

Rosenwald Elementary School Faculty Handbook

“A Positive Learning Environment”



Home of the Little Twisters

2023-2024

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”.

Common Goal: Work as a TEAM and build positive relationships with students and staff while producing the very best, smartest, and well-rounded students at Rosenwald Elementary School.

School Theme: One Team, One Goal, One Mindset

ABSENCES (FACULTY)

It is imperative that you utilize smartfind as early as possible regarding any absences. If an emergency or sickness takes place by 6:30am on the day of absence, please utilize smartfind as well as contact Mrs. Kendall Stephens. Remember *it is imperative that you be in attendance every day.* **All teachers and assistants are expected to clock in daily and be on duty by 7:30am.**

IMPORTANT TELEPHONE NUMBERS

Justin Dial, Principal	740-1441
Shameicha Wade, Asst. Principal	785-5656
Rosenwald Elementary School	628-4291
Rosenwald Elementary School Fax	628-4361

*All teachers must provide substitutes with general directions pertinent to your specific class. A substitute folder with all pertinent information including duty assignment(s) should be in a designated area for the substitute teacher. An emergency lesson plan should be on file in the office and updated as needed.

The following types of LEAVE are available to professional staff members:

Personal Leave

A teacher who request personal leave at least **five days** in advance of the date desired is not required to give a reason for the leave.

No teacher may take personal leave on the first day teachers are required to report for the school year, required teacher workdays, the day before or the day after holidays or scheduled vacation days, except approved by the principal. Personal leave may not be advanced beyond that which teachers earn.

Sick Leave

Sick leave is granted for the following reasons:

- *Personal Illness
- *Illness in employees' immediate family
- *Medical appointments (Immediate Family)

Sick leave can only be granted in 1/2 day increments.

Annual Leave

Professional staff members can only take annual leave when students are not attending school. These optional annual leave days will be duly noted on the school calendar.

All employees must fill out a sick leave form when absent for a doctor's appointment or sickness.

Sick/Personal/ Annual Leave forms must also be completed for annual leave or personal leave and submitted to Mrs. Hursey.

*Any Leave longer than three days must have approval from the principal

Note: The district will no longer provide **Employee Leave for parent involvement in schools**

Attendance

We are all responsible for student achievement on our campus. The correlation between student achievement and teacher attendance is a high one. Only you can perform your job at the level needed for our students.

Staff Accountability

All staff members will be on duty by 7:30am daily. Staff members who are late the first time will receive a warning from administration. The second tardy for staff members will result in a letter placed in the school file. A third tardy will result in a letter placed in your personnel file at central office. Substitutes will be called if you are not **in your classroom** by 7:50am. At this point, you will have to take a half day leave. It is imperative that you be on time.

TEACHER AND STAFF WORKDAYS

Teachers will observe a 7:30am to 3:30pm school day. Students safety and supervision is our top priority (No one should leave students unsupervised).

Teachers are expected to be in their classrooms by 7:30am each day.

Required/Optional Workday hours are 8:00am to 3:00pm. Teachers will not be allowed to work through lunch and leave early. Teachers are not allowed to use annual leave days on required workdays. Beginning teachers' annual leave days are already built into the calendar.

LEAVING CAMPUS

Faculty and staff are not permitted to leave campus during school hours without permission from the principal. Faculty and Staff with permission to leave campus during the school day **must sign out** in the main office.

STUDENT ATTENDANCE

Attendance sheets will be monitored by the NCWISE operator. **ATTENDANCE SHEETS MUST BE TURNED IN BY 9:30am**. Place attendance folder in a designated location to be picked up by one of our staff members.

All teachers are expected to keep ACCURATE attendance information on students.

ANNOUNCEMENTS

A weekly bulletin (In-Touch with RES) will be emailed to teachers by Monday of each week. **Emails should be checked each day before the instructional day start, during your planning period, and before leaving school in the afternoons.** Teachers wishing to include information in this bulletin should do so by 12 Noon on Friday (email information to the principal).

ASSEMBLIES

School-wide assemblies will be limited as much as possible. However, there will be some worthwhile assemblies during the course of the school year. You will be notified well in advance of assemblies. Assembly seats will be assigned by classes according to grade level.

TEACHER PARKING

All teachers are to park their cars in the front parking lot or the 3rd/4th grade parking lot. *Do not park your car on the grass or up on the building during school hours. Do not Double Park.*



Bell Schedule

Buses on Campus/Release: 7:30am
Teachers in their Classroom: 7:30am

Staff with Morning Duty: 7:30am

<p>7:50 Tardy Bell/ Class Begins 10:30 Lunch Begins 3:00pm Dismissal</p>
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2-hour Delay Schedule

Buses on Campus/Release: 9:30am
Staff with Morning Duty: 9:30am (cafeteria duty will relocate to buses and hall way)
Teachers in their Classroom: 9:30am
Students will report directly to class (breakfast will not be served)

CARE OF BUILDING AND GROUNDS

Each teacher should encourage students to keep our school as clean and neat as possible. No materials should be left on the floor and desks should be left clean and in order. **Blinds** should be left **DOWN** and **CLOSED** at the end of the day and **WINDOWS** should be **LOCKED**. Bulletin boards should be changed regularly and posted materials should be update.

Do not use tape on white boards or walls for extended periods of time. Tape should be changed periodically to prevent damage to walls. Care should also be taken in the use of stick-ems. Do not wash whiteboards with solutions that will damage the whiteboards.

Teachers are to give special encouragement to students to keep the halls and cafeteria as neat and clean as possible, as well as instruct students not to tamper with blinds. Noise should be kept at a minimum in the cafeteria and during transitions.

We all have a responsibility to keep our school clean. ***Do not hesitate to bend over and pick up litter that you may see.***

COPIERS FOR SCHOOL USE

A plain paper copier is provided for teachers use. This copier is located in each teacher's lounge and office area. Teachers are limited to **600** copies per month. **COPIES SHOULD BE MADE THE DAY BEFORE, DURING PLANNING, OR BEFORE STUDENTS ARRIVE ON CAMPUS (A.M.)**

RISOGRAPH MACHINE

When using this, **please run 20 or more copies**. No card is needed for access to this machine but you do need to **BRING YOUR OWN PAPER** which is allotted to you each year. If you have any problems with this copier, please ask Mrs. Rogers for assistance before messing it up.

FAX MACHINE

Located in the Social Worker's office

COURIER SERVICES/DISTRIBUTION OF MATERIAL

The courier service provided by the Public Schools of Robeson County can only be used for official school related business. The courier runs every Monday and Thursday.

Distributions of materials or solicitation for business at individual schools are **PROHIBITED** without the superintendent's prior approval.

RESPONSIBILITIES AND DUTIES OF THE GRADE LEVEL CHAIRPERSONS

1. Establish a budget for the grade level, in cooperation with the principal.
2. Preside over grade level meetings which shall be held at least once a month. Minutes of the meeting will be submitted to the principal.
3. Appoint a departmental secretary.
4. Lead the department both in curriculum, instruction, classroom discipline, organization, and structure.

5. Report to the principal concerns of the department.
6. Disseminate materials and information to the departmental members.
9. Meetings should be held monthly or more often and proper documentation should be kept.
10. Read/Discuss Weekly Bulletin each Monday Morning.

CUMULATIVE FOLDERS

Cumulative folders will be kept in the school counselor's office. The folders will be filed according to homeroom teachers. Folders should not be taken from the school or left in an unsecured area. Please review students' folders.

CURRICULUM

The principal is in charge of the school curriculum and is to be consulted if a teacher has questions in this area. Teachers who decide to deviate from a planned course of study or who plans to teach controversial subjects or issues should take time to discuss such plans with principal before implementation takes place.

Teachers are to discuss with the principal and ***REQUEST IN WRITING ANY PLANS TO BRING VISITING SPEAKERS*** into the school. The request in writing must be separate from the lesson plan books. Visiting speakers must be approved by the central office. **Please allow three weeks for your request to be approved.**

DISCIPLINE

All teachers should post rules, consequences, and rewards in their classrooms. You are expected to be consistent in handling all discipline problems and keep accurate records regarding those problems. All teachers are expected to follow the school-wide rules.

School-Wide Rules: (See PBIS matrix for Details)—Make sure students know our expectations

S- Self- Discipline

P-Pride

I-Integrity

N-Noble

School-Wide Discipline Plan:

1. Conference between student and teacher (private warning)
2. Parent/Guardian contact~ documented
3. Parent/Teacher conference~ documented
4. Team Conference (Keep on file)
5. Referral to School Counselor for small group counseling
6. Discipline referral to administration

Students referred to the office should have a discipline referral form completed showing where the school-wide discipline plan had been carried out, unless it is a fight or other major discipline problem. **Do not send students to the office with his/her referral form.**

STUDENTS' ELECTRONIC DEVICES AND CELL PHONES

Please adhere to the policy regarding students' electronic devices and cell phones. If confiscated, cell phones and electronic devices must be turned in to the main office. Employees should place the item(s) in an envelope with the student's name on it and turn it in to the main office. Parents must pick up these items from the main office. Administration have a right to pick up cell phones and electronic devices from employees for parents/guardians during the school day. If you have any questions, please see administration. The school assumes no responsibility for lost or damage items.

Corporal Punishment -

Not allowed in any PSRC schools

Notwithstanding this policy, school personnel may use ***Reasonable Force to Control Behavior*** or to remove a person from the scene in those situations when necessary:

1. To quell a disturbance threatening injury to others.
2. Obtain possession of weapons or other dangerous objects on the person, or within the control of a student.
3. For Self-Defense
4. For the protection of persons of property.
5. In the exercise of lawful authority to restrain pupils and maintain order.

Expulsion

This type of discipline will be used according to Board Policy.

DUE PROCESS SEE STUDENT HANDBOOK

EQUIPMENT

If you do not know how to use a particular piece of equipment, consult the Mrs. Rogers or administration. Teachers are to have approval from the principal on any personal equipment or furniture which is to be kept at school.



PROFESSIONAL DRESS CODE

All Faculty/Staff are expected to dress appropriately for school. The following dress code will be observed:

- **Professional Dress at all times.... YOU are a Professional**
- **Sunglasses, hats, caps, scarves or head covers of any description are not to be worn inside buildings.**
- **Distractive/scanty clothing such as:**
 - midriff blouses, halter tops, low-cut tops, tank tops and “spaghetti” strap shirts
 - mini-skirts, shorts of any type
 - noticeably tight or transparent clothing
 - OR any clothing which allows undergarments to be revealed is not permissible.
- **Wrinkle Free Clothing**
- **Females:** Skirts/dresses should be at least **knee length** when standing (If it looks too short, it’s too short), Slacks, dress pants suits
- **Sleeveless tops (that does not go to the edge of your shoulder)** must be worn with a cardigan or sweater
- **Leggings** may not be worn as professional dress pants (during winter months, tights/leggings may be worn with your dresses. Ex. Leggings with a cute top (usually seen on teenagers, or individuals going out after work, to a party, etc. is not acceptable at a professional place of business).
- **Men:** Collar Shirt (Tie) or Polo Shirt/ Dress Slacks
- **No T-shirts** except for Spirit Day
- **Spirit Day (Jeans/School T-Shirt)** may be worn on Fridays (no Jeans with holes). You may wear a dress shirt or polo shirt with jeans if you do not have a school t-shirt.
- **No Sneakers (when you leave out your classroom, look professional)**

Always remember Professionalism and Class.

The discipline regarding the dress code is as follows:

- 1st Offense – Change Clothes/sent home if needed
- 2nd Offense –Administrative Action/Conference
- 3rd Offense –Administrative Action/Letter to Central Office

2nd, 3rd & 4th Grade Assessments

Teacher made test should be designed to measure student learning and the effectiveness of the lesson presentation. **All assessments are due two weeks prior to given the assessment.**

Faculty Meetings

Tuesdays of each week should be reserved for meetings. Do not schedule appointments on Tuesdays.

Minutes of all PLCs, Vertical Planning, and Grade Level meetings should be kept on file and a copy submitted through the Assignments tab in your Staff Canvas Course.

FIELD TRIPS

It is the policy of Rosenwald Elementary School that students will not be denied field trip experiences because of economic reasons. A field trip plan should be submitted at the beginning of the school year.

The following are specific guidelines related to field trips:

Departments should plan grade level field trips at the beginning of the year.

Request in writing for field trips must be submitted to the department chair and then to the principal by the department chair.

1. Name and Destination of trip
2. Funding source (how will the trip be paid for)
3. Educational benefit of trip/correlation to your subject area.
4. Provisions for supervisor
5. Safety concerns

All planned field trips for the entire year should be turned into the principal for evaluation and inclusion in the school's "FIELD TRIP PLAN" which will be filed at the Central Office.

Fire Drills

- A fire drill will be held the **first week of school** and **at least once** a month thereafter.
- A fire exit map must be posted by the door in each room.

- The signal for a fire or fire drill will be the successive ringing of the alarm bell. Fire alarm alternate will be notification by use of the intercom.
- Close all windows and doors
- Ensure that your students march out orderly and quickly
- There should be ***NO*** running or talking.
- Classes are to go at least 500 feet from the building.
- Do not allow your students to get water or use the restroom while going out or returning. Also, stay with your class and make sure that you are away from the building and out of fire lanes.
- **The grade book should be taken with you along with your class roll. Check roll and account for all students.**
- The all-clear signal is one long bell.

BOMB THREATS

In the event that a bomb threat is received at any building of the Public Schools of Robeson County, the following procedures should be put into effect:

Recipient of Call

The individual who receives a bomb threat by telephone should:

1. Attempt to delay the caller and try to obtain information regarding.
 - A. Where the bomb is placed
 - B. Time of Detonation
 - C. Reasons for placing the bomb in the building
2. Hold the line open - Do not push the hold Button.
3. Notify the principal or designee immediately.
4. Go to another telephone and make a report to the police department provides as much of the following information as possible.
 - A. Sex of the caller
 - B. Approximate age of the caller
 - C. Exact time of the call
 - D. A description of any background noises
5. Keep a record of all calls made and individual notified.

Principal

The principal will:

1. Notify the fire department and superintendent of the threat.
2. Decide whether the administration and teachers will conduct a limited search.

3. Decide whether to evacuate the building. If the principal decides to evacuate the building, and emergency signal shall be given.
4. If necessary, ensure that everyone evacuates to at least 500 feet from the building.

Teachers

1. The signal for a bomb threat will be one long bell.
2. Before leaving your classroom, please check to see if anything looks out of the ordinary.
3. Make a large check mark on your chalkboard if everything looks in place.
4. Do not tell students the reason for evacuating the building during any evacuation procedure.
5. Instruct students to proceed in an orderly manner to a safe area.
6. Proceed with the class to the safe area and **immediately check the attendance roster**. Notify the principal of any student who is missing in order that a search can be conducted for the individual.

Office Personnel

Individuals working in the principal's office should discuss the bomb threat with no one except the principal.

If it is necessary to evacuate the building all records should be secured and staff should proceed to a safe area.

Search Procedures

Any suspicious object should be report to the proper authority. Do not touch it or anything attach to it.

A search of the building or premises shall be conducted under the direction of the senior officer from the police or fire department. Decision regarding the removal of any strange objects will be made by the individual.

If a thorough search has been conducted and nothing is found, the Chief Administrative Officer of the school should be notified by the senior member of the local protective department when re-entry is possible. Investigation of the incident should be made by the local police department. Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the superintendent. He shall confer with members of the Board of Education, if available, and brief them of the situation.

TORNADO DRILLS

All teachers should have a tornado plan posted in their classroom.

- Tornado Watch - There is a chance of dangerous weather with severe local storms and damaging winds. Be on the alert for a warning signal to move quickly to safety.

- Tornado Warning - A tornado has been sighted nearby; you should go at once to the designated safety area.

In the event a tornado threatens any school, proceed according to the following plan:

- A tornado watch stating that tornadoes are probable is received:
 - The local police department will notify the Superintendent by telephone or other communiqué.
 - The Superintendent will notify the principal by telephone or other communiqué.
 - The Principal or Assistant Principals or his designees will notify all teachers in the school.
 - Teachers will continue regular classroom activities.
 - School will be dismissed at the normal hour and bus drivers will follow regular routes using due caution.
- A tornado warning stating that a tornado has actually been sighted is received:
 - The Superintendent and the Principal will receive this warning by way of radio or from the local police department.
 - The Principal or Assistant Principal will sound the tornado signal immediately. The tornado signal will consist of three rings of the bell system.
 - Teachers will designate someone to **OPEN** all doors and all windows.
 - All students and staff will immediately proceed to safety areas in accordance with the tornado safety area plan posted in each room.
 - All utilities (electricity, water, and fuel) will be turned off.
 - The clerical staff will secure all records.
 - All students and staff will assume a curled position so as to protect their eyes and heads once in the designated tornado safety area.
 - **All teachers will take roll and notify the Principal if someone is missing. If someone is missing, the Principal will immediately organize a search.**
 - Students and staff will not return to their classrooms until the all clear signal has been given.
 - The all clear signal will be a single ring on the bell system.
 - School bus drivers will not be permitted to leave on their bus routes as long as a tornado warning is in effect.
- If there is no warning, but a tornado is sighted approaching the school all persons:
 - If time permits, go to the designated tornado safety areas.
 - If time does not permit, get into the safest area of your classroom (inside wall farthest away from doors and windows).
 - Avoid windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
 - Get under any heavy furniture available.
 - Assume a curled position (face the wall, draw your knees up under you, cover the back of your head with your hands to protect your head and eyes).
- If there is no warning but a tornado is sighted approaching your bus:
 - Bus drivers will drive at right angles away from the path of the tornado.
 - Students will open windows and take protective positions.
 - If a ditch, ravine, or other relatively safe area is available, bus drivers will unload students and have them lie face down, hands over head in these areas. They should be far enough

away so the bus cannot topple on them.

POWER FAILURE PLAN

All classes are to remain in place until the power failure has ended or until directed differently by the principal.

Videos/DVDs

Requests will be handled through the librarian and administration. Requests should be submitted to administration **three days** before you are scheduled to show the DVD/Video. Broken AV material should be reported to the librarian. Teachers should utilize videos in the library to avoid any conflicts or appropriateness issues.

GRADING CRITERIA

Each grade level is required to submit a written policy spelling out the grading criteria for his or her grade level. This is due to Ms. Jones by **August 25, 2021**. This criterion, once approved should be sent to parents in written form.

GUIDANCE SERVICES

See Student Handbook

HALL PASSES

Teachers should limit students' time out of class. Every student must have a hall pass when leaving class.

HEALTH CARDS

1. Homeroom teachers need to check health cards (Usually Pink in Color) found in cumulative folders. If any child is missing a health card, the homeroom teacher is to make one for the child.
2. Homeroom teachers are to erase whatever is written at the top of the health card. and write in pencil their name and section number.

HOMEWORK

Teachers are asked to keep homework reasonable as to length and degree of difficulty. Never should homework be given in an area that has not been properly presented by the teacher. Teachers with further questions regarding homework should discuss these with the principal.

IMMUNIZATIONS

All students entering the Public Schools of Robeson County shall provide the principal with a certificate of immunization indicating that the student has received the immunizations. Required by G. S. 130-A-152. Such certificate must be presented on the student's first day of attendance if such certificate is not presented within 30-calendar days, or additional days as allowed by statute, the student shall not be permitted to attend a school of the 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 any other disease upon a determination by the commission of health services that the immunization is in the interest of Public Health.

If a physician that is 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 that will be 2020 detrimental to the person's health in the bona fide religious beliefs of an adult or the parent, guardian or person in loco. Parents of a child are contrary to the immunization requirements contained in this policy the student shall be exempt from the requirements, the student may be permitted to enroll in the Public Schools of Robeson County without presenting a Certificate of Immunization. **Legal REF 130A-136, G S 130A-152-157.**

CUSTODIANS

The custodians have a set daily schedule, if you need their help in an emergency; please do not hesitate to call them. All other matters concerning cleaning or maintenance should be brought to the attention of the assistant principal/principal. Custodians should not be asked to perform non-custodial duties.

If a room is found to have been vandalized overnight or over the weekend, the principal should be notified as soon as possible. When such a situation is found, the room should be locked and all students kept out of the room until an investigation can be made.

Please remove all items from the refrigerator on a WEEKLY basis. Custodians have been instructed to clean this area bi-weekly.

LIBRARY REGULATION - PROFESSIONAL STAFF

The School

Library Media Coordinator will develop these in conjunction with the principal and will provide each staff member with a copy.

OUTSIDE BUSINESS INTEREST

To all faculty and staff, there will be ***no private enterprise projects on the campus of Rosenwald Elementary School.***

PARENT CONTACTS

All teachers are required to contact each of their student's parents/guardians within the first two weeks of school. On-going parent/guardian contacts should be recorded on the parent contact form. These forms can be obtained on-line. These forms will need to be kept on file in your classroom.

PLANNING

Teachers are to come to school well prepared each school day. Proper use of the school planning period will aid this effort greatly. Teachers should use all planning time wisely.

Semester Plans - This semester topical outline should provide framework by which teachers will be able to cover all required material. The yearly plan must be submitted to the principal before the first day of school for students and at the beginning of the second semester. This semester plan should be updated on a monthly basis and a revised plan submitted. Detailing individual teacher's pacing position regarding the initial plan. The submission of these updates is the responsibility of the department chairperson. **Due August 26, 2021.**

Lesson Plans – Submit via drop box

Lesson plans are to be submitted each Friday by 5:00pm. The lesson plan format has been emailed to all teachers. Any questions regarding lesson plans should be directed to administration.

SUBSTITUTE LESSON PLANS

Each teacher must provide plans for a substitute. These plans are to be left on the teacher's desk. Plans should be detailed and in good order for the substitute. The principal will periodically check lesson plans for substitutes. You may wish for a substitute to follow through with a regular lesson or you may want to provide a separate set of alternative lesson plans for a substitute's use.

EMERGENCY LESSON PLANS

Each teacher is expected to plan emergency lessons for one week in case you need to be out unexpectedly. These plans will be used only when there is an emergency. These plans must be labeled as such and are to be submitted to the secretary by **August 26, 2021.**

PROFESSIONAL ORGANIZATIONS

Membership in professional organizations is left to the discretion of each professional staff member.

Professional organization meetings will be held after the regular school day and the principal will designate the meeting place when such a meeting is held.

The bulletin board in the work room will be provided for professional organizations to post materials. (Any materials must have Mrs. Jones' Approval).

RECORDING/KEEPING ATTENDANCE

All teachers are expected to keep accurate records and information for reports. Mrs. Teresa Hursey will handle attendance information. Do not allow students to check attendance.

SEARCH AND SEIZURE

SEE STUDENT HANDBOOK

SEARCH AND SEIZURE - SCHOOL PROPERTY SEE STUDENT HANDBOOK SECURITY

To secure the school and personal property, teachers should follow the listed procedures:

1. Lock rooms if you leave during your planning period.
2. Purses/cell phones should be placed in a secure place during the workday.
3. Storage cabinets and desk drawers should be locked at the end of the workday.
4. School keys should be guarded against theft at all times.
5. During teacher workdays, teachers should take extra precaution to secure personal valuables.

SOCIAL ACTIVITIES

School parties must have prior approval of the principal. There will be ***NO SCHOOL ACTIVITIES WITHOUT THE PRINCIPAL'S APPROVAL.***

STUDENTS SCHOOL DAY

8:00am-3:15pm

Students arriving after 8:00am must have a tardy note from the main office.

TEACHERS' LOUNGE

Teachers should use the teachers' lounge in the mornings before classes, in the afternoon after classes, or during planning periods. Teachers using the lounge while students are under their supervision do so at the risk of being ***NEGLIGENT and LIABLE***. The ***teachers' lounge IS OFF LIMIT TO STUDENTS***. This includes before, during and after school.

TEACHERS SHOULD NEVER LEAVE THEIR CLASSES UNATTENDED.

You are responsible for all students under your supervision until they leave campus.

TEACHERS' WORKROOM

This area is provided for teachers to duplicate materials and to work with equipment that is not available in the classroom.

Please Note: Should the copier require maintenance intervention, please see the school's secretary immediately, do not leave it for someone else to notify her.

TEACHERS' MAILBOXES

Teachers' mailboxes are located adjacent to the main office. These should be checked in the morning and in the afternoon. Students ARE ***NOT ALLOWED*** to have access to teachers' mailboxes.

TEACHER SUPPLIES

Supply Forms are on-line. Complete the form and place it in the mailbox labeled for supplies. Once requests are approved, supplies will be issued if available.

TELEPHONE

Teachers will find it necessary to make calls during the school day. Teachers should try to use the telephone when they are not assigned to class. If teachers receive calls which are an EMERGENCY, they will be called to the telephone immediately. A note with a return number placed in the teacher's mailbox will announce all other calls.

Long distance calls which do not pertain to school business are to be made using your personal phone.

Note: Cell phones/blue tooth should be turned off/on vibrate and out of sight during the instructional day/when you are supervising children.

TEXTBOOKS

The assistant principal will issue a memo concerning the handling of textbooks.

TITLE IX-GRIEVANCE PROCEDURE

SEE STUDENT HANDBOOK

USE OF STUDENTS' TIME

Students' time should be guarded and should not be used unwisely. The use of students to run errands during class time or after class or to do teachers' unrelated tasks is to be avoided at all times.

VISITORS

All visitors must report to the office upon arrival on campus. Teachers are to report all unauthorized visitors to the office. Teachers and students are not to bring friends or relatives to school during the regular school hours. Students are not allowed to talk with people in parked cars.

CAFETERIA (See Student Handbook)

Teacher's Breakfast & Lunch will be A la Carte. Breakfast and Lunch is free for all Students. Do not take any food from students. Students may share with other students only.

Teachers are to follow these procedures during lunch periods.

1. Teachers are to go with their students to the cafeteria.
2. Students are to sit at assigned tables with their teachers.
3. Students are to enter, carry trays up, and exit from the cafeteria as a group. Students are to enter the cafeteria as a group.
4. Teachers who escort students to the cafeteria are responsible for appointing table monitors who are to do the following:
 - A. Wipe Table Tops
 - B. Pick-up Paper and other trash under tables and area (if necessary). sweep the
 - C. Spilled food is the responsibility of the student who spilled it.

Cafeteria Manager – Christopher Brayboy

INSURANCE INFORMATION: See the Secretary

FUNDRAISING

This will be handled through PTO & Administration. Any questions should be directed to Administration.

TEACHER PROFESSIONALISM

1. Teachers are expected to maintain professional relations with students, teachers, parents, and community.
2. **THE FACULTY/ADMINISTRATION** has always emphasized professional dress. It is our belief that to be treated as **PROFESSIONALS** we must first exhibit a **PROFESSIONAL APPEARANCE** on a daily basis (See PSRC Policy Manual).
3. Teachers are prohibited from eating/drinking in their classroom during times that they are teaching students.
4. We want to emphasize the development of high values for education with our students. We must model this in our walk, dress, and every interaction we have with students.

MORNING/AFTERNOON DUTY SCHEDULE TRANSPORTATION

The Public School Laws of North Carolina provide that teachers be present when school buses are loaded and to be dispatched in the afternoon, in order that we may assure our pupils safety.

All buses will load and unload in the regularly assigned areas. Buses will not be permitted to leave the campus in the afternoon without the direction of the teachers. Therefore, when you are scheduled to be on bus duty, please be there. Persons on duty in the mornings are to be on bus duty by 7:30am. **PUNCTUALITY WILL BE NECESSARY.** Stress bus safety procedure and conduct during homeroom on a regular basis. Students will walk to and from the bus area. The assistant principal is responsible for bus transportation and all duty assignments.

Multi-Tier System of Support (MTSS) / Mr. Elmers

Multi-Tier System of Supports/Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. The MTSS team consists of student services personnel, selected classroom teachers in the school, and other service providers, as needed. The team meets routinely to discuss issues, plan services, and provide case management services for at-risk students.

ALL MONIES COLLECTED BY A TEACHER MUST BE RECEIPTED AND DEPOSITED ON THE SAME DAY. No money is to be held for any reason. If an error is made on a receipt and it is necessary to void that receipt, both copies must be voided and stapled together in the receipt book. All receipt books must be turned in at the end of the year for the yearly audit. It is important that receipt books are kept accurately. After all money has been collected, receipt book should be turned in to the Bookkeeper. Remember to keep your daily receipts in chronological order. Please follow these instructions for turning in money:

- A. Count Money
- B. Fill-Out Teacher's Deposit Slip
- C. Arrange Money in Like Denominations. Loose change in large amounts should be rolled (wrappers are available in the office.)
- D. Get a receipt for all monies from the secretary.
- E. Money is to be turned in each day. It will not be accepted any later than **2:00pm** each day.
- F. Never turn in more money than you have actually collected. Also, never turn in less money than what you have collected.

EVERYTHING MUST MATCH.

- G. Keep all your receipts in order per day. You will need to produce them again at the end of the school year and/or whenever there is an audit

NEVER DISCARD YOUR RECEIPTS.

- H. If you must void a receipt, the white copy

(ORIGINAL) must be attached and both voided. If not have the white copy, a check must be issued through the bookkeeper.

you do

I. Please do not ask the bookkeeper to write a check for item/items not yet purchased.

RESPONSIBILITIES AND DUTIES OF THE DEPARTMENT CHAIRPERSONS

1. Establish a budget for the department, in cooperation with the principal.
2. Help develop school and departmental mission and belief statement.
3. Preside over department meetings which shall be held at least once a month. Minutes of the meeting will be submitted to the principal.
4. Appoint a departmental secretary.
5. Lead the department both in curriculum, instruction, classroom discipline, organization, and structure.
6. Report to the principal concerns of the department.
7. Disseminate materials and information to the departmental members.
8. Represent the school at various meetings when the department is involved.
9. Provide monthly pacing updates (Yearly Plan Revisions) to the principal.
10. Review lesson plans and observe teachers as directed by the principal.
11. Meetings should be held monthly or more often and proper documentation should be kept.

P.T.O/Title 1 Night

The Rosenwald Elementary School PTO will meet several times a year. All meetings will begin at 5:00pm and end at 7:00pm. 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.

Dates: **September 27, 2021**
March 9, 2022

December 8, 2021
May 4, 2022

North Carolina Compulsory Attendance Law

North Carolina General Statutes § 115C-378

(a) Every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and 16 years shall cause the 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. Every parent, guardian, or custodian in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause the 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 unless the child has withdrawn from school.

(b) No person shall encourage, entice or counsel any child of compulsory school age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy

LAWFUL ABSENCES

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
Page 13 of 72 NC DPI Attendance
9. **Absence related to deployment activities:** - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian (G.S. 115C-407.5 Article V (E)).
10. **Child Care:** Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

Rosenwald Elementary requires:

- The student **MUST** bring a note on the day he/she returns to school and submit this note to the homeroom teacher. The parent will need to follow up with their child to make sure the note was submitted to the teacher. If you receive a letter from the school stating your child has 3 unexcused absences, then that is the time you need to make contact with the social worker. This is also an indication that the teacher may not have received notes for those days. **If your child accumulates more than 12 unexcused absences, the state mandates court action.**
- The note must contain the following information: student's first and last name, date(s) of absence, reason for absence and parent/guardian's signature. **Rosenwald Elementary School** can only accept 10 handwritten notes from the parents for absences. If the student accumulates more than 10 absences, a note is required from the doctor.
- A student reporting to school after 8:00 a.m. must sign in at the Main Office.
- If a student checks out before 11:30 a.m. this is considered an unexcused absence. A note must be brought to the teacher the day the student returns and the note must indicate why the student left early. Even if the parent receives a call from school personnel stating their child is sick, the parent has to provide a note when the student returns to school. **There will be no student checkout after 2:45pm**
- For any questions concerning your child's absence, you may contact the School Social Worker, Jill Brown at 910-628-4291.

Please See Updates to Attendance Policy Below

Old Policy	New Policy
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.	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.
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.	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.
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	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

for up to two days for such offenses.	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>C. EARLY RELEASE</p> <p>1. Elementary 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 at the classroom. Excessive requests for early dismissal shall be handled in the same fashion as excessive absences.</p> <p>2. Secondary Schools</p> <p>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>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 at 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</p> <p>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. 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</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</p>

<p>for the following reasons:</p> <ol style="list-style-type: none"> 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. <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 the specified time period.</p>	<p>documentation from a doctor, dentist, or court official must be submitted in order for absences 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:</p> <ol style="list-style-type: none"> 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 <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>
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<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>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, 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>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</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.</p> <p>Interventions could include:</p> <ol style="list-style-type: none"> 1) parent education/counseling sessions; 2) individual/student counseling;

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.

Students with excused absences due to documented chronic health problems are exempt from this policy.

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.

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 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.

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

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 the board policy, 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 board policy, Prohibition Against Discrimination, Harassment and Bullying 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; or
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

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 for 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 or ADA 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 board policy.
- 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 board policy, Prohibition Against Discrimination, Harassment and Bullying. 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 board policy, Prohibition Against Discrimination, Harassment and Bullying.
- 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 or ADA 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 board policy, Prohibition Against Discrimination, Harassment and Bullying. 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 for human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.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 board policy. 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 board policy, Prohibition Against Discrimination, Harassment and Bullying.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; 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; *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); *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-407.10; State Board of Education Policy HRS-A-007

Adopted: December 8, 2009.

Policy Code: 2235 Advisory Councils	

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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

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 Papilloma Virus (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 maintains vision and hearing conservation programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. Distance visual acuity screening is conducted annually by school nurses for students in grades 1, 3, 5 and 7. 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. Hearing screening is conducted annually by school

nurses for students in grades 1, 3 and 5. Additional screenings are conducted on students who demonstrate possible hearing problems, are being evaluated for the Exceptional Children's Program or are referred by teachers. Parents/guardians are notified by the school nurse if the screening results are outside the normal range.

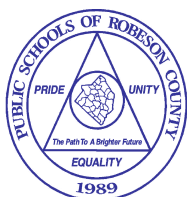
Dental screenings are conducted annually for students in Kindergarten and 5th grade by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

Parent Notification of North Carolina Immunization Law

This is to inform you 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.

Source: Health Services (for inclusion in Student Handbooks annually)

Revised 7-10



Office of the Superintendent

Public Schools of Robeson County

**Post Office Drawer 2909
Lumberton, North Carolina 28359
(910) 671-6000
Fax (910) 671-6024**

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. This form must be completed by the physician for both prescription and over-the-counter drugs. 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. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

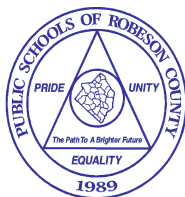
- (3) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
- (4) Self-medication: In accordance with NCGS §115C-375.2 and G.S. 115C-375.3, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes, may self-medicate 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 7-10)



Public Schools of Robeson County

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

School Name: _____
School Fax: _____

Office of the Superintendent

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 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 _____

Telephone _____

Physician's Address

PARENT'S PERMISSION

I hereby give my permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician. 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 06/11

M E M O R A N D U M

TO: ALL STUDENTS / EMPLOYEES

FROM: MS. 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 so are not hazardous to your health.

ROSENWALD ELEMENTARY TEACHER & STUDENT HANDBOOK VERIFICATION FORM

This is to verify that I have read and I understand the information presented in the 2019-2020 teacher handbook and the 2019-2020 student handbook.

Print Faculty/Staff Name

Faculty/Staff Signature

Date

Note: Please return this page to Mr. Dial by September 10, 2021.

This form will be placed in your personnel file at Rosenwald Elementary School.