plumley

Bus Driver for Bus 96
Bus Driver for Bus 1

Information for Parents

2021-2022

Registration

1. Please complete the online enrollment packet. This is the website for returning students: <https://gcsdatacenter.weebly.com/returning-student-registration.html>. You will need a snap code provided by your school. New students to Gates County Schools can register at this website: <https://gcsdatacenter.weebly.com/new-student-online-registration.html>. We must have these forms for each child to use the internet and to have a record of who is allowed to pick up your child or if we have your permission to use your child's picture.

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. We may use video, students' names and pictures are displayed in the halls of the school and in the newspaper. Please complete the form and return to your child's teacher giving us permission or not to use photographs of your child. If you are concerned about this practice, also contact Gail Hawkins.

4. 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 Gail Hawkins about procedures for exercising the rights listed above.

Daily Schedule Information

1. 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 Gym where our teacher assistants will be on duty.

2. Conferences with teachers (longer than a few minutes) should be held after 3:10 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.

3. 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 8:15 AM. Students must report 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. **Instruction will begin at 8:15 AM daily for all grades.**

4. The bell for the buses to unload will ring at 8:00. The bell to load in the afternoon will ring at 3:10. The last bus should be off the campus by 3:25 each day.

Child Nutrition/Breakfast and Lunch

1. Breakfast and lunch will be served daily. Days that school begins after 10:00 A.M. (2 hour delays), only lunch will be served. **Because of Federal guidelines in an attempt to provide financial relief during the pandemic breakfast and lunch will be free to all students for the 2021-2022 school year. We will also provide meals for parents to pick up for preschool aged students. We encourage all students to eat breakfast and lunch at school. We also encourage our parents to complete the meal application form as additional COVID relief funds may be available through this application.**

2. If interested, please complete the 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**. If you are new to the district, please be aware there may be at least a week delay in processing the forms.

3. Water is the only beverage allowed in the classroom. All other beverages maybe taken to the cafeteria but must be consumed or discarded rather than brought back to class. Glass containers are not permitted at school.

4. 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. (No parties before 1:00)

Bus Transportation

1. 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. If you must call, please call before 2:30.

2. Students should **NOT** wear headphones or earbuds when boarding the bus or departing the bus. This is a safety concern as they are not able to hear the driver's directions or oncoming traffic.

3. Students who are requested by parents not to ride the bus in the afternoon should be picked up by 3:25 PM.

4. 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.

Safety and Security

1. Parents and friends/family members 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 which will require you to scan your driver's license. Due to COVID, we are limiting access to the building for the safety of our students and staff. 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.

2. Parents and friends/family members will be escorted to their destination by a staff member. We will have at least two staff members in the room or area with the guests. This is to ensure the safety of all people in the building.

3. Also to assure each student's safety, he/she must be signed out in the front lobby office before leaving school.

4. Students cannot invite children, not enrolled in Buckland Elementary School, to come out to school with them. The school cannot assume this extra responsibility.

5. Students and parents are encouraged to report any complaints of “bullying”. ***Please review the policy related to bullying in the Gates County Student Policy and Information Manual. The guidance counselor will be providing more information during the first week of school.

General Information

1. 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 a 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 the 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. Illness of 5 days or more will require a doctor’s note. A School Reach telephone message will be made each day that your child is absent from school. **Review the “Attendance Policy” located in the “Gates County Student Policy and Information Manual”. Students who have more than 20 unexcused absences for the school year may be retained. Students who are absent or leave early habitually may be asked to stay after school for academic assistance. Teachers in conjunction with the principal will make those arrangements.

2. Buckland’s discipline plan is based on Positive Behavior Intervention & Support. There are rewards and consequences as it relates to student behavior in the school and on the school bus. 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.

3. 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 or school appointed chaperone must accompany the student.

4. Students with outstanding bills will not be able to participate in field trips, field day, or end of the year activities until all debts are paid.

5. 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 such as IDEA.

6. 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 limit the use of flip-flops as many times regular activities such as recess many cause them to break. ***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.

7. 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 and progress reports will be sent at the end of the first and third nine weeks. The grading scale for grades 2-5 is a 10-point scale. Kindergarten and 1st grade report cards are standards based.

8. A "Moment of Silence" for one minute will be observed each morning during the morning announcements or in each regular class so that each student will have a time for quiet reflection.

9. Review the Federal ESSA (Every Student Success Act) information for Title I schools. Buckland Elementary is a Title I school.

10. 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 (<https://coserver.gates.k12.nc.us/Domain/26>).

11. We use video at Buckland Elementary to record school programs, school news and information segments, students in an instructional or classroom activity and teachers providing classroom instruction. At times we may want a parent to view a segment to see his/her child in a classroom setting to assist the school in improving the student's performance. Only individuals using the video to improve performance would view the video. Students may also be taped while riding on the buses. Please contact the principal, Gail Hawkins, if you have a concern about your child being recorded in these situations.

12. 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>)

13. Cell phones are not to be used during the school day without permission of the teacher. Students will be asked to keep them in their book bags and turned off. If a student is using the phone during the day without permission, the cell phone will be taken and the parent must come to school to pick it up.

14. Fidget spinners will be taken if they are seen during the school day unless there are documented issues or needs that have been shared with the principal and teachers.

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 exists 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 Important, 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. All assignments should be made up within one week of the absence.**

To ensure happy, healthy and productive growth for your child, work hand in hand 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 24, 2021 if there are no outstanding debts to Buckland Elementary.

**Gates County Public Schools
Reporting Term for Grades K-12
School Year: 2021-2022**

1st Nine Weeks (44 days)

Reporting Term Ends	October 22, 2021 (All)	
Progress Reports Due	September 22, 2021 (K-8)	Sept. 10th & Oct. 1st (GCHS)
Progress Distribution	September 27, 2021 (K-8)	
Grades Due	October 27, 2021 (GCHS)	
Report Card Distributed	November 1, 2021	

2nd Nine Weeks (45 days)

Reporting Term Ends	January 14, 2022 (All)	
Progress Reports Due	December 1, 2021 (K-8)	Nov. 12th & Dec. 10th (GCHS)
Progress Distribution	December 8, 2021 (K-8)	
Exams	January 10-14, 2022 (GCHS)	
Grades Due	January 21, 2022 (GCHS)	
Report Cards Distributed	January 26, 2022	

3rd Nine Weeks (44 days)

Reporting Term Ends	March 25, 2022 (All)	
Progress Reports Due	February 22, 2022 (K-8)	Feb. 11th & Mar. 4th (GCHS)
Progress Distribution	February 28, 2022 (K-8)	
Grades Due	March 30, 2022 (GCHS)	
Report Cards Distributed	April 4, 2022	

4th Nine Weeks (42 days)

Reporting Term Ends	June 6, 2022	
Progress Reports Due	April 4, 2022 (K-8)	April 14th & May 13th (GCHS)
Progress Distribution	May 16, 2022 (K-8)	
Exams	May 31 - June 3, June 6, 2022 (GCHS)	
Report Cards Distributed	June 6, 2022 (K-8)	TBD-mailed home (GCHS)

GRADUATION DATE: June 10, 2022

**Buckland uses a 10-point grading scale for grade 2-5.
Kindergarten and first grade report cards are standards based.**

GCPS Child Nutrition Program: Meal Prices 2021-2022

Elementary Students

Breakfast - Free for all students

Lunch - Free for all students

Adults

All Meals - A La Carte Price

LUNCH SCHEDULE - 2021-2022				
GRADE	TEACHER	DUTY	TIME	TABLE
3A	Wartian	Bracy	11:00-11:30	cafeteria 1
3B	Holder	Mallory	11:05-11:35	cafeteria 2
3C	K.S. Williams	Heather Boyce	11:10-11:40	cafeteria 3
4A	Parker	Heather Boyd	11:15-11:45	classroom
4B	Sheets	Hawkins	11:20-11:50	classroom
4C	C. Winn	Spivey	11:25-11:55	classroom
KA	Savage	Davis	11:30-12:00	cafeteria 1
KB	Boyce	Riddick	11:35-12:05	cafeteria 2
Headstart	Lumsden	Headstart	11:40-12:10	Little tables
5A	Bright	Morse	11:35-12:05	classroom
5B	A. Winn	Heather Boyce	11:40-12:10	classroom
5C	Hall	Lilley	11:45-12:15	classroom
1A	Bazemore	Specialty area teacher	12:00-12:30	cafeteria 3
1B	Nichols	Johnson	12:05-12:35	cafeteria 1
2A	Branch	Specialty area teacher	12:30-1:00	cafeteria 2
2B	K.W. Williams	Riddick	12:35- 1:05	cafeteria 3
2C	Young	Davis	12:40-1:10	cafeteria 1
Important Note: Outside food for birthday parties, rewards, etc. <i>cannot</i> be served until 1:00.				

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 office (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 secretary 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 after May 31st.
 - b. All bills will be sent home to parents requesting payment.

Check Policy

The following criteria must 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 guidance counselor will contact the parent.

- On the 3rd absence, a call from the school counselor will be made in addition to the automated phone message
- Each month the school attendance committee with the teacher and principal will determine the amount of academic assistance needed for the student to access the missed information based on individual circumstances for every 5th absence. Retention may be a recommendation
- Each month the school attendance committee with the teacher and principal will meet to determine the amount of academic assistance needed for the student to access the missed information based on individual circumstances for every 5th (tardy or leaving early)
- Each 7th time the student is tardy or leaves early the attendance committee will meet to determine the amount of academic assistance for the student based on individual circumstances for missed instructional time. This may mean staying after school to make up assignments.

A. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent of 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 (5 days or more) 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;
- in-school suspension or
- * excessive tardies may be a factor in school-wide rewards

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 a two-week period.

C. EXCESSIVE ABSENCES

Students missing more than 20 days per year may be subject to review by the attendance 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 monthly to review attendance issues
 - * will contact parents of students who have missed 5 days,
5 tardies, or 5 early dismissals
 - * 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

The Gates County Schools 2021-2022 Calendar can also be accessed [here](#):

Buckland Elementary School

Discipline Plan

Discipline at Buckland will be based on Positive Behavior Intervention and Support (PBIS). PBIS 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 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 team on a case-by-case basis.

The school's PBIS 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 team, however, every person in the school is a part of the PBIS team.

Buckland Elementary School's matrix is Pandas are SUPER!

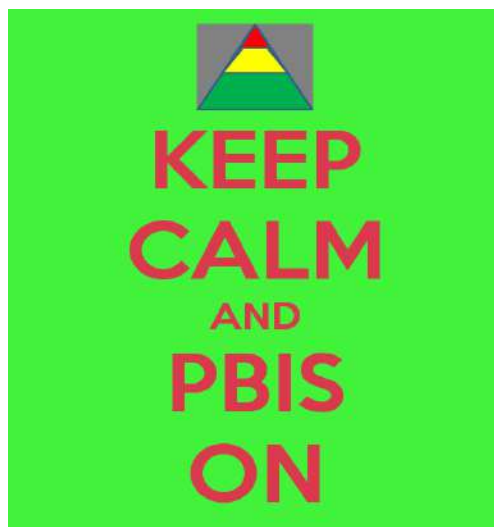
Show Kindness

Use Respect

Prepare for Greatness

Engage in Learning

Responsibility is Yours



Behaviors and Consequences

Level I **Behaviors**

Level I behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequences

- Running in the building/walkways
- Unsafe/rough play
- Littering
- Spitting
- Electronic equipment at school
- Failure to follow classroom/playground/bus/school rules
- Classroom disruption
- Disruptive transitions
- Play fighting
- Profanity
- Out of assigned area
- Put-downs
- Inappropriate displays of affections
- Uncooperative behavior
- No homework
- Disrespect towards adults

Level II **Behaviors**

Level II behaviors are more serious in nature. Level II behaviors will result in an immediate behavior correction, a logical consequences and a written report that is signed and discussed with the student's teacher and parent.

- Chronic level I behaviors
- Cheating
- Bullying
- Lying/forgery
- Vandalizing property
- Damaging property
- Taking someone else's property
- Intimidation or verbal threats

Level III **Behaviors**

Level III behaviors are serious fighting, harassment, and verbal abuse that violate the dignity, well being, and safety of another person. These behaviors will not be tolerated. Level III behaviors may result in suspension from school, in-school suspension or a variety of logical consequences.

- Chronic Level II behaviors
- Hitting, fighting, or being physically aggressive towards another student or staff member
- Continuous bullying or intimidating or threatening another person.
- Vandalizing property or damaging property
- Stealing or taking someone's property
- Intimidation or verbal threats
- Possession/under the influence of illegal substance
- Possession of weapons on school grounds

Consequences may include:

- Making a Verbal correction
- Cleaning up the area or school grounds
- Making an apology
- Parent contact
- Intervention session with guidance counselor
- Isolated or working lunch
- Panda Care for a time-out
- After-school detention
- Parent contact

Consequences may include:

- Serving after-school detention
- Attending multiple sessions with guidance counselor
- Panda Care (In School suspension)
- Behavior contracts
- Being escorted by a parent/guardian
- Visit by School Resource Officer
- Out of school suspension
- Behavior contract

Consequences may include:

- Suspension from school
- Parental escort at school
- Restitution
- Behavior contract
- PandaCare (In School Suspension)
- Loss of Privileges

MANAGING STUDENT BEHAVIOR

Please refer to the [GCPS Policy Manual](#) online for more details regarding this and other policies.

GCPS Policy Code [4300\(a\)](#) states:

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

Violations of Student Behavior Policies

Policy Code [4300\(f\)\(1\)](#) states:

Minor Violations:

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy [4351](#), Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

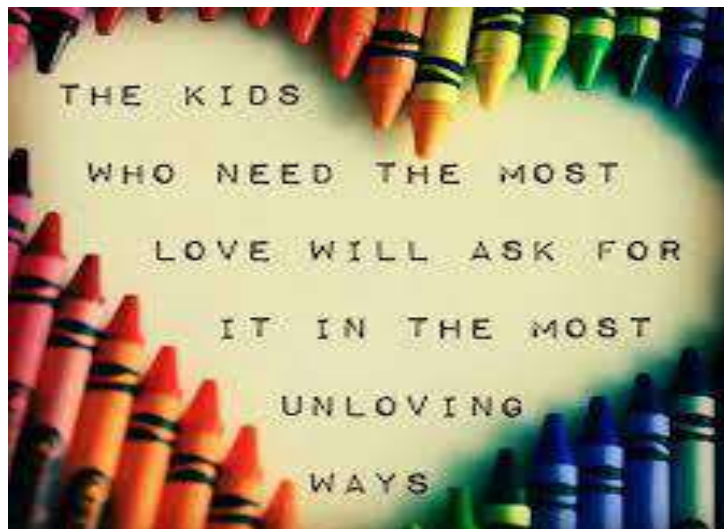
- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;

- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative program.

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

Serious Violations:

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies [4351](#), Short-Term Suspension, and [4353](#), Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy [4333](#), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)



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 and gives to Principal.
- 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.

Severe 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 Bus Suspension
- 2nd Step:** Contact parents and 3-Day Bus Suspension
- 3rd Step:** Contact parents, 5-Day Bus Suspension, & visit to school before bus privileges are restored.
- 4th Step:** Contact parents, 1-Day OSS & visit the school before bus privileges are restored
- 5th Step:** Contact parents, 20-Day Bus Suspension, & visit to school before bus privileges are restored.
- 6th 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. Remove headphones or earbuds.
 - c. Check the traffic in both directions.
 - d. Wait for the bus driver to signal to cross.
 - e. 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. Remove earbuds or headphones.
5. Use the handrail and take one step at a time.
6. If you do not have to cross the road, walk immediately away from the bus.
7. 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. Wait for the bus driver's hand signal.
 - d. Cross quickly but do not run.
 - e. Help smaller children to cross the road safely.
 - f. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
8. Do not stop at the mailbox for the mail

STUDENT DRESS CODE

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.

General Guidelines- From GCS Student Policy and Information Manual

Generally, dress and grooming standards, as determined by the student and parents will be deemed acceptable. However, the board and Buckland Elementary School prohibit 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.

In the following situations, students could receive disciplinary action:

- * Failure to respond to the request
- * Failure to maintain the proper dress code for the remainder of the school day
- * Displaying an argumentative or disrespectful response
- * Displaying profanity, illegal substances, obscene language or gestures on garments and/or jewelry (see B.2 below)
- * Repeated violations of this policy

Specific Guidelines for Buckland Elementary School

School staff and administration will maintain the following guidelines to assist students in determining appropriate dress and appearance for school. Items listed below shall apply to all students at all school sponsored functions. If a student fails to comply with dress code guidelines for extracurricular activities or events, this failure could result in the student not being able to participate. The school principal, or principal's designee, will make reasonable accommodations 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. Administration can make a more or less restrictive dress code or reasonable accommodations when necessary to accommodate students involved in special duties, clubs, activities or projects approved by the school. These activities could include: athletics, career technical classes and projects, special events, or other activities that would allow for non-conforming dress on campus.

1. Clothing and accessories will not be allowed which promote, or are suggestive of:
 - alcoholic beverages, tobacco or the use of controlled substances,
 - illegal violence,

- any items of a sexual nature.
 - Vulgar or obscene language or images are not acceptable in the school environment..
2. Clothing that is sheer or mesh, or cut out in the back, sides, or under the arms must be worn with an undergarment or an additional shirt in order to prevent the garments from being revealing.
 3. Clothing that reveals underwear, cleavage, or bare skin underneath one's pants, shorts, skirts, shirts is not acceptable for school. An additional garment must be worn underneath jeans, pants or shorts with holes to cover any exposed bare skin above mid-thigh.
 4. Tank tops or spaghetti straps, for male or female students, may be worn if covered by an acceptable outer garment.
 5. All shirts must go past the waistline. No bare skin between shirts and pants, shorts, or skirts should be visible.
 6. Shorts, skirts and dresses must be no higher than mid-thigh, both in the front and back. If the garment does not maintain this length requirement during normal daily activity (walking, reaching, sitting), it is not acceptable for school. If a garment has a side slit, the slit must end below mid-thigh.
 7. Form-fitting pants, or shorts (i.e. tights, leggings, yoga pants, bicycle/biker shorts or pants, and jeggings) made of any materials must be worn with an outer garment or shirt that is at least to the top of the thigh and the bottom of the buttocks.
 8. Pajama pants and bedroom slippers/shoes are not allowed.
 9. Footwear is required at all times on school grounds.
 10. Hoods and earbuds/headphones must not be worn in the hallways so that school personnel can recognize and communicate with students.

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

Buckland Elementary School Daily Schedule

7:30-8:00 am	Before School Care (see duty schedule). Students will be monitored on the front bench until being taken to the gym.
7:50	All staff should be on campus and ready to serve students.
7:50	1st Bell: Students riding the bus will unload and go to gym and/or breakfast.
8:00	2nd Bell: Students will be released from gym and head to class. All teachers should be in the hallways at this time to help monitor student traffic.
8:15	Tardy Bell Rings. All exterior doors should be closed and locked at this time. Instruction will begin. Students arriving at school after 8:30 AM are tardy. You must come in with your child to the office to sign your child in.
8:15-11:30	Students are receiving instruction; interruptions (e.g. phone calls, visitors) should be minimal. Specialty classes are also in session during this time.
9:00	Attendance entered into Powerschool
11:30	Attendance Bell; Half Day Students leaving before 11:30 or arriving after 11:30 will be counted absent.
11:00-12:55	Lunch (See lunch schedule for specific grade levels, coverage, & table assignments)
12:00-3:00	Students are receiving instruction. If you need to pick up your child early (before 3:10 pm) for any reason, please come to the Front Office first. The teacher will not release your child without approval from the office. Please make calls regarding any changes to your child's transportation by 2:30 pm.
2:45	Front door will be unlocked
3:05	1st Bell: Prepare for dismissal
3:10	2nd Bell: Students will be released for dismissal. NO students should leave the classroom until the bell sounds at 3:10pm. Car riders will go to main entrance, bus riders will be escorted to the gym.

INCLEMENT WEATHER INFO

★ There will be times in the opinion of the Superintendent, after consulting with the Highway Department, the Weather Bureau, and other informants, that bus travel would be hazardous. This could result in a school closing, delay in beginning the school day, or early release. Notice of any type of inclement weather and the resulting actions will be made as follows:

- GCPS All-Call System
- TV stations 3, 10, 13 and 7
- Intercom announcements for early release situations
- Phone calls being made to parents if needed (such as in the event of after school activities being cancelled)
- REMIND messages being sent to parents if deemed appropriate

★ Gates County Schools started the 2019-2020 school year with a total of 51.67 banked educational hours, considering a 3:10 dismissal time. Hours are deducted each time there is a weather or other event that disrupts learning time.

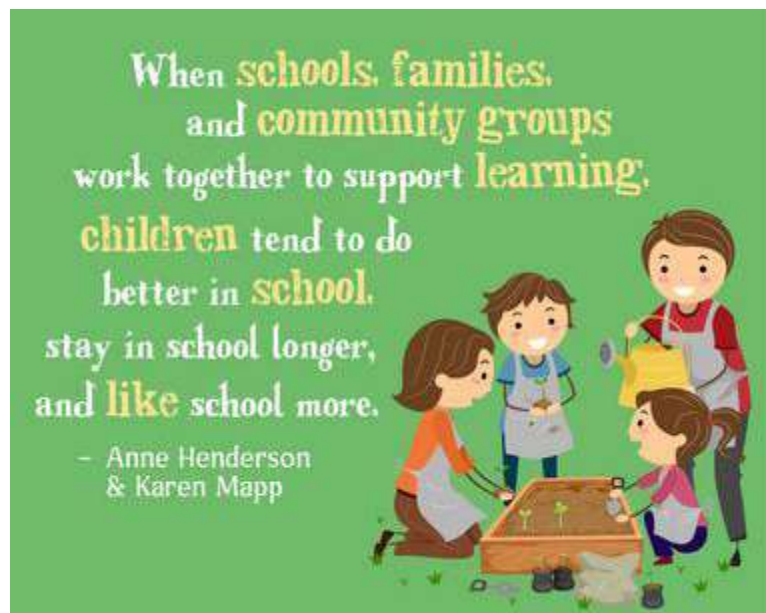
★ All stakeholders should be aware that the GCPS Board of Education reserves the right to make up days missed due to inclement weather on **optional teacher workdays or on a Saturday**. It should also be understood that if several hours are lost during the first semester, makeup days may be assigned during the same semester. Despite still having some banked hours, this is done in an effort to provide an adequate cushion for the remainder of the school year, as well as to keep a balanced number of instructional hours in each semester (this is especially important at the high school level).

Buckland PTA Information

★ Buckland Pandas are very lucky and thankful to have a “5★” Parent Teacher Association! PTA is a vital resource at our school, raising funds to assist with things such as school and playground renovations, teacher supplies, family involvement nights, dances, parties, incentives, and so much more. Teachers are encouraged to support fundraisers, attend meetings, offer incentives to students of parents who attend meetings, help with preparations of events, and to inform parents of upcoming events. Please make an effort to participate in the PTA, because as Henry Ford said, “If everyone is moving forward together, then success takes care of itself”.

BUCKLAND PTA OFFICERS 2021-2022

- ★ Co-President : Rachel Thomas/Brandy Lyon
- ★ Vice-President: Christy Eure
- ★ Secretary : Chante’ Jordan
- ★ Treasurer: Kitt Davis



Policy Code: 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

A. AUTHORIZED USE

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The disciplinary consequences for violations of this policy shall be consistent with Section F of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. SEARCH OF WIRELESS COMMUNICATION DEVICES

In accordance with policy [4342](#), Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

Policy Code: 4700 Student Records

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

A. ANNUAL NOTIFICATION OF RIGHTS The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's educational records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English. (For additional information, call your school principal or the Director of Student Services at the central office.)

Policy Code: 4720 Surveys of Students

The superintendent shall ensure that all notification requirements of the Protection of Pupil Rights Amendment are met, along with any other legal requirements regarding the surveying of students. A. PROTECTED TOPICS

The school system must obtain prior written consent of a parent or eligible student before the student is required to participate in any Department of Education-funded survey, analysis or evaluation that reveals information concerning the following “protected topics”:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon request, parents have the right to review any survey that concerns one of the protected topics or any instructional materials used in any such survey. The school system will take measures to protect the identification and privacy of students participating in any survey concerning any of the protected topics. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration of surveys concerning the protected topics that are not funded in whole or in part by the Department of Education. Parents have the right to review any survey that concerns one of the protected topics or any instructional materials used in any such survey. Parents also will have the opportunity to opt their children out of participating in the survey(s).

B. COLLECTION OF STUDENT DATA FOR MARKETING PURPOSES

The school system generally will not collect, disclose or use personal student information for the purpose of marketing or selling the information or otherwise providing the information to others for that purpose. However, the school system may collect such information from students if the information is used for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. college or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional material used by elementary schools and secondary schools;

4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

5. the sale by students of products or services to raise funds for school-related or education-related activities; and

6. student recognition programs.

If the school system collects such information from students for the purpose of marketing or selling the information to develop, evaluate, or provide educational products or services as described above, upon request, parents may inspect any instrument used to collect the information before it is administered or distributed to a student.

C. PARENT INVOLVEMENT

The board and superintendent will work with parents to create policies and guidelines concerning: (1) the administration of surveys by third parties; (2) arrangements to protect student privacy in the administration of surveys containing a protected topic; (3) parental rights to review and inspect instructional materials or survey instruments; and (4) the collection, disclosure or use of personal information for marketing or selling purposes.

The rights provided to a parent under this Policy Code 4720 transfers to the student when the student turns 18 years old or becomes an emancipated minor.

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

Program Manager:
The Young Group, Inc.
P.O. Box 91386
Raleigh, NC 27675
Toll Free: 888-574-6288
website: www.k12studentinsurance.com

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

Gail Hawkins, Principal

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.”

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