

Year

2009

2010

PERRY HARRISON SCHOOL

SUPPLEMENT HANDBOOK

A Parent's Guide to Mariner Pride

PERRY HARRISON SCHOOL

Supplement Handbook 2009-2010

SCHOOL HOURS

7:15 a.m. Building opens

7:35- 7:55 a.m. Breakfast

8:00 a.m. Classroom Instruction Begins

2:45 p.m. Buses released & Car riders/walkers released

School Principal – Janice Frazier
Assistant Principal – Dan Barnwell

© Perry Harrison School PTSA
2655 Hamlet Chapel Road • Pittsboro, NC 27312
Phone 919-967-9925 • Fax 919-967-5844

[insert PTSA officers & ask Karen Heilman for PTSA introduction?]

PTSA Officers

President: Karen Heilman

Vice-President: Sherry Hrynewych

Treasurer: Tatjana Vohwinkel

Secretary: Laurie Walker

Where does the money go?

- Academic and student enrichment programs
 - Technology purchases
 - Student clubs and extracurricular activities
 - Teacher supply grants
 - Communication supplies
 - Landscaping and grounds
 - Parent and family involvement events
 - Staff/volunteer appreciation and recognition
 - Staff Development grants
-

School Attendance Policy

Regular attendance is mandatory for all students. To be counted present, a student must be in attendance at least until 11:30 a.m. **Please refer to Appendix A for a copy of the full attendance policy.**

In cases of absence, students must bring a note signed by the parent or guardian explaining the absence upon returning to school. Sickness, death in family, and medical appointments are all valid examples of absences excused by the state. If your child was out sick and went to the doctor or had any other medical appointment and missed school, please bring in a note from that particular agency.

In cases of out-of-school suspensions, students have the opportunity to make up work without penalty to their grade(s), including quarterly, semester, or grading period exams. The teacher, within a reasonable period of time, determines what work is to be made up. Students in grades 6-8 are responsible for finding out what assignments are due and for completing them in the specified time period. Students in grades K-5 will have make-up work arranged at the direction of the teacher.

Tardiness (bell system)

A tardy bell rings at 8:00 a.m. when classroom instruction begins. Children entering the school after this time should sign in at the School Office to receive a tardy slip.

Signing Children Out Early

Parents should notify the school in writing, whenever possible, that their child(ren) will be signed out prior to scheduled dismissal. Parents should wait in the School Office for their child(ren). The child's teacher will be notified by the School Office Staff to send the child to meet the parent(s) in the School Office. In the interest of safety, students will not be signed out between 2:30 and 2:45 p.m.

Family Vacations

Students taken out of school for vacations are recorded as unexcused absences. Parents can request in writing for this type of absence to be excused prior to the absence; however, please contact the Principal with any questions about absences.

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Family vacations should coincide with scheduled school breaks. If, however, a family situation warrants being away from school for more than two days at a time, teachers need at least a one-week notice to prepare assignments for the student.

- These assignments are due on the day the student returns to school.
- It is the responsibility of the student to turn in assignments to the teacher.
- If a student is going to be out for 1 or 2 days, assignments may be picked up when the student returns to school.
- These assignments should be turned in within 3 days. Again, it is the student's responsibility to turn in make-up work.

In some cases, an absence related to educational purposes may be excused. Please carefully review the Educational Leave Policy posted on the PHS website. Forms must be approved by the Principal, School Social Worker, and the child's teacher prior to the leave of absence. The teacher may assign work/projects that may coincide with the child's trip.

Transportation Procedures

Bus Riders

Parents must complete a bus form in order for a child to ride the bus. Your child's stop will be added to the driver's pick-up/drop off list. This information is shared with the transportation department. If you have questions, contact Assistant Principal Dan Barnwell.

Car Riders and Walkers

Each family is assigned a number in order for a parent to pick up their child(ren) by car in front of the school. Alternatively, parents may park and walk to the Multi-Purpose Room door where the number is also required. If you do not yet have a number, contact the School Office to have one issued for your family.

The car rider/walker number should be displayed on the car's dashboard or presented by the parent to the teacher in the Multi-Purpose Room. Parents should inform school personnel if only certain family members can pick up a child. Individuals who do not have school-assigned numbers will be required to go to the School Office, show proof of identity, and to verify permission to remove the child(ren) from school premises.

Morning Drop-off Procedure

In the mornings, parents may drop off their child(ren) at the front door of the school. The school building will open at 7:15 a.m. daily. Teachers will be available to greet children entering the Multi-Purpose Room doors. Supervision will be provided in the Multi-Purpose Room until students are dismissed to class.

Students arriving after 7:50 a.m. should enter through the Main Entrance doors. Any student arriving after 8:00 a.m. should sign in at the School Office to receive a tardy slip.

Students exiting vehicles in the car line should unload curbside between the Main Entrance doors and the Multi-Purpose Room doors. To ensure safety, drivers in the car line must follow the directions of car line supervisors. Drive to the far end of the drop-off area directly behind the car ahead before stopping to drop off student(s).

Students are not permitted to cross the driveway unless accompanied by an adult. You may park in the front parking lot and accompany students into the building, but for safety reasons you must not drop students off in the upper parking lot.

Gentle reminders:

- Cars are not allowed in the bus parking lot, and students should not be dropped off in this area.
- Parents are asked not "drop in" on teachers during morning arrival, as teachers need this time to prepare students for the school day. Instead, parents are encouraged to make an appointment to meet with the teacher at some other time of the day.
- Visitors who park in the upper lot should enter the building through the Multi-Purpose Room doors between 7:15 and 7:40 a.m. and use the Main Entrance doors after 7:40 a.m. Parents with pre-arranged appointments prior to 7:40 a.m. should inform a Multi-Purpose Room supervisor.
- Middle school students who enter the building with parents through the Main Entrance doors between 7:40 and 7:50 a.m. should report to the Multi-Purpose Room. Students are not allowed to report to classrooms early, as teachers are not available to provide supervision.

Afternoon Pick-up Procedure

The school day ends at 2:45 p.m. Parents may either walk up or drive up to pick up their child(ren) at the Multi-Purpose Room doors. Parents should have their car rider numbers displayed on their vehicle dashboard. Teachers will be available outside to usher children to awaiting cars.

In the interest of student learning and safety, students are not allowed to be signed out between 2:30 and 2:45 p.m. Since early student checkout of any kind causes instructional disruptions for the student leaving early and to his/her entire class, we encourage parents to allow students to complete the entire school day, with the exception of sickness and/or emergencies.

During afternoon dismissal, duty supervisors will only release students to parents or parent designees who display the car rider/walker number on the card issued by the school, or to individuals whom afternoon dismissal supervisors can verify are authorized to pick up the student(s). Individuals who do not meet these criteria will be required to go to the School Office to verify permission before the student(s) is/are released.

Gentle reminders:

- To ensure safety, drivers in the car line must follow the directions of car line supervisors during morning arrival and afternoon dismissal.
- Cars must remain in a single line during arrival and dismissal. Do not pass stopped cars unless motioned to do so by a car line supervisor.
- Always drive to the far end of the drop-off/pick-up area directly behind the car ahead of you before stopping to drop off or pick up a child. For safety reasons, do not motion for your child to walk up the sidewalk to meet you beyond the pick up points during afternoon dismissal.
- Cars are not allowed in the bus parking lot, and students should not be dropped off or picked in this area.

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- Individuals are not allowed to park in the car rider line to drop off or pick up students.
- Middle school band students who arrive prior to the designated dismissal time may take instruments to the band room and return to the Multi-Purpose Room. Students should notify the Multi-Purpose Room supervisor of their intent prior to leaving the Multi-Purpose Room.

Changes in Transportation

If there is a change in your child's mode of transportation, you must either:

- Send in a note to your child's teacher
- Fax to 919-967-5844 or send an e-mail to barnwell@chatham.k12.nc.us

If a child will be riding the bus home with another child, or will be riding a different bus for any reason, a note from the parent is required and must be approved by the School Office.

Health & Medical Issues

School Nurse

The school nurse is at Perry Harrison only on Mondays and Wednesdays unless there is an emergency at another school.

On staff, the school has two first-responders if the nurse is not present and there is a medical emergency. Additionally, there are several staff members who are CPR and First Aid certified. This includes the front office staff and they are available to administer first aid when the nurse is not on campus.

Illness

If your child has a fever or is in an infectious phase of a contagious disease, please keep him/her at home. If a child misses school due to illness, work must be made up within 3 days of his/her return. Exceptions will be made for lengthy illnesses on an individual basis.

Seasonal Flu and Pandemic Flu Plans

For the latest information, follow this link to the Centers for Disease Control website.

<http://www.cdc.gov/h1n1flu/guidance/>

Allergies and other Medical Problems

Any child requiring medication to be administered during school hours must have a physician or nurse practitioner complete and submit a form for approval by the Principal. A copy of the form, “Dispensing of Medication During School Hours – Chatham County Schools”, can be found in the **Appendices at the back of this handbook**. The form will be reviewed and signed by the School Nurse and kept on record, according to school policies.

Refer to Appendix ? for a copy of First Aid/Emergency Health Care policy code 4250/6130.

Section

4

Meals & Snacks

Meal Costs and Payment Procedures

Parents may bring lunch money to the office or to the cafeteria anytime before 10:20 a.m. when lunch service begins. Parents may also send money in with the students. Teachers check student folders each morning for homework and parent notes and can ensure lunch money is delivered to the cafeteria.

(INSERT INFO from Luz Mueller ABOUT KEEPING TRACK OF MONEY IN ACCOUNTS, NOTE SENT HOME WHEN RUNNING LOW, ETC REDUCE COST LUNCHES, ETC/ Rules about buying snack food) – awaiting e-mail response from Luz

ELEMENTARY (K-8) A LA CARTE PRICE LIST 2009-2010

BREAKFAST		LUNCH		SNACKS		BEVERAGES		SIDE ITEMS	
Bagel w/topping	1.00	Canned Fruit 1/2 cup	.75	Bagged SS Snacks	.50	Bottled Water (8 oz.)	.50	All vegetables 1/2 cup	.75
Biscuit w/meat or meat substitute ex. cheese or egg (1 oz biscuit 1 oz meat)	1.00	Entrees (bread included)	1.50	Cookies RF Ons	.35	Bottled Water (16 oz.)	1.00	Baked Bread (1 roll)	.30
Biscuit w/jelly	.30	Fresh Fruit	.50	Ice Cream	.50	Snapple Juice 11.6 can	1.00	Canned Fruit 1/2 cup	.75
Breakfast Pizza	1.00	Pizza	1.50	Rice Crispy Treat 1.3	1.00	Cup of Ice	.10		
Cereal	1.00	Sandwiches	1.50	String Cheese	.50	Gatorade cans	1.50		
		Vegetables 1/2 cup	.75			Juice 4 oz.	.30		
Cheese Toast	1.00	Yogurt 4 oz	1.00			Juice 6 oz.	.50	Fries – All Varieties (1/2 cup) 1/4 # Tray	1.50
Cinnamon Raisin Biscuit	1.00					Milk	.40	Salad, Side w/ crackers (1 cup)	1.25
French Toast Sticks (3)	1.00					Florida Natural	1.00	Vegetable Meat Soup 1 cup w/crackers	1.50
Pancake Sausage Stick	1.00			Condiments					
				Catsup 2 pks	.10				
Waffles (2) w/syrup	1.00			Cream Cheese pk	.50				
				Dressings (2 small)	.25				
				Dressings 1.3	.50				
				Crackers 4 pk.	.10				

Fuel Up

Fuel up is a weekend, backpack, food program which provides students with single-serving, nutritious meals and snacks for the weekend. Families whose children are eligible for the free and reduced lunch program at Perry Harrison are encouraged to apply for the Fuel Up

program if they feel their children are not getting adequate food during the weekend. The school guidance counselors select the students to be served. Parent volunteers and other students do not know which students are participating in the program as bags are filled anonymously and distributed discretely.

Cafeteria Schedule

Each class has a 30-minute lunch break. Lunch sessions begin at 10:20 a.m. with the youngest classes first.

Having Lunch with your child

Parents are welcome to join their child for lunch; however, they must first notify the child's teacher and then upon arrival, sign in at the School Office. If someone other than a parent plans to join a child for lunch, a permission note should be sent to the teacher prior to the visitor's arrival.

Classroom Snacks

Food eaten at break should be nutritious. Parents are encouraged to provide healthy snacks such as fruits, raw vegetables, and nuts. Some teachers may ask parents to provide health snacks for the entire class. Be sure to check first with your child's teacher if this is the case.

Food for Class Parties/Celebrations

All food brought in for class parties or celebrations must be commercially prepared. Homemade food is not allowed. Please obtain a teacher's approval before sending in any food for a classroom celebration.

Refer to the

Academic Information

AIG Program

[send email to Maria Cuthbert]

Checking Grades On-line

Students in the 3rd through 8th grades can check their grades on-line via the PHS website. Each student has one password for ALL their classes. Passwords are the first letter of the child's first name + the first three letters of your child's last name + the last four digits of your child's NCWISE number. If you need help with the NCWISE number, please ask your child or contact your child's teacher for assistance

Classroom Web Pages

Several teachers create and maintain websites for their classroom. Check out the "classroom pages" link on the PHS website.

Field Trips

In-classroom Events

Check the on-line school calendar for special performances or events.

Special Education Services

[send email to Karen Chappell]

Supplemental Reading Program

The Supplemental Reading Program is a county-wide reading program available in all elementary schools in Chatham County. At PHS, a Reading Specialist works with students in need for 30 minutes in small groups 3-5 times a week. Additionally, the Reading Specialist collaborates with classroom teachers and the Curriculum Coach to coordinate reading instruction throughout the school. The reading program at PHS is always looking for volunteers to read one on one with students. If you are interested in becoming a trained

volunteer please email Tammie Eddins at teddins@chatham.k12.nc.us or call her at 919-967-9925 ext. 148.

Tutoring Programs

If your child needs tutoring help, consult with the teacher for available school resources.

Athletic and other Extra-Curricular Activities

After-School Programs

Art Club

[send email to Leah Vigus]

At The Helm

AtTheHelm (<http://atthehelm.org>) is an on-line literary magazine for Perry Harrison School students. All PHS students, from grades K through 8, are encouraged to submit their stories, poems and other writings via the ATH website. The staff then reviews submissions, votes on them, and publishes the best of each genre on the site. AtTheHelm is staffed by students in the 4th-8th grades, and is sponsored by Media Specialist Debbie Minor and AIG teacher Maria Cuthbert.

Athletics

[send email to Aaron Kivette]

Battle of the Books

[send email to Debbie Minor]

Drama Club

[send email to Stephanie Sevelovitz]

Envirothon

[send email to Dawn Streets]

Fall Carnival

[send email to??????]

Math and Science Night

[send email to Karen Heilman]

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Middle School Dances

[send email to Joanne Norwood]

Science Fair

[send email to Jim Hall]

Student Council

[send email to Joanne Norwood]

Thinking Cap Quiz Bowl

[send email to Debbie Minor]

Yearbook

[send email to Carrie Bartlett]

Young Authors Competition and Tea

[send email to Debbie Minor]

PTSA & Volunteering Opportunities

The Role of the PTSA

Membership

PTSA and Volunteer Activities

Parent Reps

Fundraising

Run for the Mariners

The PTSA Thrift Store

The Chatham PTS Thrift Shop, Inc. was formed in 1983 as a fundraising endeavor for Chatham county schools. The organization currently operates three Thrift Stores—one in Pittsboro, one in Siler City, and one at Cole Park Plaza (in northeastern Chatham county). It recently celebrated its 25-year anniversary. During that time, the organization has donated almost 5 million to Chatham county schools.

Volunteers play a vital role in Thrift Shop operations. By performing basic tasks during evening worknights, such as vacuuming, straightening the store, hanging clothes, etc., volunteers assist in reducing personnel costs, thereby increasing profits. At the end of each fiscal year, profits from the three stores are pooled. Forty percent of the profits are divided equally among all of the public schools in the county that logged at least 150 volunteer hours during the year (which is usually all 16 schools in our system). The remaining 60% of the funds are allocated to schools based upon the number of volunteer hours that were worked.

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The Thrift Shop has traditionally been one of the most lucrative fundraisers at Perry Harrison. Reimbursements for 2006 and 2007 were in the \$20,000 range, with some schools in the county earning upwards of \$50,000 from this one activity alone! There is a direct correlation between the number of hours that are worked each year and the size of PHS's reimbursement check. More hours = more money for our school.

Worknights are scheduled during the evenings on a regular basis throughout the school year and are announced in a variety of ways—via The Navigator, notes home from the teacher, or phone calls from class representatives, for example. When your child's class hosts a worknight, please consider participating. Sessions are occasionally held on Sunday afternoons, which are often appealing to parents with evening commitments. Other Thrift Shop volunteer opportunities are available, such as helping with laundry, hauling cardboard to the dump, transporting merchandise to another store, etc. Please contact your classroom representative or the Thrift Store manager for more information.

Appendices

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- B**
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Appendix A – Attendance Policy

Contents

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 - [1.3 C. Absences Due to School-Related Activities](#)
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 - [1.5 E. Excessive Absences](#)

ATTENDANCE Policy Code: 4400

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. While there are times when students are unable to attend school, parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

It will be the responsibility of the principal to be familiar with current rules and regulations relative to attendance and absences and to monitor regularly:

1. teacher compliance;
2. decisions relative to classifications of absences as excused or unexcused; and
3. absence cases needing further review or action.

It will be the teacher's responsibility to be familiar with current rules and regulations relative to attendance and absences, and to carry out his/her duties with regard to such requirements.

A. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. (See Section B).

To be counted present, a student must be in attendance at least one-half of the student school day/period. To be considered present for the day, the student must be in attendance for three class periods for high school and 11:30 a.m. for K-8 students. In addition, a student will be considered present if he/she has the principal's approval to attend an official school activity at a place other than the school. The student will have an opportunity to make up his or her missed work without receiving penalties to his/her grade(s). (See Section D).

P A R E N T ' S G U I D E T O M A R I N E R P R I D E

A student must be at his/her assigned station for work at the time appointed for the school day or class to begin or the student will be recorded as tardy for the day or class. Excessive tardies will result in disciplinary action.

B. ATTENDANCE LAW

The principal will take all steps required by the Compulsory Attendance Law, G.S. 115C-378, for excessive absences. The principal or designee will notify the parent, guardian, or custodian by mail when 3 days, 6 days, and 10 days of unexcused absences have accumulated that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified. Once the parents are notified, the school social worker will work with the child and his or her family to analyze the causes of the absences and determine steps to eliminate the problem.

The principal will review any report or investigation prepared by the school social worker in accordance with N.C. G.S. 115C-381 and will confer with the student and his or her parent, guardian, or custodian to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he or she will notify the district attorney.

For the purposes of meeting the requirements of the compulsory attendance law, excused and unexcused absences shall be defined as the following:

Excused Absences An absence may be excused for the following reasons:

4. personal illness or injury which makes the student physically unable to attend school;
 5. isolation ordered by the State Board of Health;
 6. death in the immediate family;
 7. medical or dental appointment or such an appointment which has been approved by the principal;
 8. participation under subpoena as a witness in a court proceeding;
 9. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal; -or-
 10. participation in a valid educational opportunity, such as travel, with prior approval by the principal;
 11. out of school suspension; or
 12. activity related to military deployment.
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After an absence, a written excuse signed by a parent or guardian must be presented to the appropriate school personnel. A principal may require any additional documentation deemed necessary to verify an absence.

Unexcused Absences Any absence not meeting the requirements of an excused absence will be an unexcused absence.

C. ABSENCES DUE TO SCHOOL-RELATED ACTIVITIES

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

- field trips sponsored by the school;
- school-initiated and scheduled activities;
- athletic events requiring early dismissal from school;
- governor or legislative page;
- in-school suspension; or
- exam exemptions with parental approval.

D. MAKING UP MISSED WORK DUE TO ABSENCES

When a student is absent, he or she is responsible for finding out what assignments were missed and completing them within the specified time. A zero will be placed in the grade book for any graded assignments missed. Any previously scheduled tests, quizzes and projects are due the day the student returns. For other assignments, the student will have five school days from the last day absent to make up any graded assignments missed to remove the zero with no penalties.

E. EXCESSIVE ABSENCES

High Schools

Once a student has accumulated five absences from a class or classes, either excused or unexcused, the student's attendance record will come before the Student Assistance Team. A member of the team will meet with the student to review the reasons for the absences and to identify ways to improve the student's attendance. A written summary of the conference will be provided to the parent or guardian informing them of the seriousness of the situation including the effects of being absent from class on the student's academic progress, which may include loss of credit, as well as a negative impact on the student's GPA. When the student has been absent from school beyond nine days from a class or classes, either excused or unexcused, an attendance committee (appointed by the principal and made up of a minimum of five members) will meet to

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review the student's attendance record with the student and to identify a plan for assisting the student with improved attendance.

The parent or guardian will be informed in writing of the seriousness of excessive absences and an attendance contract will be drawn up with the student. The contract will outline what the student needs to do for the remainder of the semester and/or the next semester in order to get credit for the course(s). If the student does not fulfill the requirements of the contract, the student will receive a FDA (failure due to absence) with a grade of zero.

Each school's attendance committee is encouraged to create a school-wide incentive program that rewards students for good attendance.

Grades K-8

Once a student has accumulated 10 absences from a class or classes, either excused or unexcused, the principal or school's attendance committee will review the student's attendance record and determine if any action should be taken. If the principal or committee does not find a valid reason for the absences, then the principal or committee will inform the parent or guardian, by registered letter, of the seriousness of the situation including the effects of being absent from class on the student's academic progress. A conference may be scheduled at the request of the parent or guardian.

After the 15th absence, either excused or unexcused from a class or classes, the principal or school's attendance committee will review the student's attendance record and determine if any action should be taken. The principal or attendance committee will request a conference if there is no valid reason for the absences. The conference will be with the parents or guardians, the student, the classroom teacher(s), and the principal or designee if it is determined that there is no valid reason for the absences.

When the student has been absent from school 20 days, either excused or unexcused from a class or classes, the principal or attendance committee will meet and review the student's attendance record at which time the principal or committee may find it necessary to select one or more of the following courses of action:

- refer the student to the social worker if the student is under sixteen years of age;
- seek the assistance of the Department of Social Services;
- send a certified letter to the parents or guardians indicating that the student may not be promoted if the absences continue; and/or
- refer the case to the district attorney for further action.

Legal References: G.S. 115C-47, -84.2, -288(a), -378 to -383; G.S. Chapter 7B; 16 NCAC 6E.0100 through .0104, State Board of Education Policy Number EEO-2-000 through -004

Cross References:

Adopted: June 17, 1997

Revised: August 28, 2006; June 16, 2009

Retrieved from "http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4400"

Appendix B – Communicable Diseases

1 COMMUNICABLE DISEASES – STUDENTS Policy Code: 4230
1.1 A. Definition of Communicable Disease
1.2 B. Precautions
1.3 C. Curriculum
1.4 D. Education/School Attendance for Students with AIDS/HIV Infection

Policy 4230

COMMUNICABLE DISEASES – STUDENTS Policy Code: 4230

The board strives to provide a safe and orderly environment for all students and employees. The board also strives to maintain a balance between the need to educate all eligible students, to protect students' and employees' rights, and to control communicable diseases, including HIV and AIDS. Under certain circumstances, students with communicable diseases may pose a threat to the health and safety of students and staff. Decisions regarding the educational status of students with communicable diseases will be made on a case-by-case basis in accordance with this policy. Nothing in this policy is intended to grant or confer any school attendance or education rights beyond those existing by law. This policy shall be shared with school staff annually and with new employees as part of any initial orientation.

A. DEFINITION OF COMMUNICABLE DISEASE

A communicable disease is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

B. PRECAUTIONS

In order to prevent the spread of communicable diseases, guidelines for necessary health and safety precautions will be distributed by the administration and followed by all school district employees. (See board [policy 7260](#), Occupational Exposure to Bloodborne Pathogens and board [policy 7262](#), Communicable Diseases -- Employees). Employees are also required to follow the school system's bloodborne pathogens exposure control plan that contains universal precautions and specific work practice controls relating to the handling, disposal, and cleanup of blood and other potentially infectious materials. Students should not be involved in the handling, disposal and cleanup of potentially infectious materials unless the student has been specifically trained in the handling of such materials and is qualified to perform first aid services. Faculty should take reasonable precautions to avoid allowing students to come in contact with these substances.

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C. CURRICULUM

The school district will include health, hygiene and safety education in its curriculum. The curriculum will include age-appropriate information concerning safe health practices that will inhibit and prevent the spread of diseases, including HIV and AIDS. (See board policy 3540, Comprehensive Health Education Program.)

D. EDUCATION/SCHOOL ATTENDANCE FOR STUDENTS WITH AIDS/HIV INFECTION

Students with AIDS and HIV infection will be permitted to attend school without special restrictions except in accordance with 10A N.C.A.C. 41A.0201-.0204, and this subsection.

When the local health director notifies the superintendent that a student with AIDS or HIV infection may pose a significant risk for transmission, the superintendent, in consultation with the local health director, will appoint an interdisciplinary committee in accordance with state health regulations and procedures established by the superintendent. The committee is to consult with the local health director regarding the risk of transmission and advise the superintendent regarding the placement of the student. The committee will include appropriate school system personnel, medical personnel and the student's parent or guardian and may include legal counsel. The parent may request additional participants as necessary to appropriately evaluate the risk. The health director shall be responsible for determining whether to add additional members that may be requested by the parents. The superintendent is also to inform the board of education whenever a committee has been formed and will advise the board of the professional composition of the committee.

The interdisciplinary committee will review each case individually in consultation with the local health director to determine (1) the degree to which the student's conduct or presence in school exposes others to possible transmission or other harm and (2) what risk the school environment may pose to the infected student. If the local health director concludes that a significant risk of transmission exists in the student's current placement, the committee must determine whether an appropriate adjustment can be made to the student's school program to eliminate this risk. If that is not possible, the student shall be provided instruction in an appropriate alternative educational setting which incorporates protective measures required by the local health director.

If the administrative or instructional personnel on the committee determine that the student has limited strength, vitality or alertness due to a chronic or acute health problem that adversely affects the student's educational performance, they must refer the student for possible identification and placement as a student with special needs.

All deliberations of the interdisciplinary committee will be kept strictly confidential and shared only as allowed by law.

Legal References: G.S. 115C-36, 130A-136, -142 to -144, -152 to -157; 10A N.C.A.C. 41A.0201 through .0204

P A R E N T ' S G U I D E T O M A R I N E R P R I D E

Cross References: Comprehensive Health Education Program ([policy 3540](#)), Occupational Exposure to Bloodborne Pathogens ([policy 7260](#)); Communicable Diseases – Employees ([policy 7262](#))

Adopted: August 28, 2006

Retrieved from "http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4230"

Appendix C – First Aid/Emergency Health Care

Policy 4250-6130

FIRST AID/EMERGENCY HEALTH CARE *Policy Code: 4250/6130*

The board recognizes its responsibility to provide a safe environment for students, including the duty to provide appropriate medical assistance to students who become injured or ill during the school day or while participating in a school activity. Board employees designated by the principal to participate in the medical care program are authorized to give emergency health care to a student when reasonably apparent circumstances indicate that any delay in rendering emergency health care would seriously worsen the physical condition or endanger the life of the student. Employees also are authorized to perform any other first aid or life saving techniques for which the employee has been trained in a program approved by the State Board of Education. Prior to the beginning of classes each school year, each principal shall ensure that adequate staff members are in place to serve as “first responders” and to be trained in first aid and CPR. These persons should be notified immediately whenever a student becomes ill or injured at school or while participating in a school activity.

The principal or his/her designee is responsible for determining the appropriate action to take in the event a student becomes ill or is injured while at school. In the event that a student is injured or seriously ill, the principal or his/her designee shall determine if immediate medical attention is required. The principal or designee shall make every effort to contact the student’s parents/guardians prior to seeking medical attention. If parents/guardians or their designees cannot be contacted in such cases, and if a health care provider is not specified by parents/guardians, the principal or designee shall have the authority to seek medical care as deemed necessary to serve the best interest of the child. Any expenses incurred for medical care shall be the responsibility of the parent/guardian.

At the beginning of each school year, it is the responsibility of the parent or guardian to provide emergency contact information to school officials and to make sure that school officials are aware of any specific health conditions or concerns and any necessary emergency care requirements for a student. If a student is subject to unusual health hazards (such as allergic reactions) or has a health condition which requires special treatment in certain defined emergency circumstances, written protocols with precise instructions signed by the attending physician and agreed to by the parent/guardian member must be on record. (See [policy 4525](#), Administering Medicine to Students.)

P A R E N T ' S G U I D E T O M A R I N E R P R I D E

Legal References: 115C-36, -307(c)

Cross References: Student Health Services ([policy 6120](#)), Administering Medicine to Students ([policy 4050](#)), Do Not Resuscitate Orders ([policy 4251-6131](#))

Adopted: June 17, 1997

Revised: August 28, 2006

Retrieved from "http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4250-6130"

Appendix D – Corporal Punishment

Policy 4355

CORPORAL PUNISHMENT *Policy Code: 4355*

No principal, teacher, substitute teacher, voluntary teacher, teacher assistant, student teacher, or staff member may use corporal punishment to discipline a student. Corporal punishment is any kind of punishment inflicted on the body, including, but not limited to, spanking, paddling, or slapping.

Notwithstanding the policy prohibiting the use of corporal punishment as a means of discipline, school personnel may use reasonable force to control behavior or to remove a person from the scene in these situations when necessary:

- a. To quell a disturbance threatening injury to others;
- b. To obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- c. For self defense;
- d. For the protection of persons or property; or
- e. To restrain or correct students or otherwise maintain order.

LEGAL REF: G.S. 115C-391, State Board Policy #SS-A-007

ADOPTED: 5-29-07

Retrieved from "http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4355"

Appendix E – Cellular Phone Use in Schools

Policy 4318

CELLULAR PHONE USE IN SCHOOLS *Policy Code: 4318*

The board of education recognizes that cellular telephones have become a method by which people communicate with their children.

Due to safety concerns the Board understands the need for parents to stay in contact with their children.

Therefore, it is the policy of the Chatham County Board of Education to allow cellular phones and other wireless communication devices in the schools as long as they are not turned on, handled, or visible during the instructional day or as otherwise directed by local school rules or school personnel. The school principal may authorize use of a cellular telephone when there is a reasonable need for such use.

If the phones or other devices are on, handled or displayed during the instructional day or in violation of local school directives, school personnel are to take the phones, which may be returned to parents at a later time. Violations of this policy may lead to disciplinary action against the student, including suspension from school. School personnel and the Board of Education are not responsible for damage to or loss of confiscated cellular phones.

Use of cellular phones and other electronic devices, which emit noise, may be prohibited from school buses when safety becomes an issue. The bus driver will make this determination.

Legal References: G.S. 115C-36, -390, -391

Cross References: School Plan for Management of Student Behavior ([policy 4302](#)), Disruptive Behavior ([policy 4315](#))

Adopted: September 16, 2002

Revised: April 11, 2005; August 28, 2006

Retrieved from "http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4318"

Appendix F – Wellness Policy

Wellness Policy

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WELLNESS POLICY

Chatham County Schools is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside physical education.
- All school-based activities are consistent with local wellness policy goals.
- All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
- All foods made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing and allows ample time for space for eating meals. Physical activity is not used as a reward or punishment.

In all aspects of school wellness, the school staff will act as role models for good nutrition and physical activity behaviors.

NUTRITION EDUCATION

- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts and social studies, using such curriculums as "Planet Health".
 - The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned. Preparation and professional development activities will provide basic
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knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.

- Nutrition education information will be reviewed by a qualified, credentialed nutrition professional.
- The school cafeteria serves as a "learning laboratory" (for example, cafeteria displays, healthful wall displays and food tasting) to allow students to apply critical thinking skills taught in the classroom.
- Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
- The school district will provide information to families that encourage them to teach their children about health and nutrition and provide nutritious meals for their families.
- Students are encouraged to start each day with a healthy breakfast.

PHYSICAL ACTIVITY

As outlined in the North Carolina State Board of Education Policy HSP-S-000, *Policy regarding physical education in the public schools*, students enrolled in kindergarten through eighth grade are to participate in physical activity as part of the district's physical education curriculum. The physical activity required by this policy must involve physical exertion of at least a moderate to vigorous intensity level and for a duration to provide a significant health benefit to students.

Physical activity participation will take into consideration the "balancing equation" of food intake and physical activity.

- Physical Education:

Elementary schools should consider the benefits of and move toward having 150 minutes per week with a certified physical education teacher throughout the 180-day school year. Middle schools should consider the benefits of and move toward having 225 minutes per week of Healthful Living Education with certified health and physical education teachers throughout the 180-day school year.

The physical education course shall be the environment in which students learn, practice and receive assessment on developmentally appropriate motor skills, social skills and knowledge as defined in the North Carolina Healthful Living Standard Course of Study and foster support and guidance for being physically active. In order to meet enhanced goals, these classes should be the same class size as other regular classes.

- Recess and Physical Activity:

Structured/unstructured recess and other physical activity (such as, but not limited to, physical activity time, physical education or intramurals) shall not be taken away from students as a form of punishment. In addition, severe and/or inappropriate exercise may not be used as a form of punishment for students.

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A minimum of 30 minutes of moderate to vigorous physical activity shall be provided by schools for K-8 students daily. This requirement can be achieved through a regular physical education class and/or through activities such as recess, dance, classroom energizers or other curriculum based physical education activity programs. However, such use of this time should complement and not substitute for the physical education program.

NOTE: Physical education classes can not be eliminated.

- School Staff as Role Models:

Staff are encouraged to be role models for students with regards to their physical activity habits when in contact with students.

OTHER SCHOOL BASED ACTIVITIES

- Local wellness policy goals are considered in planning all school-based activities (such a school events, field trips, dances and assemblies).
- All after-school and summer programs operated under the auspices of the Chatham County Board of Education will encourage at least 30 minutes of physical activity daily.
- Each school's School Improvement Team shall include a wellness objective in their yearly School Improvement Plan.
- The National Association of State Boards of Education recommends that students should be provided adequate time to eat meals; at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.
- Lunch periods shall be scheduled as near the middle of the school day as possible. Exercise immediately after a meal is discouraged. It is recommended that exercise be scheduled at least 30 minutes after a meal.
- It is recommended that cafeterias include enough serving areas so that students do not have to spend too much time waiting in line and that dining areas are attractive and have enough space to seat all students.

NUTRITION GUIDELINES FOR ALL FOODS ON CAMPUS

All foods made available to students on campus will comply with the current USDA Dietary Guidelines for Americans:

- After-School and Summer Programs:
After-school and summer programs operated under the auspices of the Chatham County Board of Education will **only** provide snacks consistent with Winner's Circle guidelines. All food safety guidelines for proper storage and handling of foods must be followed.
 - School/Classroom Parties and Celebrations:
Classroom celebrations: holidays, birthdays, congratulatory events, at which commercially prepared (as per Chatham County Health Department Regulations, "home-made" items are not allowed) cake, cupcakes, or other sweet desserts are served, will be consolidated to not exceed one celebration per month. Teachers and parents are strongly encouraged to consider
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non-food options. If food items are provided at school/classroom celebrations, at least one food must be Winner's Circle. If beverage items are provided at school/classroom celebrations, all beverages must be Winner's Circle. All food safety guidelines for proper storage and handling of foods must be followed.

- **Food as a Reward (Excluding Pizza):**

Schools will seek alternatives to using food as an individual or classroom reward. However, if food (excluding pizza) items are used as a reward at least one food must be Winner's Circle. If beverage items are used as a reward all beverages must be Winner's Circle. All food safety guidelines for proper storage and handling of foods must be followed.

- **Food as a Punishment:**

Withholding or delaying food as punishment is not permitted.

- **Classroom Cooking Activities:**

Classroom cooking activities to support curriculum content are acceptable and shall include healthy food choices. All food safety guidelines for proper storage and handling of foods must be followed.

- **Classroom Activities using Food:**

Teachers are encouraged to seek alternatives to using food products as instructional tools due to sanitary concerns. However, if food products are used as instructional tools, they should be Winner's Circle approved. All food safety guidelines for proper storage and handling of foods must be followed.

- **Fund Raisers:**

Schools are encouraged to use non-food options for fund raisers. However, if snack-type items are used for fund raisers during the school day, they must be Winner's Circle approved (for example: baked chips, fresh fruit, Rice Krispie Treats).

- **Concessions:**

It is strongly recommended that items offered at concession stands meet Winner's Circle criteria. All food safety guidelines for proper storage and handling of foods must be followed.

- **Vending Machines Available to Students (snack and beverage), School Operated:**

Individual departments within schools that generate funds through vending machine sales may continue to operate their machines under the following conditions:

- Snack and beverage machines are turned on only during after-school hours
- All beverages offered must be caffeine free.
- Snack and beverage items are consistent with Senate Bill 961, which became effective August 1, 2005, and applies to contracts for vending services executed or renewed on and after that date.

1. Soft drinks are not sold

- (i) during the breakfast and lunch periods
 - (ii) at elementary schools
 - (iii) Contrary to the requirements of the National School Lunch Program;
2. Sugared Carbonated soft drinks are not offered for sale in middle schools;
 3. Not more than fifty percent (50%) of the offerings for sale to students in high schools are sugared carbonated soft drinks;
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4. Diet carbonated soft drinks are not considered in the same category as sugared carbonated soft drinks; and
5. Bottled water products are available in every beverage vending machine.
6. By 2006-2007, no snack vending is available to elementary students, and in middle and high schools, 75% of snack vending products have not more than 200 calories per portion or snack vending package.

*** School Staff as Role Models:**

Staff vending machine items will include healthy choices consistent with Winner's Circle snack guidelines.

Staff are encouraged to be role models for students with regards to their nutritional habits, being mindful of nutrition habits when in contact with students.

Don't worry that children never listen to you, worry that they are always watching you – Robert Fulgham

- School Meals

Child Nutrition Programs will comply with all federal, state and local requirements:

- 7 CFR (Code of Federal Regulations)
- Part 210: National School Lunch Program
- Part 220: School Breakfast Program
- Part 245: Free and Reduced Price Eligibility
- Part 210 and 220: Competitive Foods Regulations
- Child Nutrition and WIC Reauthorization Act of 2004
- North Carolina State Board of Education
- 16 NCAC 6H.004: Competitive Foods Regulations
- North Carolina House Bill 855
- Development of Nutrition Standards

Child Nutrition Programs are accessible to all children.

FOOD SAFETY/FOOD SECURITY

- All foods brought into Chatham County Schools will meet the guidelines outlined by the Chatham County Health Department.
 - All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
 - For the safety and security of the food and facility access to the food service operations are limited to Child Nutrition staff and authorized personnel.
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POLICY IMPLEMENTATION

- The building level administrator is responsible for implementing this Wellness Policy as approved by the Chatham County Board of Education.

Revised 4/3/06

Approved on 5/22/06

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