

# **Enfield Middle S.T.E.A.M. Academy**

Revised 2020-2021

## **STUDENT HANDBOOK**



13723 NC Highway 481  
Enfield, NC 27823  
Phone: 252-445-5455 Fax: 252-445-3866

## PRINCIPAL'S MESSAGE AND WELCOME



**Mr. Medicus A. Riddick**  
**Building Principal**

**“Every Child, Every Day, Whatever It Takes.”**

***WELCOME BACK!***  
***We missed you***

We love your children like they are our own. Now more than ever, we need to recommit ourselves to our partnership in the success of your children. We aim to provide the best educational experience for our students while striving to keep everyone on campus safe and healthy.

The following added policies and practices to the student-parent handbook are intended to reduce the risk of exposure for the students and educators. This document will be amended as appropriate as best practices change and we learn more about COVID-19.

HCS has worked hard to educate and train all faculty and staff on our health and safety protocols. This includes promoting healthy hygiene practices such as handwashing, masks, and staying home when sick. We have intensified cleaning and disinfection on our campus. We have developed and have already been implementing daily screening procedures for all who come to EMSA.

Finally, as we finish out this school year, it is important that parents become active participants in a child's education. The home, community, and school must work as a team to prepare our young people to become members of the “global community”. I encourage you to communicate regularly with your child's teacher, attend meetings and conferences, and join our PTA. Your support is wanted and needed. And, if I can be of assistance to you at any time, please feel free to contact me. I look forward to serving your family and I challenge you to make the remainder of this year the best yet!

**Vision Statement:**

Enfield Middle S.T.E.A.M. Academy students will engage in learning opportunities in order to graduate and be ready to work competitively and collaboratively in the 21st century.

**Mission Statement**

Enfield Middle S.T.E.A.M. Academy commits to providing every student with a rigorous and balanced learning environment where every student demonstrates a high level of success through relevant differentiated instruction.

**Our Core Values**

- 1. Respect*
- 2. Responsible*
- 3. Honesty*
- 4. Accountability*

**SCHOOL AND OFFICE HOURS**

School hours – 8:30 a.m. until 2:30 p.m.

Bus arrival - 8:15 a.m.

Tardy bell rings at 8:30 a.m.

Office hours – 7:30 a.m. until 4:00 p.m.

Phone Number – (252) 445 - 5455

Fax Number – (252) 445 – 3866

## **COVID-19 Student-Parent Information**

### **Enfield Middle S.T.E.A.M. Academy**

### **2020-2021**

For the EMSA Plan A/B model to be safe and successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the Governor outside of school hours and on weekends. In-person learning is dependent upon the EMSA community following the guidelines with regularity and attentiveness. We must continue to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with their child.

Note: The sections of this COVID-19 Handbook Insert supersede sections of the Student Handbook for 2020-2021 until rescinded.

### **EMSA Health Protocol for COVID-19**

#### **Health and Safety Expectations for Parents and Guardians**

- Attend Health Services trainings
- Read all correspondences for updated information
- Review health and safety expectations with their child
- Send child with a clean, cloth face mask that securely covers the nose and mouth, every day. If you don't have a mask, one will be provided for you.
- Assess child every day before sending their child to school and Attestation form must be completed each week.
- Do not send child to school when ill, especially if experiencing symptoms of Covid-19:
  - Fever (100.4 F or higher), chills, shaking chills
  - Cough (not due to other known source)
  - Difficulty breathing or shortness of breath
  - New loss of taste or smell
  - Sore throat
  - Headache when in combination with other symptoms
  - Muscle aches or body aches
  - Nausea, vomiting, diarrhea
  - Fatigue, when in combination with other symptoms
  - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

When a student becomes sick at school or tests positive for COVID-19, the student will be escorted to a waiting room. Parent/legal guardian will immediately be called to come get the student.

### **Quarantine**

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor, and state and local health department.

### **Isolation**

Isolation is used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and use a separate bathroom (if available).

### **Close Contact**

A “Close Contact” is defined by the Center for Disease Control (CDC) as only those who have been within 6 feet of distance of the individual for at least 15 minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test.

### **Face Coverings**

Face coverings are required for all students and staff in the Halifax County Schools. In accordance with guidance from the CDC and the Public Health Department, the following requirements are in place until further notice.

A multi-layer cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, except in the situations listed below. In all cases, appropriate six-foot physical distancing is required:

- during designated mask breaks based on guidance from the Director of Health Services;
- while eating or drinking;
- during physical education classes when outdoors, when activities can occur with 10 feet of distance between individuals.
- while outside if securely seated 6 feet from other individuals.

Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A Mask Medical Waiver form must be signed by your child’s primary care provider. The exemption must be approved by the building principal in consultation with the school nurse. Face shields or physical barriers may provide an alternative in some instances.

A student’s mask or face covering is to be provided by the student’s family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one or in the event a mask is damaged during the day. Masks have at least two layers of material that do not restrict breathing. **Single layer gaiters, bandanas, masks with one-way valves and comparable items do not comply with this policy.**

Students who knowingly violate this policy are subject to discipline as outlined in the student code of conduct handbook. Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by Halifax County Schools.

### **Visitor Policy**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. In order to keep our students and faculty safe, visitors are permitted to enter the building *by appointment only*.

Visitors who have an appointment will:

- Enter and exit only through the front entrance of the school
- Be asked to verify that they are symptom-free
- Are required to wear a face mask or face covering
- Will apply hand sanitizer upon entry into the building
- Maintain social distancing guidelines while in the building

A visitor log will be maintained by the main office staff for 30 days and will include the date of visit, contact phone number, arrival, and departure times, and the areas visited within the building if applicable.

### **Visitors to the Building**

- Parents dropping off items for students during the school day are asked to leave the item in the designated covered location outside the building in front of the main entrance.
- Parents dismissing a student are asked to send a note with the student at the start of the school day or email homeroom teacher & office manager, Mrs. Brenda Faulcon [faulconb@en.halifax.k12.nc.us](mailto:faulconb@en.halifax.k12.nc.us). Please email Mrs. Faulcon with unplanned dismissals as well.
- Mail and Carrier services should ring a bell and an office staff member should receive the delivery at the doorway.

### **Overall Learning Expectations**

- Students will be expected to engage in learning during the regularly scheduled hours of the school day (8:30 - 2:30).
- Students are expected to meet teaching deadlines as directed by teaching staff
- Staff will give students a weekly plan for assigned work. This plan will run from Monday to Thursday of each week. Friday's, will be Asynchronous learning days.
- Since deadlines may occur online and not necessarily during a class or session, a student's lack of attendance would not excuse the student's responsibility to meet the deadline.

### **Remote Learning Guidelines**

During remote learning sessions the following guidelines will be in effect:

- Students must attend the entire class, remote session, and return digitally when directed, and/or complete the asynchronous learning activity.
- Students must have their video on in whole class sessions.
- All students are to be present at all times during a live lesson.
- Students will have their video on in small groups and one to one sessions unless agreed upon by the teacher.

- Students will have their first and last names as identifiers during each live session.
- Students will have blank backgrounds or the environment they are in, students with distracting backgrounds will be asked to remove them.
- Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
- Attendance is required at all sessions.
- Recording of live lessons is prohibited. Any use of a teacher or other students' images is always inappropriate.
- Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
- HCS Cell Phone Policy applies to remote learning sessions.
- Students will abide by class rules and expectations that their teachers have outlined.

### **Attendance Policy**

- The HCS Attendance Policy applies to both in person and remote learning classes.

### **Entering School**

- Masks must be worn as students enter the building.
- Students must enter the school through their Grade Level doors. Car riders - main entrance, Bus riders, will enter from the rear of the building. Grade 6- side entrance across from the cafeteria, Grade 7 - entrance leading to 7<sup>th</sup> grade homerooms and 8<sup>th</sup> grade - side entrance by Mrs. Finney's room.
- Students should maintain a six-foot social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.
- Students who arrive late must check-in at the cafeteria entrance.

### **Exiting School**

- Students will be permitted to use their grade level door when they leave the building at 2:20 pm.
- All students must depart the building following school or at the conclusion of a prearranged appointment with a teacher.
- Students being dismissed early by a parent must sign out at the front desk in the lobby before exiting the building. A parent/guardian must enter the main entrance to dismiss a student.

### **Student Travel Between Classes**

Students are expected to meet the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, or library areas at any time. Students should walk on the right side of all hallways.

- Hallways will be clearly labeled with directional markings which will encourage safe passage.

### **Lunch Procedures**

- Students will eat breakfast and lunch in the classroom.
- Students will be responsible for cleaning their individual areas after they eat.
- When possible, students will be able to eat lunch outside maintaining 6 feet between students.

#### **Lunch/Breakfast Clean Up:**

- Students will be responsible to throw away all trash in trash bags that will be provided for each room. Any small surface spill or visible food item must be cleaned by the student. Spray will be administered by adults and paper towels will be available for self-serve cleaning.

### **Classroom Expectations**

- Teachers must maintain assigned seating to assist with contact tracing should a student be identified to be diagnosed with COVID.
- All teachers should maintain a bathroom sign out form to assist with contact tracing should a student be identified to be diagnosed with COVID.
- All seating should maintain the state guidelines for distance (6 feet) and face in the same direction and be six feet from the front of the room where the teacher is located.
- Seating should not be moved by students at any point unless directed by the teacher.
- When entering a classroom, students must go directly to their assigned seats.
- When leaving a classroom, students will be dismissed starting with the seat closest to the door.
- No student should leave their seat until dismissed.
- Chairs should remain down at the end of the day for disinfecting by staff after the building is cleared.
- All shared spaces will be disinfected nightly.
  - Students should bring in their own materials whenever possible to avoid sharing unnecessary materials. Additional pencils and pens can be given out by the teacher but should not be returned. Any shared technology equipment should be cleaned by the student upon its return.
  - Students interested in receiving extra assistance from teachers will make an appointment with their teacher.
  - Teachers are encouraged to utilize outdoor teaching space when appropriate.
  - Students will be permitted to travel to classes with a backpack containing their belongings.
  - Students are not permitted in the copy room and should not be sent by staff to copy or pick up materials.

### **Water Fountains**

All EMSA water fountains will not be used until further notice. Water fountains will be used for water bottle filling stations. Students are expected to bring their own water. EMSA will have water bottles on hand if any student forgets their water for the day.



### **Vaping and Smoking**

Vaping and smoking present a clear and present danger to all students and staff related to the spread of COVID-19 in addition to other serious health issues. The consequences of this unlawful behavior could be catastrophic and it is completely avoidable. Under no circumstances will this be tolerated. Any student using e-cigarette or smoking products on campus will be subject to all penalties under the code of conduct and excluded from in-person learning for the remainder of the school year and will forfeit participation in all extracurricular activities and school sponsored events.

### **Bathroom Procedures**

- No more than one student can leave a classroom at a time for any reason that does not involve the office.
- All hallway travel and time out of the classroom will be recorded to help with contact tracing.
- Students must practice good hand hygiene and wash with soap and water for more than twenty seconds.
- If more than one student is found in a bathroom there will be disciplinary action that could include suspension from school.

### **Protocols for Students in Quarantine**

The family must communicate with their student's counselor.

- Educational opportunities will be delivered remotely.

### **Face Coverings & Mask Breaks**

- The timing and location (in classroom or outdoors) of the mask breaks will be at the teacher's discretion.
- When weather permits, mask breaks should be taken outside, with the teacher accompanying students and monitoring the door to ensure they do not get locked out.
- Teachers must remind students to keep 6 feet of distance in order to remove masks.
- Any student who refuses to wear their mask correctly will immediately be sent to the office.
- Should the student not be willing to comply with the mask policy they will be sent to the office. Appropriate support and education on the importance of wearing a mask at school will be attempted. Should a student still refuse to comply parents will be called and the student will be sent home. Every effort will be made to work with the student and keep them in school.
- If a parent is not available to pick up their child, they will be isolated in a holding room until they are picked up from school. **Students who willingly fail to comply with the mask policy will be prohibited from in-person learning.**

## **2020-2021 Staff Directory**

### Administrative Staff

Medicus Riddick, Principal

Brenda Faulcon, PowerSchool Data Manager/Bookkeeper/Administrative Assistant

### Teachers

William Morris

Devonna Mitchell

Lisa Bulluck

Michell Finney

Lorane Johnson

Dawn Stokes

Nateesha Maryland

Donetta Cherry

Lossie Hunter

Davetta Faullcon

Sonja Boone

Tania White

Tashuanna Hughes

Kevin Walker

### Grade Level

EC (Self-Contained)

EC (ELA Resource)

EC Compliance

Eighth (ELA)

Eighth/Sixth (Math)

Eighth (Science)

Eighth (Social Studies)

Seventh (ELA)

Seventh (Math)

Seventh (Science)

Seventh/Six (Social Studies)

Sixth (ELA)

Sixth (Science)

Sixth (Math)

### Teacher Assistants

Dozine Jones & Terrie Norfleet

### Enhancement Classes

Michael Morgan (PE)

Octavia Woodley (Art)

Bryan Mason (Music)

Nancy McDaniel (CTE)

Macy Arrington (S.T.E.M.)

### Media Coordinator

Dominique Sykes

### Parent Liaison

Demetria Alston

### Instructional Support

Lorane Johnson - Multicultural Leader (Math)

Micell Finney - Multicultural Leader (ELA)

April Allen - Reach Associate (MCL Support)

### Student Services

Quentin Rogers (Counselor)

Jessica Woodley (SW)

### Custodian Staff

Roxanne Hardy

Eric Gorham

### School Nurse

Tiffany Williams

### School Resource Officer

Officer Jones

### IPG Grant Coordinator

Jewel Marrow

## CORE VALUES

- ✓ You are a person of character if you resolve to **RESPECT** others by treating them as you want to be treated.
- ✓ You can do this by being kind, caring, tolerant, appreciative of individual differences, courteous and polite and by judging people on their merits.
- ✓ It means you should respect the rights of individuals to make decisions about their own lives and have regard for the property of others as well as for the environment.
- ✓ DON'T use or manipulate others, abuse, demean or mistreat anyone. DON'T use put downs, insults or ridicule to embarrass or hurt another person.
- ✓ You are person of character if you resolve to be **RESPONSIBLE** by being dependable, punctual, organized, and trustworthy.
- ✓ You can do this by understanding that you make the choices for your actions, so make good choices, give your best effort, follow the rules, and take the time to correct mistakes.
- ✓ It means that you should acknowledge and meet your obligations, honor your commitments, know what you have to do, and have a plan to do it. Know the difference between what you have a right to do and what is right to do.
- ✓ DON'T look the other way when you can make a difference. DON'T quit or give up easily.
- ✓ You are a person of character if you resolve to be **HONEST** by always being truthful and sincere.
- ✓ You can do this by telling the truth, and by resisting social pressures to do things you know are wrong.
- ✓ It means you should be forthright, candid, and sincere. Knowing what is appropriate.
- ✓ Don't lie, cheat, steal; betray a trust; withhold information; be sneaky, tricky or deceptive.
- ✓ You are a person of character if you resolve to be **ACCOUNTABLE** by accepting the consequences of your choices (not only what you do but what you don't do).
- ✓ You can do this by thinking how others will be affected by your actions, by exercising self-discipline, and by setting a good example for others at all times.
- ✓ It means you should think of the long-term, plan ahead, and think about the consequences.
- ✓ DON'T make excuses, DON'T blame others for your mistakes, and DON'T take credit for others' achievements.

## **SAFETY**

At our school, we believe safety is extremely important. Our buses begin unloading students at 8:15 am each day. Students are to report to homeroom. Breakfast will be served in class. We will maintain thorough supervision of hallways and outside grounds before and after school. Students will not be allowed in the building until 8:15.

## **SCHOOL COLORS AND EMBLEM**

Enfield Middle S.T.E.A.M. Academy School Colors - Forest Green and Black  
Enfield Middle S.T.E.A.M. Academy Mascot - Panthers

## **VISITORS TO OUR BUILDING**

As parents we know you want the reassurance that your child will attend a school where the environment is healthy and safe from harm. Our goal is to maintain a safe and healthy environment for children. Policies and procedures have been established to make our school safe. Safe schools do not just happen. Rules, policies, and procedures are only effective if everyone is willing to cooperate and support a safe school effort.

## **LIMITING VISITING PROCEDURE TO REDUCE EXPOSURE**

Our campus is for students and teachers, and we want to prioritize their attendance. Anyone who must visit a school will be properly screened and required to wear a face-covering and social distance to protect our school community. To reduce contact and COVID-19 exposure, visitors (non-HCS staff) are not allowed in classrooms. Parents and guardians must make an appointment and will not be able to visit their child at school, in the classroom, or in shared spaces during the pandemic. Conferences and meetings will be conducted, virtually when possible. When a face-to-face meeting is required, participants will wear face coverings and adhere to social distancing guidelines. When professional staff are working with students one-on-one with students in the provision of related services, they will wear additional PPE and follow additional guidelines.

## **STUDENT ATTENDANCE POLICY**

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian having control or charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of calls attempted.

## ATTENDANCE

Students who expect to be successful in school need to attend regularly and punctually. The following absences are excused when the student presents a note from a parent or guardian or a physician within two days following his or her return to school.

Valid Reasons may be defined as:

- Personal Illness
- Illness in the immediate family
- Death in the family
- Religious holidays
- Court appearance
- Medical and dental appointments
- Other emergencies
- **With prior approval of the principal, absences related to travel with an educational value would be excused.** Prior to the absence, the student needs to secure the signature(s) of his/her teacher as well as the work that needs to be completed. Teacher(s) signature(s) acknowledging the anticipated absences must be returned to the main office.

Make-up work must be completed within two weeks of an absence or a grade of zero will be given for all work missed. Students are responsible for making up work missed during out-of-school suspension.

## BREAKFAST AND LUNCH POLICIES

School serves both breakfast and lunch.

Breakfast is served each day, including half days. Students wishing to eat breakfast will go to the homeroom immediately upon entering the building. Students will be eating in homeroom for the remainder of the school year

Lunch is also served each day, including half days. Students will have the option of eating in the classroom or outside (good weather days) with their teacher. Each class is responsible for cleaning their area at the end of the lunch period.

Lunches will be provided at school or brought from home. There should be no glass containers brought to school and all food should be consumed in the classroom.

## HOUSEKEEPING

Be proud of your school in all aspects. Please pick up debris in the halls, bathroom, classrooms, cafeteria, buildings and grounds. The classroom will be your home away from home for eating. Clean up after you finish eating and place all trash in the proper receptacles. Bringing food out of the classroom is not permitted.

### **ADMINISTRATIVE OFFICES/ TELEPHONE**

The office is a place for transacting business. Students should go there only to transact business. The office phone is not for student use except in case of an emergency. Students will not use the office phone for personal calls except in emergency situations. In the event a student receives a call, they will be called out of the class only in the case of an emergency.

### **ELECTRONIC/MECHANICAL DEVICES/CELLAR PHONES**

The unauthorized possession or use of any type of **electronic** or **mechanical device** that distracts or impedes the educational process is prohibited. CB radios, iPods, MP3s, etc., which are not authorized for use at school, also fall under this category. Students may possess a **cellular telephone** on school property, including school buses, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy in addition to other disciplinary sanctions which may be imposed and the device may be confiscated from the student and returned only to the student's parent.

### **MAIN OFFICE AREA/VENDING MACHINES**

Students are not permitted to hang out in main office, use the staff restrooms or use the vending machines in the main office.

### **LOST AND FOUND**

Students should write their full name in books and their other belongings. Lost articles found in and around the school should be turned into the main office.

### **PASSES**

Students may not be out of class without a pass. They are responsible for reporting only to the location designated on the pass.

### **LEAVING SCHOOL**

Students will not be permitted to leave school prior to regular dismissal in the company of anyone other than a school employee, parent or guardian, unless written permission of the parent or guardian is first secured. Parents must sign students out before leaving school for any reason.

Please try to schedule medical appointments at the beginning or end of the school day unless it is an emergency. **Students are not called down for early dismissal from 2:10 p.m. – 2:30 p.m.** when the bell rings, unless an emergency has occurred or prior notification by written note or telephone call to the office.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Report any ***CHANGE OF ADDRESS or PHONE NUMBER*** to the main office as soon as possible. Up-to-date emergency cards are essential for the main office to communicate with the home.

## **EMERGENCY GUIDELINES**

### **FIRE/EMERGENCY EVACUATION PROCEDURES**

Fire and other emergency evacuation drills are held once each month of the school year. Students should learn the instructions to follow in each classroom (posted) in case of fire or other emergencies. In the event a fire is detected within the school building, proceed to the following plan:

1. Sound the FIRE ALARM by pulling the alarm system located in the halls or in specific rooms or if not near an alarm, call the office. The fire alarm evacuation signal is a series of short buzzes on a horn like device.
2. Teachers/Students are to shut windows, turn off lights, and close the door when leaving the room.
3. All classes should remain as individual groups when leaving the building. No running or playing is allowed. Exit the building in a single line by the closest exit.
4. If you are outside when the alarm sounds, stay outside and remain with your class. Students in the restroom should immediately exit the building; students in the cafeteria should immediately exit the building by the nearest exit and rejoin their class once they are clear of the building.
5. Upon exiting the building each class should be given additional instructions by school personnel, if not each teacher should begin to move the class away from the building as far as possible so you do not constrict the way of emergency personnel if needed.
6. One long ring of the bell signals the end of the drill. Return to your rooms quickly and quietly.

### **TORNADOES/SEVERE WEATHER SAFETY PROCEDURES**

Students should learn the instructions to follow (posted in each room) in this kind of emergency. Principal will advise “Watch” or “Warning”.

- The alarm signal is a series of three long rings of the bell, followed by three short rings.
- Students in the main building classrooms should leave their rooms and crouch, facing the wall with backs towards the hallway, knees folded and arms folded over their heads.
- Students in trailers: Exit immediately! Come into the main building and line up in the halls crouching with backs towards the hall and arms folded over your heads.

- If unable to get out of other rooms, get under tables, chairs, desks, or in closets with arms folded over the head. Students seated next to windows should move to the room interior and sit against an inside wall with arms or a book over their heads.
- Cafeteria: All students should exit the cafeteria and return to their rooms and assume proper safety positions. If caught in the cafeteria, get under tables and fold your arms over your head.
- Other procedures:
  - Do not exit the building.
  - If caught outside, lie down in a shallow depression or open ground. Stay away from trees, light poles, and power lines.

**If the building is struck by a Hurricane/Tornado Administrative Procedures:**

- Ensure utilities are shut off.
- Call Halifax County Sheriff's Department and give a situation report.
- Determine who was injured and administer first aid.
- Carefully evaluate damaged areas.
- Notify the Superintendent.
- Take roll and conduct a search for missing students and staff, if safe to do so.
- Account for and release students to parents only after a complete roll call has been reported.
- Maintain a list of all injured students and staff. Keep an accurate record of the hospitals to which they were sent.
- Establish a means to disseminate information to parents and media.

## **LOCKDOWN PROCEDURE**

In case of a **non-threatening emergency** requiring lockdown (i.e. student or staff illness or injury) staff and students will follow the following procedure:

1. Principal or his designee will announce over the PA system "Cage the Panthers" (lockdown) is in effect.
2. The office manager will be directed to call EMS/911 and/or notify the police of our emergency and the need for immediate police assistance.

In case of an **emergency requiring lockdown**, staff and students will follow the following procedure:

1. Principal or his designee will announce over the PA system that a "Cage the Panthers" (lockdown) is in effect.
2. The office manager will be directed to call 911 and notify the police of our emergency and the need for immediate police assistance.
3. The following announcement will be made:



**A. Class in Session** (no lunches in progress)

Students and Staff – It is necessary at this time to begin a school wide lockdown. All students are to remain in class. Students in the halls/restrooms report immediately back to your classroom. Teachers lock your classroom door. No one is to leave the classroom until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.

**B. Class Change in Progress**

Students and Staff – It is necessary at this time to begin a school wide lockdown. All students and teachers report immediately to your next class. Teachers be at your classroom door and lock your classroom door as soon as the students have arrived. No one is to leave the classroom until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.

**C. During Lunch Period**

Students and Staff – It is necessary at this time to begin a school wide lockdown. Students in the cafeteria are to remain in the cafeteria. All students are to remain in class. Students in the halls/restrooms report immediately back to your classroom. Teachers lock your classroom door. No one is to leave the classroom or cafeteria until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.

**Teachers are to do the following:**

1. Lock your door. Account for all your students.
2. Tell your students that we have an emergency and you don’t know what it is.
3. Get the students to go to an area of the room that is away from the door and windows.
4. Have the students stay in the room until an announcement is made. Members of the Crisis Team will come to your room and update you.

During the lockdown announcement the administrator and head custodian will lock all exit doors. Teachers near outside doors should make sure the doors are pulled tight. Administrators will have walkie-talkies with them for communication. Staff without students will report immediately to the main office.

**BUS POLICIES**

Riding a school bus is a privilege given to those students who can and will follow directions and ride the buses in a safe manner. Students who ride buses to and from school should be at their appointed bus stop at least five (5) minutes before the scheduled time for the bus to arrive. Students may only get on and off the buses at designated bus stops. Anyone having a question about the location of a bus stop should **contact Mrs. Hardy, Supervisor of Transportation at 252-583-2381.**

Students who behave inappropriately on a school bus or at a bus stop, may be denied bus privileges or have some other form of disciplinary action taken.

### **BUS PASSES**

Written parental permission must be brought from home requesting permission to ride a bus other than their regular bus or to get off at a bus stop other than a student's normal stop. These notes are to be turned into the office each morning after the student reports to class.

1. The bus request must contain bus numbers (if known), destination (street address), and the reason for making the request, along with a telephone number at which the parent can be reached.
2. Bus passes will not be issued for unscheduled bus stops.
3. Students do not have permission to leave their bus transfer point unless given permission to do so by a bus note.
4. Bus notes will not be accepted after 1:30 p.m.
5. Bus notes will **NOT** be taken over the phone.

### **BUS RULES AND REGULATIONS**

**Riding the school bus is a privilege given to those students who can and will follow directions and ride the bus in a safe manner.**

**The bus drivers will explain to students the COVID 19 protocol and explain the following regular bus policies when riding the bus**

- Students should report to the designated bus stop 5 minutes prior to the scheduled arrival of the bus and be ready to board. Bus drivers cannot wait for students. An adult should accompany younger children. Conduct at the bus stop should be the same as that of riding the bus or in the classroom.
- Bus drivers may assign seats. Student will remain in seat while the bus is in motion and be responsible for any damages to seats.
- Students shall not extend any part of their body or any other articles out of bus window.
- Students shall not throw any object inside the bus or out of the bus window.
- Students are under the authority of the Halifax Schools while on the bus. Conduct should be similar to classroom.
- Students will be allowed off a bus only at school and at their regular stop. Unauthorized stops will not be made.
- Students should ride the same bus both morning and afternoon. Exceptions may be permitted when a note is sent to school from the parent indicating that this change is necessary.
- Glass objects and other dangerous objects are not to be transported on the school bus.
- Scuffling, fighting, and use of profane language will not be tolerated.
- Students cannot eat or drink while on the bus going to or from school.
- Students must not make any loud or unusual noise or attempt to distract the driver in any way.

- Students must keep aisles clear. Any articles too large to be held in lap or placed under seat cannot be carried on the bus.
- Live animals or insects may not be carried on the bus.
- The emergency door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
- The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
- The principal has the authority to suspend riding privileges for anyone violating these rules.
- Radios, Cell Phones, iPods, MP3 players or other mechanical headsets and games are not allowed on the bus.
- Misbehavior on a bus, at a bus stop, or during bus transfer points may result in disciplinary actions taken according to EMSA Student Code of Conduct Standards.

### **CONSEQUENCES FOR VIOLATION OF BUS SAFETY GUIDELINES**

1<sup>ST</sup> Offense – Warning (Driver)

2<sup>nd</sup> Offense – Warning (Administration)

3<sup>rd</sup> Offense – Loss of bus riding privileges for (3) school days

4<sup>th</sup> Offense – Loss of bus riding privileges for (5) school days

5<sup>th</sup> Offense – Loss of bus riding privileges for (10) school days

Repeated offenses – Loss of bus riding privileges for the remainder of the school year

### **HOMEWORK**

The basic objective of homework is to reinforce and apply previously learned concepts, principles and skills. Homework assignments, therefore, should be structured to reinforce and apply that which has been introduced and explained in the classroom. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in using time wisely.

### **COMMUNICATIONS/CONFERENCES**

Students should be helped to realize their responsibility to transport notes, notices, and bulletins between school and home. The parent/teacher conference is considered the most effective vehicle for communication concerning a child's life at school, and one can be scheduled at the request of either parent or teacher. Conferences may be scheduled by calling the school or sending a note to the teacher.

If parents have a concern about their child, they are asked to talk first to the teacher. If either the parent or teacher feels that the situation was not resolved by such communication, the administration should then be involved.

## **SUGGESTED QUESTIONS FOR PARENT-TEACHER CONFERENCES**

- Is my child working up to his/her potential? Is he/she performing at, above or below his/her grade level?
- Does he/she excel in specific areas, such as language or art that I could reinforce?
- Or does he/she need special help in anything, and is it available within the school system?
- Are there various levels of proficiency within the classroom-in reading groups, for example? If so, is my child being grouped according to his/her abilities?
- Does my child make friends easily and participate in class and in activities?
- How are his/her work habits, attitude, and sense of self-discipline?
- How would you, the teacher, assess my child's self-confidence?
- What different teaching approaches do you use? Do they include individual instruction when it's appropriate?
- Can you tell me about your grading system and explain some of the written comments on my child's work?
- What role do you expect parents to play in homework?
- What can I do to carry the learning process over into the home? How do you keep parents informed about students' progress over the course of the year?

\*\*If you would like to observe your child's classroom at any time, there is a form located on the last page of this handbook.

## **LIBRARY**

We believe the library is a central focus of our instructional program. As for the resource center for Enfield Middle S.T.E.A.M. Academy, the library's mission is to provide information and materials that support the curricular needs of our school, as well as to develop and nurture a lifelong love of reading in each student. At this time, our library is being renovated and will be fully functional at the start of the 2021-2022 school.

## **GUIDANCE**

Guidance services at EMSA are designed to help students meet their personal, social, educational, and vocational needs. The guidance counselor works with students, parents, and teachers to help students become aware of themselves and to develop their talents to the fullest extent. Remember that your counselor is your friend and is here to help you.

Feel free to contact him at any time. Students must secure a written pass from their teacher in order to see the guidance counselor. In the event that the counselor is busy or unable to see you, he will call you to the office as soon as possible.

## GUIDANCE AND COUNSELING SERVICES

**Definition:** Pursuant to the Standards of Quality, each school shall make reasonably available, with available resources, to all students the following guidance and counseling services:

Academic guidance, which assists students and their parents to acquire knowledge of the curricula choices available.

Career guidance, which allows students to explore career choices.

Personal social counseling, which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes.

Short-term problem solving counseling which assists a student to develop an understanding of self and the rights of others in order to resolve an emergency problem. Such individual counseling will follow these guidelines:

- The counselor will meet with the student once to discuss the issue.
- If further sessions are needed, the counselor will inform the parent.

No student shall be required to participate in any counseling program to which the student's parents object. Parents should write to the principal of their child's school requesting that the student not participate in any or all of the services listed above.

## DISCIPLINE

Every student has the right to a quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility not to deny that right to others. The **Standards of Student Conduct** has been formulated in order to encourage good citizenship and to discourage conduct that disrupts the work and discipline of the school or that adversely affects the health and welfare of the students. It is also meant to ensure that parents, students, and school personnel understand their rights and responsibilities in regard to student conduct and to standardize procedures that will be used in responding to certain disciplinary problems.

Students are subject to these standards at all times while they are under the jurisdiction of school personnel, including such times as they are:

- 1) On school property during school hours.
- 2) Waiting for the school bus at designated bus stops.
- 3) On the school bus.
- 4) Participating in school-sponsored or school-related activities.
- 5) **In the classroom you are expected to adhere to the following guidelines:**
  - Cooperate, behave and be polite.

- Treat your schoolwork as if it were your job.
- Prepare assignments neatly and on time.
- Do your own work.
- Listen in class and do your best work.
- Be considerate of the feelings and rights of other.
- Not leave without permission.
- Do not fight or intimidate others.
- Do not chew gum or eat.
- Do not bring tape players, radios, or games.
- Help keep the classroom clean and sanitary.
- Do not misuse, abuse or deface school property.

### **DRUGS IN SCHOOL**

Possession of a controlled substance, imitation controlled substance or marijuana, on school property or at a school-sponsored activity is prohibited. A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity shall be discipline in accordance with the Halifax County Schools Code of Student Conduct Policy. The School board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

### **POSSESSION OR USE OF WEAPONS**

Each student has the right to learn in a safe environment with others who respect their well-being. Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited.

Any student, who brings a weapon, as defined within this section to school, shall be referred to the Law Enforcement. Violation of this policy shall require that the principal immediately initiate proceedings for the discipline of the student involved stated in the Standards of Student Conduct.

# ENFIELD MIDDLE S.T.E.A.M. ACADEMY

## DISCIPLINARY ACTION CRITERIA, PROCEDURES, AND PROCESSES

	<b>LEVELS OF INTERVENTIONS AND RESPONSES</b> <b>Enfield Middle S.T.E.A.M. Academy's intent is to change student behavior; however, consequences and/or more intense interventions may be imposed due to safety or repeated offenses.</b>	
<b>Classroom Positive Teacher Support</b>		<b>Examples of Classroom Interventions and Responses</b> <i>These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with graduated responses as needed.</i>
		<ul style="list-style-type: none"> <li>• Establish positive relationships with students</li> <li>• Establish routines and procedures.</li> <li>• Recognize/reward appropriate behavior</li> <li>• Verbal correction</li> <li>• Reminders and redirection</li> <li>• Seat change</li> <li>• Student conference</li> <li>• Contact parent/guardian</li> </ul>
<b>Level 1</b>		<b>Examples of Classroom Interventions and Responses with Parental Involvement</b> <i>These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with graduated responses as needed while keeping the student in class.</i>
		<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Re-teaching or modeling of desired behavior</li> <li>• Recognize/Reward appropriate behavior</li> <li>• Peer mediation or conflict resolution</li> <li>• Administrator/Student conference and/or Administrator/Student/Teacher Conference</li> <li>• Loss of school privileges</li> <li>• Parent/guardian conference</li> <li>• Behavior contract/plan</li> <li>• School community service (appropriate to correct the behavior)</li> <li>• After-school detention</li> <li>• Minor Support Form</li> <li>• School Counseling Referral</li> </ul>
		<b>Examples of Administrative Interventions and Responses</b> <i>These interventions involve the school administration and aim to correct behaviors by stressing the seriousness of the behavior while keeping the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.</i>

<p><b>Level 2</b></p>		<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Check-in/check-out/Mentoring</li> <li>• Behavior contract/plan</li> <li>• Parent/guardian contact/Conference</li> <li>• Administrator/Teacher/Counselor/Student conference</li> <li>• Loss of privilege</li> <li>• After-school detention</li> <li>• Conflict resolution/Peer Mediation</li> <li>• Referral to support services (School Counselor, MTSS Team)</li> <li>• Referral for community-based services</li> <li>• Schedule change</li> <li>• Referral to Individualized Education Plan (IEP)team</li> <li>• Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP)</li> </ul>
<p><b>Level 3</b></p>		<p><b>Examples of Level 3 Referral Responses</b>  <i>These interventions involve short-term removal of a student from the school environment due to the severity, safety concerns or chronic nature of the behaviors; removal from class will not exceed ten (10) days.</i></p>
		<ul style="list-style-type: none"> <li>• Administrator/Teacher/Parent/Guardian Conference</li> <li>• After-school Detention</li> <li>• Referral to support services (School Counselor, Therapeutic Day Treatment (TDT) and Mentor Program</li> <li>• Referral for community-based services</li> <li>• Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)</li> <li>• Functional Behavior Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)</li> <li>• Referral to community-based services</li> <li>• Behavior contract (developed with and signed by the student, parent/guardian, and school officials)</li> <li>• Referral to law enforcement where required</li> </ul>
<p><b>Level 4</b></p>		<p><b>Examples of OSS Suspension Referral Response</b>  <i>These interventions involve the long-term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior. Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the Code of North Carolina.</i></p>
		<ul style="list-style-type: none"> <li>• Threat Assessment as indicated by the behavior</li> <li>• Referral to law enforcement as required</li> <li>• Parent-Administrator-Teacher-Student behavior contract</li> <li>• Long-term revocation of privileges</li> <li>• Restitution via written contract</li> <li>• Referral for community-based services</li> <li>• Schedule change</li> <li>• Short-term out-of-school suspension (four to ten days for</li> </ul>



		<p>sixth-grade students or five to ten days for seventh- to – eighth grade students)</p> <ul style="list-style-type: none"> <li>● Recommendation for a long-term suspension as determined by local policy or by state code</li> </ul>
<b>Level 5</b>		<p><b>Examples of Extended Suspension Referral Response</b>  <i>These interventions involve the long-term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior. Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, or long-term suspension.</i></p>
		<p>Required School-based Administrative Responses to Level 5 Behaviors</p> <ul style="list-style-type: none"> <li>● Threat Assessment as indicated by the behavior</li> <li>● Parent-Administrator-Teacher-Student behavior contract</li> <li>● Referral to law enforcement as required</li> <li>● Referral to Superintendent or designee</li> <li>● Referral for community-based services</li> <li>● Placement in an alternative educational setting</li> <li>● Recommendation for a long-term suspension as determined by local policy or by state code.</li> <li>● Return the student to the school setting with appropriate supports and interventions.</li> </ul>

### Leveled Responses to Student Behaviors

<b>Category A: Behaviors that impede the Academic Progress of the student or of other students</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)	X	X			
Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)	X	X			
Scholastic dishonest (cheating, plagiarism)	X	X			
Unexcused tardiness to class	X	X			
Unexcused tardiness to school	X	X			

<b>Category B: Behaviors related to School Operations that interfere with the daily operation of school procedures</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Altering an official document or record	X	X			
Giving false information to staff	X	X	X		
Refusing to comply with requests of staff in a way that interferes with the operation of school	X	X	X		
Failure to be in one's assigned place on school grounds	X	X			
Failure to attend assigned disciplinary setting (detention, intensive day school, Saturday school)	X	X	X		
Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	X	X	X		
Dress Code Violation	X	X			
Gambling (games of chance for money or profit)	X	X			
Unauthorized use of school electronics or other equipment	X	X			
Violation of the Acceptable Use of Technology/internet policy	X	X			
Violation of school board policy regarding the possession or use of portable communication devices	X	X	X		
Vandalism, graffiti or other damage to school or personal property	X	X	X		

<b>Category C: Relationship Behaviors that create a negative relationship between two or more members of the school community (No physical harm is done.)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Bullying with no physical injury	X	X			
Cyberbullying		X	X		
Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material	X	X	X		
Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	X	X	X		
Speaking to another in an uncivil, discourteous manner	X	X			
Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	X	X	X		
Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	X	X	X		
Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	X	X	X		
Failure to respond to questions or requests by staff	X	X	X		
Inappropriate physical contact that is sexual in nature or violates school rules regarding contact	X	X	X		

<b>Category D: Behaviors of a Safety Concern that create unsafe conditions for students, staff, and/or visitors to the school</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Notify Law Enforcement</b>
<b>Alcohol:</b> Possessing or using alcohol	X	X	X			X
<b>Alcohol:</b> Distributing alcohol to other students		X	X	X		X
<b>Drugs:</b> Possessing drug paraphernalia	X	X	X			
<b>Drugs:</b> Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy	X	X	X			
<b>Tobacco:</b> Possessing/Using tobacco products, electronic cigarettes, vaping equipment	X	X	X			
<b>Bullying Behavior</b> with or without physical injury that continues after interventions to stop the behavior. Bullying that leads to physical injury should be classified as Assault and Battery.		X	X	X	X	
<b>Cyberbullying</b> that continues after interventions to stop the behavior. <b>Cyberbullying</b> that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.			X	X	X	
<b>Bus:</b> Distracting the bus driver	X	X	X			
<b>Bus:</b> Endangering the safety of others on the bus	X	X	X			
<b>Fire alarm:</b> Falsely activating a fire alarm or other disaster alarm		X	X			
<b>Fire Related:</b> Possessing items that could be used to set or cause a fire or produce large amounts of smoke	X	X	X			
Engaging in reckless behavior that creates a risk of injury to self or others	X	X	X			
Inciting or causing a substantial disturbance to the operation of school or to the safety of staff and/or students		X	X	X	X	
Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X	X			
Shoving, pushing, striking a student with no visible injury	X	X	X			
Exposing body parts, lewd or indecent public behavior	X	X	X	X		
Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	X	X	X	X		
Physical sexual aggression and/or forcing another to engage in sexual activity				X	X	X
Stealing money or property without physical force	X	X	X			

Stealing money or property using physical force (assault) (no weapon involved)			X	X		
Stealing money or property using weapons or dangerous instruments				X	X	
Leaving school grounds without permission	X	X				
Trespassing		X	X	X		
<b>Weapons:</b> Possessing or selling any weapon (not including firearms) as defined by the HCS code of conduct policy				X	X	X

<b>Category E: Behaviors that Endanger Self or Others. These behaviors endanger the health, safety, or welfare of either the student or others in the school community.</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Notify Law Enforcement</b>
<b>Assault:</b> Intending to cause physical injury to another person without causing physical injury		X	X	X		
<b>Assault and Battery:</b> Causing physical injury to another person			X	X	X	X
<b>Fighting:</b> The use of physical violence between students or on another person where there is no injury as determined by the school administration	X	X	X			
<b>Striking Staff:</b> The use of force against a staff member when no injury is caused			X	X	X	X
<b>Drugs:</b> Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			X	X	X	X
<b>Drugs:</b> Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications	X	X	X	X	X	
<b>Drugs:</b> Using controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications				X	X	X
<b>Drugs:</b> Distributing controlled substances, prescription medications, illegal drugs or synthetic hallucinogens to another student(s)				X	X	X
<b>Fire:</b> Attempting to set, aiding in setting, or setting a fire			X	X	X	X
<b>Gang-Related:</b> Engaging in threatening or dangerous behavior that is gang-related as defined in			X	X	X	

the HCS code of conduct policy						
<b>Hazing</b> as defined in HCS code of conduct policy					X	
Threatening or instigating violence, injury or harm to a staff member		X	X	X	X	
Threatening or instigating violence, injury, or harm to another student		X	X	X	X	
<b>Weapon:</b> Possession of a firearm or destructive device as defined in the HCS code of conduct policy					X	X
<b>Weapon:</b> Possession of weapon, other than firearm, as defined by school board policy			X	X	X	
<b>Weapon:</b> Using any weapon to threaten or attempt to injure school personnel					X	X
Using any weapon to threaten or attempt to injure students or others					X	X
<b>Bomb threat</b> –Making a bomb threat				X	X	X

### SCHOOL NURSE

EMSA has a nurse available. While at the school, she renders first aid in cases of accidents and illnesses. Her services are also available during the week to teacher and parents for advice concerning the health and welfare of students.

### HEALTH

Our school is making a special effort to help students establish good health and hygiene habits and to stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their own protection as well as for others in the classroom. Students will be sent home if they have elevated temperatures, are vomiting, have diarrhea, have an undiagnosed skin rash, or have red, inflamed eyes.

## **Guidelines for Parents When a Child is Not Feeling Well**

### **SHOULD MY CHILD GO TO SCHOOL TODAY?**

#### **YES, if he/she has...**

- Vague complaints of aches, pains, or fatigue
- Sniffles or a mild cough **WITHOUT** a fever
- A single episode of diarrhea without any other symptoms

#### **NO, if he/she has...**

- A temperature of 100.0° or higher -- Check your child's temperature prior to giving any fever reducing medication, such as Tylenol. Keep him/her home until fever-free for 24 hours without medicine.
- Vomiting -- Keep him/her home until there has been no vomiting for 24 hours without medicine.
- Diagnosis of a contagious illness -- until your child has not received medication for a minimum of 24 hours or your doctor tells you your child is no longer contagious
- Severe abdominal pain or pain that continues for 2 hours without relief
- A red eye with white or yellow discharge or matted eyelids after sleep -- Consult your physician.
- Extreme fatigue
- An earache -- Consult your physician.
- Constant, thick, yellow nasal discharge or nasal drainage requiring constant wiping or blowing
- Significant pain for some reason (e.g., a recent injury, severe abdominal pain, persistent headache)
- A sore throat so severe that your child will not eat or drink -- Consult your physician.
- A persistent productive cough, wheezing, rapid breathing, or shortness of breath
- More than one episode of diarrhea -- If your child has had multiple episodes of diarrhea, keep him/her home until there has been no diarrhea for 24 hours without medicine.
- An undiagnosed rash, spot, multiple bumps, or skin eruptions -- Consult your doctor regarding skin conditions.
- Chicken Pox -- Your child may return when all of the blisters are scabbed over, dry, and crusted. Consult your doctor regarding returning to school.
- Communicable illness such as influenza, conjunctivitis, measles, strep throat, norovirus pertussis, tuberculosis, shingles, scabies, etc. -- Consult your physician.
- Head Lice -- Your child may not return until treated, nits are removed, and the child's head is checked by the school nurse. Please provide the nurse with a receipt for proof of treatment purchase.
- When your own judgment tells you that your child is not well, is unusually fussy or not acting like himself -- If you suspect your child may be ill, delay sending him/her to school until you have had enough time to observe his/her behavior and feel certain that he/she is well enough to be in school.
- Your child started taking a new medication and just received the first dose.

Remember to ask the physician for a doctor's excuse for the school whenever your child goes to the doctor for any reason.

If a student must have surgery/extensive procedure or has been out of school for an extended amount of time due to a medical condition, parents must provide written instructions from the physician regarding when he/she can return to school AND a written plan for care/special health needs to the school nurse.

All information is intended for your general knowledge only and is not a substitute for medical advice. Your child's pediatrician should be your primary source of advice about your child's health.

## **MEDICATION PROFILES**

### **Prescribed Medication**

It is the policy of our school that medications of any kind prescribed by a physician to a student must have a completed Parent Request for Medication Administration with Health Care Provider Clearance form completed and on file. If it is necessary for a student to take prescribed medication during school hours, it must be in the original prescription container.

The office or nurse will notify parents if students bring medication of any kind that is not accompanied by a note.

### **Non-prescribed Medication**

Students who need to take a non-prescribed medication during school hours should obtain a medical form from the office or nurse. All non-prescribed medications should be in the original container and a signed medication form should be on file before school officials administer any non-prescribed medication. **Students should immediately upon entering the school bring the consent form and medication to the front office or nurse.**

\*\* Acceptable non- prescribed medication with a signed consent form would be cold or allergy medication for symptoms without fever chills and/or body aches. Over the counter acetaminophen or ibuprofen for frequent headaches, Imodium, Pepto or Gas-X for irritable bowel or a nervous stomach condition.

### **Self-Administration of Asthma Medication**

Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- Written parental consent that the student may self-administer inhaled asthma medications must be on file with the school:
- Written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication:
- An individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- Information regarding the health condition of the student must be disclosed to school board employees complying with state and federal law governing the disclosure of information contained in student scholastic records.

- Permission granted to a student to possess and self-administer asthma medications would be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

### FOR MORE INFORMATION

For more information, visit the Halifax County Schools' district webpage and click the Reopening Schools tab or click this link <https://www.halifax.k12.nc.us/Page/1680>. To stay informed with current information, follow Halifax County Schools and Enfield Middle STEA Academy on social media.





**Enfield Middle S.T.E.A.M. Academy**  
**Student/Parent Handbook**  
**Acknowledgement Form**

This form **MUST** be signed by the parent/guardian and returned to the child's homeroom teacher as soon as possible. Signing this form means you have read this handbook and are aware of its contents.

Student's Name (please print)	HR Teacher	Grade

Signature of Parent/Guardian	Date

If you have additional children in this school, please complete the following information. Use additional lines if necessary.

Student's Name (please print)	HR Teacher	Grade

Student's Name (please print)	HR Teacher	Grade

Student's Name (please print)	HR Teacher	Grade

**PLEASE PRINT AND RETURN THIS PAGE TO YOUR CHILD'S  
HOMEROOM TEACHER.**