



North Carolina Department of Health and Human Services
Office of Education Services
The Governor Morehead School for the Blind
2303 Mail Service Center • Raleigh, North Carolina 27699-2303
301 Ashe Avenue • Administration Building • Raleigh, NC 27606

Bev Perdue, *Governor*
Lanier M. Cansler, *Secretary*

Dwight Pearson, Ph.D, Ed. S., *OES Superintendent*
Barbria Bacon, *GMS Director*

School Year 2009-2010

Dear Parent/Guardian,

Attached you will find information related to the Recreation and Residential Life Programs in the Student Life Department at The Governor Morehead School. Please read the information carefully and return the forms listed below:

Marking your child's clothing and belongings
Residential Life Program Skills Checklist
Electronic Equipment on Campus for Residential Life Program Parental Permission
Residential Life Cellular Phone Guidelines Acknowledgement
Parent/Guardian Acknowledgement for Lost Student Property and Belongings Policy
Personal Computers On Campus For Residential Life Program Parent/Guardian Permission Form
Student Cash Management Statement
Student Registration

Forms completed may be mailed or faxed to:

The Governor Morehead School
ShortTerm Program
2303 Mail Service Center
Raleigh, NC 27699
Fax: 919/715-6852

If you have any questions, please don't hesitate to contact me at 919/733-6193. We look forward to working with you and your child.

Sincerely,

Kathy Davis
Principal

THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for Short Term, 09-10

The Residential Life Program includes all activities with students that take place on or off campus between the hours of 3:35 p.m. and 8:00 a.m. in the areas of residential living, independent living, on or off campus work experience, off campus travel, and socialization skills. Cottages will open at 7:00 PM on Sunday night.

The purpose of the program is to create an atmosphere in the cottages which resembles and incorporates successful strategies for family living. Rules and procedures will follow child development principles to assist positive psychological and social growth.

- Laundry is expected to be completed at home each weekend.
- Parents are expected to provide all personal items for students.
- Students are expected to bring small amounts of spending money for weekly activities (\$25.00). We encourage students to participate in our cash management procedures where GMS staff handle student money and keep it in a locked safe. If parents permit students to handle their own money, please encourage them not to have more than \$25.00 a week. Locks or safes are not provided for individual students. Students would have to provide their own individual locks or safes.
- Parents are expected to follow the visitor procedures when visiting or taking students off campus from 3:20 p.m. to 8:00 a.m.
- Students are expected to follow the GMS Code of Conduct and discipline policies.
- Please do not send food from home because of potential sanitation issues in the cottages. If you do send food, we are requesting that you provide an air tight plastic container (about the size of a small shoe box) for storage of food or beverages. We are pleased that we can provide daily nutritious snacks and beverages by the GMS Dietary Department at no cost to you.

If you wish to send a favorite treat for your child for a special occasion, such as a birthday, please notify the staff in advance. Once approved by the Residential Life Coordinator, the treat will need to be packed separately, labeled with your child's name and given to the bus monitor on Sunday when your child is picked up. The treat will be stored and distributed to the students in your child's cottage at the appropriate time. Since we provide a daily snack, we prefer that you don't send treats unless it is a special occasion.

Snacks will also be provided on those GMS transportation buses traveling long distances. We are pleased to be able to provide this service again.

Besides snacks provided in the cottages, the student store has snack items available after school. Snacks include all types of soda, flavored water, assorted chips, assorted crackers (Nabs), and baked items such as brownies and cookies.

THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10

SUGGESTED CLOTHING LIST FOR RESIDENTIAL LIFE PROGRAM

It is important that each student bring a week's supply of clothing. Please also send at least one outfit suitable for unpredictable weather such as a warm day in winter.

- 6 sets of school clothes
- 6 sets of underclothes
- 1 dressy outfit
- 2 pairs sneakers
- 1 pair casual shoes
- 1 pair dress shoes
- pajamas or gowns
- 1 heavy or light coat
- 1 sweater
- 1 bathrobe and slippers
- 1 set rain boots and 1 raincoat
- umbrella
- 2 bathing suits
- suitcases (1 small and 1 large)
- belt

MISCELLANEOUS NEEDS:

comb and brush

toothbrush

toothbrush holder

toothpaste

alarm clock

disposable diapers*

shower cap

mouthwash

safe or locks for wardrobe/closet

tissues

deodorant

shampoo

hair oil

nail clippers

sanitary napkins

radios

headphones

*If your child uses diapers (briefs or Attends), you are responsible for furnishing them to the cottage and to the classroom.

Your child is welcome to bring personal items to the cottages for his/her room in the cottage. He/She may also bring his/her own linens, pillows, etc. We encourage you to send a comforter for your child's bed and any decorations that would make the rooms more homelike.

THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10

MARKING YOUR CHILD'S CLOTHING AND BELONGINGS

Student Name _____

In making plans for your child to enter or return to Governor Morehead School, please keep in mind the following items:

1. All clothes must be labeled with child's name. Please label on the tag, waistband, or on the item itself.
2. If nametags cannot be obtained, please mark all of your child's clothes and belongings with permanent ink. Do not use ordinary ink, as it will wash out of the clothes.
3. Please place a tag on each bag/suitcase belonging to your child, showing his name and home address.
4. Students need one small suitcase and one large suitcase. Please DO NOT send clothing in boxes or trash bags.
5. I realize that GMS staff will make reasonable efforts to ensure the safety of the student's clothing and personal belongings but are **NOT** responsible for items that are lost or stolen.

_____ My son/daughter will be responsible for his/her own clothing and belongings. I understand that GMS has no responsibility for clothing and personal belongings and is NOT responsible for items that are lost or stolen.

Parent/Guardian Signature

Date

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

**RESIDENTIAL LIFE PROGRAM SKILLS CHECKLIST
(To be completed at any time prior to residential placement)**

Student _____ Age _____

LIVING SKILLS

Record the most appropriate number next to each skill listed below. Next to each skill, list any adaptive materials the student uses to complete the task.

- 1 - Independent with no supervision necessary
- 2 - Independent with supervision needed for mobility or orientation
- 3 - Completes task independently but not adequately, and requires staff assistance to ensure thoroughness
- 4 - Cooperates while staff completes task
- 5 - Resists task

_____ Bathing (circle preferred: tub bath/shower) _____
_____ Brush Teeth _____
_____ Comb/Brush Hair _____
_____ Wash Face _____
_____ Wash Hands _____
_____ Eating (circle utensils used: spoon/fork/knife) _____
_____ Drinking Fluids _____
_____ Pouring Fluids _____
_____ Potty Trainer _____
_____ Putting on Undergarments _____
_____ Putting on Street Clothing _____
_____ Completing Fine Points of Dressing (e.g. zipping/buttons) _____
_____ Undressing _____

Comments: _____

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

RESIDENTIAL LIFE PROGRAM SKILLS CHECKLIST CONTINUED

COMMUNICATION

Check the most appropriate response.

1. Expressive Communication

- Verbal: Engages in cooperative conversation
- Verbal: Expresses only basic wants/needs
- Verbal: Limited functional speech
- Nonverbal: Uses augmentative communication system
- Nonverbal: Expresses basic emotions through action; Responds to stimuli
- Nonverbal: No communicative

2. Receptive Communication

- Follows multistep requests with time delay
- Follows multistep requests upon command
- Follows simple one-step requests which are familiar or unfamiliar
- Follows simple one-step familiar requests
- Does not respond to requests

3. Response to Environmental Changes

- Accepts change well and quickly adjusts
- Accepts change cautiously but quickly adjusts
- Requires frequent assurances; once change becomes routine, adjusts to change
- Reacts negatively to change
- Avoid environmental changes whenever possible

LEISURE

List any preferred leisure activities and indicate if student works independently with the activity or requires assistance.

THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10

PROCEDURES FOR STUDENT USE OF LEISURE ELECTRONIC EQUIPMENT

1. Students are permitted to bring personal electronic equipment to GMS once the parent discusses such equipment with Residential Life Coordinator or designee.
2. Students are limited to two (2) electronic items that are intended for leisure use. Items primarily for educational use (e.g., computers) are exempt from this policy.
3. Prior to equipment being brought on campus, the parent/guardian must complete a form giving permission for the student to have the equipment on campus.
4. Prior to equipment being brought on campus, the parent/guardian must complete a form assuring that the child does not purchase or possess items while at GMS which are violent in nature or depict violence or illegal actions. Examples of items include, but are not limited to movies, cassettes, CDs, and both real and facsimile (toy) models.
5. All equipment must fit within the allotted personal space of the student in the cottage bedroom and must be labeled with the student's name and cottage.
6. Students are encouraged to bring headphones for radios, walkmans, and/or CD players to prevent disturbing other students.
7. Once the equipment is on campus, the student is solely responsible for the equipment. Students are encouraged to lock such items in their lockers.
8. Should the student request, the electronic items can be locked in the Trainer's office. Trainers are not responsible for items locked in their office.
9. Students can use electronic equipment during free time only. No equipment should be used during study time. Exceptions to use during study time will be decided by the Trainer and/or Residential Life Coordinator.
10. Student failure to follow procedures for use of electronic equipment will be addressed on an individual basis and may result in restricted use of equipment.

NOTE: Restricted uses will comply with student rights policy, must be approved by Residential Life Coordinator and be documented by responsible Trainer/Attendant.

This procedure does not include the use of cell phones. Please contact Residential Life Coordinator for more information on cell phone usage procedures.

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

**ELECTRONIC EQUIPMENT ON CAMPUS FOR RESIDENTIAL LIFE PROGRAM
PARENT/GUARDIAN PERMISSION FORM**

Student Name _____ Cottage _____

Type of Equipment (TV, radio, cameras, etc.) including serial number, size, color, etc.:

_____ I give permission for my child to bring the above electronic equipment on GMS campus. I realize that GMS staff will make reasonable efforts to ensure the safety of the equipment but is NOT responsible for the equipment.

_____ I will assure that my child does not purchase or possess items while at GMS which are violent in nature or depict violence or illegal actions. Examples of items include, but are not limited to, movies, cassettes, CDs, and both real and facsimile (toy) models. If a staff member finds an item that fits this description, we will immediately take the item from the child make a report, and send the item home to the parents.

Parent/Guardian Signature

Date

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

Residential Life Cellular Phone Guidelines

- **Once approval has been given by Residential Life Coordinator, this form must be completed and on file before a cellular phone is on campus.**
- Students may use the cellular phone only when in the cottage and when no other cottage activities are occurring.
- The cellular phone must be locked away when not in use.
- The cellular phone will **not** be allowed outside of the cottage except when student returns home on weekends.
- Students must complete all cellular phone calls prior to bedtime.
- Cellular phone privileges will be suspended when students are in violation cottage or school rules
- Maintaining a phone at GMS is a privilege not a right.
- The Residential Life Coordinator(s) have authority to rescind approval when deemed necessary (normally after three phone related violations).
- GMS is not responsible at anytime for student cellular phones.

PARENT AND STUDENT ACKNOWLEDGEMENT

I acknowledge and understand the GMS Cellular Phone Procedures and Guidelines.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

STUDENTS' PERSONAL COMPUTERS IN COTTAGES

The Governor Morehead School has established a policy for the use of students' personal computers in cottages.

Policy:

Students are permitted to bring a personal computer to the Governor Morehead School cottages.

Prior to a personal computer being brought on campus, the parent/guardian must discuss this with the Residential Life Coordinator and complete a form describing the computer. The form includes that the parental assurance that the child does not purchase or use items on the computer which are violent in nature, depict violence, or illegal actions or violate the Acceptable Use Policy established for GMS students.

All personal computers must fit within the student's allotted personal space in their cottage bedroom and must be labeled with the student's name and cottage. Students must provide their own diskettes, speakers, headphones for privacy, etc. to use with their personal computer.

Once the computer is on campus, the student is solely responsible. Should the student request, the personal computer can be locked in the Trainer's office over the weekend. The Governor Morehead School staff is not responsible for items locked in their office nor the repair of a student's personal computer.

Student failure to follow procedures for the use of personal computers while on campus will be addressed on an individual basis and may result in restricted use of the computer or removing the computer from the cottage.

Note: When a student registers to attend The Governor Morehead School, parents/guardians are required to sign a form acknowledging that they have read and understand the policy. The form will be managed and filed with the Residential Life Program.

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RESIDENTIAL LIFE PROGRAM for SHORT TERM, 09-10**

**PERSONAL COMPUTERS ON CAMPUS FOR RESIDENTIAL LIFE PROGRAM
PARENT/GUARDIAN PERMISSION FORM**

Student Name _____ Cottage _____

Type of computer, serial number, size, color, etc.:

_____ I give permission for my child to bring the above computer on GMS campus. I realize that GMS staff will make reasonable efforts to ensure the safety of the equipment but is NOT responsible for the equipment.

_____ I will assure that my child does not purchase or use items on the computer, which are violent in nature, depict violence or illegal actions or violate the Acceptable Use Policy established for GMS students.

Parent/Guardian Signature

Date

THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RECREATION PROGRAM for SHORT TERM, 09-10

Procedures for Student Spending Money for After School Activities

Parents are required to provide personal spending money for students who reside in our cottages. These funds are for the exclusive benefit of the individual student in the Residential Life and Recreation Programs and are not to be used for any other purpose.

Any funds provided by parents/guardians must be in cash or money orders. No personal checks will be accepted by the school staff from parents/guardians for student's personal spending money. Parents/guardians are further required to designate in writing whether their student is capable of managing his/her own spending money or whether the school is requested to manage their students' spending money. A signed statement will be obtained from parents/guardians before the beginning of every school year to indicate the student's ability to control his/her own funds.

The Governor Morehead School is not responsible for safekeeping of funds for those students deemed capable of managing their own money. However, for those students deemed incapable of managing their own money, or for those students who themselves request that the school safeguard and manage their money, such funds shall be maintained by the school in a locked safe until needed. Students who manage their own money are encouraged to provide a lock or safe to secure their money.

The Recreation Staff shall maintain accounts up to \$25 per student. The monies being held will remain in a lockbox in the Recreation Program's office with proper documentation to all transactions being maintained. Each student's money is kept in an individual folder or envelope within the lockbox.

The following describes the methods for receiving, recording and disbursing student personal funds:

A. Students returning to campus via GMS transportation: When students board GMS vehicles on Sunday evening to return to campus, the bus monitor will collect student's personal money from the parent/guardian. It must be in a sealed envelope, marked with student's name, the amount of money stated, and label to whom the envelope should be given. Transportation staff will not take money that is not in a sealed envelope and marked appropriately. Upon arrival at GMS, the monitor will give the envelope to the Residential Life Coordinator. The Residential Life Coordinator will place the envelope in the Recreation Program's lock box. In the absence of the Residential Life Coordinator, the Residential Life Coordinator's designee will collect the envelope.

B. Students returning to cottages via parent/guardian transportation: Any personal money students bring to campus should be given directly to the Residential Life Coordinator. It must be in a sealed envelope, marked with the student's name, the amount of the money stated, and labeled to whom the envelope should be given. The Residential Life Coordinator will place the envelope in the Recreations Program's lockbox. In the absence of the Residential Life Coordinator, the Residential Life Coordinator's designee will collect the envelope.

C. Recreation Staff Responsibilities: The Recreation Staff will maintain a log for each student detailing each deposit, withdrawal, and the purpose for which the money was spent along with copies of receipts – if available. Students who were deemed incapable of handling their own money must be accompanied by a trainer/attendant for assisting with transactions. The trainer/attendant is responsible for returning any unspent money and receipts to the Recreation Staff within 24 hours. All logs are subject to review by the Student Life Director.

**THE GOVERNOR MOREHEAD SCHOOL
STUDENT LIFE DEPARTMENT
RECREATION PROGRAM for SHORT TERM, 09-10**

STUDENT CASH MANAGEMENT STATEMENT FORM

A signed statement is required from the parent/guardian to indicate the student's ability to manage His/her after school activity money. Please fill out the form, check appropriate statement, and send to Recreation Program Staff.

Student Name _____

_____ My son/daughter can be responsible for his/her own after-school activity money. I understand that GMS has no responsibility for the money. *You are encouraged to provide a lock or safe so your child can secure his/her money.

_____ The GMS Recreation Program staff will be responsible for my son's/daughter's money for After School Activities and will send balance updates. *Student money will be kept in a locked safe.

Parent/Guardian Signature

Date

