

BUNN
ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK
2008-2009

***FRANKLIN COUNTY SCHOOLS
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Superintendent***

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Human Resources***

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Assistant Superintendent
Auxiliary Services***

***Douglas H. Moore
Assistant Superintendent
Business and Finance***

***Dr. Edward E. Ingram
Executive Director
Curriculum and Instruction***

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Executive Director
Student Support Services***

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School Administration

***Mrs. Jewel D. Eason, Principal
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PTA Officers 2008-2009

<i>President</i>	<i>Mrs. Kelly Clark</i>	<i>(919) 269-0771</i>
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<i>Treasurer</i>	<i>Mrs. Karen Horton</i>	<i>(919) 496-1314</i>

BUNN ELEMENTARY SCHOOL

VISION

Putting children first today for a successful tomorrow.

MISSION

We will prepare our students to become responsible, successful contributing citizens of society.

BELIEFS

By putting Children First in all of our thoughts and deeds, we at Bunn Elementary School believe our children will become responsible, successful contributing citizens of society.

**BUNN ELEMENTARY SCHOOL
STUDENT - PARENT HANDBOOK**

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**FRANKLIN COUNTY SCHOOLS
TRADITIONAL
2008-2009**

Board Approved
12/10/2007

JULY 2008

M	T	W	T	F	S	S
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AUGUST 2008

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SEPTEMBER 2008

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OCTOBER 2008

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NOVEMBER 2008

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DECEMBER 2008

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JANUARY 2009

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FEBRUARY 2009

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MARCH 2009

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APRIL 2009






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MAY 2009

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JUNE 2009

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29	30					

-  VACATION
-  HOLIDAYS
-  STUDENT DAY
-  TEACHER WORKDAYS
-  EARLY RELEASE DAY

- Makeup Days**
- Oct. 17
 - Dec. 22
 - Feb. 16
 - Mar. 13
 - June 10
 - April 17

- Early Release Days**
- Sept. 10 April 1
 - Oct. 16 May 6
 - Nov. 5
 - Dec. 10
 - Feb. 11
 - Mar. 12

November 4-10:00 Start day due to Election Day

**FRANKLIN COUNTY SCHOOLS
TESTING CALENDAR
2008-2009**

09/08/2008

TEST	GRADES	TRAINING	TEST DATE	Special Notes
Gr. 3 Pretest YES	3	July 22	July 29, 30, 31	All Grade 3 Students
Gr. 3 NCCLAS Pretest YES	3	July 22	First thirty days of school year	Identified students who are 1st or 2nd year in US
Gr. 3 EXTEND1 Pretest YES	3	July 22	First three weeks of school	Identified Students
Gr. 3 Pretest Traditional	3	August 29	September 9, 10, 11	All Grade 3 Students
Gr. 3 NCCLAS Pretest Trad.	3	August 29	First thirty days of school year	Identified Students
Gr. 3 EXTEND1 Pretest Trad.	3	August 29	First thirty days of school year	Identified Students
WIDA Access Placement	K-12		First 14 days of enrollment	ESL newly enrolled students
NCCLAS--EOC Fall	9-12	TBA	TBA	Any identified student in an EOC
NC Competency	11-12	December 5	December 16, 17	Reading and Math Graduation Requirement
NC Competency-Seniors	12	December 5	TBA	Seniors leaving fall semester
NC On-line Computer Skills	8, 9, 10, 11	October 3	Oct.-Dec.	All 8th grades, others, dates by schools
NC Comp. Skills	12	October 3	October 22, 23	Graduation Requirement
NC Comp. Skills Seniors	12	October 3	TBA	Seniors leaving fall semester
EOC--Fall	9-12	January 6	January 13, 14, 15, 16	10 EOC courses
EOC--Retest 1	9	January 8	TBA	9,10,11 Not scoring proficiency on 5 grad. Requir.
EOC--Retest 2	9	January 8	TBA	Retesting after intervention for 5 grad. Requir.
EXTEND2 OCS M, Eng., LS	9-12	January 6	January 13, 14, 15, 16	All enrolled in courses
NAEP	4, 8	TBA	TBA	CCMS, TLMS--Gr. 8, LMES--Gr. 4
NCCLAS--EOC Spring	9-12	January 6	January 22-May 15	Any identified student in an EOC
NCCLAS for R, M, S	3-8, 10	January 9	January 22-May 15	Identified Students
EXTEND2 OCS Writing 10	10	February 12	March 10-April 17	All 10th grade OCS
Writing 10	10	February 12	March 10	Regular, EXTEND2 students
EXTEND1 For Writing	10	February 12	March 9-March 20	Identified Students
NCCLAS for 10 Writing	10	January 6	January 22-May 15	Identified Students
ACCESS--ESL	K-12		Feb. 2-March 20	ESL students who are currently identified
Computer Skills--MC, Perf	9-12	February 12	March 18, 19	Students needing graduation requirement
Computer Skills--Seniors	12	February 12	TBA	Seniors for graduation requirement
NC On-line Computer Skills	7, 8, 9, 10, 11	February 12	March 9-April 30	Dates by individual schools
10th Grade Comprehensive	10	April 8	April 28	10th graders w/out Alg I credit by 6/10/09
NC Competency	11, 12	April 8	May 7, 8	Reading and Math Graduation Requirement
NC Competency--Seniors	12	April 8	TBA	Seniors needing this requirement
Science Grade 5	5	May 7	May 22	All 5th students (Traditional and Year Round)
Science Grade 8	8	May 7	May 21	All 8th grade students
EXTEND1 for R, M, S	3-8, 10	May 7	May 11-June 9	Identified Students
EOG Traditional 3-7	3-7	May 7	May 19, 20, 21	Traditional Calendar Schools
EOG Traditional 8	8	May 7	May 19, 20	All 8th grade students
EOG Year Round	3-5	May 7	May 27, 28, 29	Year Round Schools
EOG Retest 1 Traditional	3-8	May 7	Prior to June 9	Students not scoring Proficient
EOG Retest 1 Year Round	3-8	May 7	Prior to June 12	Students not scoring Proficient
EOG Retest 2	3-8	May 7	TBA	Students not scoring Proficient
EOC--Spring	9-12	May 15	June 4, 5, 8, 9	10 EOC courses
EOC--Retest 1	9	May 15	TBA	Students not scoring proficient on requir. courses
EOC--Retest 2	9	May 15	TBA	After Intervention
EXTEND2 OCS M, Eng., LS	9-12	May 15	June 4, 5, 8, 9	All enrolled in course
All dates are tentative and subject to change.				
Field tests will be announced at a later date.				
Additional timelines will be completed for the EXTEND1, EXTEND2 and NCCLAS.				

ACCIDENTS or ILLNESS

If your child becomes seriously ill or hurt at school we will contact a parent immediately. If we cannot reach a parent, we will use the emergency contact information you have provided. Please make sure the emergency information is updated at the school should there be any changes.

ARRIVALS AND DEPARTURES

*The bell will ring each morning at **8:00 AM** to begin school. The tardy bell will ring at **8:05 AM**. For those students who arrive with parents, we ask that they arrive at school no earlier than **7:30 AM**. Supervision will be provided at **7:30 AM** at the daycare entrance.*

*State law requires that cars are not to intermingle with bus traffic on campus; therefore, parents are to discharge or pick up children in the circle area at the southern end of the Holmes Building. **STUDENTS WILL NOT BE PICKED UP IN THE AFTERNOONS IN FRONT OF THE MAIN BUILDING.***

*When bringing your child to school after 8:00 AM or when picking up your child prior to dismissal at 2:45 PM, please come by the office to complete the sign-in/out sheet. School is from 8:00 to 2:45. All efforts should be made to have children in school the entire school day. **As a general rule, students will not be released to go home between 2:15 pm and 2:45 pm.***

The office staff will page the student after you sign your child out. For your child's safety, the teacher will not release a child to anyone who has not obtained early dismissal permission from the office.

ATTENDANCE

ATTENDANCE POLICY CODE #4400 OF THE FRANKLIN COUNTY BOARD OF EDUCATION IS LOCATED IN ITS ENTIRETY ON THE FRANKLIN COUNTY SCHOOLS WEB SITE AT www.fcschools.net

Every child in North Carolina is required by law to attend school from his seventh (7th) birthday until he reaches the age of sixteen (16). "Since attendance has a vital bearing on children's education progress, children should be in school regularly."

"A child shall be present at least one-half of the school day in order to be recorded present for that day."

*Personal contact and/or written notification from the parent, guardian or custodian of the student must be submitted within three (3) days upon the student's return to school for the absence to be excused. **An administrator may require a physician's validation of illness for a student who misses an excessive number of days because of illness.***

MAKE-UP WORK

It is the responsibility of the student to request and the responsibility of the teacher(s) to give, on the first day the student returns to school following an excused or unexcused absence, assignment of work to be made up for the period of the absence. Make-up work will be completed promptly. Students will have two (2) days to complete make-up work for every one (1) day absent. Make-up work does not have to be the same as the work that was missed. Grades assigned to make-up work shall be considered in computing the student's overall grade for the particular grading period. Failure of a student to satisfy make-up requirements can be the basis for denying credit for a specific course.

ABSENCES

Student absences are classified as "lawful or unlawful." Lawful means that the students may make up the schoolwork missed. Unlawful means that the student may not make up the schoolwork missed.

"The following shall constitute valid excuses for the temporary nonattendance of a child at school provided satisfactory evidence of the excuse is provided to the principal or representative:

- 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-Students must obtain prior approval from the Principal.*

ABSENCE NOTIFICATION

By statutory provision, the homeroom teacher is primarily responsible for the classroom attendance record keeping. The teacher must record all absences and report these to the principal. The principal or his designee shall instruct the child to bring a written report signed by the parent, guardian, or custodian giving reason for such absences.

After three unexcused absences, the principal or his designee is required to notify parents of their child's excessive absences. After not more than six unexcused absences, the principal shall notify the parent by mail that they may be in violation of the Compulsory Attendance law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and the Board.

Once the parents are notified, the school attendance counselor shall work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem.

After ten (10) accumulated unexcused absences, the principal shall review the report of the school social worker or school attendance counselor and shall confer with the student, his/her parents, guardian or custodian if possible to determine whether the parent, guardian, or custodian has received proper notification and has made good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, the principal shall notify the district attorney and parent in writing of the Compulsory Attendance Law violation. If the principal determines that the parent, guardian, or custodian has made good faith effort to comply with law, the principal may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse. Evidence showing that the parent, guardian, or custodian were notified and that the child has accumulated ten (10) absences which cannot be justified under the established attendance policies of the Board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

CHRONIC TARDINESS AND EARLY DISMISSALS

Students are expected to arrive on time and remain in school for the entire school day. Tardiness and early dismissals cause students to miss important information and are strongly discouraged. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave early. When tardiness becomes excessive, the student, his or her parents or guardians shall be notified by the principal or designee in writing of the student's tardiness. If the tardiness continues after parent notification, appropriate disciplinary action will be taken. Tardiness and early dismissal may be excused for the same reasons as listed above for absences.

ELEMENTARY AND MIDDLE SCHOOL (K-8)

Any student in an elementary or middle school must be in attendance for a minimum of 160 days to be eligible for promotion. A student must be in school for at least one-half of the school day to be counted present. Once a student has accumulated fifteen (15) absences, excused or unexcused, the principal shall notify the student's parents that the student is in jeopardy of retention. Any student who attends fewer than 160 days may appeal to an attendance committee, which may consist of the principal, teacher(s), school social worker, school counselor, and school nurse or other appropriate personnel designated by the principal. Medical or other compelling reasons must support such appeal.

Students failing to meet attendance requirements necessary for promotion shall neither be promoted nor allowed to participate in promotion exercises.

BEFORE AND AFTER SCHOOL ENRICHMENT

Franklin County Schools Before and After School Enrichment offers affordable, safe, and convenient care for school age children in each of the county's elementary schools. The program operates every day school is in session.

A registration fee of \$25.00 per family is due when enrolling your child. Fees are calculated by the number of days Before and After is open in a calendar month. The monthly fee remains the same whether or not your child is present each day.

All fees are payable in advance and are due on the 15th of each month.

2008-2009 FEE SCHEDULE ---Per Child---

<i>Average Full Time</i>	<i>\$234 mo.</i>
<i>Average Afternoons only</i>	<i>\$210 mo.</i>
<i>Average Mornings only</i>	<i>\$126 mo.</i>

Special rates are available for other circumstances. In addition, reduced rates and financial assistance are available for low-income households. For additional information, please ask your on-site coordinator or call Pam Tant, County Coordinator at 919-496-2600 ext. 289.

BUSES AND STUDENT TRANSPORTATION

Riding a school bus to and from school is a privilege offered by the Franklin County School System. This privilege can be taken away at any time for disruptive or unsatisfactory behavior. Students being transported are under the authority of the bus driver and must follow his or her request.

*The assistant principal handles assignment and reassignment to buses. All changes must be approved by the assistant principal. Such requests should be made in writing. If a student must ride a bus other than the one he/she is assigned, the student must bring a note from home requesting that change. Notes should be brought to the office first thing in the morning. The student will be given a note from the office to present to the bus driver. **Requests for a change in transportation means should NOT be made by telephone for the safety of your child.***

*Kindergarten students **WILL NOT** be dropped off at their stop location without a parent present at the stop. In lieu of parents being available for pick up of these students, a parent may request in writing that a guardian be at the stop to receive the child. The guardian must be middle school aged or older to be eligible to serve in this capacity.*

DISCIPLINE ON THE SCHOOL BUS

Behavior on the school bus is periodically videotaped and viewed by the driver and assistant principal. Drivers are required to turn in students whose conduct poses a danger to persons or property or a threat of disrupting the school bus transportation system. According to the Franklin County Board of Education, the rules contained in the Franklin County School Student Code of Conduct apply to bus behavior. Disciplinary offenses at the bus stop and while on the bus will be dealt with by the school administration.

CHILD NUTRITION

Please remember Franklin County Child Nutrition Program Accu-Claim policies state no refund on prepayment for school meals. Franklin County Schools has a no charge policy in the cafeteria.

Breakfast Price for Grade 1 – Grade 5 is \$1.00 Lunch Price for K- Grade 5 is \$1.85
Kindergarten students are provided breakfast daily free of charge. All other grade levels are required to purchase breakfast.

*Students are allowed to purchase snacks at lunch **UNLESS A PARENT REQUESTS IN WRITING** that their child(ren) not be allowed to do so.*

PARENTS ARE ENCOURAGED TO MAKE CONTACT WITH THE CAFETERIA VIA TELEPHONE OR IN PERSON AT THE BEGINNING OF EACH MONTH TO MAKE SURE YOUR CHILD(REN)'S LUNCH ACCOUNT HAS A POSITIVE BALANCE.

CONFERENCES

Every parent will be invited to the school for a minimum of three conferences. A conference will be held to pick up report cards at the end of each of the first three nine weeks. Additional conferences may be requested by parents, teachers, or the principal/assistant principal.

Teachers are directed to promptly begin the instructional day at 8:00 AM. Parents may schedule conferences with teachers after 2:45 PM or during a teacher's planning time each day.

Franklin County Schools

Summary of School & Transportation Best Practices

The following “best practices” demonstrate the roles of the school, Franklin County Schools’ Transportation Department, and Parents. The list is not all-inclusive; it is representative of the types of behaviors expected.

The School is Not allowed to:	The School has the authority to:
<ul style="list-style-type: none"> • Share information about students with anyone other than parents, guardians, or appropriate school personnel. • Allow students to get off of the bus at other than their regular stop without parental approval 	<ul style="list-style-type: none"> • Assign students to buses. • Recruit, supervise and assign school bus drivers to buses • Discipline students for misbehavior on buses (including restricting the student’s access to ride a bus, if necessary, in accordance with the Student Code of Conduct) • Investigate allegations of drive misconduct and take appropriate action • Call parents, send notes home, or request a meeting to resolve student behavior issues

Parents are NOT allowed to:	Parents/Guardians should:
<ul style="list-style-type: none"> • Board a bus unless the drive invites the parent to do so (Unauthorized persons that board a bus in North Carolina violate the law). Compliments or concerns about buses should be directed to the school 	<ul style="list-style-type: none"> • Accompany student to bus stops or ensure that adequate supervision is provided • Discuss school bus rules with their children to ensure their safety • Be sure that children arrive at the bus stop 3 to 5 minutes prior to the bus’s scheduled arrival in the morning • Dress children appropriately for the weather conditions • Consider applying for a NC Bus License and drive as a regular or substitute bus driver (All drivers must complete the employment process for Franklin County Schools in order to drive a school bus)

Transportation is NOT allowed to:	Transportation is responsible for:
<ul style="list-style-type: none"> • Share information about students with anyone other than parents, guardians or appropriate school personnel • Make decisions on discipline issues; this responsibility lies with the school. Transportation, however, may recommend removal of a child from a bus if safety concerns are present 	<ul style="list-style-type: none"> • Ensuring that buses are in safe working condition • Providing fuel for buses as needed • Determining bus routes, stop locations and turnarounds for all buses • Providing technical training for driver candidates • Administering drug-testing program • Advising Superintendent on inclement weather issues • Working with DOT to ensure safe road conditions

Franklin County Schools

Summary of School Bus Driver & Student Passenger Best Practices

The following “best practices” demonstrate appropriate behavior on the part of bus drivers and student passengers. While the list is not all-inclusive, it is representative of the types of behaviors expected.

School Bus Drivers are Not allowed to:	School Bus Drivers should or may:
<ul style="list-style-type: none"> • Turn right on red at a stoplight • Make unscheduled passenger stops (even if parents are following the bus in a car) • Travel over 45 mph • Slam on brakes to discipline children • Delay the route for habitually late students • Permit parents to board the bus without consent from the school; parents with compliments or concerns should always call or visit the school to discuss these issues • Use amber warning lights as a substitute for four-way flashers; amber warning lights are used only during passenger stops • Discharge or pick up passengers at other than the students’ regular stops, unless authorized by the principal • Hit or strike a student for any reason • Stop the bus in the road for disciplinary reason • Share information regarding student behavior or disabilities with anyone other than authorized school personnel • Drive the bus while students are standing. When students board the bus, the driver should not move until all students are seated • Drop off Pre-K or K students without a parent or guardian visible at the bus stop 	<ul style="list-style-type: none"> • Stop no more often than every two-tenths of a mile on a bus route • With proper authorization, enter private subdivisions that cause a bus to deviate more than ½ mile from the normal route • Arrive at assigned stops within 5 minutes of the scheduled time daily, unless unusual conditions exist • Wait for students in poor weather conditions • Clean their bus on a regular basis • Check the bus for students at the end of each bus run • Pick up students (a.m.) at a bus stop prior to turning around; drop off students (p.m.) at a bus stop after turning around • Stop at all Railroad Crossings • Use four-way flashers during emergencies and when low visibility conditions are present • Report students who do not follow bus rules to school administration • Stop 15 feet short of a passenger stop location • Assign seats to all regular passengers • Pull off the road in a safe location to gain control of discipline issues • Return to school to address severe discipline issues

School Bus passengers are NOT allowed to:	School Bus passengers should:
<ul style="list-style-type: none"> • Bring bookbags/school projects/athletic equipment onto the bus that will not fit in the lap or under their seat • Stand up or move around while the bus is moving • Check the mail during a passenger stop • Eat, drink or smoke on the bus • Throw objects on the bus • Horseplay or fight on the bus • Sit on or jump/tumble over seat backs • Damage the bus in any way • Walk around the bus for any reason • Bring weapons or unsafe objects on the bus • Bring radios, tapes, CDs or electronic audio/video devices on the bus 	<ul style="list-style-type: none"> • Sit in assigned seats facing forward at all times • Talk in ‘normal’ tones only with students sharing the same seat row • Be at the bus stop 5 minutes early every day • Be supervised by an adult at the bus stop • Keep all body parts inside the bus at all times • Cooperate with the driver at all times • When preparing to board, allow the bus to come to a complete stop; then board the bus in an orderly manner • When getting off at a bus stop, remain seated until the bus comes to a complete stop; then leave in an orderly manner • Cross the road (if necessary) in front of the bus

FIELD TRIPS

Teachers may plan field trips from time to time during the year. Parents will be notified about these trips in advance. All children must have written permission to go on trips. Transportation for field trips will be school buses or chartered buses. Private cars are not used for field trips. **If fees are charged for the field trip, those fees will not be refundable once they are paid.** This is necessary because the school will be obligated for tickets, transportation, etc., once the planning is complete.

Parents planning to accompany their child on a field trip may request in writing that their child be allowed to ride to and from the field trip **with them** in a private car. **Approval will not be granted unless the parent is physically in the same vehicle with their child.**

Parental permission slips are to be filed in the office for field trips. A student will not be allowed to go on a field trip without a permission slip on file even though they may have paid for the trip. Teachers give students sufficient time to return permission slips.

IMMUNIZATION

The State of North Carolina requires that certain immunizations be given to every child in order to attend school. A grace period of 30 days following enrollment is allowed. Should a student not have proof of proper immunization, the law requires that the principal prohibit the child from attending school until this requirement is met. You will be notified in writing if your child does not have the proper records.

INCLEMENT WEATHER POLICY

SCHOOL CLOSING AND /OR EARLY DISMISSAL

Decisions regarding the emergency closing or early dismissal of school are made by the superintendent of FRANKLIN COUNTY SCHOOLS.

The following media will announce any school closing or delay:

- Franklin County Schools Website
- WHLQ –FM- Louisburg Radio
- WYRN –AM- Louisburg Radio
- WRAL – FM- Raleigh Radio
- WPTF – AM- Raleigh Radio
- WRAL – Channel 5- Raleigh TV
- WTVD – Channel 11- Durham TV

It is important that parents make provisions for early dismissal and communicate those provisions to the student and teacher throughout the year, so that the student and teacher know what to do if school closes early.

IN-SCHOOL-ALTERNATIVE (ISA)

*As an alternative to suspending a student from school (OSS), administrators at Bunn Elementary may elect to assign students who violate the rules contained in the Franklin County Schools Student Code of Conduct to In-School-Alternative(ISA). Students assigned ISA will report to the regular classroom teacher when they arrive at school. For each day a student is assigned to ISA, the regular classroom teacher will provide the student with the work they will be required to complete in ISA and escort/send the student to the ISA room. The student must satisfactorily complete all work prior to leaving ISA. Students who complete work assigned by the classroom teacher prior to the end of the day will be assigned additional work by the ISA personnel. Students assigned ISA will not be allowed to talk, sleep, refuse to work, attend specials, or have recess while in ISA. Students will be escorted to lunch and restroom breaks. Students who are assigned to ISA on the day of a class field trip or other school sponsored activities will **NOT** be allowed to participate. They will be required to report to ISA as assigned. There will be a “NO TOLERANCE” policy for misconduct in ISA. ISA students referred to the office for disciplinary action may be assigned additional days in ISA or suspended from school. If a student assigned to ISA is absent from school, he/she will be required to serve ISA beginning the first day he/she returns to school. If an ISA student reports to school after 11:30 am or leaves school prior to 11:30 am, he/she will be counted absent for the school day and will therefore have to make up the day in ISA.*

LOCKERS

*Lockers will be assigned to all 5th grade students who return a locker form signed by a parent/guardian. Lockers and locks remain the property of Bunn Elementary School. Lockers may be searched at any time. Students who do not return **their assigned lock** at the end of the school year will be charged a \$5.00 lock replacement fee. Lockers must be kept free of stickers and graffiti. Magnets may be used. **ABSOLUTELY NO FOOD, DRINK OR SOILED CLOTHING SHOULD BE LEFT IN A LOCKER AT ANY TIME.***

MEDICATION

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 may come to school and give the medication to your child at the appropriate time.*
- 2. You may obtain a copy of a medication form from the school nurse or assistant principal. Take the form to your child’s doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor. Prescription medicines must be brought to school by an adult in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor’s written instructions.*

NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT THE MEDICATION FORM ON FILE IN THE OFFICE.

3. You may discuss with your doctor an alternative schedule for administering medication outside of school hours. For example, many doctors prescribe medication to be taken three times daily but prescribe it for morning before school, afternoon, and before bedtime.

Self Management of Prescription Medication

As with any medication administered at school, a medication authorization form must be completed by the licensed health care provider and a parent permission form by the parent or guardian for the child who has developed competencies in self medication administration. In addition, the student and parent or guardian will sign the requirements for students with prescribed medication in their possession at school. Self-managed administration of medications must be evaluated individually by the school nurse such as asthma inhalers, insulin and epinephrine. **This policy does not apply to controlled substances such as Dexedrine, Ritalin and narcotics.**

Self-Administration of Over-The-Counter Medication

Students who are in the sixth grade and above that have developed the competency and are learning self care behavior may be allowed to manage their own medication. **No controlled substances will be self managed by students.**

When parents or guardians choose to allow students to self-administer medication they must notify the principal in writing. This notification should include the name, dosage, time (s) to be taken, purpose of the medication, along with a statement releasing Franklin County Schools from responsibility of supervising the self-administration of the medication identified. **These forms are available in the school office and from the school nurse.**

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor and the parent and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

All unused medicine should be collected by the parent/guardian on the last day of school. **Medicine not picked up will be discarded at the end of the school year.**

RADIOS, TOYS, ETC.

Students are directed **NOT** to bring toys, radios, cassette players, Nintendo cartridges, walkmans, Game Boys, bats, trading cards, playing cards and other equipment, beepers, cell phones, pagers, etc. to school. These items brought to school will be confiscated. In accordance with Board Policy, confiscated items will not be returned to the student. Parents may pick up items before the last day of school. Students who repeatedly violate this rule will have items confiscated and will not be returned to a parent until the last day of school. Items will be discarded at the end of the school year. School officials will not assume the responsibility for lost or stolen items.

RELEASE OF RECORDS TO SEPARATED AND DIVORCED PARENTS

Release of the child

If there is no court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him/her.

Release of Records

Unless a court order specifies otherwise or terminates all parental rights, both parents whether married, separated, or divorced have a right to review and have copies of their child's school records.

Parents who would like a copy of the Guidelines for Release of Students and Records to Separated or Divorced Parents should contact the principal.

RELEASING STUDENTS FROM SCHOOL

The Franklin County School policy states that it shall be the responsibility of the principal or his/her designee to determine that any person appearing at a school and requesting permission to take a student from the school shall be properly identified before allowing him/her to proceed.

In no case shall a student be released from school until or unless the principal or his/her designee is satisfied that such release has the approval of the authorized parent or guardian.

Bunn Elementary School personnel will not approve a change in a student's afternoon destination by phone or without written notice signed by parent(s) or guardian(s). Sisters, brothers, aunts, uncles, grandparents, etc. may not request a change. Only parents and guardians may do so and only in person or by written notice. If there is doubt concerning a written notice, parents will be contacted before the notice is approved.

REPORT CARDS

All Franklin County Elementary Schools are on nine weeks reporting periods for student grades. At Bunn Elementary School, parents will receive an Interim Progress Report during the middle of the nine weeks period. Folders of student work will be sent home weekly.

Parents should conference with their child's teacher to be sure what level the student is working on. Report cards do not indicate the level of student work. Grades may reflect below grade level work.

SCHOOL VISITORS

Any individual visiting the school for any reason must report first to the principal's office, sign in, receive and display a visitor's badge. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.

Teacher or room visitations may be prearranged either by directly contacting the teacher or by requesting an appointment through the principal's office. These are visitations in the classrooms not conferences with teachers. In either case, visitors must first report their presence in the building to the office.

It is extremely important that classroom activities be interrupted as seldom as possible.

STUDENT DRESS CODE

Bunn Elementary will adhere to the Franklin County Schools Policy # 4050 – Dress Code for Students as outlined in the Student Code of Conduct 2006-07.

STUDENT INSURANCE

The Zaytoun and Associates Insurance Company is offering accident coverage insurance policies to students this year. The policy covers students while traveling to school, during school, and returning home. A brochure will be sent home at the beginning of the school year to explain more completely the provisions of the insurance coverage.

Delta Dental Plan of North Carolina will be offering a Student Dental Accident Program for students. A mail-in envelope will be sent home at the beginning of school.

In accepting the insurance fee, the school merely serves as a convenience for the students and does not realize any profits from the transaction.

STUDENT RELOCATION

Please notify the school whenever your child has moved - either to a new school or just a new location within the same attendance area.

TELEPHONES

Students should ask to use the telephone only in case of an emergency. Students do not receive phone calls at school. Arrangements for after school activity should be made before coming to school.

TEXTBOOKS

Textbooks issued are the property of Franklin County Schools. They should be used with care and returned in good condition. Parents must pay for all lost or damaged books. Teachers check books at the end of the school year for damages and charge damage fees.

Library Books

Bunn Elementary School policy states the replacement cost for library books that are lost or damaged beyond repair will be charged and payment is expected during the same school year.

CAR STUDENT PROCEDURES

The following procedures are to be followed for car students in order to establish safe conditions for students and an orderly procedure for traffic. Car students are not to unload at the gym entrance.

Morning Procedures - Car students are to unload at the loop driveway area located at the southern end of the Holmes Building, near the covered canopy. ***There will be no drop offs in front of the main building between 7:30 am and 7:45 am.***

Afternoon Procedures - The first vehicles to arrive are to follow the loop around to the exit area forming two lines. ***Vehicles will not be allowed to line up prior to 2:30 pm. Parents must wait in their vehicles and not leave vehicles unattended to avoid pick-up delays and for the safety and security of our students.***

Other Procedures - Parents/Guardians who sign their students out of school early will park at the front entrance and check students out through the office. ***Vehicles are only to park in designated parking spaces; being careful not to block fire lanes***

Student Suicide

Policy Code: 4250

The Board believes that suicidal ideation and/or gestures constitute a serious problem requiring competent professional evaluation and intervention by qualified mental health professionals. In keeping with this belief, the Board adopts this policy to help ensure that students expressing self-destructive feelings or exhibiting self-destructive behavior receive proper care.

DEFINITIONS

- 1. Suicidal Crisis - A situation where suicidal ideation and/or behavior occurs.*
- 2. Suicidal Gesture - An act of bodily harm or intended bodily harm with the expressed intent of suicide*
- 3. Suicidal Ideation - (plans specific) - Thoughts and feelings which, when expressed, communicate a plan for self-harm resulting in death.*
- 4. Suicidal Ideation - (non-plan specific) - Thoughts and feelings which communicate no specific plan but do express a desire to harm self resulting in death.*
- 5. Qualified Mental Health Professional - Any person licensed or otherwise certified to engage in psychotherapeutic or psychiatric interventions (i.e. psychiatrist, psychologist, clinical social worker, or psychotherapist).*
- 6. Suicidal Crisis Incident Report - A written report documenting the events relevant to the suicidal crisis.*

PROCEDURE

Any school employee who becomes knowledgeable of a student contemplating or having made a suicidal gesture is responsible to immediately notify the principal or his or her designee of the situation. Such notification will include an immediate verbal report followed by a written suicidal crisis incident report within the school day.

Upon being notified, the principal or designee will contact the parents or guardian as soon as possible, informing them of the incident. The parents must obtain an evaluation for the student from a qualified mental health professional within 24 hours, thus ensuring the safety and proper care of the student. Failure to do so may be considered neglect and will be reported to the Department of Social Services for investigation.

Upon completion of the evaluation, documentation of the evaluation is to be furnished to the principal or designee by the parent or guardian.

The counselor will make every effort to talk to the mental health professional concerning the student prior to the evaluation.

SECTION 504/ADA POLICY

The Franklin County School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans Disabilities Act (ADA) applies to employers who have over 14 employees regardless of federal financial assistance. Under both Acts, the definition of an “individual with a disability” is a person who:

- 1. has mental or physical impairment which substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working; OR*
- 2. has a record of such impairment; OR*
- 3. is regarded as having such an impairment.*

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards including individual notice and an impartial hearing.

The District will provide reasonable accommodations to each employee and qualified employment applicant covered by Section 504 or ADA unless it would impose an undue hardship on the operation of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

The District has a grievance procedure for disability discrimination complaints. Due process rights of disabled students and their parents under Section 504 and ADA will be enforced.

Marla Peoples is the Section 504/ADA Coordinator for Franklin County Schools.

Pediculosis (Head Lice)

Every year schools across the nation can expect to have their fair share of students with head lice. This is not an uncommon condition among school children due to the close physical contact and the interaction among your children.

The discovery of head lice can cause concern for children and parents because of the personal discomfort and embarrassment it causes. If head lice are left unchecked, an infestation can spread through a family and school very rapidly. The good news is that lice infestations are easily treated once a potential outbreak has been detected.

It is important that parents can be alert to the signs of infestations and know in advance the steps to be taken. The chief symptoms of head lice are itching, scratch marks at the base of the neck and behind the ears or there may be no symptoms at all. The only visible sign of head lice will be the presence of nits or louse eggs. Nits appear as tiny silvery ovals located near the base of the hair shaft especially at the back of the head and the area behind the ears. Nits, unlike dandruff, are difficult to remove from the hair shaft.

Here are some suggestions to parents for the detection and control of head lice.

1. Watch to see if your child is scratching his/her head persistently.
2. Shampoo the hair frequently.
3. Examine your child's head frequently for the presence of nits.
4. Check your child's clothing periodically; particularly look at the inside of hats, and collars of coats, dresses and jackets.
5. Explain to your child why he/she should not share combs or hats.
6. Check the neck area for swollen glands and skin irritations.
7. Refer your child to the school nurse if you suspect your child has head lice.
8. Teach your child how to avoid head lice. Lice are passed through head to head contact.
9. Do not share beds and personal items at home during the infestation period.
10. Check your child's head every week.

Remember there are three steps that must be done at the same time:

1. Personal hygiene
2. Household maintenance
3. Getting rid of all the nits.

According to Franklin County Schools Policy Code 4230, students who have pediculosis capitis (head lice and nits) must be kept out of school until after application of an effective pediculicide. **Students will be allowed up to two excused absences to secure treatment.** All lice and nits must be completely removed to prevent reinfestation. Proof of treatment must be given to the principal upon readmission to school

Parents need to realize that head lice can happen to anyone, clean or dirty, rich or poor. It is a common, equal opportunity problem affecting people of every socio-economic status in every part of the nation.

The schools of Franklin County will attempt to carry out measures to control head lice and will appreciate the vital home cooperation so essential to eradicating this condition.

Discipline Policy

Parent Involvement plays a critical role in maintaining safe and orderly schools. For this reason and in an effort to eliminate chronic discipline problems, Bunn Elementary School has adopted the following as consequences for the 2008-2009 school year. Steps one and two will be handled between the teacher, the student and the parents. If it becomes necessary for a teacher to refer a student to the office for disciplinary action, the Assistant Principal will, upon receipt of a Disciplinary Referral Notice, contact the parents via letter or telephone to schedule a conference between the administration, teacher, student and parent. This conference will be required prior to the student returning to class.

Consequences:

1. *Letter/contact by phone to parent*
2. *Phone/conference*
3. *Discipline Referral(1): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: Child returns to class*
 - *Unsuccessful/Parent no show: ISA 3 days / until parent shows*
4. *Discipline Referral(2): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: ISA 3 days*
 - *Unsuccessful/Parent no show: ISA 5 days*
5. *Discipline Referral (3): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: ISA 5 days*
 - *Unsuccessful/Parent no show: OSS 2 days*
6. *Discipline Referral(4): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: OSS 2 days*
 - *Unsuccessful/Parent no show: OSS 4 days*
7. *Discipline Referral(5): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: OSS 4 days*
 - *Unsuccessful/Parent no show: OSS 6 days*
8. *Discipline Referral(6): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: OSS 6 days*
 - *Unsuccessful/Parent no show: OSS 8 days*
9. *Discipline Referral(7): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: OSS 8 days*
 - *Unsuccessful/Parent no show: OSS 10 days*
10. *Discipline Referral(8): Assistant/Principal, Teacher, Student, and Parent conference.*
 - *Successful: OSS 10 days*
 - *Unsuccessful/Parent no show: OSS 10 days*

ISA – In School Alternative to Suspension (ie. In-School Suspension)

OSS – Out of School Suspension

Title I Parent Involvement Policy

Bunn Elementary School

The parents, faculty, staff, and administrators at Bunn Elementary School believe that the education of children is a cooperative effort between parents/families and schools. Parents/families are their children's first teachers and involvement in school by parents and families improves the educational achievement of their children. It is believed that the parent/family involvement increases the effectiveness of the Title I Program and contributes significantly to the academic success of their children. The faculty, staff, and administrators at Bunn Elementary School strive to involve parents and families in activities throughout the year. Brochures describing curriculum supplements provided by Title I are available to the public. Parents are provided opportunities for parent/teacher conferences at flexible and various times during the year, as well as, information and explanation about proficiency levels students are expected to meet and results of academic assessments that measure student progress.

The school provides (a) parent training opportunities that include parents with disabilities, (b) coordination with parents of children in other programs such as English as a Second Language (ESL) and Exceptional Children (EC), (c) opportunities for regular parent meetings, (d) parent-school compacts, and (e) parent evaluations. Parents of ESL students are provided an interpreter at PTA meetings and opportunities to share their culture at periodic ESL parent/family meetings. Parents and families of all students are invited to annual events where programs and activities provided with Title I funds are evaluated and viewed. The administrators and teachers (a) inform parents of Bunn Elementary School's participation in Title I, (b) consult and solicit input from parents/families, and (c) inform them of their right to participate in the design and implementation of the Title I Project. The Title I parent involvement policy is updated and revised annually.

Revised: May, 2008

McKinney-Vento Homeless Education Assistance Act

Franklin County Schools provide educational support to students and families experiencing homelessness. These are individuals who lack a fixed, regular, and adequate nighttime residence. If your family lives in any of the following situations

**in a shelter, motel, vehicle, or campground*

**on the street*

**in an abandoned building, trailer, or other inadequate accommodations, or*

**doubled up with another family or relatives because you cannot find or afford housing then your preschool-aged and school-aged children and youth have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. To find out more about these rights, contact Marla Peoples, Homeless Liaison for Franklin County Schools (919)496-2457, ext. 233 or Jamie Neal, Homeless Project Coordinator (919)496-2457, ext. 223.*