

PCIS

PARENT AND STUDENT HANDBOOK



“A Learning Community Built On Pride”

**Pumpkin Center Intermediate School
3980 King Wilkinson Road
Lincolnton, NC 28092
Phone 704-736-1504 Fax 704-736-1177**

**Mrs. Marie Ashford, Principal
Mrs. Kelly Withrow, Assistant Principal**

Pumpkin Center Intermediate School

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Marie Ashford
Principal

Kelly Withrow
Assistant Principal

August 24, 2015

Dear Parents and Students,

It is my pleasure to welcome you to Pumpkin Center Intermediate School. We are delighted to have the opportunity to work with you and your child during these very important years. Pumpkin Center Intermediate School believes in a child-centered environment while providing a solid foundation in basic learning skills. We will strive to deliver learning experiences that are both stimulating and enjoyable. We want you to know that our staff is competent in all areas of child development and will cooperatively provide a safe, child-centered environment, building self-esteem, self-discipline, and the essential skills for life long learning. While accepting the differences of others, we will seek to motivate your child to invent, dream, explore and succeed in our changing world. To support our efforts, we will be communicating frequently with you concerning your child's progress. We are happy to have you in our school family and look forward to working with you and your child. Feel free to call the school to arrange a conference as the need arises.

Please read all items in this handbook with your child. There are many key items in our handbook you may need to reference from time to time along with new items. We have listed this year's schedules for upcoming events such as progress report periods, safety procedures, and other related items. At some time, changes may arise due to unforeseen happenings. We will inform you of these as changes occur. If you have any questions regarding any of the content in this handbook, please contact the school. I look forward to working with you this year!

Sincerely,

Marie Ashford
Principal

PUMPKIN CENTER INTERMEDIATE SCHOOL'S MISSION STATEMENT:

At Pumpkin Center Intermediate School, we are committed to connecting today's children to tomorrow's world. While modeling and encouraging cooperative behavior, physical well-being, personal integrity and caring for others, we will instill positive character development in order to build productive citizens of the community. With the Standard Course of Study as our guide, and the community as our partner, we will set high standards of academic excellence enabling each student to reach their maximum potential.

PUMPKIN CENTER INTERMEDIATE SCHOOL'S VISION STATEMENT:


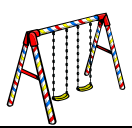





We are a school community committed to igniting a lifelong quest for knowledge.

PUMPKIN CENTER INTERMEDIATE SCHOOL'S MOTTO:

"We are a learning community built on pride."



Cougar Code

	 Playground	 Cafeteria	 Restrooms	 Hallways	 Buses	 Classroom
Be Positive	<input type="checkbox"/> Include everyone <input type="checkbox"/> Demonstrate good sportsmanship	<input type="checkbox"/> Use polite comments <input type="checkbox"/> Respect personal space of others	<input type="checkbox"/> Allow for privacy <input type="checkbox"/> Follow bathroom procedures	<input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Use quiet voices	<input type="checkbox"/> Make good choices <input type="checkbox"/> Show respect <input type="checkbox"/> Produce quality work
Be Cooperative	<input type="checkbox"/> Play fairly <input type="checkbox"/> Be a team player <input type="checkbox"/> Follow game rules	<input type="checkbox"/> Use good manners	<input type="checkbox"/> Take turns <input type="checkbox"/> Turn water off	<input type="checkbox"/> Walk quietly <input type="checkbox"/> Respect hallway displays	<input type="checkbox"/> Follow bus and school rules	<input type="checkbox"/> Respect the ideas of others <input type="checkbox"/> Work together
Be Involved	<input type="checkbox"/> Actively participate <input type="checkbox"/> Follow directions	<input type="checkbox"/> Follow adult directions	<input type="checkbox"/> Enter and exit quietly <input type="checkbox"/> Keep the restroom clean	<input type="checkbox"/> Follow rules without reminders	<input type="checkbox"/> Demonstrate self control <input type="checkbox"/> Respect the bus driver	<input type="checkbox"/> Actively participate <input type="checkbox"/> Be prepared <input type="checkbox"/> Follow directions
Be Safe	<input type="checkbox"/> Play safely <input type="checkbox"/> Stay in assigned areas	<input type="checkbox"/> Stand in line orderly and quietly <input type="checkbox"/> Clean up your area <input type="checkbox"/> Sit properly	<input type="checkbox"/> Wash hands with soap and water	<input type="checkbox"/> Walk on the right side in a line	<input type="checkbox"/> Seat to seat, back to back, feet to floor <input type="checkbox"/> Remain seated until the bus completely stops	<input type="checkbox"/> Use materials and equipment properly <input type="checkbox"/> Walk

Student Code of Conduct

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops control, character, and orderliness. Discipline is the key to good conduct and proper consideration for other people. Recognizing and praising good behavior and taking disciplinary action for inappropriate behavior helps maintain appropriate discipline.

Students are expected to put forth their best efforts and to conduct themselves in a manner that will promote a safe and orderly learning environment. The classroom teacher will explain school and classroom rules to the children. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student(s) to disciplinary action.

You will receive a copy of the rules, rewards, and consequences used in your child's classroom within the first week of school. Since each teacher will handle his/her own discipline problems and sends a note home, few should ever be sent to the office. When they are, it will be considered a most severe matter. When a student is referred to the principal/assistant principal, consequences will be selected based on the nature of the misbehavior followed by notification to the parent. Please discuss the school rules, procedures, and consequences with your child(ren).

Students will: allow teachers to teach, show respect for everyone, consider the halls as a quiet zone, be prepared, dress appropriately, and do their best!

• Positive Behavior Plan (Positive, Cooperative, Involved and Safe)

To motivate and inspire student(s) to be good citizens, the principal, teachers, and staff will celebrate positive behavior with reinforcement-type rewards. Students will be recognized for positive behavior, good attendance, student of the month, exhibiting good character, and for academic excellence.

One of the most important tasks we have as educators is to help our students learn to manage their own behavior. Our positive behavior plan contains many facets, all aimed at teaching and encouraging our children to behave properly. Each classroom will develop their own procedures and goals to follow, consequences, and rewards in addition to those listed.



Lincoln County Schools Parent & Student Handbook (Code of Student Conduct)



Please read carefully the Lincoln County Schools Code of Student Behavior handout. The purpose of these guidelines is to help establish and maintain in each school conditions which must prevail if learning is to take place. Administration will follow LCS Board policies and the recommendations found in this handbook when addressing discipline situations. Parents/guardians will be notified of concerns and consequences of inappropriate behaviors, etc.

• Bullying (LCS Board Policy)

Bullying, by definition, is any single incident or pattern of behavior directed at another person that results in the person feeling intimidated or harassed, or results in the physical or emotional injury of the person. Students will learn about bullying in guidance classes and will be required to sign the Anti-Bullying Contract. See Fighting or Physical Harm for consequences.

• Fighting Or Physical Harm (LCS Board Policy)

First Offense-The student will be sent to the office and the parent/legal guardian notified. Student may be sent home for the rest of the day.

Second Offense-Parent/legal guardian will be notified and the student may be suspended from school for 1 to 3 days. A behavior plan will be discussed and a referral may be made to the school counselor.

Third Offense-The student may be suspended from school for up to ten days. Law enforcement authorities may be notified. Work missed may be made up in accordance with the attendance policy. Students may be referred to the PBIS Team. A behavior plan will be developed.

• Chronic or Severe Disruption in Classroom: (LCS Board Policy) (Students who interrupt instruction or the learning environment)

First Offense-Teacher will follow the class code of conduct. Parents/guardian will be notified.

Second Offense-The student will be sent to the office to call the parent/legal guardian with the principal or assistant principal present. A letter will be sent to parent. Student will be referred to the school counselor.

Third Offense-The student will be sent to the office, and the parent/legal guardian will be contacted. The student may be suspended 1 to 3 days from school. Behavioral contract will be written and monitored.

• Destruction of Personal Property (LCS Board Policy)

The student will be sent to the office. The principal or assistant principal will notify the parent/legal guardian of the cost of the property destroyed. Restitution may be required.

• Stealing (LCS Board Policy)

First Offense-Teacher will follow Class Code of Conduct. Teacher and student will contact parent/legal guardian.

Second Offense-The student will be sent to the office. Parents/legal guardian will be contacted. A referral to the counselor may be recommended. Law enforcement may be notified. Student may face a suspension from school.

• Verbal Abuse of Staff or Students (LCS Board Policy)

First Offense-The student will be sent to the office, and the parent/legal guardian will be notified immediately; the student may be sent home.

Second Offense-The student will be sent to the office, and the parent/legal guardian will be notified. The student may be suspended from school from 1 to 3 days. A behavioral contract will be written upon the student's return to school with parents, student, and staff input.

Third Offense-The student may be suspended for up to 10 days. The parent/legal guardian must conference with the principal or assistant principal before the student will be readmitted to school. Work missed may be made up in accordance to the attendance policy.

Verbal assault, intimidation, bullying, or threats will not be tolerated nor will it be an acceptable cause for a physical response by any student. Students should report such actions immediately to a teacher or a staff member. This type of behavior will not be tolerated in school or on the school bus.

• Drugs, Tobacco Products, and Weapons (LCS Board Policies)

EFFECTIVE JULY 1, 2008 Lincoln County Schools are tobacco-free on all campuses and at all school-sponsored events.



Educational Program



• Educational Goals

The basic goal of our school is to provide a quality education to each student. This means developing the academic and social skills of each student to the highest possible degree. Specific goals of the school are established by the principal, faculty, and staff. These include the goals at each grade level in the areas of reading, writing, science, math, and social studies. We believe that by setting goals, students will become responsible and self-motivated in making and meeting their personal goals.

• Instructional Program

Our instructional program is our most important responsibility. We strive to coordinate the State curriculum on a level the child can best perform. We incorporate the principles of Total Quality into the instructional program and deliver a comprehensive language arts program that supports critical literacy, cooperative and flexible groups. In addition to state-adopted textbooks, numerous supplementary educational materials are used. Students have daily access to the media center. Help your child take care of his/her library books as well as textbooks. Fees are charged for lost or damaged books.

Important Dates to Remember:

- **Progress Report Dates:** September 28, December 7, February 22, May 2
- **Report Cards Dates:** November 2, January 25, April 11, June 8



Homework

Homework should be treated carefully; it is an important element in our instructional program. Teachers will make every effort to give clear directions for homework assignments. Homework assignments should strengthen and provide practice in skills which already have been taught in class. Homework assignments will be kept to a framework of time. In grades 3-5, approximately 30-40 minutes should be spent doing homework. This time framework excludes special projects that may be assigned periodically. Please provide encouragement and assistance with your child's homework. In addition, please read with your child daily.

• Planners

The school Planner is designed to assist your child in organizing his/her daily, weekly, and long-term assignments as well as serving as a communication tool for parents/teachers. Students will use their planners to write down their assignments and for parent/teacher comments. We hope this program will improve your child's organizational skills. It will also help greatly to enhance parent/teacher communication. **The cost of the planners is \$5.00 for each student. To replace a lost planner, the cost will be cost \$5.00.**

• Character Education

Character education is a vital part of our curriculum. The selected character traits will be discussed during guidance classes, recognized as a school-wide focus by discussing the meaning of the words, and in actions displayed by Acts of Kindness recognized by our students.

Responsibility	August
Respect	September
Fairness	October
Courage	November
Caring	December
Cooperation	January
Honesty	February
Self-Discipline	March
Perseverance	April
Citizenship	May/June

Cafeteria / Food Information

Our cafeteria prepares well-balanced and nutritious meals each school day. The cafeteria staff takes pride in the quality of meals at school. Payment for lunch may be sent daily or weekly. If you have more than one child in school, you must send separate checks to pay for lunches or any other expenses. Please put your telephone number, your child's first and last name, and his/her

cafeteria account number on the check and on the front of your envelope. Student lunch accounts may be paid online by clicking on "lunch menu" from the LCS webpage.

Charges: Students will be allowed two charged meals before a charge reminder is sent home. When three charges have been incurred, a free meal application and charge notice will be sent home with the child. Only five more lunches (total of eight) may be charged before charge privileges are discontinued. **An individual purchase of juice, milk, or an a la'carte item cannot be charged.**

Parents and relatives are invited to have lunch with their child(ren) in our cafeteria. Due to safety, parents are welcome to have lunch with their child only. Separate tables have been designated for parent/child convenience. Check with your child to find out their lunch schedule. We reserve the right to make changes in the lunch schedule without notice. These changes may occur as a result of field trips, extended testing time, etc. The menu is available on the Lincoln County Schools webpage and is also printed in the local paper.

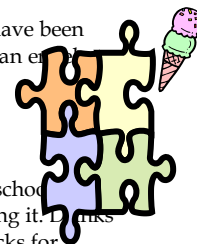
Pumpkin Center Intermediate School participates in the Universal Breakfast Program; therefore, all students may eat breakfast at no charge. Breakfast will be served until 7:55. **Breakfast will not be served on delay of school days.**

Lunch Prices

Student	- \$2.55
Adults/non- school children	- \$3.50
Snacks	- \$.50 or higher
Reduced	- \$.40

• Ice Cream

Ice cream is sold in the afternoon after all lunches have been served. All items are \$.50. You may send money in an envelope for the week or daily to purchase ice cream.



• Food Policy

Home prepared food items may not be brought to school for consumption by students other than the one bringing it. Items must be purchased. Items for school parties or snacks for distribution to other students should be purchased from bakeries or grocery stores. If there are any food allergies in your child's classroom, you will receive information about such allergies.

• **Chewing gum** will not be permitted during school.



• **Carbonated drinks, including sodas or energy drinks**, should not be sent with lunch or snacks. Please send water or a healthy drink only.

SCHEDULE

Morning Schedule		Afternoon Schedule	
Before School Care	YMCA provider	Dismissal of School/ Car Riders	2:40 p.m.
Breakfast Served	7:30 - 7:55 a.m.	Bus Riders Dismissed	2:42 p.m.
Morning Student Arrival	7:30 - 7:55 a.m.	Car Riders Must Be Picked Up By	3:05 p.m.
Instructional Day Begins	8:00 a.m.	After School Care	YMCA provider

• Getting To School on Time

The instructional day is 8:00 a.m. until 2:40 p.m. Our staff is committed to using every instructional minute to benefit students. Students do best on a regular schedule and a consistent routine. Being on time to school helps students to get off to a better start each day. We realize that there are some

circumstances, which make it necessary for students to come in late. **A tardy slip will be issued to a child if he/she arrives after 8:00.** Students arriving at school late must have a parent check them in at the office before going to class.



- **Morning Arrival And Afternoon Dismissal At School For Car Riders**

Please deliver your child in the back of the school using one lane for traffic in the morning and afternoon. Make one continuous line of traffic circling completely to the intermediate school first, and then proceed to the primary school. No left turns into the primary school, please. This area is supervised from 7:30 – 8:00 a.m. each day. We ask parents to let their child out and do not walk them to class. Student helpers and staff will be on hand to help unload students and help them reach their designated areas. **Do not drop a student off or pick your child up in the front of the school between the hours of 7:30– 8:00 a.m. or 2:25-2:45p.m.**

Safety Information: The front area of the school is the bus-unloading zone. Please be courteous by letting our buses in the car line during the early morning hours so they can move to the back parking area after unloading. Students will load buses at the front of the school at 2:40 p.m.

In the afternoon parents are to remain in their vehicles. The car rider line begins on the intermediate school side at the end of their sidewalk. One lane needs to be left open in case of an emergency. Car riders will begin to move in the car rider line around to the primary side at 2:40 p.m. (We use our back parking lot for Physical Education activities until 2:30 p.m.). **Have a sign with your child's name placed in the front window of your vehicle so that we may learn your vehicle and child at dismissal. All children will be placed in their vehicle. We need all parents and those picking up children to follow this procedure.** A staff member will place your child in your vehicle. Parents are not allowed to stand at the front or back entrances, in the lobby of the school, or at the classroom in the hallway for student dismissal. For the safety of our students we need to recognize with whom each child is leaving. **Children must be picked up by 3:05 p.m.**

- **Leaving Early**

Students leaving school early should bring a note from their parents. **Parents must check their child out of school in the office.** Parents will not be permitted to pick up a child from the classroom. The secretary will call your child from their class for early dismissal. Parents are to sign their child out on the child's individual checkout sheet. Students will not be allowed to leave with anyone except parents or the name listed on the emergency card unless we have written notification from the parents. **No students will be allowed to check out early between the times of 2:25 and 2:40 p.m. You will need to join the car rider line to pick up your child.**

- **Attendance**

Please refer to Lincoln County School Board Policy 4400 for specific information regarding Attendance. Please call the school office if your child is going to be absent that day. Regular school attendance plays a significant role in the educational development and academic achievement of all students.

- **Excused Absences**

Please refer to Lincoln County School Board Policy 4400 for specific information regarding Excused Absences. Although the primary responsibility for school attendance lies with the parents/guardians and students, the school has accepted the responsibility to publicize the attendance policy, monitor and record student absences, and enforce state law and school policy regarding attendance. Truancy will not be tolerated. School officials will telephone, and/or visit the home of habitually absent and/or tardy students. Notes need to be turned in within three days after returning to school.

- **Make-Up Work**

Students are expected to make-up any work missed due to absences-- excused or unexcused. Time for make-up work will be determined by the teacher. **Please do not ask the teacher to prepare make-up work for your child prior to an absence.** If your child is absent from school for one day, work can be picked up at the **end of the day** or the child can pick up missed work the next time he/she returns to school.

- **Conferences**

If you need to schedule a conference, please send or write a note in your child's planner. If you call, leave your message with the secretary or leave a voicemail message. **Please schedule all conferences instead of just "dropping in."**

- **Visitors**

All parents, visitors, and volunteers are required to report to the school office upon entering the building, show identification to sign in for appointments or lunch and request a visitor's badge. Everyone who is not on the school staff must wear a badge if they enter the building. No one is allowed in classrooms or hallways without a visible visitor badge and permission from the office staff. Our staff will work diligently to ensure safety and maximize learning. We ask your help in minimizing interruptions and distractions. Use the front entrance of the school when visiting, as all other entrances will be locked.

- **Change of Address**

Please inform the school secretary immediately when there is a change in your address, telephone number, or work number. It is important that all students maintain up-to-date emergency information in the office.

- **Emergency Drills**

Fire drills are conducted each month. Lock down drills and other emergency procedures will be discussed and practiced with students and staff.

Our school is outside the ten-mile range of the McGuire Nuclear Station. However, there are students who live inside the ten-mile perimeter of the McGuire Station. In case of an emergency, those students who live inside the ten-mile range of McGuire will be maintained at the school site. This is called in-house sheltering.

- **Inclement Weather**

The superintendent and her staff will make the decision to close school due to bad weather. That decision will be made as early as possible and will be publicized on the school system webpage, radio, school messaging system and TV. When school is closed due to hazardous conditions, days missed will be made up in accordance with the school calendar.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of school is necessary, local radio, school messaging and television stations will make the announcement. To keep telephone lines open for communication, please do not call the school, the central office, or the news media. Review a plan with your child for early dismissal. We will send a written request for your plan before winter season.



- **Telephone**

The office telephone is a business phone and is not to be used by students except in an emergency. The office staff will screen phone messages to staff and children. We will not interrupt instructional time for telephone calls to teachers or for students. Messages will be placed in the teacher's mailboxes or given to the student. Only in an extreme emergency will a class be interrupted.

- **Student Dress Code (LCS Board Policy)**

Please refer to Lincoln County School Board Policy for specific information regarding Student Dress Code. Distractions such as spray painted hair, costumes, hats or inappropriate school attire are not allowed. Parents will be notified when students are in violation of this dress code. For safety purposes, we ask that all students wear some type of fitting shoe or athletic shoe on the playground and to PE, not flip flops or other types of sandals.

- **School Supplies**

Students need to provide their own supplies. You may be asked to purchase additional as the year progresses. Children will receive a supply list in their report card at the end of the year for their next year's grade (can be found online).

- **Money and Valuables (LCS Board Policy)**

Please send money in an envelope with child's full name, teacher, and its purpose. Check should be written for the exact amount; it also needs to be in an envelope with the. Do not send more money to school than is needed for the day.

Toys, radios, tape players, handheld games, headsets, dangerous items, collectable cards or living animals are not to be brought to school. Do not let your child wear valuable jewelry to school. Cell phones should not be on during the school day. Cell phones should not be visible during the school day. To reiterate, the school is not responsible for lost or stolen items, including cell phones.

- **Parent Teacher Organization (PTO)**

Our students are very fortunate to have parents who are active in our PTO. The PTO sponsors projects and fund raisers which enhance our students' educational opportunities. We invite all parents, grandparents, and friends to join and support our school PTO. The PTO meets two times a year. PTO will have a meeting within the first couple weeks of school for anyone interested in volunteering. You can also visit their Facebook page.



- **Class Celebrations**

Classes, in cooperation with the PTO and grade parents, may have celebration during the school day at Christmas and Spring Break. The time used for celebrations may not exceed 30 minutes of the school day. Treats or treat bags may be given to the class during other special celebrations. Treats may be brought in for birthdays if discussed in advance, with the teacher. These treats will be limited to a snack break or during lunch (no drinks please). Healthy snacks are preferred. Flowers or balloons are not to be delivered at school for students. Party invitations for activities outside of school are not to be delivered in the classroom unless all students receive an invitation. Teachers are not able to give out addresses and phone numbers of students.

- **Opportunities for Parents and Business Volunteers to be Involved in School**

We encourage you to become a volunteer at our school.

Volunteers are a vital component of the successful educational program and are a very special resource. Volunteers are welcome in the library, on committees, as grade parents, on field trips, in classrooms to support the instructional program, as clerical assistance for school and PTO projects. Please remember to sign in at the office, pick up your volunteer badge, and write down your time to document your hours worked at school and at home on school related projects. Please contact the PTO volunteer coordinator or principal if you can help in any way to make our school a better place to educate and nurture children. We also ask that you do not bring non-school age children with you to school to volunteer or when you accompany students on field trips. We must keep supervision focused on our students at all times. All volunteers must abide by the Lincoln County Schools Board Policy.

Individuals who volunteer in any capacity on a regular, ongoing basis will be screened using local criminal background checks conducted by full name, addresses and date of birth of volunteer. To become a volunteer in our school, you will need to complete and return the Volunteer Screening form. Administration will submit your completed form to Human Resources in order to complete the screening process and send results to the principal/assistant principal. Limitations or denial or participation will be sent to you in the form of a letter from Lincoln County Schools.

Health Notes

- **Nurse**



A school nurse is scheduled for our school one day per week. The nurse is responsible for the maintenance of the health record, routine health checks, parental contacts concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please call the nurse if your child has an unusual health problem.

- **Illness of Student**

We will make every effort to take care of your sick child. If it appears that your child should go home, we will attempt to call you. In case of injury, we will also try to notify you. Please be sure the most updated contact information for you and emergency contacts. If your child has a fever, do not send him/her to school. A child should be free from a fever for 24 hours before returning to school.



- **Tick Removal**

If a tick is found on a child, school personnel will not remove the tick. Parents will be contacted to come to school to remove the tick.

- **Other Health Concerns**

Any student with ringworm, scabies, hand-foot and mouth disease, chicken pox, or pinkeye will not be allowed at school until proper treatment has been administered. Continual medical absences from school will be monitored.

• Administration of medication

Staff members of the Lincoln County Schools are not to administer medicines to students except under unusual circumstances. Parents must have a doctor complete the administration of medication form. This form must be completed at the beginning of each new school year. The school will administer the medicine with doctor's instructions only.

Any medicine to be administered must be in prescription form. Parents are asked to bring the medicine to school. Do not send medication to school with your child. A doctor must complete a medical administration form before the school can administer medicine. The parent must also sign this form. Any changes to administering a medication must be on the prescription container and on the medication form signed by the doctor and parent. Non-prescription drugs cannot be administered by the school without a prescription label from the pharmacy and proper information listed on the medication form. These may include Tylenol, aspirin, creams, cough drops, cough syrups.

Written instructions signed by the physician and parent will be required and include:

- a. Child's name to be on the prescription
 - b. Name of medication
 - c. Dosage
 - d. Possible side effects
 - e. Date medication is prescribed
 - f. Emergency contact information
 - g. Time to be administered
 - h. Purpose of medication
1. A copy of this regulation and a form on which to record the necessary information will be provided to parents who request administration of medication in schools. This form must be completed at the beginning of each new school year.
 2. The parent must take responsibility for:
 - a. Supplying the medication to the school in a container labeled by the pharmacist.
This includes over-the-counter medications.
Pharmacies will provide two containers upon request when medications must be given both at school and at home.
 - b. Providing the school with new, pharmacy-labeled containers when dosages or medication instructions change as prescribed.
 - c. Removing all unused medication from school when medicines are discontinued or at the end of the school term.

• Immunizations

State Law requires that every student who is admitted to public school must have evidence of receiving diphtheria, tetanus, whooping cough, and polio vaccinations. **Failure to comply within 30 days of notice will result in the suspension of your child from school until records or proof of immunization(s) has occurred.**

School Wide Collections

We would like to encourage all parents to participate in the following collections: **Campbell Soup label products**, link your card to Ingles card to our school, **Box Tops -General Mill box tops** for cash, **Harris Teeter's Schools in Education Program (Our school number for Harris Teeter is 6479)**-please, register this number each year in August, and **Tyson's Project A+**. We also encourage you to send in your empty ink cartridges. Look for other collection information throughout the year. These programs provide extra funds to support special school-wide initiatives.

Bus Transportation School Board Policy and Information



- **Please refer to Lincoln County School Board Policy for more specific information regarding School Bus Transportation.**
- We will operate safe and orderly school buses. We will go over bus procedures with your child during the first week of school and throughout the school year. Good behavior and safety is our priority. All parents who desire bus riding privileges for their child are required to read, *Duties and Responsibilities of Students on Buses, and the School Bus Behavior/Safety Policy*, discuss these guidelines with your child, then sign the policy, and return it to school.
- The principal/assistant principal will have a conference with students who misbehave on the bus. The buses are equipped to use a video camera to monitor the student's safety practice. Bus conduct reports will be sent to parents when violations on the bus are noted. We will recognize those students who demonstrate good bus behavior. Riding the bus is a privilege which can be denied when safety rules are not followed. Working together, we can transport your child in a pleasant, safe environment.
- Major violations, such as fighting, assaults, weapons, or drugs, will subject the student to immediate removal from the bus for a period of time up to the end of the school year. If you have complaints, call or come by the school. Do not stop the bus and risk upsetting the students and driver while he or she is on the route.

• Bus Changes

Due to overcrowding on our buses students will not be allowed to change buses in order to ride home with another student. If you need your child to get off at an alternate bus stop on his/her assigned bus, please send a written request to the office as soon as possible, include your child's first and last name, the bus number (if known), 911 address or stop, and the date the student needs this transportation change. Please give telephone numbers where you can be reached if additional information is needed.

• Bus Tips and Procedures For Parents

- All bus routes begin around 6:50 a.m. Have your child ready at least 5-10 minutes before the bus usually arrives. Drivers are required to be on a schedule and stop at every stop. They cannot blow the horn.
- Stops may be combined so that the bus doesn't stop at every house. The law states that a bus should not stop less than .2 miles apart.
- Remind your child that good bus conduct is essential.
- Students should continually be reminded to look both ways before crossing the road even though the bus is stopped. Please discuss this with your child.
- Follow the driver's directions quickly and courteously.
- Stay seated, facing the front of the bus at all times, in an assigned seat.
- Do not talk loudly, use profanity, tease, pick on others, or fight.
- Keep hands, arms, legs, head, and objects to yourself and inside of the bus.
- Drinking, eating of food or candy, and chewing gum are not allowed.