

# Parent/Student Handbook

2023 – 2024



Fairgrove Elementary School  
1953 Fairgrove School Road  
Fairmont, NC 28340

Telephone: (910)628-8290 Fax (910)628-6181

## “One Team–One Goal”

.....bringing inspiration and innovation to every child in order to achieve their  
potential as life long learners.

Dr. Freddie Williamson, Superintendent  
Public Schools of Robeson County

Mrs. Tawanna Curry, Principal  
Mrs.s. Shauntia McLeod, Asst. Principal

# Fairgrove Elementary School

## **Administrative Staff:**

Mrs. Tawanna Curry, Principal  
Mrs. Shauntia McLeod, Assistant Principal  
Ms. Nicolette Hunt, Academic Coach

## **Support Staff:**

Mrs. Pamela Skipper, Data Manager  
Ms. Haliey Clark, Secretary/Bookkeeper  
Dr. Sara Lennon-School Counselor  
TBD -Social Worker  
Beany Lowery -Youth Development Specialist  
Mrs. Luanna Shooter- School Nurse  
Ms. Hannah Walters- School CNA

## Advisory Council 2023 - 2024

Lindsey Deese  
April Goins  
Melissa Mace  
Tabitha Stephens

## Advisory Council/PTO/Parent Conference Meeting Dates 2023 - 2024

**Location: Fairgrove (Conference Room/Designated Areas)**

**September 26, 2023 - 5:30pm**

**November 7, 2023 - 5:30pm**

**February 6, 2024 - 5:30pm**

**April 16, 2024 - 5:30pm**



**FAIRGROVE ELEMENTARY SCHOOL**  
**1953 Fairgrove School Road**  
**Fairmont, N.C. 28340**

**Phone: 910-628-8290**

**Fax: 910-628-6181**

**Mrs. Tawanna Curry, Principal**

**Mrs. Shauntia McLeod, Assistant Principal**

Dear Parents and Students,

Welcome to the 2023-2024 school year! We're excited about all that this new school year has to offer and look forward to working together as a family to ensure that our students are provided with the best educational experience possible to be critical thinkers and responsible citizens.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

This year Fairgrove Elementary will be committed to academic excellence in all that we do, with a determined expectation that all students can LEARN and SUCCEED. We will continue to be persistent, nurturers, dedicated, and eager to communicate effectively in diverse learning partnerships.

The wonderful Fairgrove staff and I feel privileged to be a part of this school family. We thank you for your continuous support and look forward to building positive relationships that support academic and social growth for all. Please feel free to contact me at [910-628-8290](tel:910-628-8290) or at [tawanna.curry@robeson.k12.nc.us](mailto:tawanna.curry@robeson.k12.nc.us).

Again, welcome back!

Sincerely,

*Tawanna M. Curry*  
Tawanna M. Curry, MSA  
Principal

**"You can't lead the people if you don't love the people. You can't save the people if you don't serve the people." Cornel West**

## **Public Schools of Robeson County**

### **Mission Statement**

**“Educating All students by building a Foundation for Learning in an Ever-Changing Global Society”**

### **Fairgrove Elementary**

#### **Mission Statement**

**“At Fairgrove Elementary our mission is to provide a safe environment, promoting respect and motivating students to learn and to act responsible. We believe education is the shared responsibility of the student, home, school and community.”**

#### **Vision Statement**

**“To bring inspiration and innovation to every child in order to achieve their potential as life- long learners.”**

#### **Colors and Mascot**

**Fairgrove Elementary School colors are  
black and gold.**

**The school mascot is the Bear.**

# **Equal Educational Opportunity**

## **Legal Reg: Title IX of the Education Amendments of 1972**

### **Section 504 of the Rehabilitation Act of 1973**

#### **CURRICULUM & INSTRUCTION**

Fairgrove Elementary is focused on learning! This school year we will focus on achieving

Fairgrove Elementary provides an instructional program based on North Carolina's Basic Education Program. The goals are to:

1. Increase knowledge and achievement for students to be competitive with other 21<sup>st</sup> century learners
2. Develop self-esteem
3. Develop respect for self and others
4. Provide a healthy and pleasant environment in which to work and learn

Our basic program description follows:

Pre-K: Curriculum will be based on early childhood theory.

Kindergarten: Pre-school experiences extend into kindergarten. Students learn alphabet and number concepts, develop an interest in reading, and begin pre-writing skills and express ideas through drawing or painting. Assessments are conducted throughout the school year to provide evidence of student progress.

1<sup>st</sup>-2<sup>nd</sup>: Reading and math skills are developed to help students become independent learners. Students use the media center; read for pleasure and to find information, write stories and reports, and learn to spell common words used daily. Science and Social activities are integrated into the Language Arts Program. Assessments are conducted throughout the school year to provide evidence of student progress.

3<sup>rd</sup>: Reading and Math programs are continued to help students become independent learners. Students are expected to meet the state standard of achievement on the End-of-Grade

testing. Benchmarks and other assessments are conducted throughout the school year to provide evidence of student progress.

\*\*\*Technology is integrated into classroom lessons as students prepare to be globally competitive learners. Classroom instruction is aligned with Common Core and Essential Standards.

### **GRADING SCALES**

The grading scale for Grades K-2 is as follows:

- Level 4 Exceeds Proficiency:
  - ☐ Consistent performance beyond grade level
  - ☐ Works independently
  - ☐ Understands advanced concepts
  - ☐ Applies classroom strategies creatively
  - ☐ Shows confidence and initiative
  - ☐ Justifies and elaborates on responses beyond grade level expectations
  - ☐ Makes critical judgments
  - ☐ Makes applications and extensions beyond grade level expectations; Applies Level III competencies in more challenging situations
- Level 3 Proficient:
  - ☐ Exhibits consistent performance
  - ☐ Shows conceptual understanding
  - ☐ Applies strategies in most situations
  - ☐ Responds with appropriate answer or procedure
  - ☐ Completes tasks accurately
  - ☐ Needs minimal assistance
  - ☐ Exhibits fluency and applies learning
  - ☐ Shows some flexibility in thinking
  - ☐ Works with confidence
  - ☐ Recognizes cause and effect relationships
  - ☐ Applies, models, and explains concepts
- Level 2 Not Yet Proficient:
  - ☐ Exhibits inconsistent performance and misunderstanding at times
  - ☐ Shows some evidence of conceptual understanding
  - ☐ Has difficulty applying strategies or completing tasks in unfamiliar situations
  - ☐ Responds with appropriate answer or procedure sometimes
  - ☐ Requires teacher guidance frequently
  - ☐ Needs additional time, opportunity to complete tasks
  - ☐ Demonstrates some Level 3 competencies, but is inconsistent

- Level 1 Limited Proficiency:
  - ☐ Exhibits minimal performance
  - ☐ Shows very limited evidence of conceptual understanding and use of strategies
  - ☐ Responds with inappropriate answers and/or procedures frequently
  - ☐ Very often displays misunderstanding
  - ☐ Completes tasks appropriately and accurately infrequently
  - ☐ Needs assistance, guidance, and modified instruction frequently

### **3<sup>rd</sup>-5<sup>th</sup> Grade**

- **A=90-100**
- **B=80-89**
- **C=70-79**
- **D=60-69**
- **F=50-59**

### **Music, Art, And PE**

**S=Satisfactory**

**N=Needs Improvement**

**U=Unsatisfactory**

### **Testing Program~**

- Below you will find the local and state assessments used in each grade level to determine grade level proficiency:
- **Kindergarten through Second Grade**
- Teachers in kindergarten, first and second grades use mClass Dibels and Classworks as a benchmarking and assessment tool to determine students' level of performance in phonemic awareness, alphabetic principle, accuracy and fluency with connected text, reading comprehension, and vocabulary. Students are assessed at the beginning of the year (BOY), middle of the year (MOY), and at the end of the year (EOY). Teachers also progress monitor students throughout the school year, and use this information to guide their instruction.
- Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade will also be assessed in mathematics. Students will complete math tasks periodically throughout the school year. All K-2 students will complete the K-2 Summative Math assessment at the end of the year.
- **3<sup>rd</sup> Grade**
- 3<sup>rd</sup> grade students will take a Beginning of Grade Assessment (BOG) within the first 10 days of the academic year. 3<sup>rd</sup> grade students will be assessed periodically throughout the school

year in Reading using Istation as a benchmark assessment. NC Check-Ins will be administered at least three times a year as math benchmarks. 3rd grade students will also participate in the NC End of Grade Testing program in Reading Comprehension and Mathematics each year in the month of May. Basic Facts to remember about EOG:

- ▪ Multiple choice tests
- ▪ Administered over two days. (One day for Reading, one day for Math)
- ▪ Reading test measures students' abilities to read and comprehend Informational and Literary selections. Students must be able to answer questions by choosing the **best** answer from the choices provided.
- ▪ Math tests measure skills by knowledge.

#### **Promotion/Retention~**

- Students who demonstrate grade level proficiency based on local and state standards are promoted to the next grade level at the end of the school year. Students who do not meet grade level proficiency based on those standards may be retained.
- Students in 3<sup>rd</sup> grade will take an End-of-Grade test near the end of the school year. The test is designed to measure student proficiency in grade-level reading and math standards. Any student who does not meet the district benchmark or state-mandated EOG assessment levels of proficiency (Levels 3, 4, or 5) in reading or math will be provided remediation and enrichment opportunities. A Personalized Education Plan will be developed with the parent, teacher and student to assist in meeting the expectations for proficiency.
- ***Insufficient attendance, failing/unsatisfactory grades, and/or lack of adequate progress may cause a student to be retained in a grade.*** Parents are given adequate notification of student performance through progress reports, report cards, conferences with the teacher, and possible retention letters. It is very important that parents heed such notification and work with the child and the teacher to try to turn the situation around. The principal shall ensure that the promotion standards are used by teachers in assessing each student's readiness to progress to the next level of study. ***Principals have the authority to promote and retain students based upon the standards established by the board and any applicable standards set by the State Board of Education. (Board Policy Code: 3420 & General Statute § 115C-288)***



### **PSRC Retention Policy~**

- The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. These standards will be based, in part, upon proficiency in reading. Multiple criteria will be used for assessing a student's readiness to progress to the next grade level, including but not limited to the following: EOG scores, formative and diagnostic assessments, grades, a portfolio of student work samples, etc. **Per § 115C-288, Powers and duties of principal and PSRC Board Policy 3420, school principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.**
- Teachers are required to make timely notification to parents prior to any decision regarding retention. They will be sure that the following notification has been made:
  - A. Parent notification with parent signature at the end of the second nine weeks or with the report cards for the 2nd nine weeks.
  - B. Parent notification with parent signature at the end of the third nine weeks.
  - C. Student must have documentation to support retention:
    - a. Grades
    - b. Attendance
    - c. Test scores
    - d. Student work
    - e. Interventions
    - f. Progress Monitoring
    - i. Students should be offered tutorial services based on student needs identified through data.
    - ii. At-Risk for Retention Parent conference
- North Carolina Read to Achieve legislation also impacts all promotion/retention decisions for K-3 students. The goal of this program "is to ensure that every student read at or above grade level by the end of third grade and continue to progress in reading proficiency so that he or she can read, comprehend, integrate, and apply complex texts needed for secondary education and career success."(Article 8 Chapter §115C )

## **Requirements for IEP Meetings**

- Every effort will be made to notify teachers as soon as possible when IEP meetings are scheduled by the EC department.  
**Please note that your participation in IEP meetings is required by law.** Regular education teachers are legally bound to follow any modifications/accommodations that are listed in a child's IEP in the regular setting. Coverage for your class will be provided. In order for meetings to run smoothly and timely,
- Teachers are responsible for providing requested information to the EC department in a timely manner. Information that will be requested includes (but is not necessarily limited to) the following:
  - Copy of student report card and/or progress report
  - Student Attendance information
  - Student Disciplinary information
  - Student work samples
    - Assessment data (including iReady student reports, classroom assessment scores, etc.) •
    - MTSS documentation
- Any other documentation as requested by the EC department

**Students have access to the computer lab, guidance counselor, music, art, physical education classes, and the media center.**

### **Promotion/Retention Philosophy**

The Public Schools of Robeson County maintain high academic expectations for all students and believe that staff, students, parents, and the community must share the responsibility for continuous growth in student achievement/accountability. Local promotion requirements and state standards, based on the need for requirements for promotion to the next grade, should be supported by early and continuous assistance to students who are not performing at a proficient level.

It is our desire that every opportunity for success be given to each student in the Public Schools of Robeson County.

### **Academic Intervention**

Teachers in grades K-8 are responsible for early identification and providing interventions for any student having learning difficulties and performing below proficiency. The following intervention strategies shall be implemented.

1. Contact parents immediately when difficulties are noted.

2. Use the Response to Intervention process to assist struggling learners. A Personalized Education Plan (PEP) shall be developed to improve a student's targeted academic deficits. Parents are provided opportunities to participate in the plan. The SSMT members, appropriate teachers, and the parent(s) are to sign the plan to indicate a collaborative partnership with the home and school. The student's progress will be monitored by the teacher(s), principal, and SSMT members to ascertain any needed revisions. The PEP should include the following:
  - a. Instructional opportunities (interventions) that are different from those previously used should be implemented
  - b. Examine the possibility of referring students who continuously exhibit a lack of academic progress to other programs (i.e., Exceptional Children's Program, intensive tutoring etc.) If retention is a possibility for students not receiving Exceptional Children's services, two written notices must be given to the parent(s)/guardian(s). The first notice, requesting a parent conference, must be sent in January, with the conference scheduled immediately. If retention remains a possibility, the second written notice must be sent by the end of the third grading period.

Promotion or retention decisions shall be made according to the state and local policy. Promotion and retention decisions must take into account test scores, assessments, and other information which may indicate a student's level of proficiency. Remediation and committee reviews will be offered to help determine promotion or retention. According to North Carolina General Statutes G.S. 115C-288, the principal has the authority to grade and classify students and to make final decisions whether or not to promote or retain students.

### **School Day**

The school day begins at 7:50 a.m. and ends at 3:10 p.m. The tardy bell rings at 7:50 a.m. If your child arrives late, he/she will need to be signed in at the front office. School buses begin to depart at approximately 3:10p.m. **Students will only be allowed to change buses when the change is permanent. If the student's stop is not his/her home address, a note must be provided from the owner of the dwelling in which they are to be delivered/picked up granting permission to do so.** Any change in normal procedure of going home must be preceded by a note from home explaining the reason for the change and is not official until signed by the principal.

**No change will be made by phone, as we cannot be absolutely positive that the parent or legal guardian is indeed the person on the telephone.** Please follow this policy, as we want to ensure absolute safety for your child.

### **Bringing Students Early**

Early morning care is not provided. Students **should not** be dropped off at school before 7:25 am.

### **After School Release**

School is dismissed at 3:10 p.m. daily. All students should load buses at this time in the circle or be picked up by a designated person in the student pick-up area. Under no circumstances is it permissible for a child to be left at school, after dismissal, for over ten minutes before being picked up. Due to legal issues, the school cannot be responsible for the safety of your child after school hours. Also, no staff member will be allowed to keep children in their classroom after 3:10 p.m.

### **Attendance**

#### **Policy Code: 4400 Attendance**

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.

### **EXCUSED ABSENCES**

When a student must miss school, a written excuse signed by a parent or guardian stating the reasons for and dates of the absences must be presented to the principal on the day the student returns after an absence. Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:

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

8. absence due to pregnancy and related conditions or parenting, when medically necessary; or

9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

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

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.

#### E. SCHOOL-RELATED ACTIVITIES

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:

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.

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.

#### F. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

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.

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.

Students or parents may appeal absences to a committee composed of the principal, homeroom teacher and guidance counselor. All absences in excess of five consecutive days must be appealed. Students who forfeit credit due to absences may appeal their cases to the appeals committee based on the following reasons: (1) bad weather causing the bus not to transport the student to school; (2) extended illness with a statement from a doctor verifying that the illness and the necessary care exceeded 10 days for a student in kindergarten through grade eight or five days for a student in grades nine through 12; (3) hospitalization for an injury which prevented the student from attending school for more than 10 days; (4) conditions in the home which required the student to miss school; or (5) prearranged absences relating to religious holidays and retreats.

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

#### **+Tardies**

The instructional day begins at 7:50am. Students should have breakfast and be ready to begin the day at 7:50am each morning. Board policy 4400 states



“A student who is tardy to school must sign in through the school’s main office. principal or designee shall issue the student a late admission slip.

A student who is tardy to class shall be answerable to the teacher. When tardiness becomes disruptive to instruction, the teacher shall refer the problem to the principal.

Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.”

Upon the student’s 4<sup>th</sup> tardy to school, the parent/guardian must attend an administrative conference. Students are subject to a suspension of up to two days upon reaching the 12<sup>th</sup> unexcused tardy.

### **Early Release**

Children are to remain in school each day until 3:10 p.m., dismissal time, unless there are extenuating circumstances. All parents or legal guardians requesting early release of a child prior to dismissal **MUST** sign for the child in the school office. At this time, the student will be called to the office. Parents **may not** pick up a child at the classroom without a permission slip from the office. All visitors must report to the office **immediately** upon arrival on campus. Any person wishing to pick up a child early may be asked to show their picture ID. In addition, any person picking up a child must have his/her name on the child’s pick-up list.

After the 4<sup>th</sup> unexcused early dismissal from school, an administrative conference will be required. Upon the 6<sup>th</sup> unexcused early dismissal, a team conference with the administration and the child’s teacher will be required. Upon the 10<sup>th</sup> unexcused early dismissal, the student may be subject to suspension for truancy. Ten unexcused early dismissals may result in the child’s retention in his/her current grade.

### **Board policy 4400 states**

“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.” “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.”

### **Address Changes**

It is **imperative** that the school has at least one phone number where we may reach you, in case of an emergency. Please report any change of address or telephone number to your child’s teacher or the office **immediately**. Please keep us informed!

### **Bus Assignments**

Each student will be assigned to the bus that passes his/her home. When your child cannot ride his/her assigned bus to or from school, you will need to make other arrangements for transportation. Some parents leave home or work before children leave for school. If you are a working parent and your child(ren) needs to ride a different bus to a babysitter, you will need to talk with the principal to obtain approval to complete a bus reassignment. The Bus Reassignment form should be completed at least 24 hours in advance.

### **School Closing**

In the event of inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio stations: WGQR-105.7 FM, WFMO-860 AM, WLNC-1300 AM, WIOZ-106.9 FM, WFNC-640 AM, WEWO-1460 AM, WSTS-100.9 FM, WKML-95.7 FM, WZFX-99.1 FM, WQSM-98.1 FM, WFLB-96.5 FM, and television stations: WRAL-Channel 5, WTVD-Channel 11, WECT-Channel 6, WBTW-Channel 13, WPDE-Channel 15, and WWAY-Channel 3. If no report is heard, it may be assumed that school will be opening on time. **PLEASE DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS, SO THAT THE SCHOOL’S LINES MAY BE KEPT OPEN FOR EMERGENCY CALLS.**



Protection of our instructional day is paramount in creating an atmosphere where learning is the objective. Because of this, our school will observe the conditions for visitors.

Visitors during the school day will be approved based on the following:

1. parent/teacher conferences during scheduled conference times.
2. parent/student lunch dates during scheduled lunch times.
3. emergency visits that will not involve classroom visitation.

### **Policy Code: 5020 Visitors to the Schools**

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

#### **A. OPPORTUNITIES TO VISIT THE SCHOOLS**

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

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators. Social visitations generally are not permitted.
2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy [5030](#), Community Use of Facilities.

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

## B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

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

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school board policies, including policy [5025](#), Prohibition of Alcoholic Beverages; policy [5026/7250](#), Smoking and Tobacco Products; and policy [5027/7275](#), Weapons and Explosives Prohibited.
3. Persons who are subject to policy [5022](#), Registered Sex Offenders, must comply with the provisions of that policy.

## C. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

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

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

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

1. order the individual to leave school property;
2. notify law enforcement;  
or
3. take any other action deemed appropriate under the circumstances.

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

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

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

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

Adopted: July 12, 2011

### **Illness or Injury**

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

### **Fire & Tornado Drills**

Fire drills and tornado drills will be conducted throughout the year. Basic rules to remember are as follows:

1. Follow instructions from your teacher indicating how you are to leave the building in case of a fire.
2. Follow instructions from your teacher in positioning your body against a wall in case of a tornado.
3. Walk quietly. Move quickly to the designated area.

### **Telephone**

The telephone in the office is for school business only. Students will not be allowed to use the phone unless it is an emergency. We do not accept phone messages for students.

### **Lunch/Breakfast**

The school cafeteria operates a grade "A" program. Students should be encouraged to eat in the cafeteria daily. The cafeteria is both a nutritional and educational center and is recognized as an essential part of a well-rounded school program.

Breakfast will be served daily from 7:25 am -7:55 am. Time allotted for students to eat lunch is twenty minutes per class. Lunch and breakfast is free for all students.

### **School Fees/Insurance**

School insurance will again be offered under several plans: See brochure for pricing information. Several options are available. Please read all information and make your selection carefully. **Please make checks payable directly to the insurance company. Refer to brochure for initial enrollment deadlines.** The cost is small compared to the potential cost of medical care; parents are encouraged to take advantage of this service.

Each participant in any field trip activity must be covered either through the school system or through comparable insurance carried by the parent.

If you currently do not carry insurance on your child, you may consider purchasing school insurance. This will provide insurance coverage for your child.

### **Label Clothing**

**Please** label jackets, coats, gloves, hats, etc., so that teachers and office personnel can return misplaced clothing to your child. If you're missing an article of clothing, please speak directly to your child's teacher.

### **Dress Code**

Reasonable judgment should be used in regards to dress, styles, and current fashions. Clothing styles are constantly changing; therefore, it is impossible to list all dress and grooming trends that are inappropriate for school wear. The interpretation of inappropriate clothing rests with the local school administration.

1. Shoes and sandals are to be worn at all times during the school day.
2. Sunglasses, hats, caps, head scarves, or head covers of any description worn inside a school building are not permissible unless authorized for a special reason.
3. Gang attire or related dress cannot be worn.
4. Clothing with vulgar language, inserts, signs or clothing advertising drugs or alcoholic beverages are not permissible.
5. Distractive, scanty clothing, spaghetti-strap tank tops, halters, low cut tops, mini-skirts, midriff blouses or noticeably tight or transparent clothing is not permissible.
6. Belts, if worn, must be kept on and tied or buckled at all times.
7. Students will be permitted to wear shorts to school. Shorts should be modest and of sufficient length. A guideline to use in determining whether or not the shorts are long enough is as follows:

*Have the shorts at the waistline; stand straight with arms and fingers fully extended by your side; the bottom of the shorts should be approximately even with the extended finger.*

### **Conferences**

It is vitally important that parents keep in close contact with teachers to monitor their child's progress. We encourage you to schedule **regular** conferences with your child's teacher. Please call the office to make appointments for conferences. Teachers will not be able to interrupt their instructional time to talk with parents who just stop by the class. Your cooperation in this matter will be appreciated. **At all times**, visitors should report to the office upon arriving at school. Please make an effort to communicate with your child's teacher on a regular basis. Your active involvement will benefit your child greatly by increasing their academic and social growth.

### **Student Records**

If you are withdrawing a student from our school, you **must** come to school to sign for the records to be released to another school. You will receive a withdrawal form and instructions from the office. **ALL TEXTBOOKS AND MONIES OWED MUST BE CLEARED** before the student secures a transfer



record to another school. You **must** check out through our office before you enroll in another school.

### **Textbooks**

According to state law, students/parents are responsible for textbooks issued to a student. When the books are collected at the end of the school year, they should reflect normal use. If they're in any other condition, you will be charged accordingly. Please keep books covered and don't let them get marked up, left out in the rain, etc. A lost textbook must be paid for before another is issued.

### **Homework Policy**

Homework is an integral and relevant part of every student's instructional program. It is used consistently throughout the grades and classes.

Homework has two important purposes: (1) to provide opportunities for vital parent/school communication and awareness and (2) to reinforce skills taught by the teacher, increasing student acquisition of skills. The Board of Education for the Public Schools of Robeson County encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence in learning, and create and stimulate interests.

A pattern of meaningful homework assignments is established by each classroom teacher, so that students and parents may plan accordingly. Homework is intended to be completed after school and only a limited amount of classroom instructional time is devoted to completion or discussion of homework.

Homework is not used as punishment and does not require the use of reference material not readily available in most homes or school libraries.

The purpose of all homework assignments should be clearly understood by both the teacher and the students. Appropriate follow-up activities, such as a review of homework assignments should always occur. Parents are highly encouraged to monitor their child's homework nightly.

### **Parties**

Any parties that are planned during the instructional day must be agreed upon by the classroom teacher and adhere by the following guidelines:

1. The party must be scheduled during the regular recess time for the class.
2. All refreshments/beverages must be store bought items and be served in their original packaging.
3. No gifts shall remain at the school with the student to be transported home as detailed below in the board policy.

We will honor these social requests as long as they do not present a problem to the school.

**Delivery of Flowers/Balloons**

The Robeson County School Board has adopted a policy that prohibits **any student** from receiving flowers/balloons delivered to the school during the school day. Please help us by cooperating with this policy.

**Tobacco Free Policy**

Effective August 1, 2008, the Public Schools of Robeson County are 100% Tobacco Free. The use of tobacco products by anyone at anytime on school grounds or during school activities is prohibited. Thank you for protecting the health of our youth by not using tobacco on our campus.



### Internet & Media Acceptable Use Policy Agreement

I have read the Rules and Regulations regarding the Acceptable Use Policy for Internet and Media in the Public School of Robeson County and I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my compliance with the above Rules and Regulations and hereby agree to abide and ensure that my child is also in compliance. I further understand that any violation will result in loss of access privileges and is also subject to student behavior guidelines of the Public Schools of Robeson County, and local, state, and federal laws.

Please return this card to your child's teacher and keep the Internet & Media Acceptable Use Policy brochure for your records.

**I hereby grant permission for my child for each of the areas.**

#### PLEASE CIRCLE:

- YES NO** I hereby give permission for my son/daughter to have Internet access privileges.
- YES NO** I hereby give permission for my son/daughter to have electronic mail privileges for collaboration within the class and any approved electronic pen-pal programs.
- YES NO** I hereby give permission for my son/daughter's work samples to be posted on the Public Schools of Robeson County's website. All work submitted by students for posting will be listed by first name and/or teacher and grade.

Parent Name (Print)	Phone
Parent Signature	Date
Student Name (Print)	Grade
Student Signature	Date
Homeroom Teacher	

8/12/14



### Internet & Media Acceptable Use Policy Agreement

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Parent Name (Print)	Phone
Parent Signature	Date
Student Name (Print)	Grade
Student Signature	Date
Homeroom Teacher	

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

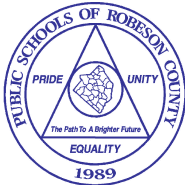
PLEASE CIRCLE:

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

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

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



## **Public Schools of Robeson County**

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

Office of the Superintendent

### **Garrett's Law**

NCGS §115C-375.4 mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza, Human 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 provides vision and hearing screening programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. Distance visual acuity screening is conducted annually by school nurses for students in grades 1, 3 and 5. 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, those who 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 qualified grade levels by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

### **Parent Notification of North Carolina Immunization Law**

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

### **North Carolina Health Assessment Transmittal Form**

Effective for school year 2016-2017, all children entering North Carolina Public Schools must present a Health Assessment Transmittal Form within 30 calendar days of the child's first day of attendance. The only form acceptable is the Health Assessment Transmittal Form created by the Division of Public Health and the Department of Public Instruction pursuant to House Bill 13.

Source: Health Services (for inclusion in Student Handbooks annually)  
Revised July 2020

### **Ley de Garrett**

\_NCGS §115C-375.4 ordena que al comienzo de cada año escolar, los consejos de educación locales velarán por que las escuelas suministren información a los padres y tutores de los estudiantes acerca de la meningitis meningococo, la influenza, el virus del Papiloma Humano (HPV) y sus vacunas.

Esta importante información está disponible para los padres y tutores en el siguiente sitio en internet <http://www.roberson.k12.nc.us/Garrett>. Usted también puede solicitar una copia de esta información a la enfermera de la escuela o en la oficina de la recepción.

### **Programas de Evaluación Médica**

El Programa de Servicios de Salud de las Escuelas Públicas del Condado Robeson ofrece programas de evaluación de la de visión y audición para ayudar en la detección temprana y en la corrección de problemas de la visión y audición para que así se maximice el potencial de aprendizaje de los estudiantes. La evaluación de la agudeza visual a distancia es conducida anualmente por las enfermeras de las escuelas en los grados 1,3 y 5. Además, esta evaluación también se realiza a los estudiantes que demuestran posibles problemas de visión o a aquellos que han sido remitidos por los maestros-as, los cuales son evaluados por el Programa de Niños Excepcionales(agudeza visual cercana y a distancia). Cada año las enfermeras de las escuelas realizan un examen auditivo para los estudiantes en los grados 1,3 y 5. Las evaluaciones adicionales se llevan a cabo en aquellos estudiantes que demuestran posibles problemas de escucha, aquellos que han sido evaluados por el Programa de Niños Excepcionales o quienes hayan sido remitidos por los maestros-as. La enfermera de la escuela les notifica a los padres o tutores de los estudiantes si los resultados de las evaluaciones están fuera del rango normal.

Las Evaluaciones dentales son llevadas a cabo anualmente por un higienista dental en salud pública en los grados escolares reglamentarios de acuerdo con la sección de salud dental del estado de Carolina del Norte.

### **Notificación a los Padres de familia sobre la ley de vacunación en Carolina del Norte**

Les informamos a los padres y tutores de los estudiantes acerca de los requisitos de la leyNCGS §130A-155 (ley de vacunación de Carolina del Norte). Este estatuto ordena que ningún niño-a deberá asistir a la escuela (prek-12) a menos de que un certificado devacunas en el que se indique que el niño ha recibido las vacunas requeridas por la leyNCGS §130A-152 sea presentado en la escuela. Si no se presenta este certificado el primer de asistencia, el padre o tutor tendrá treinta días calendario a partir del primer día de asistencia para obtener las vacunas requeridas para el niño-a. Al terminar los treinta días, el director de la escuela no le permitirá al niño asistir a la escuela a menos de que

el certificado de vacunas requerido sea presentado o en caso de que el niño-a haya sido exento de la vacunas requeridas.

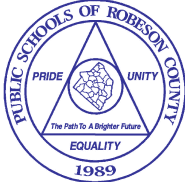
### **Formulario de Evaluación de Salud y Transmisión de Carolina del Norte**

A partir del año escolar 2016-2017, todos los niños-as registrados en las escuelas Públicas de Carolina del Norte deben presentar un formulario de Evaluación de Salud y Trasmisión dentro de los treinta días calendario después del primer día de asistencia. El único formulario aceptable es el creado por la División de Salud Pública y por el Departamento de Instrucción de Pública en conformidad con la ley 13 de la Cámara de Representantes.

Fuente: servicios de salud (para ser incluida en el Manual del Estudiante anualmente)

Revisada en Julio de 2020





## Public Schools of Robeson County

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

Office of the Superintendent

**TO:** PSRC Elementary and Middle School Teachers/Staff

**FROM:** Jennifer Freeman, Assistant Superintendent  
Stephaine Locklear, Health Services Supervisor

**RE:** School Health Services Bulletin 2020-2021

**Date:** August 5, 2021

### **Confidentiality:**

Your students' privacy is not just a right; it is a federal law. Teachers/Staff have a legal responsibility to keep student medical/health information confidential. Medical/health information should only be discussed on a **need to know** basis.

### **Required Annual Health Status Update Procedure:**

**Objective:** Health information will be obtained annually in order to meet students' health care needs during school hours.

- Each school will distribute the Required Annual Health Status forms to students at the beginning of each school year.
- Teachers will collect and review each form returned. Forms that indicate health problems should be photocopied and the copies forwarded to the school nurse for management of the student's health care needs.
- Within the first 30 days of school, teachers will file all original forms in the students' cumulative folders and discard forms from the previous year.
- A Health Status Update form should be completed (in school office at time of enrollment) for all new students enrolled throughout the school year and copies forwarded to the school nurse that indicate health problems.

**Care of School Children with Diabetes:**

Current legislation requires that all school personnel who work directly with students must be informed in the management of diabetes. Teachers and other appropriate staff must complete annual diabetes awareness training by September 30<sup>th</sup> of each year. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Diabetes Training.” After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse. NOTE: The power point presentation must be opened as a slide show (full screen) in order to open the post-test from the last slide.

**Emergency Supply of Epinephrine Auto Injectors on School Property**

As of November 1, 2014, local boards of education are required to supply emergency epinephrine auto-injectors on school property for use by trained school personnel to provide emergency medical aid to persons suffering from an anaphylactic reaction during the school day and at school sponsored events. An online training for all school staff has been added to PSRC homepage. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Emergency Epinephrine Training.” After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse.

**Administering Medication:**

According to North Carolina G.S. 115C-307 and PSRC Board Policy, a “Request for Medication Administration in School” form must be signed by the doctor and the parent before a student can receive medication at school. This includes prescription as well as over-the-counter medications (i.e., Tylenol, Neosporin, etc.) Staff members who have been designated by the principal and trained by the school nurse may only administer medications.

**Immunizations:**

North Carolina Immunization law G.S. 130A-155 states that no child shall be allowed to attend a school unless a certificate of immunization, indicating that the child has received the immunizations required by G.S. 130A-152, is presented to school.

**Homeroom teachers should verify students’ immunization status as follows:**

- Within the cumulative folder, locate the Permanent Health Record (salmon colored card or folder).
- Verify that the record is stamped “Immunizations Complete” and that immunization dates are documented with School Nurse signature. If not, contact the school nurse immediately.
- The school nurse will check all kindergarten and first grade records during the first 30 days of school.

### **Health Screenings:**

*Update: Mass screenings will not be held for the 2020-2021 school year due to COVID-19. If a student is exhibiting signs or symptoms of difficulty hearing teaching instruction or squinting/tilting head forward to see the board. Please complete a health referral form for follow-up by school nurse.*

- The School Nurse in conjunction with the Robeson County Health Department will coordinate dental screenings for students in kindergarten and fifth grade.
- The school nurse for all 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade students will conduct mass vision screenings during the month of October.
- Mass hearing screenings will be conducted by the school nurse for 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> as well as 2<sup>nd</sup> and 4<sup>th</sup> grade EC students during the month of October.

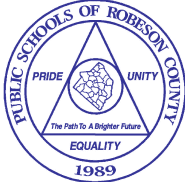
**Teachers will be notified of dates for dental, vision, and hearing screenings to provide sufficient time for assistance in pulling students' health records.**

### **Health Referrals:**

Please use the attached form (make copies) to make student referrals. Send the completed form along with the student to see the school nurse or place it in the nurse's mailbox.

### **BLOODBORNE PATHOGENS:**

All employees are required to participate in annual Bloodborne Pathogens initial or refresher training. School nurses will schedule refresher training in conjunction with the principal. To access online training, go to PSRC homepage, "Departments", "Health Services", and "Online Bloodborne Pathogens Training." After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse.



## Public Schools of Robeson County

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

Office of the Superintendent

Date \_\_\_\_\_

Dear Parent:

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

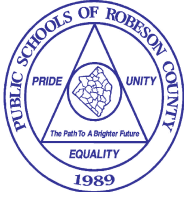
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. The physician for both prescription and over-the-counter drugs must complete this form. The form must be signed by the doctor and by you, the parent or guardian. Medication(s) must be brought to school by the parent/guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. The medication must be "signed in" at school by the parent/guardian.
- (3) Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (4) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
- (5) Self-medication: In accordance with *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 7-18)



# 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 occurs during the school day or if the student becomes ill, school officials are to:

a. \_\_\_\_\_ Contact me at my office \_\_\_\_\_ Telephone \_\_\_\_\_

b. \_\_\_\_\_ Take child immediately to the emergency room at \_\_\_\_\_

c. \_\_\_\_\_ Other \_\_\_\_\_

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

### **FOR SELF-ADMINISTRATION – Please complete this section:**

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

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

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

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

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

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

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Physician's Address

### **PARENT'S PERMISSION**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

Principal's Signature

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_

School Nurse's Signature

\_\_\_\_\_  
Date

Revised 07/18



## Public Schools of Robeson County

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

### Office of the Superintendent

Fecha \_\_\_\_\_

Estimado padre:

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

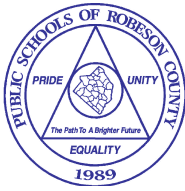
- (1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.
- (2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por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

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

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

Gracias por su cooperación.

(Revised 7/18)



## **Public Schools of Robeson County**

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

Office of the Superintendent

Date: \_\_\_\_\_

Dear Parent(s)/Guardian(s),

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

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

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

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

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

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

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

Sincerely,

### **Prescription Medicine**

If it becomes necessary for your child to be administered prescription medicine during the school day, parents **must** come to the office and obtain a form that must be completed by a physician and returned to the office. We will then be able to work with you in handling this matter. This form is **required** by school board policy and must be completed by your physician. **No medication will be administered without the proper forms on file.**

### **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.

### **Conduct**

Students are expected to respect the rights of other students and to protect school property. In order for maximum learning to take place in the classroom, we must maintain effective discipline at all times. Please stress to your child the importance of good behavior and respect for his/her teachers. Parents are highly encouraged to work closely with the teacher to correct any discipline problems that may arise.

### **Student Behavior**

In accordance with North Carolina Statutes and School Board Policy of the Public Schools of Robeson County, Green Grove School is implementing the Positive Behavior Intervention Support (PBIS) Program to govern the behavior of all Green Grove School district students. Violations of North Carolina General Statutes, Public Schools of Robeson County rules and regulations, and Green Grove School's policies or regulations may result in a disciplinary action or suspension, when appropriate.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. Discipline is not to be confused with punishment. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people to help students achieve maximum development of individual knowledge, skills, and competence to learn behavior patterns which enable them to be responsible, contributing members of



society. Without effective discipline, maximum learning will not take place in the classroom.

A complete copy of the school's Positive Behavior Intervention Support Plan can be found in the handbook. This will require your review and discussion with your child.

All professional staff members have the responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

The following prohibited behaviors will be referred to the principal for administrative actions. Students may be suspended for displaying prohibited behaviors.

### **Prohibited Behaviors at School**

1. Fighting/Bullying
2. Kicking, punching, hitting, biting, slapping.
3. Destruction of school property—marking on furniture, walls, destroying property.
4. Possession of weapons
5. Theft
6. Insubordination-refusal to respond to directions or carry out requests of school staff members.
7. Disrespect.
8. Profanity or derogatory statements to staff or students
9. Disruption of class
10. Bus- playing, fighting, standing up or out of the seat, damaging bus equipment, disobeying driver, throwing objects, and not following general bus rules
11. Creating an unsafe situation
12. Cheating
13. Possession/Use of Cellular Phones
14. Sexual misconduct

### **Possible Consequences Other Than Suspension for Violation of Student Code of Conduct**

1. Verbal Correction-Review of PBIS expectations
2. Time Out
3. Denial of Privileges
4. Buddy Contact
5. Group Counseling
6. Conference with Guidance Counselor
7. Behavior Contract
8. Contact Parents/Guardians
9. Administrative Conference with Parents/Guardians
10. SSMT (Student Services Management Team)
11. Other Agency Referral
12. Suspension

**13. Other options discussed by administrator**

According to the Positive Behavior Intervention Support Plan, when a child is brought to the principal's office, the teacher has already worked with the child, but feels further measures are needed. The principal will follow these procedures for behaviors other than those listed as prohibited:

**First Offense**

The principal will talk with the child and teacher. The child receives a warning and is given an opportunity to correct his/her behavior.

**Second Offense**

The principal will talk with the student and parent.

**Third Offense**

Possible suspension from school or other disciplinary actions, as deemed necessary, will occur. Parents may be asked to attend a conference concerning the child's behavior.

Please stress to your child the importance of good behavior at school. We need your help and encourage you to work closely with your child's teacher in all areas.

\*Refer to N.C. General Statute 115C-391 for detailed information concerning suspensions and expulsions.

Fairgrove Elementary School Matrix  
(Positive Behavior Intervention Support Plan)

	Classroom	Cafeteria	Playground/Gym	Bus	Hallway/ Common Areas	Restroom	Library	Assemblies/Sp ecial Events
Prepared	<ul style="list-style-type: none"> <li>Ready to learn</li> <li>Positive attitude</li> <li>Materials in place</li> <li>Keep work area clean</li> </ul>	<ul style="list-style-type: none"> <li>Get what you need the first time</li> <li>Know your number</li> <li>Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>Proper attire</li> <li>Appropriate safe shoes</li> </ul>	<ul style="list-style-type: none"> <li>Properly packed book bag</li> </ul>	<ul style="list-style-type: none"> <li>Walk and move carefully</li> <li>Stay on the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Wash hands with soap and water</li> <li>Be careful when exiting the stalls</li> </ul>	<ul style="list-style-type: none"> <li>Return books on the due date</li> <li>Place materials back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>Sit where you are directed</li> <li>Sit quietly</li> </ul>
Thinker	<ul style="list-style-type: none"> <li>Focus on your learning, Ask questions</li> <li>Be on task</li> <li>Be a good listener</li> <li>Do your best</li> </ul>	<ul style="list-style-type: none"> <li>Eat Promptly with good table manners</li> <li>Wait your turn in line</li> <li>Walk in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>Stop, look, and listen</li> </ul>	<ul style="list-style-type: none"> <li>Go to the bus in an orderly manner</li> <li>Board the bus once it stops</li> </ul>	<ul style="list-style-type: none"> <li>Give others proper space</li> <li>Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Pull lever 2 times for paper towels</li> <li>Turn water off</li> <li>Throw used items in trash can</li> </ul>	<ul style="list-style-type: none"> <li>Follow check out procedure</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Eyes to the front facing the presenter(s)</li> <li>Be an active listener</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>Allow for privacy of others</li> <li>Wait your turn</li> <li>Keep classroom clean</li> <li>Use polite words</li> <li>Follow rules</li> </ul>	<ul style="list-style-type: none"> <li>Polite to the servers</li> <li>Practice good manners</li> <li>Listen to adults</li> <li>Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Share</li> <li>Include others</li> <li>Listen to teacher</li> <li>Take care of new playground equipment</li> </ul>	<ul style="list-style-type: none"> <li>Whisper</li> <li>Follow bus rules</li> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Be quiet</li> <li>Walk around individuals</li> <li>Remain on right side</li> </ul>	<ul style="list-style-type: none"> <li>Keep restroom clean</li> <li>Be conservative with supplies</li> </ul>	<ul style="list-style-type: none"> <li>Use whisper voices</li> <li>Take care of books</li> <li>Wait your turn</li> <li>Listen to media specialist and assistant</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners and enter quietly</li> <li>Applaud appropriately to show appreciation to presenter(s)</li> <li>Remain seated so others can see</li> <li>Sit quietly</li> </ul>
Safe	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Move carefully</li> </ul>	<ul style="list-style-type: none"> <li>Always walk and look straight ahead</li> <li>Keep floor free of debris</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Use new playground equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated at all times</li> <li>Stay in your assigned seats</li> </ul>	<ul style="list-style-type: none"> <li>Look straight ahead</li> <li>Stay in our personal space</li> </ul>	<ul style="list-style-type: none"> <li>Save playtime for the playground</li> <li>Keep water in sink</li> <li>One person per stall</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from library</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in an orderly manner</li> <li>Keep hands and feet to yourself</li> </ul>

	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> </ul>			<ul style="list-style-type: none"> <li>• Load and unload carefully</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Report any bathroom problems</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated; flat on bottom in designated area</li> </ul>
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## **Bus Safety**

The safety of students during their transportation to and from school is a responsibility which they and their parents share with bus drivers and school officials. State laws state, "The driver of a school bus shall have complete authority over and responsibility for the operation of the bus and the maintaining of good order and conduct upon such bus".

Students who ride buses are expected to follow the directions of the driver and to conduct themselves in an orderly manner at all times. The school principal, by law G.S.1.5C-245, has the authority to suspend pupils from riding the bus for any of the following offenses:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity or refusing to obey instructions of school authorities or a bus driver while riding on a school bus.
3. Tampering with the school bus
4. Refusing to meet the bus at designated stops
5. Unauthorized leaving of the bus when enroute
6. Playing, throwing objects or otherwise distracting the driver's attention while the bus is in operation.
7. Failure to observe established safety rules and regulations
8. Damaging bus equipment

Failure to comply with bus safety rules will result in the following penalty:

### **First Offense**

Principal or teacher will discuss incident with child and when appropriate, parents. Student is warned and parents will be notified by letter and/or phone call.

### **Second/ Third Offense**

Will result in short term suspension of bus riding privileges, up to ten (10) school days. Parents will be notified by letter.

### **Fourth Offense**

Will result in recommendation for permanent expulsion of bus riding privileges. Parents will be notified by letter.

Parents should review school bus passenger safety rules with their children, keeping in mind that your child's safety is our primary concern. **Please help us by working with the school to encourage excellent bus behavior.**

## **Bus Passenger Rules**

1. If you have to walk along the road to your bus stop, you should walk on the left side of the road facing traffic. When cars are coming toward you, get off the road to avoid any danger of being hit.
2. Be at your bus stop on time and wait for the bus in a safe place, off the road.
3. If it is necessary to cross the road at the bus stop, do so only when the way is clear, the bus has stopped, and the arm has been extended. Be sure that all traffic has stopped and look both ways.
4. Walk; don't run, when crossing the road at the bus stop. Cross in front of the bus and be far enough in front, so you can see the driver and he/she can see you.
5. Use the handrail when entering the bus.

6. Take your assigned seat or as directed by the bus driver or monitor. Remain seated at all times until you are ready to leave the bus.
7. Observe conduct while riding the bus. Loud or unusual behavior could distract the driver's attention and cause an accident. Obey the driver! Talk in a quiet voice only.
8. Permission to open windows should be obtained from the driver.
9. Keep head, arms, and hands inside the bus. Don't throw objects from the bus.
10. Keep the aisle clear of objects that could cause a passenger to stumble. All passengers are to stay behind the vertical bars.
11. Students are to keep all objects such as pencils, crayons and pens in their book bags or with their books. These objects should not be taken out and displayed, as they may hurt other students or cause damage to the bus seating.
12. Remain seated until the bus has stopped before attempting to leave the bus.
13. Passengers who live on the right side of the road should immediately move away from the bus, out of danger, after unloading.
14. Report any misbehavior or vandalism to the bus driver.
15. In the event of an accident or emergency, the passengers may have to unload from the bus. They should go to a safe place off the highway. Another bus will pick up or other suitable arrangements will be made to take the child to the school or to your home. At all times, obey your bus driver.
16. Help keep the bus clean and orderly. Parents and school personnel should review the above safety suggestions and expand on any of the items to provide for the best understanding of the student. Students should know what procedures to follow when going to and from the bus, and how to behave while riding on the bus.

It is the responsibility of parents to ensure that their children arrive at the bus stop on time each morning.

### **Student Rights and Responsibilities**

Students have rights which should be recognized and respected. Every right carries with it certain responsibilities, among which are:

1. The right to a quality education; the responsibility to put forth their very best efforts during the educational process.
2. The right to equal educational opportunity and freedom from discrimination against others.
3. The right to attend public schools; the responsibility to attend regularly and to observe school rules essentially for permitting others to learn.
4. The right to expect school personnel to be qualified; the responsibility to respect the rights of others and all persons involved in the education process.
5. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights; the responsibility at all times to seek to follow the rules and regulations governing student behavior.
6. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

## 100 Ways to be Involved in a Child's Education

[www.pta.org](http://www.pta.org)



Parental Involvement

1. Give positive feedback and show appreciation for teachers and the principal.
2. Approach interactions with a positive attitude and an open mind.
3. Listen to others' viewpoints.
4. Share your child's strengths, talents, and interests with your child's teachers.
5. Share expectations and set goals together for your child.
6. Make appointments as needed to discuss your child's progress or concerns.
7. Attend parent-teacher conferences with specific questions you want to ask.
8. Indicate the best way to give you information (phone, e-mail, notes, etc.)
9. Understand and reinforce school rules and expectations at home.
10. Participate in informal opportunities to talk with and get to know school staff and educators.
11. Address concerns or questions honestly, openly, and early on.
12. Attend PTA or parent meetings regularly.
13. Read classroom and/or school newsletters.
14. Visit your school's web page.
15. Know school staff's extensions and office hours.
16. Request that information be available in all relevant languages.
17. Read and know your school's handbook.
18. Share your family's culture, values, and parenting practices with your child's school.
19. Share your perceptions with educators and school staff of how parents are treated.
20. Work with school staff and educators to revise and improve perceptions and school climate.
21. Meet your child's friends and get to know their parents.
22. Contact your school for information.
23. Help establish a parent center at school and use its resources.
24. Help create a toy/book lending library and visit it regularly.
25. Assist in developing parent support programs/groups and attend them.
26. Attend workshops or seminars on various parenting topics.
27. Participate in parenting classes or child development, expectations, discipline, etc.
28. Attend parent fairs and other events especially for parents and families.
29. Start apparent book club to discuss current publications.
30. Help create and /or contribute to a school newsletter on parenting.
31. Assist in creating and/or offer your services to before and after school programs.
32. Build a child file with medical records, pictures, fingerprints, etc.
33. Make donations and /or offer to work at clothing drives or swaps, food co-ops, etc.
34. Ask teachers or counselors about how to talk with your children about tough topics.
35. Discuss your child's school day and homework daily.
36. Learn your child's strengths and weaknesses in different areas of school.
37. Provide a quiet, well-lighted place with basic school supplies for studying/homework.
38. Help your children break down projects into smaller, more manageable steps.
39. Develop a consistent daily routine and time for studying and homework.
40. Provide encouragement and approval for effort and schoolwork.
41. Share your interests, hobbies, and talents with your children.
42. Provide children with books, magazines, and so forth, and develop a nighttime reading routine.
43. View selected TV programs together and then review and discuss them.
44. Make family trips to the library, zoo, museum, or park a fun learning experience.
45. Talk with your child's teacher on creating home learning games and activities.
46. Complete interactive homework assignments with you child.
47. Attend meeting on learning expectation, assessment, and grading procedures.
48. Help set goals and develop a personalized education plan for your child.

49. Participate in activities that help you understand school technology.
50. Help plan and attend family nights on improving study habits, doing homework, etc.
51. Help develop, visit or offer services to your school's study/tutor center.
52. Participate in fairs for math, science, history and so forth.
53. Respond to school survey on your interests, talents and skills.
54. Let school staff know your availability to volunteer (days, times, and how often)
55. Supervise and coordinate evening and weekend volunteer activities at school.
56. Assist your child's teacher in the classroom or on field trips when you are able.
57. Work with school staff and teachers to develop volunteer activities you can do from home.
58. Assist school staff and educators in creating a warm and welcoming atmosphere for parents.
59. Help provide childcare and/or transportation for volunteering parents.
60. Help develop creative ways to use volunteers at school.
61. Actively help school staff recruit parents and community members as volunteers.
62. Attend training and orientation on how to be an effective volunteer.
63. Learn and uphold school discipline, confidentiality, and other policies as a volunteer.
64. Plan a regular time each week to talk with school staff and educators with whom you are working.
65. Help develop volunteer job descriptions and evaluations.
66. Participate in organizing and planning ways to recognize and appreciate volunteers.
67. Respond to school surveys/questionnaires on how effective volunteer programs are.
68. Help develop and distribute a volunteer directory to parents, school staff and teachers.
69. Provide volunteer consulting services to school staff or educators in your areas of expertise.
70. Learn of school and district policies and practices that affect children.
71. Voice your support of concerns on any issue that will affect your family.
72. Be involved in decisions on student placement and course and textbook selections.
73. Participate in meetings to determine special educational needs and services.
74. Attend workshops on problem solving, conflict resolution, public speaking and so forth.
75. Serve on a site-based school management team with teachers and the principal.
76. Encourage and support older children in serving in student leadership positions.
77. Serve on a school advisory council or committee on curriculum, discipline and so forth.
78. Help your school create a student's rights and responsibilities guide for families.
79. Attend PTA, school board, and/or town meetings and speak to issues of concern.
80. Learn representatives' backgrounds and participate in school board elections.
81. Work with teachers and school administrators to develop a parent involvement policy.
82. Write, call or travel to state capitols to support or oppose proposed legislation.
83. Participate in petition drives or letter-writing campaigns to Congress on legislation.
84. Give testimony at public hearings in support of or opposition to education legislation.
85. Vote in local, state and federal elections for public officials who support education.
86. Help your school develop a directory of social and community services.
87. Find out information on community resources and organizations and use them.
88. Help develop and/or distribute a community newsletter to local agencies and businesses.
89. Help coordinate and participate in an event to raise money for a local charity.
90. Talk with employers about holding parent meetings or parenting workshops on-site.
91. Advocate for flexible work schedules and leave time to attend school functions.
92. Encourage employers and local businesses to make donations and support school programs.
93. Help organize and/or participate in community health fairs.
94. Help recruit community members (seniors, business people) to volunteer at school.
95. Become active in community groups such as YMCA and Boy and Girl Scouts.
96. Serve on local community advisory councils and committees.
97. Work with local authorities and public officials to sponsor community events.
98. Help organize and/or participate in a community "clean up" or "beautification" project.
99. Encourage and help facilitate your child's participation in community services.
100. Be a role model, be active in community service yourself or together with your child.



## **DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE**

Policy Code: 1720/4015/7225

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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.

### **1953. DEFINITIONS**

**1. Alleged Perpetrator**

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

**2. Complaint**

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

**3. Complainant**

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

**4. Days**

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

**5. Investigative Report**

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

**6. Investigator**

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

**7. Report**

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

## **B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES**

### **1. Mandatory Reporting by School Employees**

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

### **2. Reporting by Other Third Parties**

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

### **3. Anonymous Reporting**

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

### **4. Investigation of Reports**

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

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

### **1. Filing a Complaint**

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

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

## **2. Time Period for Filing a Complaint**

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

## **3. Informal Resolution**

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

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

### **1. Initiating the Investigation**

- a.** Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:
  - 1)** 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.
  - 2)** If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
  - 3)** 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.
  - 4)** If the alleged perpetrator is the assistant superintendent for human resources, the superintendent or designee is the investigator.
  - 5)** 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.)

- 6) 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 policy 1710/4021/7230.
- e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

## **2. Conducting the Investigation**

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

### **3. Investigative Report**

- d. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.
- e. 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:
  - 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
  - 2) as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
  - 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- f. 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).
- g. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- h. 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.

### **3.\_\_\_\_Appeal of Investigative Report**

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The

superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### **E. TIMELINESS OF PROCESS**

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

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

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

#### **F. GENERAL REQUIREMENTS**

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

## G. RECORDS

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

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18; State Board of Education Policy HRS-A-007

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

Adopted: August 12, 2014

## **Student Records**

The following shall apply to the collection, maintenance and distribution of student records:

### **1. Parent's Right of Access to Pupil Records**

Each school unit must allow parents to inspect all educational records maintained by the school unit on their children. The right to inspect the records includes the right to request explanations and interpretations of the record and the right to obtain copies of the records at no more than 10 cents per page. Either natural parent, a legal guardian, or a custodial adult acting as a parent in the absence of a parent or guardian (e.g., foster parent) may exercise all parent rights unless the school has evidence of a court order or law, which provides to the contrary.

### **2. Parent's Right to Challenge the Content of Pupil Records**

Parents may request that records be amended on grounds of being inaccurate, misleading, or in violation of the child's rights (e.g., the right of privacy or protection from libel). The school must grant or deny the request to amend the records within a reasonable time.

### **3. Parent's Right to a Hearing and to Correct the Record**

Parents must be afforded a hearing, which meets accepted due process standards if a challenge cannot be mutually resolved between the parent and school official. Parents of children with special needs may obtain an impartial due process hearing under NCGS 115C-116. Parents have a right to have records corrected.

### **4. Pupil Records Defined**

The law applies to all files, documents, and materials containing information which directly relates to and individually identifies a pupil or former pupil and which is kept by the school unit or an individual acting for the unit. The major exceptions to this definition are notes or materials which are kept by the person that makes them but which are not made available to anyone except a substitute.

### **5. Schools Shall Not Release Pupil Records Without Parent Consent**

Schools are prohibited from releasing data, either orally or in written form, from pupil records without the written consent of the parents. There are several exceptions to this rule.

#### **a. Directory Information**

"Directory Information" may be released without written consent. It includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and other similar information. The only limitation is that the school must give public notice of which categories of personally identifiable information it intends to release and give parents a reasonable period of time to request that any or all directory information not be released for their particular child.

#### **b. Release of Records to School Outside the Unit**

Without parent consent, pupil records may be transferred between schools in the same unit. The unit may allow its employees or agents access to pupil records when they have a legitimate educational interest.

#### **c. Transfer of Records to Schools Outside the Unit**

Records may be transferred to a school of college outside the unit without the parent's written consent when a pupil is transferring to it or seeking to enroll. However, the parents must be notified of the transfer. The notice may be provided in one of two ways:



- (1) Send the notice to the last known address of the parent at the time the records are forwarded to the requesting school.
- (2) Notify parents of the practice of forwarding records by including a statement to that effect in the pupil records policies which are made available to parents and pupils annually.

They must receive a copy if they want it; they must have an opportunity for a hearing to challenge the content of the record if they wish.

**d. Release to Representatives from the US Department of Education or State Department of Public Education**

Data from pupil records may be released without parent consent to representatives of the US Comptroller General, the Secretary of Education, or the State Department of Public Education in connection with an audit or evaluation of a federally funded program or the enforcement of compliance with the requirements of such programs.

**e. Emergencies**

Information may be disclosed if the release of data is necessary to protect the health or safety of the pupil or others. CAUTION: The threat to health and safety must be serious; the information must be necessary, not just convenient to meet the emergency; the parties receiving the information must be the ones that deal with the emergency; the time must be of the essence such that parents could not reasonably be reached to obtain their consent.

**f. Court Order of Subpoena**

If a court order or lawful subpoena is issued, data from records may be released. However, reasonable effort must be made to notify parents and pupils enough in advance of the release to permit them properly to challenge the court order of subpoena. If the subpoena demands release of the information before the parents can be notified, the district's legal counsel should be consulted.

**g. Information for Financial Aid**

Information may be released when a student has applied for or received financial aid when it is necessary to:

- (1) Determine the student's eligibility for financial aid
- (2) Determine the amount of such aid
- (3) To enforce the terms of such aid

**h. Release to State or Local Officials**

Information may be released to state or local officials when state law, adopted prior to November 19, 1974, requires it.

**i. Release to Organizations**

Information may be released to organizations conducting studies for educational agencies, for the purpose of developing, validating, or administering predictive tests, administering student aid programs or improving instruction.

**j. Release to Accrediting Organizations**

Information may be released to accrediting organizations for accreditation purposes.

**k. Release to Parents of Adult Student**

Information may be released to parents of an adult student (over age 18) when the parents provide more than half of the student's support.

1954. give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and  
B) Provide names, address, and telephone listings of juniors and seniors in high school to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Website.)

**6. Access to Pupil Records by Third Parties**

When parent consent is required for someone to have access to a pupil's record, the consent must:

- a. Be in writing
- b. Specify the records to be released
- c. State the reasons for release
- d. Identify the party or class of parties to whom they are to be released
- e. Be signed and dated by parent.

If requested, a copy of the released records must be provided to the parent at no more than the cost of copying.

**7. Maintaining a Record of Access to Pupil Records**

A record must be kept with each individual pupil's record indicating all individuals and organizations (except authorized school district personnel) that have had access to the pupil's record. This record of access must include the specific and legitimate interest that such a party has in obtaining the information. The record of access may be seen only by parents and school officials. If written parent consent for release of records individually identifies the parties receiving the records, the presence of that consent form in the record satisfies this requirement.

**8. Release to Third Parties Must Be Conditioned**

Even though parent consent to the release of information to a third party, the school must obtain that party's agreement not to give anyone else access to the information without the parent's written consent form.

**9. Parent's Rights Shift to Pupils**

Parent rights shift to pupil at age 18.

**10. Schools Must Give Parents Notice of Their Right Under The Law**

Each year, schools must notify parents of enrolled students of their rights under the law, the location where copies of the unit's pupil records policies may be obtained, and the right to file a complaint with the US Department of Education if they believe requirements of the pupil records law are not being observed. When the primary language of the home is other than English, school units must notify in a manner that will enable parents to understand their rights.

Schools shall accumulate and maintain student educational records for administrative purposes and to support the educational development of students. In the collection, maintenance, and distribution of student records, the Board will conform to statutes and the regulations of the State Board of Education.

Legal Ref: Family Education Rights and Privacy Act (20USC 1232g); 34CFR Part 99

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

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

### **1955. Options for Resolving Complaints**

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

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

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

### **B. Definitions**

#### **1. Days**

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

### **1956. Final Administrative Decision**

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

### **1957. Grievance**

A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A

grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act.

#### 1958. Grievant

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

#### 1959. Parent

All references to parent include a student’s parent, legal guardian, legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

#### 1960. Timeliness of Process

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

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

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

### **D. General Requirements**

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel. At any meeting or hearing during the

grievance process, a student grievant may be accompanied by a parent as well as a representative.

## **E. Process for Grievance**

### **1. Filing a Grievance**

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

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

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

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

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

### **2. Investigation**

- a. The principal shall schedule and hold a meeting with the grievant within five school days after the grievance has been filed with the principal.
- b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

### 3. Response by Principal

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

### 4. Response by Superintendent

- a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.
- b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal, and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal.
- c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

### 5. Appeal to the Board

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

#### a. Mandatory Appeals

- 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education

policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.

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

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

#### b. Discretionary Appeals

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

2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.

4) If the board decides to grant a hearing, the hearing will be conducted pursuant to policy 2500.

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

#### **F. Notice**

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

#### 1961. **Records**

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

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

Cross References: Responding to Complaints (policy 1742/5060), Hearings Before the Board (policy 2500), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (4300 series)

Adopted: November 9, 2010

Revised: August 9, 2011; October 13, 2020; January 12, 2021

**Robeson County**



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

**A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY**

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

**B. PERSONS PROHIBITED FROM SCHOOL PROPERTY**

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

**C. ENFORCEMENT**

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

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

**D. EXCEPTIONS**

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

**1. Students**

Students who are subject to G.S. 14-208.18 may be on school property only in

accordance with policy 4260, Student Sex Offenders.

2. Voters

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

3. Parents or Guardians

- a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:
  - 1) to attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
  - 2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.
- b. For each visit authorized by the principal in accordance with subsection (a) above, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and notice of his or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit.
- c. For each visit authorized by subsection (a) above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.
- d. For each visit authorized by subsection (a) above, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.

**E. CONTRACTUAL PERSONNEL**

In order to ensure compliance with this policy, each contract executed by the board must include a provision that requires the other party to the contract to conduct an annual check of the State Sex Offender and Public Protection Program and the State Sexually Violent Predator Registration Program on all employees who may be sent to perform tasks on or deliver

products to school property. Persons who are subject to section A of this policy may not be sent onto school property for any reason.

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

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

Legal References: G.S. 14-208.18, -208.19; 115C-332, -332.1

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

Adopted: July 12, 2011

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.

### **1962. 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 fundraising 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

### **1963. 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.

### **1964. 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.

### **1965. 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

# **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING**

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

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

## **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

### **1. Discrimination, Harassment, and Bullying**

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

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

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

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

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

### **2. Retaliation**

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

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

## **B. APPLICATION OF POLICY**

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

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

## **C. DEFINITIONS**

For purposes of this policy, the following definitions apply:

### **2. Discrimination**

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

### **3. Harassment and Bullying**

- a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:
  - 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

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

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

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

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



Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

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

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

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

#### **E. TRAINING AND PROGRAMS**

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

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

#### **F. Notice**

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

publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

#### **G. COORDINATORS**

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

#### **H. RECORDS AND REPORTING**

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

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

#### **I. EVALUATION**

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

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

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

Adopted: August 12, 2014.



**FAIRGROVE ELEMENTARY SCHOOL**  
**1953 Fairgrove School Road**  
**Fairmont, NC 28340**

**Phone: 910-628-8290**  
**Fax: 910-628-6181**

**Mrs. Tawanna Curry, Principal**  
**Mrs. Shauntia Mcleod, Assistant Principal**

**To:** Parents/Guardians, Faculty, and Staff

**From:** Mrs. Tawanna Curry, Principal

**Subject:** Asbestos Management Plan as required by the Asbestos  
Hazard Emergency Response Act & Non-Discrimination Policy

**Date:** August 5, 2023

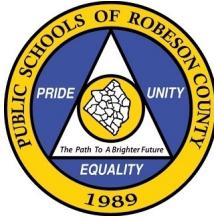
As part of the requirements of the Asbestos Hazard Emergency Response Act, the Public Schools of Robeson County has submitted an Asbestos Management Plan for each school to the North Carolina Department of Human Resources in Raleigh. This Plan contains all information required by this act and is presently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

You may review the Management Plan or obtain a copy for a minimal cost by contacting the school office or the Public Schools of Robeson County Central Office. Please feel free to contact me if you desire additional clarification regarding this matter.

Regards,

Tawanna Curry, Principal

*Fairgrove Elementary School is committed to the policy of nondiscrimination on the basis of race, creed, color, religion, sex, national origin, or handicap in its educational programs, activities and employment.*



## Annual Asbestos Notification

Dear Parent, Guardian, or Staff Member:

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

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

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

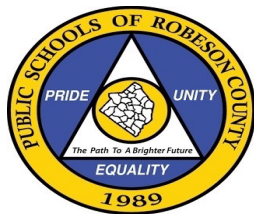
- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in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

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

## WHAT IS ASBESTOS?

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

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



### Annual Notification of Pest Management Program

Dear Parent, Guardian, or Staff Member:

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

Name: Mr. Kenneth Campbell

Title: Environmental Supervisor and Plumber II

Phone number (910) 671-6000

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

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

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

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

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

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

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

## Family Educational Rights and Privacy Act A Guide for First Responders and Law Enforcement

### What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all educational institutions and agencies (termed “schools” below) that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution. Students to whom the rights have transferred are “eligible students.”

*FERPA protects the rights of parents or eligible students to:*

- *inspect and review education records;*
- *seek to amend education records;*
- *consent to the disclosure of information from education records, except as specified by law.*



### What information can schools provide to law enforcement?

Generally, schools may disclose personally identifiable information (PII) from students’ education records to outside parties, including local law enforcement, only if the parent or the eligible student has provided prior written consent. “Education records” are defined as those records that are directly related to a student and maintained by a school or a party acting for the school, and include student records such as transcripts, disciplinary records, immunization records, and other similar records.

However, there are exceptions to the definition of “education records.” One of these exceptions is for school “law enforcement unit (LEU) records.” These records are defined as records that are (1) created by a LEU; (2) created for a law enforcement purpose; and (3) maintained by the LEU. These records are not protected under FERPA and can be disclosed according to school policy or as required by law. Education records that are in the possession of the LEU do not lose their status as education records and must continue to be protected under FERPA.





**Public Schools of Robeson County**  
**Military Connected Students**  
**Data Collection Form**

This data collection is being conducted in compliance with NC General Statute 115C-288(m).

Student Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Is the student considered military-connected as defined in the note below? ☐ Yes ☐ No

(Note: A military-connected student enrolled in a local school administrative unit who has a parent, step-parent, sibling, or any other person who resides in the same household serving in the active or reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guards, or National-NC G.S. 115C-12 (18)(f).

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*If you answered "NO" to the above question, please submit this form to your student's school. If you answered "YES" to the question, please provide information below and submit this form to your student's school.*

**Military-Connected Relative #1**

Relationship to Student \_\_\_\_\_ Branch of Service \_\_\_\_\_

Status (*i.e. Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Federal Civil Service Employee, Veteran, Foreign Military, Active Reserve/Guard, Deceased, Deceased-Killed in Action*)  
\_\_\_\_\_

Grade (*i.e. E 1-9, O 1-10, W 1-5, Federal Civil Service*) \_\_\_\_\_

Installation (*last installation assigned to or most recent one*) \_\_\_\_\_

Unit/Squadron Assignment \_\_\_\_\_

**Military-Connected Relative #2**

Relationship to Student \_\_\_\_\_ Branch of Service \_\_\_\_\_

Status (*i.e. Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Federal Civil Service Employee, Veteran, Foreign Military, Active Reserve/Guard, Deceased, Deceased-Killed in Action*)  
\_\_\_\_\_

Grade (*i.e. E 1-9, O 1-10, W 1-5, Federal Civil Service*) \_\_\_\_\_

Installation (*last installation assigned to or most recent one*) \_\_\_\_\_

Unit/Squadron Assignment \_\_\_\_\_

- Please contact your students' school if another form is needed.
- If you have concerns over what is being collected, please direct them to Doug Taggart at [doug.taggart@dpi.nc.gov](mailto:doug.taggart@dpi.nc.gov), 919-807-3346.

Thank You!



## Notices of Nondiscrimination

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

### Sexual Harassment

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

### Equal Employment Opportunity

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

### Child Nutrition

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

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

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

#### Title IX District Contact:

**Director for Exceptional Children/504**  
Program Services Building  
4320 Kahn Drive; Lumberton, NC 28358  
PO Drawer 2909; Lumberton, NC 28359-2909  
(910) 671-6000  
[webmaster@robeson.k12.nc.us](mailto:webmaster@robeson.k12.nc.us)

#### Title IX School Contact:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address/Office \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

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