

Rosenwald Elementary School

Student Handbook

A Positive Learning Environment



2023-2024

Home of the Little Twisters

Student Name: _____

*“Intelligence plus character ~ that is the goal of true education”
Martin Luther King, Jr.*



Welcome

The faculty, staff, and administration welcome you to **Rosenwald Elementary School (RES)**. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, and the practice of regular attendance.

I am proud to serve as your School Principal. I am excited to be a part of the Rosenwald family. I look forward to an exciting year working with the staff, students, parents, and community members. Our partnership with all stakeholders is essential to the continued growth of our children.

I believe that student achievement is our top priority. All students can achieve at high levels, and it is our responsibility as educators to set high expectations, promote academic rigor, and improve student engagement. Our goal is to develop positive relationships with our students, parents, and community members that builds on the foundation for life-long learning.

To reach this goal, there must be full cooperation among all students, and I assure you that your results will be well worth the effort. Our dedicated team of educators are committed to your success. They have been working hard to prepare for this exciting school year. With a passion for children and learning, our team of educators will provide high quality rigorous instruction to all children.

Parents/Guardians are valued partners in our educational system. As a parent/guardian, you are encouraged to visit the school, consult with the staff, and participate in school functions. We encourage each member of our educational system to work together to provide the highest quality educational program possible.

Sincerely,

Justin Dial
Principal

Expect the best from those around you.

The History of Rosenwald Elementary

The history of Rosenwald Elementary School is the story of the end of segregation and the birth of true integration in the town of Fairmont. From its beginnings as a town up through 1907 there was no school in Fairmont for "colored" children. Those parents wanting schooling for their children were forced to send them several miles outside of town to various country schools. Professor John H. Isley, a teacher at the public school for colored children in Lumberton, concerned about the lack of schooling for the colored population, decided to resign his position and devote his time and attention to establishing a colored school in Fairmont.

In the autumn of 1908, Professor Isley opened the first school in Fairmont for children of African descent in a newly constructed two-story building with a monthly salary of fifty dollars. Professor Isley provided the seats for the school by bringing chairs from his home and borrowing old pew benches from the First Baptist Church. On the first day of school, there were 65 children in attendance. There was not enough seating for all the students and some sat on the floor. Professor Isley labored as principal for many years. In the first seven years, Rosenwald's teaching staff grew from one to seven.

Professor Isley recognized that he needed much help and assistance to make his school successful. He appealed to various sources including the board of education for Lumberton Schools and was given some much needed supplies and equipment. Plans were made by Professor Isley and other community leaders to improve the school. Mr. Richard Bradshaw and the Bradshaw family donated the land on which the new facility was to be constructed. Because of their dedication and effort, the Bradshaw Gymnasium was named in their honor.

In 1917, Julius Rosenwald, President of the Sears & Roebuck Corporation, started the Rosenwald Fund. One of the purposes of this fund was to build schools throughout the rural south expressly for educating colored children. To be the recipients of the Rosenwald Fund, a school had to "provide not only formal and theoretical book learning but also practical work and to have at least one room for the shop and home arts and two acres of land available for farm gardens. In addition to their lessons, the girls were expected to learn sewing and cooking and the boys farming and simple work with tools." Julius Rosenwald donated millions of dollars to improve and to further the education of children of African descent in the rural south. Our school is just one of the many to benefit from contributions from this fund. The school is named in his honor because of his incredible generosity and invaluable assistance.

Rosenwald Elementary grew apace with the Fairmont community. It became the institution of higher learning for all students of African descent in the general area, taking in students from as far south as the South Carolina state line up through the Lumberton school district. It continued to be the only high school for black students until the fall of 1969. In 1969, full segregation ended in the Fairmont School

District. As a part of the effort to fully integrate its schools, Fairmont moved all students above grade four to Fairmont Elementary School. This name was maintained until 1985 when, through the efforts of its alumni, the original name was reinstated. Although total integration was completed by 1970, Rosenwald remains a predominantly African American institution. Principals who served Rosenwald Elementary School since Professor Isley were: Professor David Branch (1920-1931); Professor Roland D. Cunningham (1931-1938); Professor Leon Spencer (1938-1947); Professor Joseph Davis (1947-1948); Professor Elister Leon Peterson (1948-1971); Mr. Percy E. Shaw, Sr. (1971-1979); Professor Lanes E. McLean (1979-); Mr. Gerone Miller (1994-2001); Mr. Ronald Henegan (2001-2004); Dr. Effie J. McGill (2004-2013), Mrs. Lisa Washington (2013-2016). Mrs. Isabel Jones 2016-2021, Mr. Justin P. Dial 2021-present.

Rosenwald has undergone many changes over the years. As the school's population increased, the need for more classroom space had to be met. The building housing the media center, cafeteria, kindergarten, and first grade was completed in 1980. A newly renovated office/classroom complex was also completed in 1980. The auditorium was dedicated and named in honor of Mr. Ervin R. Gause in the spring of 2001 as the entire Fairmont community gathered to celebrate his contributions to the teaching profession and to the town of Fairmont. In 2005, the Rosenwald Elementary School PTO purchased a new set of front curtains for the auditorium stage. During the summer of 2012, a major renovation was begun on the third and fourth grades building. All the floors were removed and retiled and classroom ceilings were lowered and new lighting installed.

At present, Rosenwald serves a diverse population of approximately 375 students. While the majority of students are African American, we also serve Caucasian, Native American, Hispanic, and multiracial students. The full time certified staff: a principal, an assistant principal, a school counselor, 21 regular classroom teachers, one preschool teacher, two exceptional children's teachers, one media specialist, one physical education teacher, one full time music teacher. Itinerant personnel are in the areas of art, academically and intellectually gifted, school social worker, English second language teacher, youth development specialist, and nurse. Classified personnel include fourteen teacher assistants, one secretary/financial bookkeeper, one data manager, three custodians, five food services workers, and six bus drivers.



Public Schools of Robeson County Mission Statement

The mission of the Public School of Robeson County is to educate all the students by building a foundation for lifelong learning.

Vision Statement

Rosenwald School prepares each student for success by providing a safe, collaborative, respectful, and engaging environment.

Rosenwald Mission Statement

Rosenwald students will be independent, responsible, lifelong learners preparing to become career and/or college ready.

School Pledge

Today I will do my best to be the best.

I will listen.

I will follow directions.

I will be honest.

I will respect the rights of others.

I can learn. I will learn.

I can change. I will change.

While I am at Rosenwald Elementary School.

School Colors and School Mascot
The school colors are *Black and Gold*.
The school mascot is the "Little Twister".



Equal Educational Opportunity

It is the policy of the Board of Education for the Public Schools of Robeson County that no otherwise qualified student shall be excluded from, be denied the benefits of, or be subjected to discrimination in any educational program or activity on the basis of age, sex, race, religion, color, national origin, handicapping condition, creed or political affiliation.

Due Process

To safeguard every student's right to an education opportunity and to ensure an atmosphere conducive to learning, while protecting the individual rights of all students, a due process procedure shall be used in those cases in which the misconduct of a student is such that it results or might result in the long-term suspension of the student from any and all school functions.

A copy of this Due Process procedure for Administrative Disciplinary Action for long-term suspension can be requested from the main office or you may visit the Public Schools of Robeson County website: www.robeson.k12.nc.us.

Complaints & Grievances

(Located in the back of the handbook)

Public Schools of Robeson County

Release of Student and Directory Information Notice

This notifies all parents of enrolled students of your rights under the law that any copies of Rosenwald Elementary School students' records may be obtained from the school's front office. You also have the right to file a complaint with the U.S. Department of Education if you believe requirements of the pupil records are not being observed.

Accelerated Reader/Reading Renaissance

Reading Renaissance is a literature-based program that helps each student find and maintain the level of practice that leads to maximum reading growth. This program will help the child to develop into a lifelong learner and critical thinker by instilling the love of reading in students. Feel free to come by for a demonstration.

Note: The Principal retains the right and privilege to issue penalties for acts of discipline not specifically in this handbook and to alter any penalties as she considers necessary. Furthermore, the principal reserves the right to amend any provisions in this handbook which she deems to be in the best interest of Rosenwald Elementary School.

After-School Activities

Students staying after school for any activity must be under the DIRECT supervision of a coach, sponsor, or teacher. Students are not allowed to stay after school without this supervision.

After School Care **(Rosenwald Elementary School does not offer After School Care)**

Arrival/Dismissal Time 7:15am/3:00pm

Asbestos Information

As part of the requirements of the Asbestos Hazard Emergency Response Act, the Public Schools of Robeson County has submitted an Asbestos Management Plan for each school to the North Carolina Department of Human Resource in Raleigh. This plan contains all information required by this act and is presently in effect.

You may review the Management Plan by contacting the school office at 910-628-4291. Please feel free to contact the principal if you desire additional clarification regarding this matter. Rosenwald Elementary School is in complete compliance with all regulations governing this plan.

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include cultural presentations and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students and adults.

Attendance

Regular and punctual patterns of attendance are expected of each student enrolled in the Public Schools of Robeson County. Good attendance is essential to the academic success of students. Though assignments missed can often be made up, a student must be present in the school for at least one half of the instructional school day. **In order to be counted present for the school day, students must arrive by 11:30am or leave after 11:30am. Any minutes prior to this time will result in the student being marked absent for the day.** Arriving after the tardy bell (8am) will be counted as tardy. The superintendent, principal, or teacher shall have the right to excuse a child temporarily from attendance at school on account of sickness or other absence as defined by the State Board of Education.

The principal or her designee shall notify the parent, guardian, or custodian of the child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that the child may be in violation of the Compulsory Attendance Law and the parents, guardian, or custodian may be in violation of the Compulsory Attendance Law and the parents, guardian, or custodian may be prosecuted if the absences cannot be justified under the established attendance law. The counselor shall work with the child and the family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under S.S. 115C-381 and shall confer with the students and their parent, guardian, or custodian that notification pursuant to this section has been received and they made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, she shall notify the district attorney. If she determines that the parent, guardian, custodian has, she may file a complaint with the juvenile intake counselor under G.S. 7A-561 that the child is habitually absent from school without a valid excuse.

The following shall constitute valid excuses for the temporary non-attendance of a child at school provided satisfactory evidence of the appointments; court or administrative proceedings; religious observances; educational opportunity.

If a student is absent for any reason, a written statement from the parent, guardian, or other acceptable documentation of such absence shall be submitted to the teacher upon return to school. The absence may be excused and the student permitted to make up all graded work missed. The excuse must be brought in within three school days.

Class work missed due to absence must be turned in within (5) days of the student's return to class unless additional time is granted by the teacher. The student will receive a zero for any work not made up. Suspensions will count as absences from all classes missed during the period of suspension. The teacher is not required to give make-up work for the days missed. Absences in excess of the number of days as designated by the Board of Education constitute a valid reason for retention. (See additional information under PROMOTION RETENTION POLICY).

A copy of the Appeals Procedure to Excuse Absences can be obtained by making a request to the office. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. {For more information refer to ABSENCES AND EXCUSES in the Board Policy manual}

Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, physical fitness, service and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort achievement by the students. Dates of awards ceremonies and types of awards will be sent under separate cover.

Bell Schedule

7:30 AM	Dismissal from bus
7:50 AM	Instruction begins
10:30 AM	Lunch begins
3:00 PM	Dismissal from school for students

Bicycles

The school assumes no responsibility for bicycles. Bicycles may be ridden to school but they must be parked in the designated place by the auditorium. Bicycles are never to be ridden on school grounds during school hours AND are not to be ridden off school grounds during the school day except with prior

approval. We recommend that parents record the serial number of the bicycle. There are provisions on campus to safeguard bikes from being stolen.

Birthday Parties

Classroom celebrations/parties, etc. are at the discretion of administration. If allowed, they must be approved 24 hours in advance by school administration. Any and all celebrations will not take place prior to 2 pm unless approved, 24 hours in advance, by school administration.

Book Bags/Gym Bags

The Public Schools of Robeson County provides one free book bag for every student who attends a school in the Public Schools of Robeson County.

Cafeteria

All students who wish to eat breakfast will be allowed to have breakfast each morning from 7:30am-8:00am. Breakfast will be served each morning before homeroom. Close supervision of the breakfast program will be done daily. Each student will participate in the "Grab 'N Go" free breakfast program which allows all students to eat breakfast and lunch free of charge. Breakfast will be served in the cafeteria. **Please be advised that breakfast food from home or a restaurant, including fast food, must be consumed in the cafeteria. Soft drinks in cans are not allowed in the cafeteria.** Parents are encouraged to pack nutritious meals for their children. The same general rules for behavior apply in the cafeteria as in the classroom. However, there are certain rules that apply particularly to the cafeteria.

1. Students will enter the cafeteria quietly, in an orderly line and pick up all utensils, food/beverages, etc. when going through the line (the first time).
2. All students should choose the type of meal designated by the nutritional guidelines approved by PSRC Child Nutrition Policies and Procedures.
3. Students are to do the following in an orderly manner: enter the dining area quietly, walk to the trashcan area to dispose of excess trash, line up, exit the cafeteria quietly when told to do so (by their teacher, teacher assistant, or other responsible adult).
4. Students are to talk quietly among themselves (observing good table manners/etiquette) and are to remain in assigned seats during lunch.
5. All students should clean up after themselves. Students should wipe the table area, making sure to wipe up spills and crumbs. Lunch is served on a variable schedule of thirty minutes for each class. The dining area will not seat the entire student body at one time.

REMEMBER... breakfast and lunch are free for all students. However, all adults are required to purchase their breakfast and/or lunch a la carte.

Healthy Snacks for Students

We, at Rosenwald, want to promote healthy lifestyles for children by encouraging good nutrition and adequate physical activity. It is proven that healthy eating helps to prevent obesity, diabetes, heart

disease, cancer, and stroke. Good nutrition promotes learning in that it improves attention, concentration, and working memory.

If you send snacks to school for your child, please try to send healthy choices (examples below). Healthy drink choices include water, juices, and low fat milk.

Fruit	Vegetables	Protein/Fat	Dairy
Apples	Baby Carrots	Nuts	Yogurt
Oranges	Celery	Peanut Butter	Cheese
Pineapple	Tomatoes	Trail Mix	Strawberries
Lettuce	Bananas	Honeydew Melon	Carbs
Blueberries	Cold Cereal	Low Fat Granola Bars	
Cantaloupe	Pears	Mini Sandwiches	
Watermelon			
Kiwi Fruit			

(This information was provided by the Public Schools of Robeson County Director of Student Health).

Change of Personal Information

It is very important that every student maintain an up-to-date address and telephone number record at the school office. **We request that when there is a change of personal information, all parents/guardians must come to the school to make changes in person. Please be prepared to show identification upon arrival.** Notify the school immediately if you have a change of address or telephone number during the school year. Also, emergency situations arise when we need to contact a parent or guardian by phone only to find out that the number is incorrect.

For the 2022-2023 school year, parents must complete the PSRC Telephone Consumer Protection Act Notification. This will allow the school and the district to contact you in regards to all notifications for the Public Schools of Robeson County. If you fail to complete this form, you will not receive any calls concerning programs, weather, early dismissal, school closing, etc.

Cheating

Whether you give or receive information during an examination or another individual assignment, the offense is the same. You will receive a zero for the work. Additional penalties will depend upon the circumstances.

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action by the teacher or an administrator. The following actions are specifically prohibited.

1. Cheating including giving or receiving any unauthorized assistance on academic works.

2. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.
3. Falsification includes verbal or written statement of any untruth.
4. Violation of Software Copyright Laws includes unauthorized duplication of computer software (computer piracy), printed materials related to computer software, and/or the use of pirated computer software (also see Internet Access).
5. Violation of Computer Access is willfully, directly or indirectly, accessing, or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization (also see Internet Access)

Checking in and out of school and excuses

A student shall be in his/her assigned class at 8:00am or be recorded as tardy for the day. When a student arrives on campus after the tardy bell has sounded, he/she should be escorted by a responsible adult immediately to the office. Office personnel will check the student in school. The secretary or data manager will denote either excused or unexcused for the student and give the student a pass for admission to class.

All parents or legal guardians requesting early release of a child prior to the normal dismissal time must sign the child out at the school office, at which time the principal or her designee will summon the student to the office. Parents may not pick up a child from the classroom without a pass from the office. The front office and the child's teacher maintain a student card which has listed names of persons who may or may not check students in or out of school. **The school cannot accept telephone calls for the following: requesting that a child be checked in/out by someone not on the card or requesting that a child get on/off at another bus stop other than the designated bus stop for the child.**

Excessive requests for early dismissal shall warrant a conference with the school social worker as well as an administrator. **If the administrator deems it necessary, further steps will be taken.** Please know that instructional time is very vital. **If you must sign your child out, please do not sign out prior to 2:30pm! Last Check-out for students will be 2:30pm. No student will check-out after 2:45pm. We realize that from time to time your child may have a doctor/dental appointment. However, please schedule all appointments after 3 pm.**

If only one parent has sole custody of the child, the parent is asked to contact the principal and provide a court order for proof of such custody. Otherwise, the child can be taken out of school by either parent. Upon signing out students, be prepared to show a valid identification (driver's license or state issued ID) NO EXCEPTIONS!

Students who do not ride the bus should not arrive at school before 7:30 AM. The school will not be held responsible for students who arrive before 7:30 AM.

Compulsory Attendance Ages

Every parent, guardian or other person residing in Robeson County and having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session.

No person shall encourage, entice, or counsel any such child to be unlawfully absent from school.

Legal Ref.: G.S. 115C-378

Class Interruptions

No one is permitted to interrupt classes for any reason without special permission from a staff member or administration. No student will be called from class to receive telephone calls, unless it is an emergency. The principal or assistant principal will determine this.

Classwork

Students will be permitted to make-up missed assignments due to absences, e.g. suspension, sickness, death in family, etc. The student must submit all assignments to teachers within five (5) days after his/her return to class and shall be entitled to full credit for the work missed because of the excused absence. The teacher, student, and parent will work together to make-up any tests that were missed.

CODE OF CONDUCT

Let the choices you make today be decisions you can live with tomorrow.

DISCIPLINE

The maintenance of a positive school climate conducive to the individual pursuit of learning, working, and living is shared by parents and/or guardians, students, and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of each person. Parents and/or guardians, students, and school personnel are expected to deal effectively with behavioral concerns.

THE REGULATIONS BELOW ARE WRITTEN IN ACCORDANCE WITH GENERAL STATUS 115C-390 AND 391

Board of Education Responsibilities

1. To adopt a fair and consistent discipline policy which establishes clear standards of student behavior

2. To ensure, through the superintendent of schools, that there is fair and consistent application of the discipline policy by school employees and that due process is properly followed.

Parent/Guardian Responsibilities

1. To assume legal responsibilities for the behavior of the child as determined by law and community practices and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach each child self-discipline, respect for authority, and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reasons for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To respond quickly and come to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.

Student Responsibilities

1. To be aware of and abide by system wide policies, regulations, and school guidelines regarding acceptable behavior.
2. To be responsible for one's behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To refrain from disruptive behavior which violates the personal, civil and property rights of all members of our school community.
5. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
6. To attend school and classes regularly, on time, and prepared with the necessary materials.
7. To know and follow the policies and regulations for every event considered part of the school program regardless of the time or place.
8. To immediately comply with any staff member reasonable request to carry out school rules.

Teacher Responsibilities

1. To promote opportunities for all students to develop self-discipline and respect for the rights of others.
2. To accept shared responsibilities for control and discipline of students throughout the school building and property.
3. To consider the physical, social, intellectual, and emotional development of the students.
4. To establish and inform students of individual classroom behavior expectations and maintain discipline within the classroom.
5. To provide appropriate learning opportunities for all students.
6. To be aware of and abide by system wide policies regulations, and school guidelines for discipline.
7. To confer with support personnel for possible solutions to inappropriate student behavior.
8. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
9. To protect the rights of all students (The teacher has the responsibility to initiate actions to remove dangerous or disruptive student.)
10. To refer, in writing, a disruptive student to the principal or assistant principal when teacher initiated interventions has been unsuccessful or the severity of the offense makes it necessary.
11. To attend conferences upon request.
12. To ensure that the due process rights of students are followed.

Principal Responsibilities

1. To assume the overall responsibility for the implementation of those procedures and rules that is necessary to establish standards of acceptable student behavior in the school.
2. To be readily available to handle disruptive behavior, discipline, and emergency situations.
3. To appoint a designee in the principal's absence to assume authority and carry out the principal's responsibilities.
4. To develop with the staff, individual school procedures and rules in accordance with system wide regulations and the *General Statutes of NC*.
5. To inform and disseminate to parents, students and faculty, policies and school rules relating to standards of student behavior.
6. To assure that all system wide regulations and school rules regarding standards of behavior are applied consistently.

7. To take prompt action for referred violations of discipline regulations.
8. To inform expeditiously the parent and/or guardian and the involved staff member in writing of administrative actions taken for referred violations.
9. To provide advice and support to staff members of appropriate discipline strategies.
10. To maintain a file of all discipline referrals for each student.
11. To report suspected illegal activities to the appropriate authorities and to cooperate fully with these authorities and law.
12. To ensure that the due process rights of students are followed.

BULLYING

A lot of young people have a good idea of what bullying is because they see it every day. Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over. We all need to recognize that bullying has a terrible effect on the lives of young people. Working together, we can make the lives of young people better.

- ❖ Always tell an adult.
- ❖ Don't think it's your fault.
- ❖ Don't Keep it to yourself and just hope the bullying will "go away."
- ❖ Don't skip school.
- ❖ Don't think you are a "tattle tale" ...Telling is NOT tattling.
- ❖ Don't fight back or bully a person back. This won't make things better and it might get you into big trouble.
- ❖ Don't hurt yourself



***Bus Conduct**

Riding the bus is a privilege, not a right. Everyone's help is needed to make the buses safe for all students. Students are assigned to a bus according to their parent's legal residence. Parents who need (out of necessity) their child picked up or put off at a different address should contact the school in person. Because of the increasing number of bus accidents each year throughout the state, the administration at Rosenwald Elementary School encourages all students to observe the bus rules throughout the year.

The following procedures will be followed when students are reported to the office for misbehavior on the bus:

1. Warning and conference with the student. Fighting is automatic suspension off the bus.
2. Contact with the parent by phone or a written notice given to the child which must be signed by the parent and returned to the bus driver before the student is allowed to get back on the bus.
3. Suspension from bus.

Parents should talk with the child about the seriousness of behaving properly on the bus. Bus routes and stops are planned, established, and approved by the county's school bus administration. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation for the Public Schools of Robeson County. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations. A letter of agreement will be sent home by your child for you and your child to sign and return to the homeroom teacher. This agreement comes from the Public Schools of Robeson County Transportation Department and or Rosenwald Elementary School. A copy of the Transportation to and from School Sponsored or Supervised Events will be given to parents upon request. Parents should read this form carefully, sign it, and return it to the student's homeroom teacher within the amount of time designated on the form. ***More detailed information will be provided in reference to bus behavior and consequences!!**

Conferences

Parents are encouraged to schedule frequent conferences with teachers, administrators and student services personnel to discuss the progress of students. Conferences are desirable since they are beneficial to all parties concerned. Conferences should be scheduled through the teacher during the teacher's planning period or after school. ***Conferences with teachers will not be scheduled during instructional time.***

VISITORS

📌 Parents are always welcome at Rosenwald Elementary School.

📌 Please sign in on the **VISITOR LOG** in the main office upon arriving on campus.

*Visitors need to show proper identification (example: Driver's License, Military Identification Card). **ALL VISITORS WILL DISPLAY THEIR VISITOR'S PASS WHILE ON CAMPUS.***

📌 Only those visitors who have specific business are allowed on the school campus.

📌 Students will not be called out of class for visitors unless the situation is an emergency and has administrative approval.

Corporal Punishment

It is the policy of Rosenwald Elementary School to use every means possible to discipline a child. Corporal punishment is not a proven method of correcting misbehavior. Continued misbehavior on the part of the student may result in the principal requesting long-term suspension for the student. More information concerning Corporal Punishment can be found on the Public Schools of Robeson County website: www.robeson.k12.nc.us

Silence is Golden

It is very important that students understand that talking back to adults will not be tolerated at Rosenwald Elementary School. Talking back (whether verbally or with body language) will be noted as a sign of disrespect and will be dealt with in that manner.

Damage to School Property

State law holds a student and/or parent(s) responsible for damages to books, furniture, equipment, and/or buses. Students should not find themselves in a position to be blamed for such damages. The administration will do everything possible to discern who is responsible for any damages to school property.

Possessing or Carrying Firearms or other Deadly Weapons on Educational Property:

No person shall knowingly possess or carry, whether openly or concealed any gun, rifle, pistol, or other firearm or deadly weapons on educational property as provided in G.S. 14-269.2 and G.S. 14-284.1.

BAN ON WEAPONS

It is a crime to possess any weapons on school grounds or in school buildings in Robeson County.

Weapons and Dangerous Instruments:

No student shall knowingly possess, handle, transmit or carry whether openly or concealed, any BB gun, air rifle, air pistol, starter pistol, bowie knife, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades, pepper spray, mace, or other deadly weapons of like except instructional supplies, and tools used solely for preparation of food instruction, and maintenance, on educational property or any other that can reasonably be considered a weapon or dangerous instrument.

Firearms:

No person shall knowingly possess, transmit, or carry whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite.

Suspension

Suspension and/or exclusion from the public schools is an extreme action involving each individual right to a free, public education. Such actions should be taken only for the protection of the pupil or his peers or to help him in dealing with his problems. Careful attention should be given to procedures and methods whereby fairness in discipline shall be assured for each student. All principals should be sure that due process procedures have been afforded to the suspended or expelled student. All personnel will take care to guard the rights of the pupil and to advise him of these rights.

Any Student facing possible suspension or expulsion from the Public Schools of Robeson County is guaranteed procedural due process. The following are the basic elements of this procedural due process:

1. The students must have prior knowledge of the conduct, which is required of or prohibited of him/her (Code of Conduct)
2. The student must be informed of the specific matters giving rise to any of the proposed penalties or disciplines (Notice).
3. The student must have some opportunity to express or convey to the decision-making authority his views or rebuttals regarding the incident (Hearing and Appeal).
4. The decision-making authority must base its decision in the incidents or matters about which the students have been appraised as indicated above.

A student shall be given an opportunity to seek clarification of information which may lead to disciplinary action, or contest the appropriateness of the sanction imposed by a disciplinary authority, or to allege prejudice or unfairness on the part of the school system's official responsible for the disciplinary action or acts thought to be unfair. Any student, parent, or guardian who is aggrieved by simple disciplinary action shall have the right to make a formal protest in writing or in person to the Superintendent or his designee. Further appeal shall be in person to the Board.

For Short-term suspension of 10 days or less, the school's normal disciplinary procedures may be followed. If a pupil is to be sent home during the day, the principal shall attempt to reach the pupil's parents to inform them of the school's action and to request that they come to school for their child.

Diets (special)

Parents should inform the school if a child needs a special diet. A special dietary form must be completed by the parent and physician. You may obtain this form from the school cafeteria supervisor.

Dress Code

Students are expected to dress appropriately for school. The following dress code will be observed:

- **No sagging pants/shorts allowed. Pants must be around the waist.**
- No hairstyles which distract other students or interfere with the classroom participation of other students, or which constitute a health or safety hazard.
- **Sunglasses, hats, caps, scarves or head covers of any description are not to be worn inside buildings, except when worn because of recognized religious beliefs, a matter of health or safety, or in connection with a school-sponsored program. If we see it inside the school building, we will confiscate it.**
- Shoes or sandals are to be worn throughout the school day. Sandals must have a strap.
- "Shower shoes" or "house slippers" are not allowed for safety reasons.
- Distractive/scanty clothing such as:
 - midriff blouses, halter tops, low-cut tops, tank tops and "spaghetti" strap shirts
 - miniskirts, short shorts
 - noticeably tight or transparent clothing
- Sleeveless shirts must be 2-inches wide (measure with ruler or use the width of 3-fingers)
- Skirts and shorts should be long enough to reach below the fingertips when standing.
- Jeans/pants with holes that reveal skin must also meet the fingertip rule.
- Clothing which is offensive, vulgar, profane, or which advertises or endorses drugs or alcohol use is prohibited.
- Belts, if worn, must be kept fastened or tied at all times.
- **Leggings, Jeggings, & Skin Tight Pants may be worn providing the outermost layer of clothing (shorts, skirt, shirts, and dresses) meets the fingertip rule.**

The school administration also reserves the right to determine what is detrimental to the instructional program or to the education process. Always-students dress and grooming must be in accordance with health and safety standards as well as school board policy.

Emergency Drills

Fire Drills

Regulations for evacuating the building during a fire drill and procedures for tornado drills will be discussed with the student by the teacher. These drills are held regularly because it is the law

and also to develop safety practices that will help the student to know how to move quickly and orderly to assigned safety areas during an emergency.

It shall be unlawful for any person or persons to willfully give or cause to be given, or advice, counsel, or aid and let anyone giving a false alarm of fire, or to break the glass key protector, or pull the slide alarm, or lever of any station or signal box of any fire alarm system, except in case of fire (willfully misuse or damage a portable fire extinguisher) or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm (fire detection, smoke detection of fire extinguishing) system. Any person violating the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six (6) months or both.

Students are not permitted to talk during a fire drill and are to remain at least 100 feet away from the building until the signal is given to re-enter.

The students should exit the classroom when given instructions by the teacher (or adult in charge). Please follow the practice listed below:

1. Fire drill signal is a continuous pulsing siren sound.
2. Avoid stopping for personal items (coats, book bags, etc.)
3. Please leave the building by walking fast in a single file. Avoid running. Fire Drill routes are posted in classrooms.
4. The class roll will be taken outside the building.
5. The office will announce when/if staff and students may return to the classroom.

Tornado Drills

The following procedures will be followed:

1. Tornado warning signal-continual wobbly siren bell sound.
2. All students and staff immediately proceed to the area assigned for tornado protection.
3. When students are in their protection area, the teacher will check the roll.
4. All students and staff will face the interior wall when danger is imminent. On the command "Everyone Down!" all students and staff should crouch on elbows and knees with hands over the back of head. It is essential that this command be instantly understood and obeyed.

Enrollment (also see Withdrawals)

Students who enroll at any time during the school year must be accompanied by a parent or guardian. The following procedures must be completed:

1. Present a withdrawal form from the previous school.
2. Present an official report card or academic record from the previous school.
3. Present proof of immunizations within 30 days of enrollment. Students who do not present proof of vaccination will be suspended.
4. Complete an enrollment form.

Family Educational Rights and Privacy Act

FERPA is a federal law that protects the privacy of student education records (See Student Records)

Field Trips

Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date. A parent's signature is required on the field trip permission slip in order for the child to go on the field trip. No phone calls or other written statements will be taken. Should a parent desire to take his/her child or pick up his/her child from the field trip, a "Transportation To and From School Sponsored or Supervised Events Consent Form" may be requested from the teacher and must be signed each time within a 48 hour period prior to attending the field trip. Sometimes money may be requested from each student to help defray transportation or facility use costs. Parents interested in chaperoning trips should notify the teacher in advance. Please note that parents who chaperone are still responsible for any adult fees, etc. that may be charged and at times may be requested to provide their own transportation. ****Please note that ALL field trips are NON-REFUNDABLE!**

Flowers and Balloons

Students are not to receive flowers, balloons, candies, etc., at school during the school day. This is in accordance with the policy set forth by the Public Schools of Robeson County.

Fundraising

Our school will have several fund-raising projects sponsored by the PTO. Funds from all activities are used to provide student awards, faculty and staff incentives, assembly programs, instructional materials and resources, office supplies, and special projects selected jointly by the administration and PTO.

Grading Policy

Students will receive a report based on a nine-week grading system. Grading policy will be sent home by the teacher for each class involved.



Habits of Highly Responsible Students

Many parents and teachers would like to add a fourth "R" to the three "R's" taught in school-Responsibility. They know that responsible students grow up to be responsible adults. Responsible students don't have any one secret for their success, but they do practice some habits that help them. Here are seven habits that can make any child (even yours) highly responsible.

1. They set goals.
2. They plan their time.
3. They take notes in class.
4. They have the need.
5. They keep their commitments.
6. They get ready ahead of time.

Hall Passes

Students should be in the halls only at the beginning and close of school and while moving from one class to another. If students are in the halls they are required to have a hall pass from the teacher who has given them permission to be in the hall. Students are not to be excused from class unless it is absolutely necessary. Excusable reasons might include a student requested by the office, requested by another teacher, or a personal emergency for the student. Students are to be courteous at all times and keep to the right when moving in the halls. Running and shouting in the halls are not permitted.

Handbills/Posters

Permission from the principal is required to distribute materials or to display posters or handbills. Appropriate advertisements may include school-related activities and/or performance. Once approval has been received, the handbill/poster may be displayed in the school.

Head Lice

Students who have head lice and/or nits will be referred to the school nurse or other trained designee. If live lice or nits within one-fourth ($\frac{1}{4}$) of an inch of the scalp (active head lice infestation), the parent/guardian will be notified and the student will be sent home and not allowed to return to school until the condition has been treated/cleared up.

Health Services

The following services are offered throughout the school year for selected grades: Dental Screening, Hearing Screening, Periodic Height/Weight Check, and Scoliosis Screening, and Vision Screening.

Homework

Homework is an integral and relevant part of every student's instructional program. It is used consistently throughout the grades and classes. Homework has two important purposes: (1) to provide opportunities for vital parent-school partnerships in support of education and (2) to emphasize the high academic standards of the school district. The Board of Education for the Public Schools of Robeson County and Rosenwald Elementary School encourage the assignment of homework to extend knowledge, aid in mastery of skills, develop independence in learning, and create and stimulate interests. A pattern of meaningful homework assignments is established by each classroom teacher and/or the student so that students and parents may plan accordingly. Homework is intended to be completed after school and only a limited amount of classroom instructional time is devoted to completion of homework. Homework assignments take into consideration individual differences of pupils such as health, ability, conditions at home, and educational resources at home. Homework is not used as punishment and does not require the use of reference material not readily available in most homes or school libraries. Appropriate follow-up activities, grading, or review of homework assignments will occur in the classroom.

A teacher shall not be required to help a student make up work missed due to an unexcused absence, except as provided in the G.S. 115C-391(b), and a student will receive no credit for work which should have been completed during the unexcused absence. It is the responsibility of the student to return the assigned homework to the teacher, complete each assignment to the best of her/his ability and keep all completed assignments together for essay reference and review. It is the responsibility of the parent to be aware of the school's policy for homework, provide a suitable environment for your child to do homework, and review the homework. **Grades 3 and 4 shall use a 10 Point Scale, which is as follows: 90 - 100 = A; 80 - 89 = B; 70 - 79 = C; 60 - 69 = D (No minuses or Pluses).**

Honor Roll Policy for the Public Schools of Robeson County

The Board of Education for the Public Schools of Robeson County believes that academic achievement should be duly recognized and encouraged. Honor rolls made public by local schools after each grading period afford and ensure students an avenue for special recognition of such achievement.

Honor rolls, however, shall not be required in grades K-6. The school principal and instructional staff at these grade levels shall establish, at the beginning of the school year, procedures for constantly recognizing and rewarding K-6 students in an effort to encourage and instill in all students the desire to achieve and be successful. A copy of each K-6 school plan shall be maintained in the principal's office and another copy be kept on file in the office of the Superintendent.

Illness or Injury

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. This emergency number is important because some hospitals will not treat children unless the parent is present.

Immunizations

All students entering the Public Schools of Robeson County shall provide the principal with a certificate of immunizations indicating that the student has received the immunizations required by G.S. 130A-152. Such a certificate must be presented on the student's first day of attendance. If such a certificate is not presented within thirty calendar days, traditional days as allowed by statute, the student shall not be permitted to attend a school of Public Schools of Robeson County. Every student of the Public Schools of Robeson County shall be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, red measles (rubella) and rubella. In addition, every student shall be immunized against any other disease upon determination by the commission of Health Services that the immunization is in the interest of public health.

If a physician licensed to practice medicine in North Carolina certifies that an immunization required by G.S. 130A-152 is or may be detrimental to a person's health, the person is not required to receive the specified immunization. IF the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this policy upon submission of a written statement of the bona fide religious beliefs and opposition of the immunization requirements, the student may be permitted to enroll in the Public Schools of Robeson County without presenting a certificate of immunization.

Insurance

School insurance is offered at the beginning of each school year. Each participant in any field trip activity must be covered either through the school system or through comparable insurance carried by

the parent. This information is in compliance with the policy set forth by the Public Schools of Robeson County Student Insurance Policy JGA.

Internet Access

Internet access is available to students and teachers at Rosenwald Elementary School. Please read the Public Schools of Robeson County-Internet Use Agreement (sent under separate cover). Sign the Internet agreement and return it to the homeroom teacher. Students who do not have an agreement on file (signed by the parent or guardian) will not be allowed to use the internet.

Items not allowed at School

There are certain items that students should not be in possession of. The items will be confiscated by the teacher, teacher assistant, administrator, or other staff members and not returned to the student. The parent or legal guardian of the student will have to pick the item up. Students should not possess any of the following items:

1. Electronic equipment including: cell phones, smart watches, radios, headphones, electronic games, laser pens, listening devices/playing devices, etc.
2. Tobacco products (cigarettes, cigarette papers, lighters, matches, etc.)
3. Large sums of money
4. Mouth Devices (such as pacifiers or other like devices)
5. Sunflower seeds
6. Other items as deemed necessary by the administration

Rosenwald Elementary School is not responsible for any items not picked up by the parent within 30 days after the item was confiscated. No items will be returned to the student.

Litter Policy

Help us to keep our campus clean! Our school provides and maintains trash receptacles. However, because of safety and cleanliness reasons, students are to eat in designated places in the buildings and are not allowed to eat while playing. Please, put liter in its place!

Lock Down Drills

In order to maintain the safety of students and staff, it may become necessary to have a school lock down. Continuous short beep bell sounds will signal a school lock down. All doors and windows are to be locked and all lights cut off during the drill. Instruction will stop. An announcement, made by the principal or her designee, will signal the end of the lock down.

Loitering and/or Trespassing

Students who ride a bus should report directly to the bus area when school is dismissed. Those students who walk should leave campus within five minutes of dismissal. Any students remaining on campus must be under the direct supervision of a teacher or other accountable adult. Students on campus without permission or who are not under direct supervision of a designated responsible adult will be subject to disciplinary actions.

Lost and Found

All clothing, jewelry, or any other articles of value found on the campus are turned in to the main office. Students may claim them after proper identification. If you find any lost items, please turn in the items into the office. It is the responsibility of the student to safeguard personal property. Consequently, the school is not responsible for items that students might lose (or that may be stolen from the students). In the event something is missing, the student should check both the school counselor's office and the main office to see if any items have been turned in. If the lost/found items are not claimed in a timely manner (2 to 3 months), then those items will be at the discretion of school administration.

Make-Up Work

Teachers will provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If the date(s) of a student's absence(s) is (are) known in advance, the teacher should be notified and planned assignments may be given.

Materials Required for Each School Day

Students are required to bring certain supplies to school each day. The teacher will inform students and parents (in writing) of the type of supplies. If students are not prepared they cannot accomplish what is needed in the classroom.

Media Center

The media center is the "HUB" of our school. It is open on a regularly scheduled basis and is supervised by the School Library Media Coordinator. Library classes are arranged for grades pre-kindergarten through fourth grades and for special classes in the school. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Each class will be assigned time to visit the media center. Each student may check out one or two books for a period of up to two weeks. Students will be expected to turn in all books in a timely manner. If books are not turned in, a fee will be applied. Lost or damaged books must be paid for before any more books can be checked out. In addition, all students are expected to take very special care of Rosenwald books and materials!

Medications

If a student must bring medication to school, the following requirements must be met:

1. The medication must be in the original container and must be clearly identified as to the name and type of the medication.
2. If it is a prescription, the container must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date, and must be current.
3. Medication will be given to students by designated school personnel.
4. No more than one week of medication may be sent at one time.

5. A form, dated and signed by the doctor, must accompany the medication, giving the child's name, dosage amounts, specific dosages times, and other instructions, if necessary. You may get one of these forms from the school office.

These requirements are in accordance with the Public Schools of Robeson County Board Policy.

Money and Checks Received from Parents

Teachers must turn in all monies to the office on the day it is received. Teachers cannot keep money overnight. Therefore, if parents wish to pay for any items (i.e pictures, field trip, books, etc.) money must be receipted before 12 o'clock. You should request a receipt for all money turned in to the school. Any checks returned by the bank for insufficient funds will be charged a handling fee by the school in accordance with North Carolina General Statute Section 25.3512.

Newsletter

A school newsletter containing items of interest to students and parents will be distributed during the school year by the grade level or school-wide. The newsletter features news concerning a major facet of the school program and timely information. Classroom and individual notices and reminders will be sent home periodically.

Off-Limit Areas

Our school is maintained and operated for the benefit of our students. However, safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, teachers' lounge, kitchen maintenance area, and the trash collection compound. Students are expected to cooperate and refrain from playing in or visiting these areas.

Parent Involvement Policy and Student/Parent/Teacher Agreement

The law requires each school receiving Title I funds to have a parent involvement policy as part of its Title I plan. The compact outlines exactly how the school (principal and teachers), parents and students will be supportive of each other in providing the best possible educational environment for all students. All parties sign the agreement and it is kept in the classroom teacher's file for documentation. A copy of the agreement is under separate cover in the first day packet. Each parent is responsible for meeting with the teacher and students within the first 20 days of school in order to review and sign the agreement.

PBIS (Positive Behavior Intervention and Support)

Rosenwald Elementary School is in the beginning phases of a new discipline program required by the North Carolina Department of Public Instruction in Raleigh, North Carolina. The name of the program is Positive Behavior Intervention and Support (PBIS). Information on this program will be sent to you under separate cover.

Pets

No pets of any kind are allowed at school without permission. Permission should be obtained from the principal for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

Pictures

School pictures are taken during the fall and spring. Students will be able to buy individual photos and be offered a chance to buy a class picture when they are taken.

Pictures and/or Videos of Students of the Public Schools of Robeson County

In the event that you **do not want** a photo of your child and/or a video of your child taken on a school bus, on school grounds, in school buildings, at school activities, or school sporting events, released without your prior consent, you must so notify your school's principal, in writing, no later than the end of the 10th school day after the beginning of school, not counting intermediate weekends or holidays. If you do not object to the release of your child's photo and/or a video of your child that is taken on a school bus, on school grounds, in school buildings, at school activities, or at school sporting events by the school, no action is necessary.

PTO and Advisory Council

The Rosenwald Elementary PTO and Advisory Council have been highly involved in improving our school. All parents are urged to become members of the PTO (\$5.00 fee payable to homeroom teacher), to actively participate in the projects and to voice your concerns to the Advisory Council.

P.T.O/Title 1 Night

The Rosenwald Elementary School PTO will meet several times a year. Most meetings will be held on Monday nights if possible from 6:00pm-8:00pm. We will meet in the auditorium first, and then teachers will report to their classroom to meet/conference with parents/guardians. All faculty/staff are required to attend PTO/Open House activities.

Report Cards/Progress Reports

Report cards are issued following the completion of each nine-weeks grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parent/teacher conferences are encouraged at any time necessary. Report cards should be signed and returned to school the following day. Progress reports will be sent home in the middle of each nine weeks.

Report Cards-Final

Report cards for all grades will be given out in accordance with school board policy.

School Improvement Team

A School Improvement Team (made up of the principal, teachers and parents) implements school-based management at the local school. All public schools in North Carolina are required to have a school improvement team. Meetings will be posted on the school's website.

Solicitation

No sale of items is to be conducted at the school by students for community drives.

Student Accountability Standards TimeLine for Implementation (will be given to you under separate cover with the information packet given for the first day)

Student Incentive Program

Our school strives to recognize positive behavior and achievement. In addition to verbal praise, the individual student and members of a class or group are recognized in many other ways by the teacher. Information on the specifics of the program will be sent under separate cover.

Student Records

The Federal Family Educational Rights and Privacy Act (FEPR) (the "Buckley Amendment") requires that the parent/guardian be informed of access rights to educational records. The school maintains a cumulative educational record on each student. This record contains important information such as personal data, a health record, attendance reports, standardized test results and subject area grades. Each parents/guardian meeting criteria shall have access to the school records of his/her child. Parents are allowed to inspect all education maintained by the Public Schools of Robeson County on their children. The right to inspect the records includes the right to request explanations and interpretations of the records and the right to obtain copies of the records at no more than 10 cents per page. Either natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian (e.g., foster parent) may exercise all parent rights unless the school has evidence of a court order or law which provides to the contrary.

Study Skills

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.

5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

Substitute Teachers

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is absent. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Teacher Appreciation Week

Teacher Appreciation Week will be held May 1st - May 5th. This will include teachers and teacher assistants. Bus drivers, cafeteria assistants, nurses, counselors, media specialists, and custodians will be recognized during their designated month. You may want to remember/recognize our staff for their hard work and dedication to Rosenwald Elementary.

Telephone

The office telephone is a business phone and is not to be used by students or parents, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting to go to another student's home after school). Students will not be allowed to receive calls unless the administration can properly identify the voice of the parent. If an emergency exists (illness, death in the family) the school counselor or an administrator should deliver the message to the student. It is preferred, however, that the parent or designated family members come to the school to check the student out before telling the student the information.

School Telephone Numbers:

Main Office	910-628-4291
Fax Number	910-628-4361

Traffic Regulations on Campus

The administration has adopted several parking and driving policies due to the limited parking space and street access around campus. Staff parking is located at the front of the building and on the north side. The circular lot at the main entrance is reserved for drop-off traffic, office, and visitors.

The area around the gym is restricted to buses only.

Drop-off and pick-up for all students is in the front near the cafeteria.

Pick-up for third and fourth grade students is in the back of the school (fourth grade hall parking area).

The administration seeks the cooperation of all parents and students in observing the access and parking policies.

Tutorial Program

Rosenwald Elementary School provides a tutorial program during the instructional day for all students. It is imperative for students to be in attendance for the entire school day, as we will not offer after school tutoring this school year.

Valuables

If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office if prior approval has been given by the principal. School officials have a duty to maintain order and discipline in the schools and protect the health, safety, and welfare of students in their charge.

Volunteer Appreciation Day

Volunteer Appreciation Day is recognized in May. You will be notified of the specific date. Rosenwald Elementary School does something special for all their volunteers. The top school volunteers are also honored at the end of the year at a banquet given by the Public Schools of Robeson County and the Volunteer of the Year Award is given to the person with the most volunteer hours. We hope you will be one of those who we recognize.

Volunteers

Rosenwald Elementary School considers its parent volunteers as special resources. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. If you have time or skills you can share to make our school a better place for students to learn and grow, please fill out the Resource Information Sheet so that you will be added to our file of available volunteers. Volunteers from civic groups, churches, businesses, and public and private organizations provide services to students by tutoring, mentoring, after school activities, chaperoning to special events, and just listening, caring and being there. Rosenwald Elementary School (as well as the Public Schools of Robeson County) appreciates the job that volunteers do. Please sign the Volunteer Log each time you volunteer.

Weather Policy

When the opening or closing of schools must be canceled or delayed because of weather conditions, an announcement will be made through the media. Unless an announcement is made, it can be assumed that schools will be open. Most announcements are delivered to the media by 6am. You should listen to your local television and/or radio station for such announcements. In making the announcement, the delay will be made in hours, not time. (Example, if there is a two-hour delay, your bus will pick you up two hours

later than usual and thus school will start two hours later than the usual time). Please do not call the school for any more clarification during inclement weather.

Parents are to make prior arrangements with their children just in case school closes earlier during the day after it is in session. Car riders will be permitted to use the phone to call for a ride during these times. Usually, the following radio and television stations announce school delays and closings for inclement weather:

WIOZ-106.9 FM Southern Pines
WKKE-1080 AM Saint Pauls
WEWO 1460 AM Lumberton
WFNC 102.3 FM Lumberton
WFMO-860 AM Fairmont
WFNC-640 AM Fayetteville
WQSM-98.1 FM Fayetteville
WYRU-11.60 AM Red Springs
WZFX-99.2 FM Fayetteville
WKML 95.7 FM Fayetteville
WSTS-100.9 FM Fairmont

WGQR-105.7 FM Elizabethtown
WLNC 1300 AM Laurinburg
WECT-TV-Channel 6- Wilmington
WTVB-TV-Channel 11- Durham
WBTW-TV-Channel 13 Florence
WPDE-TV-Channel 15- Florence
WWAY-TV-Channel 3- Wilmington
WRAL-TV-Channel 5- Raleigh
WAGR 1340 AM Lumberton
WFLB-96.5 FM Fayetteville

Withdrawals

Withdrawal forms should be completed by the teacher and school counselor when any student is withdrawing during the school year. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Only certain information will be given to the parent at the time of the withdrawal. Complete and formal information will be sent after the child has enrolled in the designated school.

Reading is a way of life. Celebrate with your child!

Parents as your child reads the required amount of time each night, pick 5-6 different questions from this list and discuss the events of the story with your child. What better way to spend quality time with your child than reading and talking to one another about what was read?

1. Who are the main characters? Who are the minor characters?
2. Where does the story take place?
3. Tell the main things that have happened so far.
4. What do you think the author's message will be? Why do you think that?
5. Have you noticed anything you think the author might bring up again later in the story? If so, what did you notice?
6. Do you like or dislike the characters? Why?
7. Describe the setting.
8. What is the problem in the story? How do you think it will be solved?
9. What is the author trying to tell you? How do you know?

10. Tell me about the images the author left in your mind?
11. Does a character in this story remind you of anyone else you have read about? If so, how are they alike?
12. Have you ever been to a setting like the one in your story? If you have, how was it like the setting in the story?
13. How do you feel at this point in the story?
14. What special words has the author used so far to help you see, hear, or feel things in the story?
15. Choose one character. Why was this character important in the story?
16. When does this story take place---long ago, in the future, or in the present? How do you know?
17. Tell the main events that have happened in the story?
18. What do you remember most about the story so far?
19. How did the setting affect what happened in the story?
20. What was your favorite work, line or paragraph in this story?
21. What did the author have to know in order to write this story?
22. If you could visit the place in this story, would you go? Why or why not?
23. If you wanted to suggest this story to a friend, what would you say it was mostly about?
24. Suppose you had a chance to meet one of the characters. What would you say to him or her?
25. How would the story be different if it had been set in a different time?

Look for reading material at your school's library, public library, or book stores.



Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in North Carolina are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

As you know, much has been said recently about weather conditions in North Carolina. Should we have a tornado, hurricane, or disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan, which has been formulated to respond to a major catastrophe. **Please do not come to the school during a major storm such as a tornado to pick up your child. For the safety of all, your child will not be released until the storm has ended/warning has been lifted. The doors will not reopen until the storm has ended/warning has been lifted.** Your child's safety is our number one priority. Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious disaster, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such, on a School District Emergency Card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - a. They are 18 years of age
 - b. They are usually home during the day
 - c. They could walk to school, if necessary
 - d. They are known to your child
 - e. They are both aware and able to assume this responsibility
3. Turn your radio to Local News Stations for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of emergency.

ADVISORY COUNCILS

Policy Code: **2235**

The board considers input critical to the effective operation of the individual schools and the school system. The board welcomes the opportunity to receive from the public suggestions and concerns which will assist the board in achieving its desired objectives.

Standing citizen advisory councils, organized on the basis of one per school, are designed to provide the board continuing input on school operations and procedures. These advisory councils shall be general in purpose and shall be in addition to any other specific advisory councils or committees whether created under mandate or by voluntary means.

A. DUTIES

Each advisory council shall have the following duties:

1. to act as a support group for the school and the community in matters pertaining to the development of excellence in the schools;
2. to assist the principal and school personnel by helping interpret school matters to the community and bringing community concerns to the attention of the principal;
3. to submit draft copies of the minutes of each meeting to the superintendent within 10 days following the meeting;
4. to make an annual written summary report of its activities to the board, emphasizing efforts, ideas and concerns related to program and facility improvement;
5. to receive periodic reports from the principal concerning school programs, activities and the financial status of fund raising activities and expenditures;
6. comply with the open meetings law, including notice of meetings;
7. to provide such documentation as may be necessary to the superintendent and board to support any charges, findings or allegations of misconduct, oversight or abuses of laws and policies by school personnel; and
8. to fulfill such specific short-term assignments as may be authorized by the superintendent or the board.

An advisory council shall not assume any responsibilities beyond those delegated to it by the board as set forth above.

B. RESTRICTIONS

An advisory council shall not involve itself in activities that may reflect adversely on the school system. Specifically, it shall not: 1) involve itself in personnel matters or individual student problems; 2) assume, in any way, legal authority for direct action or decision making concerning the school system; 3) involve itself officially in political campaigns; or 4) involve itself in fundraising or related activities.

C. MEMBERSHIP AND SELECTION

Advisory councils shall have membership based upon the following criteria: 1) schools with enrollment of 599 pupils or less on the last day of April shall have five members the following school year; and 2) schools with an enrollment of 600 pupils or more on the last day of April shall have seven members the following school year. Terms of office shall be for one year, and individuals may serve a maximum of three consecutive terms. No individual shall be elected or appointed to serve on more than one advisory council during a school year.

The school principal shall serve as an ex-officio member and the secretary of the advisory council. In May of each year, the principal shall call a public meeting at which individuals who live within the school attendance zone shall elect a simple majority (three or four) of the members of the advisory council. The principal, board member representing the district of that school and at-large board members will jointly conduct the election. The remaining advisory council members will be appointed by the district and at-large board members who are in attendance at the meeting. If fewer than 25 people attend the meeting, the principal and board members in attendance will prepare a nomination list to present to the full board for final selection of all members of the advisory council. Vacancies on the advisory council shall be filled by the same process as the initial method of selection.

All advisory council members must reside within school attendance lines of the council on which they serve, except that non-resident parents may serve. If a member moves out of said attendance zone, the member is immediately and automatically declared ineligible for further service on that council. The majority of members on an advisory council shall have a child or children enrolled in that school. School employees shall not serve on the advisory council of the school for which they are employed. However, school employees residing in the school attendance zone of the council may vote and make nominations for individuals to serve on the advisory council. Once seated, the members of the advisory council shall select a chairman and vice-chairman.

D. MEETINGS

Each advisory council shall meet at least on a quarterly basis. Other meetings may be called by the chairperson or the principal as necessary. A yearly calendar of meetings shall be published in September and set at such times and dates as deemed convenient to the council members. An advisory council shall not meet without the principal.

Legal References: G.S. 115C-36, -47, -55; 143-318.9 to -318.14

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)

Adopted: December 14, 2010

Policy Code: 5022 Registered Sex Offenders

The board is committed to the safety of students and other persons on school property. In order to maintain a safe school environment, the superintendent and all school personnel shall enforce the provisions of this policy at all times.

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

In accordance with [G.S. 14-208.18](#), all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of any sexually violent offense or any offense in which the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, sex offenders subject to [G.S. 14-208.18](#) may not attend or be present at any student function or field trip on or off school property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the school system.

B. PERSONS PROHIBITED FROM SCHOOL PROPERTY

The superintendent or designee shall consult with the board attorney and create and maintain a list of the criminal offenses that subject a person to the requirements of section A above.

C. ENFORCEMENT

All school personnel must immediately report to a school administrator the presence or suspected presence of a known or suspected registered sex offender on school property. School administrators and other supervisory personnel shall report to the superintendent and law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event.

School administrators also shall notify the superintendent or designee of any known student or parent or guardian of a student at their school who is suspected to be a registered sex offender.

D. EXCEPTIONS

A person who is banned from school property under [G.S. 14-208.18](#) may be on school property only under the following circumstances.

1.
Students

Students who are subject to [G.S. 14-208.18](#) may be on school property only in accordance with policy [4260](#), Student Sex Offenders.

2. Voters

Voters who are subject to [G.S. 14-208.18](#) and are eligible to vote may be present on school property for the sole purpose of voting if the school property is being used as a voting place. The voter must notify the principal of the school that he or she is registered under the Registry Program and the voter must remain at all times in the portion of the school being used as the polling place. The voter must leave school grounds immediately after voting.

3. Parents or
Guardians

a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:

1) to attend a scheduled conference with school personnel to discuss the child's academic or social progress; or

2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.

b. For each visit authorized by the principal in accordance with subsection (a) above, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and notice of his or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit.

c. For each visit authorized by subsection (a) above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.

d. For each visit authorized by subsection (a) above, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.

E. CONTRACTUAL PERSONNEL

In order to ensure compliance with this policy, each contract executed by the board must include a provision that requires the other party to the contract to conduct an annual check of the State Sex Offender and Public Protection Program and the State Sexually Violent Predator Registration Program on all employees who may be sent to perform tasks on or deliver products to school property. Persons who are subject to section A of this policy may not be sent onto school property for any reason.

In addition, each time the board enters into any contract or agreement for contracted services that involve direct interaction with children, the contract must include a provision that requires the other party to the contract to conduct an annual check of the National Sex Offender Registry on all contracted employees who may have direct contact with children.

No contractor or employee of a contractor registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predator Program or the National Sex Offender Registry may have direct interaction with children. This provision applies to contracts with a single individual.

Legal References: [G.S. 14-208.18](#), [-208.19](#); [115C-332](#), [-332.1](#)

Cross References: School Safety (policy [1510/4200/7270](#)), Student Sex Offenders (policy [4260](#)), Visitors to Schools (policy [5020](#)), Recruitment and Selection of Personnel (policy [7100](#))

Adopted: July 12, 2011

Policy Code: 5020 Visitors to the Schools

The board encourages the community and parents to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools:

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators. If a parent would like to observe his/her child in the classroom, please make arrangements with the administrator in advance (at least 24 hours). After making the appropriate arrangements, the administrator or designee will escort the parent and remain with the parent during the observation which will last no longer than 1 hour. Social visitations generally are not permitted.

2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy [5030](#), Community Use of Facilities.

3. Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.

2. School visitors are expected to comply with all school rules and school board policies, including policy [5025](#), Prohibition of Alcoholic Beverages; policy [5026/7250](#), Smoking and Tobacco Products; and policy [5027/7275](#), Weapons and Explosives Prohibited.

3. Persons who are subject to policy [5022](#), Registered Sex Offenders, must comply with the provisions of that policy.

C. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee

must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy [5022](#), Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to

1. order the individual to leave school property;

2. notify law enforcement; or

3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: [G.S. 14-132](#), [-132.2](#), [-159.11](#), [-159.12](#), [-159.13](#); [-208.18](#); [115C-523](#), [-524](#), [-526](#)

Cross References: Registered Sex Offenders (policy [5022](#)), Prohibition of Alcoholic Beverages (policy [5025](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Weapons and Explosives Prohibited (policy [5027/7275](#)), Community Use of Facilities (policy [5030](#))

Adopted: July 12, 2011

Policy Code: 1740/4010 Student and Parent Grievance Procedure

A. OPTIONS FOR RESOLVING COMPLAINTS

The board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy [1742/5060](#), Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or superintendent for further information and copies of all applicable board policies.

B. DEFINITIONS

1. Days

Days are working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. After May 1, time limits will consist of all weekdays (Monday - Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

2. Final Administrative Decision

A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

3. Grievance

A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act.

Claims of discrimination, harassment or bullying must be processed under policy [1720/4015/7225](#), Discrimination, Harassment and Bullying Complaint Procedure.

4.
Grievant

The grievant is the parent, student or group of parents or students submitting the grievance.

5. Official

The official is the school system employee hearing and responding to the grievant.

**C. TIMELINESS OF
PROCESS**

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process.

Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievant's legal rights are not permitted.

Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current step, unless the grievant has notified the official of a delay and the reason for the delay and the official has consented in writing to the delay.

D. GENERAL REQUIREMENTS

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.

2. All meetings and hearings conducted pursuant to this policy will be private.

3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.

4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance

a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy.

b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy [1742/5060](#) is appropriate, and the principal shall address the concern following that policy.

d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.

e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

2. Investigation

a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.

b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

3. Response by Principal

a. The principal shall provide a written response to the written grievance within five days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.

b. A copy of the grievance and the principal's response will be filed with the superintendent.

4. Response by Superintendent

a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.

b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.

c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

5. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have the right to appeal a final administrative decision to the board of education (see subsection E.5.a, Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.5.b, Discretionary Appeals, below).

a. Mandatory Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.

2) A hearing will be conducted pursuant to policy [2500](#), Hearings Before the Board.

3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

b. Discretionary
Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.

2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine if a hearing should be granted. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

3) If the board decides to grant a hearing, the hearing will be conducted pursuant to policy [2500](#).

4) The board will provide a final written decision within 30 days of the decision to grant a hearing, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

**F.
NOTICE**

The superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

**G.
RECORDS**

Appropriate records shall be maintained in accordance with state and federal law.

Legal References: [G.S. 115C-45\(c\)](#); [126-16](#); [150B-43](#) *et seq.*

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Discrimination, Harassment and Bullying Complaint Procedure (policy [1720/4015/7225](#)), Responding to Complaints (policy [1742/5060](#)), Hearings Before the Board (policy [2500](#)), Student Behavior Policies ([4300](#) series)

Adopted: November 9,
2010

Revised: August 9, 2011

**DISCRIMINATION, HARASSMENT AND
BULLYING COMPLAINT PROCEDURE**

Policy Code: 1720/4015/7225

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday-Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly

impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.
 - i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
 - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
 - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
 - iv. If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.
 - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct

the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)

- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
- d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.
- e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
 - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

4. Appeal of Investigative Report

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written

response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights

Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18; State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)

Adopted: August 12, 2014

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING

Policy Code: **1710/4021/7230**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment, and Bullying

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;

3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived

differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
 - 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
 - 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or

repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

F. Notice

The superintendent is responsible for providing effective notice to students, parents, and employees of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

G. COORDINATORS

The superintendent or designee shall appoint one or more individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The superintendent or designee shall publish the name(s), office address(es), and phone number(s) of the compliance coordinator(s) in a manner intended to ensure that students, employees, applicants, parents, and other individuals who participate in the school system's programs are aware of the coordinator(s).

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncala v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy HRS-A-007

Cross References: Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Prohibition Against Retaliation (policy 1760/7280), Equal Educational Opportunities (policy 4001), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: August 12, 2014



Notices of Nondiscrimination

In compliance with Federal Law, the Public Schools of Robeson County does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, age, or military service in its programs, activities, admissions, or employment processes, except where exemption is appropriate and allowed by law. The District provides equal access to the Boy Scouts and other designated youth groups.

Sexual Harassment

The Public Schools of Robeson County does not tolerate acts of sexual harassment. Anyone who believes they have been subjected to sexual harassment is encouraged to report the harassment to the District. When reports are made, the Public Schools of Robeson County is committed to conducting prompt investigations. Counseling and educational resources will be made available to both students who are harassed and students found to have engaged in acts of sexual harassment. Harassers may be disciplined including, if circumstances warrant, suspension or expulsion. The Public Schools of Robeson County encourages students, parents, and District staff to work together to prevent sexual harassment.

Equal Employment Opportunity

Public Schools of Robeson County programs are staffed and offered without regard to race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability.

Child Nutrition

This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

1. Director of Exceptional Children’s Program (Exceptional Children, Section 504, and Title IX) **Primary Contact**
2. Director of Student Services (Title IX/Affirmative Action Issues)
3. Assistant Superintendent of Administration, Technology, and Plant Operations (General Concerns/Grievances & Board Policies)
4. Assistant Superintendent of Human Resources and Transportation (Employment)
5. Assistant Superintendent of Federal Programs (Student Support Services/Federal Programs)

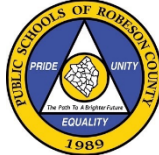
Title IX District Contact:

Title IX School Contact:

Director for Exceptional Children/504
Program Services Building
4320 Kahn Drive; Lumberton, NC 28358
PO Drawer 2909; Lumberton, NC
28359-2909
(910) 671-6000

Name Tracy Locklear
Title School Counselor
Address/Office 301 Martin Luther King Dr, Fairmont,
NC 28340
Phone 910-628-4291

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



Annual Asbestos Notification

Dear Parent, Guardian, or Staff Member:

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for the Public Schools of Robeson County. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to “ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review.” (§763.84(c))

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials that contain asbestos. Included in the AHERA is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities. Beginning in 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos. Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

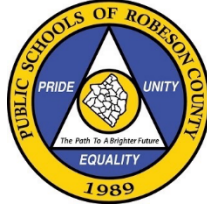
- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed as required. Also, the buildings are re-inspected by an accredited inspector as required.
- In the past year the District conducted the following asbestos removal activities: None
- Contractors shall contact the director of maintenance or environmental management supervisor before commencing work.

Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District office. The AHERA Management Plan contains documents of the initial AHERA inspection, periodic Surveillances, re-inspections, employee training and Operations and Maintenance procedures. It also contains each PSRC school that includes the location, condition and type of asbestos containing materials, re-inspection data and recommendations for response actions and programmatic information. Questions related to this plan or any other asbestos concerns should be directed to the District’s designated person, Mr. Kenneth Campbell.

WHAT IS ASBESTOS?

"Asbestos" is the name given to a naturally occurring group of minerals composed of tiny, easily inhaled fibers. Because of its many useful characteristics, including fire and heat resistance, asbestos has been used since the mid 1800’s in the manufacture of some 3,000 different products. Common products include floor tile, linoleum, cement siding, roofing, pipe insulation, sprayed-on fireproofing, and decorative ceiling treatments.

In many products, such as vinyl floor tile and siding, asbestos is combined with a binding material so that it is not readily released into the air. However, if the materials are sanded or crushed, asbestos-containing dusts may become airborne and have the potential to be inhaled. The asbestos fibers may then enter the lungs where they tend to stay because of their shape. Asbestos fibers can cause lung cancer and other lung disease that may not appear until many years after exposure.



Annual Notification of Pest Management Program

Dear Parent, Guardian, or Staff Member:

The Public Schools of Robeson County (PSRC) has adopted an Integrated Pest Management (IPM) Policy for managing insect and animal intruders at our schools. IPM is a holistic, preventive approach to managing such pests. IPM minimizes pesticide use in our schools and on school grounds. For the past few years the Public Schools of Robeson County has concentrated on removing pest habitats from schools rather than using pesticides for pest control inside schools. **Today NO “Non Exempt” pesticides as discussed below are used by the IPM Staff inside PSRC schools. Instead, we use “green” products and procedures and traps for pest control. The IPM Coordinator for our school district is:**

Name: Mr. Kenneth Campbell

Title: Environmental Supervisor and Plumber II

Phone number (910) 827-0114

Email Address: Kenneth.campbell@robeson.k12.nc.us

Physical Address: Environmental Management and Plumbing Department; 4320 Kahn Drive; Lumberton, NC 28358

Mailing Address: Environmental Management and Plumbing Department; PO Drawer 2909; Lumberton, NC 28359-2909

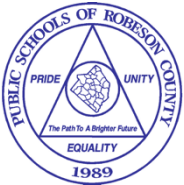
The **School System IPM Coordinator** maintains a file of product labels (Labels) and Safety Data Sheets (SDS’s) of each insect and animal control product that the IPM Staff stocks for its use in or on a school property. The **Labels** and the **SDS’s** are available for review upon request by a parent, guardian, staff member, or student attending the school. The IPM Coordinator welcomes your inquiries and is available to help answer any questions you might have about the school system’s IPM Program and that Program’s pesticide use decisions.

Notification of Pesticide Use: On occasion our IPM staff may find it necessary to use “Non Exempt” pesticides to control outdoor insect pests at your school or at another school system site such as a maintenance shop. North Carolina state law gives you the right to be notified: **(1)** annually of our IPM Program’s pesticide application schedule or system for scheduling applications of “Non Exempt” pesticides, and **(2)** 72 hours in advance, provide you notice of IPM pesticide applications made outside any schedule, but this latter only if you request notification ahead of time using the “Request for Notification” form that accompanies this letter. Please remember that if you request any advance notice be made to you via US Postal Service, it is possible the Postal Service may not deliver your notice within 72 hours of our timely mailing such notice. Notice requests asking for delivery via email require correct and/or current email addresses in order for any emailed notice to be timely delivered.

Exemptions: The same law that mandates notification also exempts certain relatively low-risk pesticide usages from its notification requirements. The relatively low risk **“Exempt From Notice”** pesticides include antimicrobial cleansers, disinfectants, self-contained baits, crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA’s Toxicity Class IV (“relatively nontoxic”). Your right to be notified extends to Non-Exempt IPM pesticide applications at your school or other non-school site (office building, garage, workshop, etc.). Your right includes both indoor and outdoor pesticide applications and includes applications that take place over summer recess, holidays, weekends, or after school hours. Because the relatively low risk **“Exempt From Notice”** pesticides are all that the IPM staff uses inside PSRC school buildings, any Non-Exempt pesticides used by the IPM Program are only used outside. This means notices you may receive under your request will relate to outdoor insect control. Such insects include wasps, hornets, and fire ants.

Emergency Pesticide Use: In the event that a Non-Exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency pesticide application less than 72 hours before, or as soon as possible after the pesticide application.

To request advance notification of non-exempt pesticide applications at your school or other site, please sign, date, and return the enclosed form to the PSRC IPM Coordinator at the above-listed address. Persons wishing to receive pesticide use notification for multiple school sites can list up to 5 sites on each form. If you want to request notifications as described in this letter, you will need to submit a new copy of the accompanying form each year. You will also need to submit a form again every time you wish to update or change your preferred contact information. Such update requests are made to the same addressee as above (IPM Coordinator).



Office of the Superintendent

Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359
(910) 671-6000

Date: _____

Dear Parent(s)/Guardian(s),

The purpose of this letter is to provide information about when to keep your child home from school. Although it may seem obvious, children should not go to school when they're contagious to others, when they have a fever, or when they're too sick to learn. Childhood illnesses are spread easily when children are in close contact in the school setting.

How do you know if your child is contagious? Colds are a bit tricky, since your child can pass it to others before symptoms appear, such as cough, running nose, and sneezing. The contagious period for a cold only lasts about three to four days into the illness. Similarly, people infected with the flu are contagious from a day before they feel sick until their symptoms have resolved. For children, the contagious period for the flu is 1 day before symptoms appear, such as high fever, sore throat, coughing, and body aches.

Most schools will send a child home if they think he or she is showing symptoms of the following conditions:

- Fever
- Strep throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

You can help your kids stay healthy by teaching them these rules:

- Don't share food or drinks.
- Don't share clothing.
- Throw away used tissues.
- Wash hands frequently with soap and water.

If you are unsure or have questions about whether your child is well enough to go to school, please contact your school nurse.

Sincerely,

**Public Schools of Robeson County
Required Annual Health Status Update Form**

School Year 2022-2023

Dear Parent/Guardian:

In order to plan for your child's health care needs during school hours we need current health information. Please complete and return to your child's teacher as soon as possible. Your child's health information may be shared with school staff as needed.

Student	School	Grade/Teacher
Birth Date	Age	Gender Male Female
Parent/Guardian/Emergency Contacts		Relationship
Call 1st		Home: Cell:
		Work:
Call 2nd		Home: Cell:
		Work:

Student's doctor/healthcare provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

Does your child have any type of healthcare insurance (Medicaid, Health Choice, Private, etc)? • Yes • No

If answered no to previous question, would you like more information on free/reduced health insurance? • Yes • No

INDICATE IF STUDENT HAS BEEN DIAGNOSED BY A LICENSED HEALTHCARE PROVIDER WITH ANY OF THE FOLLOWING:

Health Condition	Yes	No	Explanation if "Yes"
Severe Allergies (that require emergency medical intervention)			Check type of allergy(s) that apply: Medication Food Bees/Insects Other
			Identify specific allergy(s):
			Does your child require an Epipen? Yes No
			Date of last asthma attack:
Asthma			Medication for asthma:
			Does your child need this medicine at school? Yes No
			Type 1 (Insulin Dependent) Type 2 (Oral medication) or Prediabetes
Diabetes			Medication for diabetes:
			Does your child need this medicine at school? Yes No
			Date of last seizure:
Seizure Disorder			Medication for seizures:
			Does your child need this medicine at school? Yes No
			Specify: Treatment:
Heart Condition			Specify: Treatment:
Hemophilia/Bleeding Disorder			Specify: Treatment:
Sickle Cell Anemia			Treatment:
Bowel/Bladder Issues			Specify:
Migraine Headaches			Triggers: Treatment:
Bone/Muscle Problems			Specify: Activity Restrictions:
Concussion			Specify: Activity Restrictions:
			Date of last concussion:
Mental Health/Behavioral Issues ADD/AD			Specify:
			Treatment/Medication:
Wears Glasses/Contacts			Glasses Contacts → For Distance For Reading
Hearing Loss			Hearing Loss Right Ear Hearing Loss Left Ear
			Does your child wear a hearing aid(s)? Yes No
Other Serious Illness or Injury			Specify: Date of Onset:
Medication (Prescription or OTC) taken on a regular basis			List (if not already listed above):

*Please contact the school nurse of any change(s) in medication and/or health status of your child. If your child needs medication at school, a medication form must be completed and signed by the parent and child's doctor. Please request a medication form from your child's school office.

Parent/Guardian Signature

Printed Name

Date

Rev. 07/2018

Rev. 7/2018

Escuelas Publicas del Condado de Robeson
Formulario Requerido Anualmente del estado de Salud Actualizado del Estudiante
Año Escolar _____

Estimado Padre/Guardián:

Para poder planear y cubrir las necesidades de cuidado medico de su niño(a) durante el horario escolar necesitamos la siguiente información actualizada del estado de salud de el/ella. Favor de completar este formulario y devolverlo al (a) maestro (a) de su hijo(a) tan pronto sea posible. En caso de necesidad esta información acerca del estado de salud de su hijo(a) pudiera ser compartida con el personal de la escuela.

Estudiante/Student	Escuela/School	Grado/Maestro(a) / Grade/Teacher
Fecha de Nacimiento/ Birth Date	Edad/ Age	Genero/ Gender Masculino/Male Femenino/Female
Padres/Guardián / Contactos en caso de Emergencia	Relación/Relationship	Teléfono/ Phone
Llamar Primero a /Call 1st		Casa/Home: Cell: Trabajo/Work:
Llamar después / Call 2nd		Casa/Home: Cell: Trabajo/Work:

Nombre del Doctor/ Proveedor de Salud del estudiante: _____ Teléfono: _____

Nombre del dentista del estudiante: _____ Teléfono: _____

Tiene su hijo/a seguros como Medicaid, Health Choice o Seguros del otro compañía? Si No?

Si su respuesta es "no" tenemos información sobre seguros gratis o reducido si gusta tener lo? Si No?

INDIQUE SI EL ESTUDIANTE HA SIDO DIAGNOSTICADO POR UN PROVEEDOR DE LA SALUD O DOCTOR CON LO SIGUIENTE:

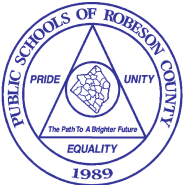
Condición de la salud/Health Condition	Si/Yes	No	Explique si contesto que si
Alergias Severas			Cheque las alergias que aplican
			Medicamentos Comida Abejas/Insectos Otros
			Identifique las alergias específicamente
			¿Su hijo(a) requiere un Epipen? si no
Asma			Fecha del ultimo ataque de asma:
			Nombre del medicamento para el asma:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Diabetes			Tipo 1 (Depende de Insulina) Tipo 2 (Medicamento Oral)
			Medicamento para la diabetes:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Trastornos Epilépticos			Fecha del ultimo Trastorno Epiléptico:
			Medicamento para la Epilepsia:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Problemas de Corazón			Especifique: Tratamiento:
Hemofilia/Trastornos de sangrado			Especifique: Tratamiento:
Anemia de Hoz celular			Tratamiento:
Intestino/Problemas de la vesícula			Especifique:
Migraña /dolores de cabeza			Que la ocasiona: Tratamiento:
Huesos/Problemas musculares			Especifique: Restricciones en actividades:
Concussion			Especifique: Restricciones en actividades: Date of last concussion:
Salud Mental/Problemas de comportamiento Síndrome de Déficit de Atención (ADD)/ Síndrome de Déficit de Atención con Hiperactividad (ADHD)			Especifique:
			Tratamiento/Medicamento:
			Medicamento para ADD/ADHD:
Usa lentes// Contactos			Lentes / Contactos → Para distancia Para leer
Perdida del oído			Perdida del sonido en el oído derecho
			Perdida del sonido en el oído Izquierdo
			¿Su hijo(a) usa una prótesis de oído? si no
Otras enfermedades de cuidado			Especifique: Fecha de inicio:
Lesión Seria			Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis			Anote (si no ha sido antes mencionado):

* Por favor contacte a la enfermera de la escuela si hay algún cambio en el medicamento y/o del estado de salud de su hijo(a). Si su hijo(a) necesita el medicamento en la escuela, se debe llenar el formulario de administración y ser firmado por el doctor del(a) niño(a). Solicite por favor un formulario para la administración de medicamento en la oficina de la escuela.

Firma del Padre/Guardian
Rev. 7/2018

Nombre en letra de molde

Fecha



Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359

(910) 671-6000
Fax (910) 671-6024

Office of the Superintendent

Date _____

Dear Parent:

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following options:

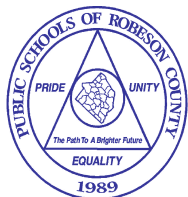
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. The physician for both prescription and over-the-counter drugs must complete this form. The form must be signed by the doctor and by you, the parent or guardian. Medication(s) must be brought to school by the parent/guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. The medication must be "signed in" at school by the parent/guardian.
- (3) Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (4) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
- (5) Self-medication: In accordance with *NCCGS §115C-375.2 and G.S. 115C-375.3*, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes, may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

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

If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the school nurse.

Thank you for your cooperation.

(Revised 7-18)



Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359
(910) 671-6909

Office of the Superintendent

Name: _____ School _____
Fax: _____ School _____

Request for Medication Administration in School
To Be Completed by Physician (One medication per form)

Student _____ DOB _____ School _____
Medication _____ Dosage _____
Purpose of Medication _____
Time(s) Medication is to be given _____
Administration Dates: Begin _____ Stop _____
Significant information (include side effects, toxic reactions, omission reactions, contraindications):

If an emergency occurs during the school day or if the student becomes ill, school officials are to:

- a. _____ Contact me at my office _____ Telephone _____
- b. _____ Take child immediately to the emergency room at _____
- c. _____ Other _____

Please check one of the following: _____ Bus Rider _____ Car Rider _____ Before/After-School Care

FOR SELF-ADMINISTRATION – Please complete this section:

YES _____ **NO** _____ Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.

_____ **MDI (*Metered Dose Inhaler)** _____ ***MDI with spacer** _____ **Epi-pen** _____ **Insulin**

***Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.**

A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2

Student must have a self-medication treatment contract (to be completed at school).

All medication for use at school will be furnished by parent or guardian in a container properly labeled by a pharmacist with identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

Physician's Signature Date Telephone

Physician's Address

PARENT'S PERMISSION

I hereby give my permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This consent is good for the school year, unless revoked.

Parent/Guardian Signature Phone Number(s) Date

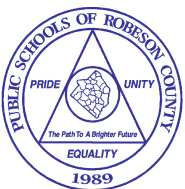
Approved by: _____
Principal's Signature

Date

Reviewed by: _____
School Nurse's Signature

Date

Revised 07/18



Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359
(910) 671-6000

Office of the Superintendent

Fecha _____

Estimado padre:

Nuestra escuela tiene políticas establecidas para asegurar la administración, sin riesgo alguno, de medicamentos a estudiantes durante el día escolar. Si su hijo(a) debe tomar medicamentos de cualquier tipo durante las horas escolares, incluyendo medicinas compradas sin receta médica, usted tiene las siguientes opciones:

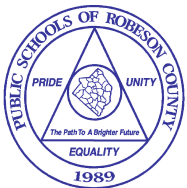
- (1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.
- (2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por escrito los medicamentos que se necesitan, la dosis y el número de veces al día que se debe suministrar el/los medicamento(s). Esta solicitud deberá ser completada por el doctor para medicamentos con o sin receta médica. Los medicamentos con receta médica deberán ser traídos a la escuela en el frasco etiquetado por la farmacia que contiene las instrucciones sobre cómo y cuándo se debe administrar el medicamento. Los medicamentos comprados sin receta médica deben ser recibidos en el empaque original y serán administrados de acuerdo a las instrucciones escritas por el médico.
- (3) Usted puede hablar con su doctor sobre un horario alternativo para la administración de los medicamentos (por ejemplo, fuera de horario escolar)
- (4) Automedicación: De acuerdo con la ley de Carolina del Norte G.S. §115C-375.2 y G.S. 115C-375.3, los estudiantes que requieren medicamentos contra el asma, reacciones alérgicas graves (término médico, Anafilaxis) y diabetes pueden automedicarse con autorización del médico, permiso del padre y con un contrato de tenencia de medicamentos entre la escuela y el estudiante.

El personal de la escuela no administrará ningún medicamento a estudiantes a menos que hayan recibido la solicitud médica debidamente completada y firmada por el doctor y el padre o encargado (tutor) y el medicamento haya sido recibido en el empaque debidamente etiquetado. Haciendo justicia con aquellos que administran el medicamento y para proteger la seguridad de su hijo(a), no se concederán excepciones a esta política.

Si tiene preguntas sobre esta política o sobre otros asuntos relacionados con la administración de medicamentos en las escuelas, por favor contacte a la enfermera de la escuela.

Gracias por su cooperación.

(Revised 7/18)



Office of the Superintendent

Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359
(910) 671-6000

School Name: _____
School FAX: _____

Request for Medication Administration in School – Spanish Version (see parent consent)

To Be Completed By Physician (One medication per form)

Student _____ DOB _____ School _____
Medication _____ Dosage _____
Purpose of Medication _____
Time(s) Medication is to be given _____
Administration Dates: Begin _____ Stop _____
Significant information (include side effects, toxic reactions, omission reactions, contraindications): _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:

- a. ___ Contact me at my office _____ Telephone _____
- b. ___ Take child immediately to the emergency room at _____
- c. ___ Other _____

FOR SELF-ADMINISTRATION – Please complete this section:

YES ___ NO ___ Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.

___ **MDI (*Metered Dose Inhaler)** ___ ***MDI with spacer** ___ **Epi-pen** ___ **Insulin**

*Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.

A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2

Student must have a self-medication treatment contract (to be completed at school).

All medication for use at school will be furnished by parent or guardian in a container properly labeled by a pharmacist with identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

Physician's Signature

Date

PARENT'S PERMISSION Yo, por medio de la presente, doy permiso a mi hijo(a) (nombrado anteriormente) para recibir medicamentos durante el horario escolar. Este medicamento fue recetado por un médico autorizado. Yo, por medio de la presente, libero de toda responsabilidad a la Junta de Educación, a sus representantes y empleados de la administración del medicamento recetado. Este consentimiento está vigente por este año escolar, a menos que sea revocado.

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____

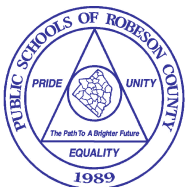
Principal's Signature

Date

Reviewed by: _____

School Nurse's Signature

Date



Office of the Superintendent

Garrett's Law

NCGS §115C-375.4 mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines.

This important information is available online for parents/guardians at <http://www.robeson.k12.nc.us/Garrett>. A paper copy of this information may be obtained by contacting the school nurse or the school office.

Health Screening Programs

The Public Schools of Robeson County Health Services Program provides vision and hearing screening programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. School nurses for students in grades 1, 3 and 5 conduct distance visual acuity screening annually. In addition, screening is completed on students who demonstrate possible vision problems, are being evaluated for the Exceptional Children's Program (near and distance acuity), or are referred by teachers. School nurses for students in grades 1, 3 and 5 conduct hearing screening annually. Additional screenings are conducted on students who demonstrate possible hearing problems, those who are being evaluated for the Exceptional Children's Program or are referred by teachers. The school nurse notifies parents/guardians if the screening results are outside the normal range.

A Public Health Dental Hygienist with the North Carolina Dental Health Section conducts dental screenings annually for students in qualified grade levels.

Parent Notification of North Carolina Immunization Law

This is to inform parents/guardians of the requirements of NCGS §130A-155 (NC Immunization Law). This statute states that no child shall be allowed to attend a school (pre K-12) unless a certificate of immunization, indicating that the child has received the immunizations required by NCGS §130A-152, is presented to the school. If a certificate is not presented on the first day of attendance, the parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child. At the termination of those 30 calendar days, the principal shall not permit the child to attend school unless the required certificate of immunization has been obtained or the child is exempt from the required immunizations.

North Carolina Health Assessment Transmittal Form

All children entering North Carolina Public Schools for the first time must present a Health Assessment Transmittal Form within 30 calendar days of the child's first day of attendance. The only form acceptable is the Health Assessment Transmittal Form created by the Division of Public Health and the Department of Public Instruction pursuant to House Bill 13.

<https://www2.ncdhhs.gov/dph/wch/doc/aboutus/HAFORM2016Revised-062917.pdf>

Source: Health Services (for inclusion in Student Handbooks annually)
Revised June 25, 2018

Ley Garrett

NCGS &115C-375.4 ordena que al inicio de cada año escolar, los Consejos Locales de Educación garanticen que las escuelas públicas provean información oportuna a los padres y tutores sobre enfermedades como la meningitis meningocócica, la influenza y el virus del papiloma humano así como las vacunas existentes.

Esta información está disponible en el siguiente sitio en internet <http://www.roberson.k12.nc.us/Garrett>. Esta información también se puede obtener a través de la enfermera de la escuela de sus hijos-as o en la escuela directamente.

Programas para el Control de la Salud

El Programa de Servicio de Salud de las Escuelas Públicas del Condado Robeson apoya los programas de cuidado de la visión y audición que ayudan a la temprana identificación y corrección de los problemas visuales y auditivos de los estudiantes para que así puedan alcanzar su mayor potencial. Anualmente las enfermeras escolares realizan un examen de detección de la agudeza visual a distancia para los estudiantes en los grados 1, 3 y 5. Adicionalmente se examina a los niños que posiblemente tienen problemas visuales; este procedimiento es llevado a cabo por el Departamento de niños excepcionales o a través de la remisión de los maestros. Los exámenes de audición son conducidos anualmente por las enfermeras escolares en los grados 1, 3 y 5. Exámenes adicionales se practican a los niños que presentan problemas auditivos, igualmente estos son realizados por el Programa de servicios especiales o por la remisión de los maestros. Las enfermeras de las escuelas informan a los padres y tutores si los resultados están por fuera del rango normal.

Exámenes Dentales son realizados cada año para los estudiantes en Kindergarten y en grado Quinto por la Higienista Dental de salud pública junto con el departamento de Salud Dental de Carolina del Norte.

Notificación por Padres de la ley por vacunas en Carolina del Norte

La ley de Carolina del Norte (GS. 130A - 155) exige a los padres o tutores de todo niño(a) matriculado en los grados de prekindergarten hasta grado 12 que obtengan una libreta de vacunación como requisito para que sus hijos asistan a las escuelas. Si esta libreta de vacunación no es presentada en la escuela el primer día de clases, el padre o tutor del niño-a tendrá 30 días calendario a partir del primer día para obtener la

libreta de vacunación. Al termino de estos treinta (30) días, el director-a no permitirá la asistencia del Niño-a a la escuela a menos que se haya obtenido la libreta de vacunación o de que el Niño-a no necesite las vacunas requeridas.

Tomado de: Servicios de Salud (para ser incluido anualmente en el Manual de Estudiantes). Revisado en junio de 2013.

The following clause was removed from the Internet & Media Acceptable Use Policy Agreement:

PLEASE CIRCLE:

YES	NO	I hereby grant permission for my son/daughter's picture and/or video/audio to be taken for use within the school, school/website, or local newspaper. I understand that no student last names will be listed with pictures/video on the Internet.
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Individual schools will now print this statement in their Student/Parent Handbooks:

Pictures and/or Videos of Students of the Public Schools of Robeson County

In the event that you **do not want** a photo of your child and/or a video of your child taken on a school bus, on school grounds, in school buildings, at school activities, or school sporting events, released without your prior consent, you must so notify your school's principal, in writing, no later than the end of the 10th school day after the beginning of school, not counting intermediate weekends or holidays. If you do not object to the release of your child's photo and/or a video of your child that is taken on a school bus, on school grounds, in school buildings, at school activities, or at school sporting events by the school, no action is necessary.

Rosenwald Elementary School

Title 1 Student-Teacher-Parent Compact Agreement

2022-2023



Our staff understands that learning is a life-long pursuit. The federal program, Title I of the No Child Left Behind Act (NCLB), provides financial assistance to school districts and charter schools. Under the Title I Program, the United States Department of Education supports schools in addressing the academic needs of all students, leaving “no child left behind”. The goal of the Title I Program is to raise academic achievements by ensuring that all students receive high-quality education and achieve proficiency on the rigorous Common Core State Standards as measured by state assessments.

As a parent/guardian, you are an integral part in your child’s success. In order to fully understand our roles in ensuring your child’s success, the Student-Teacher-Parent Compact has been developed to outline the role of Rosenwald Elementary School and our expectations of you as your child’s parent/guardian. Through family involvement and partnership, we can provide your child with the best education possible.

As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State’s student academic achievement standards
- Create a welcoming and positive learning environment for students and parents.
- Classroom teachers will give each parent an individual student report in written form about the performance of their child on Benchmark Assessments
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents
- Provide reasonable access to staff through an “open door” policy
- Provide opportunities for parents to volunteer and participate in their child’s class and observe classroom activities
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

As a parent, I will:

- Support my child’s learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis
- Help set a positive tone for learning with my child

- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)
- Support my child's class/school (i.e. helping in class/school, volunteering in my child's classroom/school, communicating with my child's teachers, attending school events when possible, etc.)

As a student, I will:

- Proudly follow the behavioral expectations taught at our school
- Complete my class work/homework, and ask questions when I am not sure about a lesson or an assignment
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork
- Give my parents (or the adult who is responsible for me) all papers and information sent home with me from the school
- Read at least 20 minutes each day outside of school time and keep up with my reading log
- Be the very best that I can be each and every day

Other Suggestion(s):

Teacher: _____

Date: _____

Parent Name: _____

Date: _____

Child's Name _____

Phone Number: _____



As required by the Elementary and Secondary Education Act (ESEA), Title I Part A. Information is available at our school to include but is not limited to the following:

- the school improvement plan/NCSTAR
- qualifications of your child's teacher and/or teacher assistant
- professional development opportunities for teachers and assistants to ensure highly qualified personnel
- opportunities for parent involvement and input
- the district improvement plan
- the district parent involvement policy
- the district report card and the school report card

Please contact our school and we will be glad to provide you with this information upon request.

Como requerido por el Acto de Que Ningún se Quede Atrás (NCLB) del 2001, Título I Parte A. información está disponible en nuestra escuela para incluir, pero no se limita a lo siguiente:

- el plan de mejora escolar
- títulos de profesor o auxiliar docente de su hijo
- oportunidades de desarrollo profesional para profesores y asistentes para asegurar el personal altamente calificado
- oportunidades para la participación de los padres y entrada
- el plan de mejoramiento de barrio
- la política de participación de padres de distrito
- la tarjeta de informe de distrito y el informe escolar

Por favor, póngase en contacto con nuestra escuela y estaremos encantados de proporcionar esta información a petición.

Principal's Signature

Date

MEMORANDUM

TO: ALL STUDENTS / EMPLOYEES

FROM: Justin Dial, PRINCIPAL

DATE: August 23, 2021

RE: NOTIFICATION OF EMPLOYEES CONCERNING ASBESTOS MANAGEMENT PLAN.

This is to advise all students of the existence of an Asbestos Management Plan as required by the Asbestos Hazard Emergency Response Act. This is on file in the principal's office and may be reviewed by you. A copy of the plan may be obtained for the cost of copying the material.

Asbestos containing materials may be found in this school.

These materials are encapsulated and as such are not hazardous to your health.

SCHOOL BUS CONDUCT AND SAFETY

We know that you share our concern for the safety of every student who rides a school bus. We ask you to impress upon your child that it is absolutely necessary to follow the rules and to obey the bus driver. It is very important that you review these rules and responsibilities with your child.

Public Schools of Robeson County 2015 - 2016 School Calendar

Board Approved on February 19, 2015

M	T	W	T	F
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

M	T	W	T	F
September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

M	T	W	T	F
October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

First and Last School Days for Students

August 24, 2015
June 7, 2016

First and Last School Days for Teachers

August 18, 2015
June 13, 2016

End of Nine Weeks Reporting Periods

Report cards will go home five working days after the end of each nine weeks.

October 22, 2015

January 15, 2016

March 24, 2016

June 7, 2016

Student Holidays

September 7, 2015

November 11, 2015

November 26-27, 2015

December 21—January 1, 2016

January 18, 2016

March 28—April 1, 2016

May 30, 2016

November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				


March				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	


April				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				W

May				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			


June				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Calendar Key

 Required Teacher Workdays


 Optional Teacher Workdays

 Holidays

 Annual Leave Days

 End of the Nine Weeks





W Weather Makeup Days

Revised 7/23/21

Public Schools of Robeson County

2022-2023

K-12 Character Education Word of the Week

Character education: positive traits are developed, encouraged, and reinforced through example, study (history and biography of the great and good) and practice (emulation of what has been observed and learned)		
August 23th is the 1st Day of School		
August 23, 2021	Character	Moral excellence and firmness
August 30, 2021	Leadership	The action of leading a group of people or an organization
September 15th- October 15th is National Hispanic Heritage Month.		
September 6, 2021	Ethics	Motivation based on ideas of right and wrong
September 13, 2021	Values	Ideas held in high esteem
September 20, 2021	Principle	A rule or belief governing one's personal behavior
September 27, 2021	Virtue	Behavior showing high moral regard
October is Bullying Prevention Month.		
October 4, 2021	Democracy	Control of a government through elected representatives
October 11, 2021	Liberty	A right or privilege
October 18, 2021	Patriotism	Devotion and support for one's country
October 25, 2021	Duty	An action that someone is required to do
November is Native American Heritage Month.		
November 1, 2021	Justice	The quality of being fair and reasonable
November 8, 2021	Honor	Adherence to what is right

November 15-24, 2021	Loyalty	Faithful to a person, organization, or country
November 29, 2021	Integrity	Confirmed virtue and uprightness of character; freedom from hypocrisy
December is National Celebration Month.		
December 6, 2021	Courage	Doing something despite fear
December 13, 2021	Fortitude	Demonstrating endurance
January is National Health Month.		
January 3, 2022	Work Ethic	Belief that work is good and hard work is prized
January 10, 2022	Punctuality	Being on time for attendance and tasks
January 17, 2022	Accomplishment	Appreciation for completing a task
January 24, 2022	Productivity	Supporting one's self, contributing to society
January 31, 2022	Responsibility	Demonstrating accountability for oneself or others
February is Black History and Presidents' Month.		
February 7, 2022	Compassion	Helping those who are hurting
February 14, 2022	Courtesy	In a polite manner
February 21, 2022	Cooperation	The ability for people to work together so everyone can benefit
February 28, 2022	Collaboration	Working with others to produce or create something
March is Women's History, National Reading, and Arts Month.		
March 7, 2022	Motivation	The desire to move towards a goal

March 14, 2022	Capability	The power or ability to do something
March 21, 2022	Efficacy	The ability to produce a desired or intended result
March 28, 2022	Respect	Appreciation for the importance of and efforts of others
April is National Library and National Mathematics Month.		
April 4, 2022	Trustworthiness	Worthy of confidence
April 11, 2022	Commitment	Being emotionally, physically, and intellectually bound to something
April 18, 2022	Perseverance	The ability and self-control that pushes you to work through challenges
April 15, 2022	Accountability	Responsibility for one's actions and their consequences
May is National Physical Fitness Month.		
May 2, 2022	Diligence	Adherence to actions and their consequences
May 9, 2022	Self-esteem	Pride and belief in oneself and in achievement of one's potential
May 16, 2022	Knowledge	Learning, understanding, awareness
May 23, 2022	Wisdom	Using good judgement to make decisions
May 30, 2022	Service	Willingness to give and share unselfishly time and talents

Resources (including lesson plan ideas, posters, scenarios, etc.):

<http://character.org/more-resources/11-principles/>

<http://characterfirsteducation.com/c/curriculum.php>

<https://talkingtreebooks.com/character-education-lesson-plans.html>

PSRC Updated Attendance Policy

Old Policy	New Policy
<p>Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.</p>	<p>Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.</p>
<p>A. ATTENDANCE RECORDS Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.</p>	<p>A. ATTENDANCE RECORDS Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina (General Statute 115C-378) that requires every child between the ages of 7 and 16 to attend school continuously during the period of time that school is in session. The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences.</p>
<p>B. TARDINESS TO CLASS A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. When tardiness becomes disruptive to instruction, the teacher shall refer the problem to the principal. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.</p>	<p>B. TARDINESS TO CLASS A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. In grades K-8, excused and unexcused absences above 12 days are considered excessive and will require doctor notes. Students who exceed 12 absences during the year will be referred to an attendance committee for appropriate action. At the high school level 9-12, excused and unexcused absences above 6 days in a semester are considered excessive and will require doctor notes. Students who exceed 6 absences during the semester will be referred to an attendance committee that will take appropriate action. All schools will develop a plan to improve attendance. As part of this plan, each school will establish procedures to develop and implement interventions/disciplinary action for unexcused absences, tardies, and early checkouts, and a process for dealing with students who fail to meet previously-determined expectations.</p>
<p>C. EARLY RELEASE</p> <p>1. Elementary Schools</p>	<p>C. TARDINESS AND EARLY DISMISSALS</p> <p>1. K-8 Schools</p>

<p>All parents requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents may not pick up a student in the classroom. Excessive requests for early dismissal shall be handled in the same fashion as excessive absences.</p> <p>2. Secondary Schools A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the parent. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school early in the log maintained in the principal's office. The principal or designee shall notify the student's teachers that the student's absence is excused.</p> <p>The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in order to work or for other similar reasons. Such students may be dismissed at the end of third period. A parent must sign the initial request for long-term early dismissal in the school's main office the in the presence of a school official.</p> <p>All early dismissals shall be documented and statements kept on file of permission of the parent and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.</p>	<p>All parents requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents may not pick up a student in the classroom. At any point in the year a separate notification may be sent to inform the parent that ten (10) unexcused late arrivals or early dismissal in a semester will convert to one unexcused absence.</p> <p>2. High Schools A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the parent. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school early in the log maintained in the principal's office. The principal or designee shall notify the student's teachers that the student's absence is excused.</p> <p>The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in order to work or for other similar reasons. Such students may be dismissed at the end of third period. A parent must sign the initial request for long-term early dismissal in the school's main office the in the presence of a school official.</p> <p>All early dismissals shall be documented and statements kept on file of permission of the parent and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.</p>
<p>D. EXCUSED ABSENCES</p> <p>When a student must miss school, a written excuse signed by a parent or guardian stating the reasons for and dates of the absences must be presented to the principal on the day the student returns after an absence. Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:</p>	<p>D. EXCUSED ABSENCES</p> <p>When a student is absent, a valid written excuse must be presented to the teacher or designee within three school days of the student's return or the absence(s) will be coded "unexcused." In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for 5 absences during the school year. Written documentation from a doctor, dentist, or court official must be submitted in order for absences</p>

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) not to exceed five days;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);
8. absence due to pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

After three consecutive or five accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences due to illness or injury.

beyond the limit of 5 parent approved absences per year to be officially coded as "excused." For high school students, excuse notes prepared and signed by parents will be accepted for 3 absences during each semester.

Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 3 parent approved absences per semester to be officially coded as "excused." Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) not to exceed five days;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);
8. absence due to pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military

<p>In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy 4351, Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within the specified time period.</p>	<p>Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting</p> <p>After three consecutive or five accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences due to illness or injury.</p> <p>In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy 4351, Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within 10 days.</p>
<p>E. SCHOOL-RELATED ACTIVITIES</p> <p>All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:</p> <ol style="list-style-type: none"> 1. field trips sponsored by the school; 2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a); 3. school-initiated and -scheduled activities; 4. athletic events that require early dismissal from school; and 5. Career and Technical Education student organization activities approved in advance by the principal; 6. in-school suspensions. 	<p>E. SCHOOL-RELATED ACTIVITIES</p> <p>All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:</p> <ol style="list-style-type: none"> 1. field trips sponsored by the school; 2. job shadows and other work-based learning opportunities as described in G.S. 115C-47(34a); 3. school-initiated and -scheduled activities; 4. athletic events that require early dismissal from school; and 5. Career and Technical Education student organization activities approved in advance by the principal; 6. in-school suspensions. <p>Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.</p>

<p>Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.</p>	
<p>F. EXCESSIVE ABSENCES</p> <p>Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.</p> <p>The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.</p> <p>In kindergarten through grade eight, absences in excess of 10 days constitute a valid reason for retention. In grades nine through 12 under the four by four instructional day, excused absences in excess of five days per semester/course may constitute grounds for a failing grade.</p> <p>Students or parents may appeal absences to a committee composed of the principal, homeroom teacher and guidance counselor. All absences in excess of five consecutive days must be appealed. Students who forfeit credit due to absences may appeal their cases to the appeals committee based on the following reasons: (1) bad weather causing the bus not to transport the student to school; (2) extended illness with a statement from a doctor verifying that the illness and the necessary care exceeded 10 days for a student in kindergarten through grade eight or five days for a student in grades nine through 12; (3) hospitalization for an injury which prevented the student from attending school for more than 10 days; (4) conditions in the home which required the student to miss school; or (5) prearranged absences relating to religious holidays and retreats.</p> <p>Students with excused absences due to documented chronic health problems are exempt from this policy.</p>	<p>F. EXCESSIVE ABSENCES</p> <p>Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.</p> <p>The principal shall notify parents and take all other steps required by <u>G.S. 115C-378</u> for excessive absences</p> <p>Each principal will establish a school attendance team to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences. Schools will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance. If a student is absent from school for five (5) or more days in a semester, the attendance committee shall consider whether a specific plan to improve attendance is necessary. The School Attendance Team with the child and his/her family will meet to analyze the cause of the absence and determine steps, including adjustment of the school program or obtaining supplemental services to eliminate the problem prior to legal pursuit under the Compulsory Attendance Law. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work when developing a plan. Interventions could include:</p> <ol style="list-style-type: none"> 1) parent education/counseling sessions; 2) individual/student counseling; 3) referral to appropriate community agencies; 4) positive behavior supports for students and parents; and 5) assigned time to make-up missed work. Students may be required to attend after-school or summer school or sessions to make up missed days. <p>Parents must receive notification (documentation required) when students have accumulated three (3) unlawful absences. Once a student has been absent for any unlawful reason for six (6) cumulative days, the principal or designee shall notify the student's parents in writing, in accordance with the NC Compulsory Attendance Law. Subsequently an individual attendance intervention plan will be developed through the school</p>

based attendance committee in cooperation with the parent, guardian, or custodian.

In kindergarten through grade eight, absences in excess of 10 days constitute a valid reason for retention. In grades nine through 12 under the four by four instructional day, unexcused absences in excess of five days per semester/course may constitute grounds for a failing grade.

Criteria to Waive

Principals will use the following criteria to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
3. Documented court appearances where the student specifically is required to appear in court.
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian).
5. Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.
6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

Attendance Committee

Each school shall appoint an attendance committee. The committee shall be composed of the following:

- A. One or more counselors
- B. At least two teachers
- C. The principal or his designee
- D. The school social worker

Students with excused absences due to undocumented chronic health problems are except from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics.

Rosenwald Elementary School

Student Handbook

Please return this page to your child's teacher

My parent/guardian has read the Rosenwald Elementary School 2021-2022 Student/Parent Handbook and the Student Code of Conduct to me. I understand that I am responsible for adhering to all policies and procedures. I also understand that I will be penalized if I fail to do so. My teacher has read this handbook to me as well.

Student Name

Date

I have read the Rosenwald Elementary School 2022-2023 Student/Parent Handbook and the Student Code of Conduct to my child. I understand that my child is responsible for adhering to all policies and procedures. I also understand that he/she will be penalized if he/she fails to do so. I understand that the 2018-2019 Student handbook is online.

Parent Signature

Date

I have read the Rosenwald Elementary School 2022-2023 Student/Parent Handbook and the Student Code of Conduct with this student in my class. He/she understands that he/she is responsible for adhering to all policies and procedures. He/she also understands that he/she will be penalized if he/she fails to do so. He/she also understand that they may ask questions for clarification at any time.

Homeroom Teacher

Date