

Laurel Mill Elementary School  
Parent-Student Handbook  
2025-2026



**Laurel Mill**  
Elementary School

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Louisburg, NC 27549

Franklin County Schools  
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Dr. Rhonda Schuhler  
Superintendent

Franklin County Board of Education  
Megan Jordan-Chair, Chris Perry- Vice Chair,  
Thomas Harris, Candice Hinton, Dr. Elizabeth Keith, Tommy Piper, & Paige Sayles

### **Our School's Mission Statement**

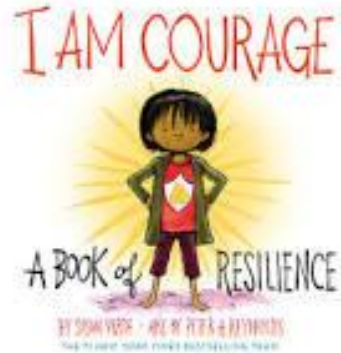
Our mission is to educate and prepare all students to be college and/or career ready.

### **Our School's Vision Statement**

The vision of Laurel Mill Elementary School is to:

- Create a safe nurturing environment where students become lifelong learners who are enthusiastic to learn and succeed.
- Encourage students and staff to become community leaders who collaborate with one another to grow socially and academically.
- Forge trusting relationships with our community in order to provide a legacy to the next generation.
- Create globally aware students who respect the beliefs, cultures, and traditions of those around them and learn from the differences of others.

**Our School Theme is:**



True Courage is Being Brave Enough to Try!  
#LMESsmallschoolbigheart

## 2025-26 PTO OFFICERS

President: Wilson Mize

Treasurer: Meg Wyatt

Teacher Liaison: Amy Tharrington

The Laurel Mill Elementary School PTO provides projects and funding to heighten our children's educational experiences and enhance their learning environment. It is amazing what the PTO and our volunteers can accomplish for our children when working together with the Laurel Mill Staff. The PTO raised funds from our fundraising projects and secured additional funds from the Franklin County Schools Board of Education to purchase a new playground structure for our children.

We encourage you to take an active role in your child's education and be a part of the PTO. Please feel free to contact any of your PTO officers with questions you may have. Understanding how busy you are, the PTO will work with you and be incredibly grateful for anything that you are able to do to enhance our children's educational experience. There are many opportunities for you to volunteer at school. By working together, we can continue to provide outstanding support for our school.

## **ABSENCES and ATTENDANCE**

Attendance at school is important to a child's achievement and success in school. We encourage regular attendance of your child at school. The homeroom teacher is primarily responsible for the classroom attendance record keeping. The teacher must record all absences. When your child is absent from school, please call the school at (919) 853-3577 by **9:00 AM**. In addition, a written note from the parent is required within **2 days** of the student's return to school. All make-up work should be turned in to the teacher within three school days.

According to Board Policy, the absence must be for one of the following reasons:

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.

All other absences will be considered unexcused. Students who are frequently absent will be referred to the available school nurse and/or the school social worker to help with problems that interfere with children's attendance. For more information, please review the Board of Education policy on attendance.

### **Attendance Plan**

Laurel Mill Elementary School will have an attendance committee to monitor student attendance and will intervene with appropriate action when attendance and/or tardies become excessive.

This committee will:

- Educate parents and staff of the attendance and tardy policies and procedures of Laurel Mill Elementary School.
- Inform parents of their child's attendance at set intervals.
- Help to educate parents and students of the importance of regular school attendance in order to show the connection between regular attendance and school success.
- Include the following people: Data Manager, School Counselor, School Social Worker and an Administrator.
- Meet at the beginning of the school year and monthly to review attendance data.

Plan of Action:

3 Unexcused Absences: A letter will be sent home with attendance data attached.

6 Unexcused Absences: A letter will be mailed home with attendance data attached.

10 Unexcused Absences: A letter will be mailed home with attendance data attached. The Attendance Committee will review the information to determine if a referral is needed to the appropriate staff member (School Nurse, School Counselor, School Social Worker, Administrator) for follow up with the family. If the principal determines that parents have not made a good faith effort to comply with the law, the principal must notify the district attorney. If the principal determines that the parents have made a good faith effort to comply he may file a complaint with a juvenile intake counselor under G. S. 7A-561. Students who accumulate 20 or more absences during a school year are in danger of retention. Parents/Guardians must meet with the principal and the attendance committee before a decision is made on promotion or retention.

### Tardiness

Promptness to school is very important. Students are tardy if they arrive after **7:45 a.m.** Parents are strongly encouraged to make sure their children arrive at school on time and are prepared for the day. Laurel Mill Elementary School requires that a parent accompany their child who arrives after 7:45 a.m. to the office to receive a tardy slip. Tardy students will not be admitted to class without a tardy slip. Students that arrive on a late bus will not be marked tardy. Teachers are required to keep a record of tardiness. Consistent tardiness will be referred to the school administrators and the school social worker. Guidelines for monitoring tardiness are aligned with the attendance policy.

## ACCIDENTS

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.

## ANIMALS ON CAMPUS

The safety of students, staff, and visitors is a primary concern. To help maintain the cleanliness of the facility no animals are permitted on school campus. Animals utilized in science or as a part of the curriculum may be allowed with prior approval from an administrator. Animals that are essentially pets should not be allowed on campus. Animals that are part of the K-9 unit supporting law enforcement are allowed on campus. Trained working dogs that support disabled students, parents, or visitors are also allowed on campus.

## ARRIVALS

Students are allowed in the building at 7:25 am. They are tardy after 7:45 am and you will have to come to the office to sign them in. **Parents are allowed to walk their child in on the first day of school only.** After that, they will have to drop off in the carpool line. This is to limit interruptions to instruction.

Parents are to drop-off children in the U- shaped driveway in front of the building for grades-K-1 and by the gym for grades 2-5. Pre-K parents must park and walk students in and out of the building. There are designated parking spaces for Pre-K parents behind the school. (Turn right on Albert Gupton Rd. then turn right again after you pass the bus drop off area. You may follow the sidewalk towards the buses and enter through the side door by the buses at the end of the K/1 hallway. The Pre-K room will be the first room on your left.)

All efforts should be made to have children in school the entire school day. **Students will not be habitually late or released early to go home.** If a student is habitually late or picked up early every day, then the principal will conference with the parent. If it continues to be a problem, then the school social worker will be contacted. The instructional day ends at 2:30 pm. The office staff will page the student after you sign your child out (Please do not go to your child's classroom without authorization from the office staff - this can be disruptive to the learning/teaching process). For your child's safety, the teacher will not release a child to anyone who has not obtained early dismissal permission from the office.



## BULLYING

Franklin County Schools, [Policy Code 1710](#) is the Prohibition Against Discrimination, Harassment, and Bullying. The entire policy can be found on the Franklin County Schools main webpage [www.fcschools.net](http://www.fcschools.net). We will also have a hard copy of the policy in the office.

## BUS TRANSPORTATION

All students who are bus riders are to ride to and from school on the bus that the transportation department has assigned to them. No temporary changes may be made to a students' assigned bus. Students shall board and leave the bus only at the designated bus stops. The principal or assistant principal must approve any changes in bus assignments. Each student transported on a school vehicle must be considerate of the safety and well-being of fellow passengers. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe, orderly manner. Policy 6305: *Safety and Student Transportation Services* for the 2023-24 school year-**Effective July 1, 2023, Parents of Pre-Kindergarten through 3rd grade students must be present or have a designee or older sibling waiting at the bus stop each afternoon. Bus drivers will not be allowed to release students without a parent/guardian or older sibling in place in compliance with the amendment of Policy 6305. In the event that students have to be returned to their base schools, the following regulations will apply:**

**1st Offense: Written Warning Letter from Base School**

**2nd Offense: 5 Day Bus Suspension**

**3rd Offense: 10 Day Bus Suspension**

**4th Offense: Bus Suspension for the Remainder of the Semester**

**5th Offense: Bus Suspension for the Remainder of the School Year**

## RULES FOR BUS SAFETY

For the safety of all riders, students are required to do the following:

1. Show respect for the driver at all times.
2. Enter and leave the bus without pushing or crowding.

3. Be seated at all times while the bus is in motion.
4. Talk using a quiet tone of voice and without profane or abusive language. Do not yell out of the windows.
5. Keep the bus clean and avoid littering.
6. Refrain from consuming food or beverages on the bus.
7. Remain in your seat without placing any part of your body out of the window, without climbing or jumping over seats, and without throwing objects.
8. Refrain from fighting on the bus.

Bus Discipline Referrals will result in the following consequences. The 1st referral will be a warning and parent contact. The 2nd will be a 1 day bus suspension; the 3rd will be a 3 day suspension; the 4th will be a 5 day suspension; the 5th will be a 10 day suspension, and a 6th referral will result in suspension for the remainder of the school year.

## CAFETERIA

Breakfast and lunch are FREE for everyone. Snacks may be purchased in the cafeteria and must be eaten in the cafeteria. Open snacks may not be taken out of the cafeteria!

## CARE OF SCHOOL PROPERTY

Students are expected to take good care of school property and to use supplies appropriately. Library books, devices, and textbooks are on loan to students. Fines can be charged for lost or damaged property.

## CHANGE IN ADDRESS/ PHONE/EMAIL

Please notify the office and your child's teacher if you move or change your telephone number during the school year. A new proof of residence form is to be completed if a change in address occurs.

## CHARACTER EDUCATION

In accordance with State law, the Franklin County Board of Education will require the teaching and integration of the character traits listed below. Support for character development will strengthen the Franklin County Schools' efforts to establish a safe and orderly environment where students will have optimum conditions for learning. \* Respect \*Responsibility \*Perseverance \* Kindness \* Self-Discipline \* Tolerance \*Good Judgment \* Integrity \*Courage

## CHILD CUSTODY

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children.

## CLASSROOM PARTIES

At Laurel Mill Elementary, classroom parties are permitted at the December holidays and at the end of the year. Teachers may schedule a small treat on other holidays. Birthday parties are not permitted in the interest of preserving instructional time.

## DELAYED OPENING or CANCELLATION OF SCHOOL

The Superintendent is responsible for developing and administering procedures for the temporary closing of a school or schools because of inclement weather or any other unforeseen occurrence which presents a threat to the safety of students, staff, or property. The Superintendent is responsible for ensuring that all who are interested, including parents, bus drivers, and the news media, are notified as soon as feasible. (Policy #5050) Television and radio announcements will be made early on mornings of inclement weather (the night before when weather conditions dictate the next day's outcome). Announcements will be made on the following stations, WRAL TV 5, WTVB 11, WNCN 17, and News 14 Carolina. It will also be posted on the School District Webpage hopefully no later than 6:00 a.m. The district also has a texting service that parents can sign up for as well as a Facebook page. LMES also has a Facebook and Twitter page.

## DELIVERIES

Franklin County Schools do not allow deliveries such as flowers or balloons for students at any time. There are many reasons behind this practice, including disruption of instructional time and safety concerns.

## DIABETES

North Carolina law (G.S. 115C-47) requires development of care plans relative to students with diabetes. If your child has diabetes and you think your child may need a plan for his/her diabetes while at school, call the school nurse and ask for the Parental Request for an Individual Diabetes Care Plan.

## DISCIPLINE

Laurel Mill Elementary School will follow the Franklin County Schools Student Code of Conduct. Student and staff safety are our focus, along with instruction and any behavior that disrupts the learning environment will have consequences. Consequences may be a parent conference, time out, or suspension. Incidents on the bus also follow the Code of Conduct and can result in suspension from the bus as well as other consequences.

## DISMISSAL

We dismiss at 2:30. If you are picking up your child, please wait in the car pick up lane. Staff members will assist students. Occasions do arise that may require a parent to change after-school transportation plans. Please call the school prior to 2:00 p.m. so that the office personnel can get the messages to children before dismissal procedures begin or better-send a note with your child. Your child will not be allowed to get off of the bus at different stop.

## DRESS CODE FOR STUDENTS Policy #4050

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall

apply to all students at school or during a school sponsored activity. Reasonable accommodations will be made by the school principal or designee for those students who, because of religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodation shall be made by the principal for students involved in special duties, activities or projects approved by the school, including but not limited to athletics, vocational classes and projects, special events or other activities that would allow for non-conforming dress on a school campus or during a school activity.

- Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene.
- Hats, sweatbands, bandannas, or sunglasses will not be worn inside the school buildings.
- Shorts may be no higher than mid-thigh.
- Skirts and dresses must be no higher than three inches above the top of the knee.
- Shirts and blouses may not be tank tops, spaghetti straps, or sleepwear.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, or the use of controlled substances; depicts violence; is of a sexual nature; or is of a disruptive nature.
- Shirts and blouses must cover cleavage, the waist, midriff, and go past the waistline.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- No sagging pants are allowed. All pants should be worn at the waistline.
- Tight clothing such as knit or spandex-like clothing or overly tight pants are not allowed.
- Proper footwear is required. Shoes that have laces must be laced, tied, and fit.
- Abnormal hair coloring or hair styles that disrupt classroom or educational activities will not be allowed.
- Undergarments are not to be visible.
- Clothing must be worn appropriately; for example, nothing may be worn inside-out or backwards, pant legs may not be rolled up, bib overalls must be fastened, belts must be buckled and worn at the waistline.
- Clothing articles commonly recognized as being related to a group or gang which provokes others to act violently or be intimidated by fear of violence shall not be worn on the campus or at any school activity.

- There shall be no jewelry affixed to a student's nose, tongue, lips, cheek, eyebrow or other areas of the student's body if the jewelry so worn disrupts classroom or educational activities.

## EARLY RELEASE DAYS

All Franklin County Traditional schools will have early release days on 7 days: September 18, October 16, December 11, February 12, March 19, and May 7, and June 9, that will be dedicated to professional development, staff meetings and other trainings. Laurel Mill Elementary will dismiss at 11:45 on those days. Parents please make arrangements for your child. Students will not be allowed to stay in the Main Office.

## FACEBOOK and WEBSITE

Laurel Mill Elementary School has a Facebook page and [Website](#) designed as another means of pushing information out to parents. If you are on Facebook, please find the Laurel Mill Elementary page and like it. We will use these platforms to post things going on in our school as well as events that are happening at the Mill!

## FERPA

Family Educational Rights and Privacy Act- FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school regarding the student and the right to point out inaccuracies in those records. Under FERPA, access to the records by persons other than parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or students age 18 or older under FERPA.

## FIELD TRIPS

Field trips are an extension of the instructional program. 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. Students must leave campus on the bus provided by the school. 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. All students are required to travel and remain with their class on field trips.

## FIRE, TORNADO, & CRISIS DRILLS

Laurel Mill Elementary School routinely practices drills in response to fire, tornado, lockdown, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures.

## HEALTHY ACTIVE CHILDREN

Promoting healthy and safe behaviors among students is an important part of the fundamental mission of schools. By promoting healthy and safe behaviors, we can increase students' capacity to learn, reduce absences, and improve physical fitness and mental alertness. Our students participate in physical education activities that promote developmentally appropriate motor skills, social skills and knowledge as defined in the NC Healthful Living Standard Course of Study. Structured recess and other physical activity shall **not be given or taken away** as a form of punishment. Students are strongly encouraged to wear tennis shoes each day so they can participate in daily physical activities.

## INTERNET ACCESS POLICY (#3225)

Access to the Internet is available to all students and staff in Franklin County Schools through a combination of Wide Area Network and dial-up connections. These connections offer vast, diverse and unique resources. The goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication. To promote responsible, efficient, ethical, and legal utilization of the network resources, all users will sign an "Acceptable Use Agreement" prior to being given access to the Internet. If a parent or guardian wishes to withhold consent for student access to the Internet, a request must be made within two weeks after the beginning of attendance for the student during each school year.

## ITEMS not permitted on CAMPUS or the BUS

Students are to refrain from bringing inappropriate items to school. These may include, but are not limited to the following items: toys, basketballs, electronic games, trading cards, headphones, iPods, and any other items that may cause a distraction to the learning environment. Students may have a cell phone but are not to use it during school or on the bus. School administrators will hold the items until a parent comes to school to claim the item.

## 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 the Homeless Project Coordinator (919) 496-2457.

## 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. 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. At no time can a student who is below the sixth grade self-administer any over the counter medication without following the above procedure.

## NURSE

Our school nurse is here on campus 2 days a week and sometimes 3 times a week. Her responsibilities include taking care of students that get sick at school and administering first aid. She also conducts vision screenings and is available for consultation on medical issues.

## OFFICE

Please be sure to sign in at our office and get a visitor's pass when visiting or volunteering. It is important to report to the office at the end of your visit to sign out of the computer. This is for the safety of our learning community. Please do not be offended if we ask you if you have signed in.

## PARENT CONFERENCES

Parent-teacher communication is key to the success of students. We have scheduled parent conferences after each 9 weeks. The schedule will be posted on our website, sent home in a school newsletter, on the monthly calendar of events, and sent by your child's teacher. It is the parent's responsibility to be an active participant in these conferences.

## PARENTS GUIDE TO STUDENT ACHIEVEMENT

[Parents Guide to Student Achievement](#) This guide can also be found on the FCS Website.

## POSITIVE BEHAVIORAL INTERVENTION SUPPORT (PBIS)

Our staff has taken a school-wide approach for teaching appropriate behaviors in order to optimize academic achievement for each student. It is a systematic approach that establishes and reinforces clear behavioral expectations. Positive Behavioral Support encompasses a variety of methods that help students understand the behavioral expectations for different settings on our campus (i.e., classroom, hallway, sidewalk, bus, playground, and cafeteria.) Overall, we are teaching and reinforcing our students to be safe, actively listen and learn, respectful, and kind.

## PUBLICITY & NEWS MEDIA

When accomplishments occur, students deserve to be recognized and celebrated. It is also important for Franklin County Schools to share its stories by using students and staff members as subjects. It is the mission of the Public Information Officer and school to use a variety of media to promote school news and events, including broadcast, print, the district website, and social media. There is always a possibility that local news media may request to access students during the school day for stories, features, etc. In order to be sensitive to parents' wishes, the school will be glad to exclude any student in the district from publicity activities. Parents must submit their request in writing to the Public Information Officer for Franklin County Schools or Jen Giandenoto. The request must include the student's name.

## REPORT CARDS

The Franklin County School System is on a nine-week reporting period for student grades. Parents should conference with their child's teacher to be sure what level the student is working on. If a student owes book fees and/or picture money at the end of the school year, parents will need to come to the school and pay the fee to receive their final report card in June.

### Grading for K-5 Students:

**M-Mastery**--Consistently demonstrating in-depth knowledge of grade level performance expectations.

**P-Proficient**--Consistently meeting grade level performance expectations.

**A-Approaching**--Inconsistently meeting grade level proficiency expectations.

**NI--Needs Improvement**--Not/rarely meeting proficiency expectations.

## RETURNED CHECK POLICY

If a check is returned for unavailable funds, there will be a \$25.00 bank charge in addition to a \$10.00 handling fee.

## SCHOOL HOURS

7:25 - Students are permitted on campus and staff members begin supervisory duties. This is the **ideal time** to arrive at school.

7:45 -School Starts.

2:30- Dismissal for all students.

## SCHOOL SUPPLIES

Each grade level will communicate school supply needs for basic supplies. We ask that students do not use rolling book bags.

[2025-26 Student Supply List](#)

## 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:

- 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*
- has a record of such impairment; OR*
- is regarded as having such 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.

## STUDENT CAR RIDER PROCEDURES

The following procedures are to be followed for car riders in order to establish safe conditions for students and an orderly procedure for traffic. Please remember that all car and bus procedures are intended to ensure student safety; not to unnecessarily inconvenience anyone.

### Morning Procedures

K-1st graders will enter the U-shaped driveway in front of the building and pull up to the main entrance. No one will be permitted to unload students until 7:25, and this will be by the direction of the traffic monitors on duty. After student(s) unload from the car safely, the students will be directed to exit the U-shaped driveway. The next car will then be directed to pull up and unload. This process will continue until 7:45. 2nd-5th graders will be dropped off in the parking lot by the gym. If you arrive after 7:45, you will need to park on the left hand side of the U-shaped driveway and then escort your child to the office where they will need to be signed in and given a tardy slip prior to reporting to their classroom. Please stay in the carpool line and do not pass other cars in line to unload your child at the front of the line. By state law, Pre-K students need to be walked to their classroom. Parents may use one of the spots reserved for Pre-K in the back lot, walk up to the side door (at the end of the K/1 hallway) and enter right at the Pre-K room (1st door on the left.)

#### Afternoon Procedures

All cars should have a carpool tag, or a large piece of paper with dark black numbers displaying the carpool number for your child(ren.) The first car to arrive is to start a line at the main entrance of the school for K-1st and any older siblings. 2nd-5th graders will be picked up at the gym. The first person in line will need to pull up to the traffic cone. Traffic monitors will coordinate the loading of students and exiting of cars (same as morning). If you arrive early please stay in your car and wait until dismissal time. Students are to be picked up and dropped off only at the main entrance. Please do not exit your car or park to pick up your child from carpool. Also please communicate these procedures to those picking up your child. Again, Pre-K parents may park in the back lot to come in to pick up your child through the side door closest to the Pre-K classroom.

#### Other Procedures

Parents/Guardians who check their students out of school early will park at the front entrance parking lot in front of cafeteria and check students out through the office. Please do not pick your child up early from school unless it is absolutely necessary. This interrupts instructional time and your child is missing important material from his/her classroom.

### STUDENT SUICIDE (Policy #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.

## **STUDENT WELLNESS**

Franklin County School Wellness Regulation 6140-R, Student Wellness, states that homemade items are prohibited for all school functions during the school day, including but not limited to: fundraisers, field days, awards celebrations and class projects. Any food brought in school for mass consumption, meaning for more than just your child, has to be store bought.

## TELEPHONE

Students must get permission from a staff member prior to using the telephone. To help students learn to prepare for school in advance and to be responsible, students are not to use the telephone to ask parents to bring school supplies, homework, or money. An automated telephone system is available for contacting staff members. Staff members will be responsible for checking messages and returning telephone calls each day. To make transportation changes, contact the school's office **prior to 2:00 p.m.**

## TOBACCO FREE CAMPUS

North Carolina State law and Franklin County Board of Education Policy states that no student, employee, or visitor may use any tobacco product on campus at any time-whether school is in session or not.

## VISITORS

Visitors are allowed on campus but must report to the school office. Parents are not allowed to walk their child to their classroom beyond the first day of school. A parent may schedule an appointment to meet with their child's teacher either virtually or in person. If a parent would like to observe their child in a classroom, they will need to set up an appointment with the teacher.