



Littlefield Middle School
9674 Hwy 41 North
Lumberton, North Carolina 28358
Office (910) 671-6065 **Fax (910) 671-6068**

MISSION STATEMENT

The mission of Littlefield Middle School is to develop successful students by coaching them using the concepts of rigor, relevance and relationships.

School Website: <http://www.robeson.k12.nc.us/lms/site/default.asp>

Advisory Council Members

April Maynor, Kevin McCormick,
Larry Oxendine, Amanda Smith,
Brandon Bolton, Mirely Ramirez,
Reginald Bush

PTO Officers

President:	Shandora Chavis
Vice President:	Brandon Chavis
Secretary:	April Smith
Treasurer:	Joseph Shaw

Advisory Council/PTO Schedule

The following schedule is subject to change due to unforeseen events. **Advisory Council meetings** will coincide with PTO events and **begin at 5:00pm**

August 21, 2025	Open House 1:00-6:00 pm
September 25, 2025	Regular 5:00-6:30
December 4, 2025	Regular 5:00-6:30
February 26, 2026	Regular 5:00-6:30
May 7, 2026	Regular 5:00-6:30

Tobacco Free Policy

Effective August 1, 2008, we have a 100% Tobacco Free Policy in place. Tobacco products of any kind will not be allowed on our campus at any time or during any school activity.

Principal's Message

Dear Littlefield Families,

On behalf of Littlefield Middle School it is truly my pleasure to extend a warm and heartfelt welcome to you as we begin the 2022-2023 academic school year. To those students, parents, faculty and staff who are new to Littlefield Middle School, we extend an especially warm welcome and best wishes for an exciting and productive year in your new school. We strive to provide our community with an enthusiastic, well-trained staff that is dedicated to providing a comprehensive, standards based curriculum in a safe and nurturing environment; where each student's individuality is valued and where all students, families, and staff are treated with respect.

We continue to strive to use innovative strategies to engage students and improve student outcomes. Some of our focus areas in the coming year include:

- North Carolina Standard Course of Study continued focus on 21st Century learning
- Development and use of formative assessments to guide instruction
- Continued focus on 21st Century learning
- Character Education and positive discipline

Littlefield Middle practices an open door policy. We are available to answer questions and concerns that you may have. At Littlefield , we never forget how fortunate we are to have such a wonderful community supporting us.

Your partner in education,

Kendall Hamilton

Principal

Introduction

Please read this student handbook very carefully. This handbook will explain the rules and regulations that must be followed at Littlefield Middle School. Failure to read this handbook and to fully understand its contents may cause you to violate a school rule. The administration will assume that all students understand all that is contained herein once handbooks are distributed and discussed. It will be the responsibility of each student to secure a copy of this handbook and to keep it for reference should the need arise.

The value of this handbook will be determined by the extent to which it is used and understood by our students and parents. Proper use and understanding of this handbook will be instrumental in the formation of an informed school community with a sense of purpose and direction.

Parents are encouraged to read this handbook and discuss/clarify school policies with their children. The administration retains the right and privilege to amend, to supplement, and/or to delete any provisions in this handbook should situations and circumstances so dictate. Be it understood that such changes will always be undertaken in the best interests of Littlefield Middle School students. Should you have a question, please contact the school at 910-671-6065.

Mission Statement

Our staff believes:

- All students can learn.
- Learning is a life-long process.
- Students learn in a variety of ways.
- High expectations yield high results.
- Students must be active in the learning process.
- A friendly, supportive, nurturing environment is key to student learning.
- It takes the whole community to educate the student.

The mission of Littlefield Middle School is to provide instruction in a caring, safe and healthy learning environment, responsive to each student, in collaboration with families and the community.

Littlefield Middle School's mission statement reflects the educational beliefs of the faculty and staff. We feel that this statement should be meaningful to everyone: students, the school and our community. Therefore, we have posted this mission statement on our website to promote a sense of unity and purpose.

The vision of Littlefield Middle School is to work with families and the community to successfully educate every student, every day.

School Day

The school day begins at 7:40 am. The tardy bell rings at 8:10 am. **Students may arrive at 7:40am.** Dismissal time is 3:10 pm for the bus students. The dismissal time for car riders is 3:10 pm. All students that are car riders must be picked up by 3:30pm. Second load bus students will be dismissed as those buses arrive. (Circumstances such as construction/traffic problems may require a change in times).

Students' 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 best efforts during the educational process.
2. The right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
3. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
4. The right to expect school personnel to be qualified; the responsibility to respect the rights of others and all 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; the responsibility to observe reasonable rules regarding these rights.

Students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students shall be informed of the standards of behavior that are expected of them and the consequences of misbehavior.

Attendance

Half Day Requirements

To be considered in attendance, a student must be present in the school for at least one half of the day or at a place other than the school with the approval of the appropriate school official to attend and authorized school activity. These activities include:

- Field trips sponsored by the school
- School-initiated and scheduled activities
- Athletic events requiring early dismissal from school
- Serving as a page for the governor or legislature
- In-school suspension

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 additional time is granted by the classroom teacher.

Excused Absences

The following shall constitute valid excuses for the temporary non-attendance of a child. The parent/guardian must provide satisfactory evidence of the excuse to the appropriate school official.

- **Illness or Injury** - An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
- **Quarantine** - An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
- **Death in Immediate family** - An absence is excused when it results from death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of the child includes, but is not necessarily limited to, grandparents, parents, brother, and sister.
- **Medical or Dental Appointments** - An absence is excused when it results from a medical or dental appointment of a child and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
- **Court or Administrative Proceedings** - An absence is excused when it results from the attendance of a child at the proceedings of a court or administrative tribunal if the child is a party of the action or under subpoena as a witness.
- **Travel Opportunities** - An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be gained prior to the absence.

*Such trips normally would not include absence for: hunting, fishing, visiting relatives, going to beaches, shopping, skiing, subsequent trips to the same area, attending athletic events, etc.

*Trips normally would not exceed: Three (3) days for in-state trips, seven (7) days for out-of-state trips, ten (10) days for out-of-country trips. There is a ten day maximum per year.

*Students shall provide the principal with a full agenda of any planned trips prior to approval of the trip.

*Students shall maintain a daily diary and submit a written report to the principal upon return.

*Approval to excuse an absence for any trip shall be requested by the parent.

- **Religious Observances** - An absence may be excused if the tenets of a religion to which a child or his parents adhere or suggest the observance of a religious event not to exceed five (5) days.
- **Written Verification** - In the event of an absence for any portion of a school day, it shall be the responsibility of the student to provide a note signed by a doctor, parent or legal guardian stating the reason for the absence. These notes are to be submitted to your homeroom teacher in order to get a class admission slip. Each note should contain the student's full name, ID number, date (s) of absence, reason for the absence and the signature of a parent or legal guardian prior to being processed.

In order for an absence to be considered as an excused absence, the note must be presented no more than two days after the absence. The admission slip is to be signed by each teacher and should be returned to the homeroom teacher.

Be it understood that even though a student may have parental permission to be absent from school, it is still the principal's responsibility to determine whether or not the absence will be excused or unexcused according to NC State Board of Education attendance policy. Simply having parental permission does not guarantee an excused absence. North Carolina law holds parents responsible for having their children in school when school is in session. Parents who violate the compulsory attendance law (a misdemeanor) may be fined or imprisoned. Class work missed due to absence will normally be turned in within 5 days of the student's return to class, unless additional time is granted by the teacher. The student will receive a zero for any work not made up.

Unexcused Absences

All absences for reasons other than those defined above shall be considered as an unexcused absence.

Excessive Absences

Any time a student is absent for more than 6 days without a valid excuse, the principal or designee shall notify the appropriate school attendance counselor who shall investigate the cause of the absence and report such to the principal and superintendent or designee.

Homebound

For attendance purposes, the students served by the homebound teacher shall be considered present, as the students are in school and shall be coded in NCWISE as "present".

Forfeiture of Credit for Non-Attendance

A student absent more than the number of days specified by LEA board policy will not receive credit for that class in which absences occur except by decision of the local appeals committee.

Students will not be counted absent or tardy when participating in school functions.

Out of school suspension will count as excused absences from all classes missed during the period of suspension.

Attendance Records

Accurate records of student absences and tardies are the responsibility of the homeroom teachers and the teachers of the individual classes. The teachers are expected to check their class roll each period. Absences shall be reported daily to the principal's office. Tardies and absences shall be record on the student's report card and on the permanent record. Students are either present or absent. Students leaving the campus during the school day must check out through the main office. Any student who does not properly sign out of school will be considered as truant, and appropriate action will be taken

Notification to Parents

To inform the parents and students with regard to absences, a form letter will be mailed to the parents of each student, notifying them of absences on the 3rd and 6th absence of each semester. When the student misses a class ten (10) days, a letter of notification will be sent to the parents that the student will not receive credit for the course for that semester. Efforts will also be made by each classroom teacher to contact parents by phone upon the 6th absence of each semester.

Appeals Procedure

Students in grades K-12 may appeal absences to a committee made up of the principal, homeroom teacher, and guidance counselor.

A student absent from school shall, upon his return to school, furnish a written excuse from the parent, guardian, or doctor stating the dates and reason for absences.

After five (5) consecutive or ten (10) accumulated absences in a semester, the principals may require a written doctor's excuse for any additional absences.

A written excuse shall be submitted to the principal upon return to school

In grades K-8, absences in excess of ten (10) days constitute a valid reason for retention.

A student who is tardy to school must have a parent to sign them in through the school office. A late admission slip will be issued to the child by the principal or his designee.

For attendance purposes, the minimal instructional day will be five and one-half hours. However, in order for a child to be counted present, he/she must complete three hours of instructional time **(11:30 am)**.

The student served by the homebound teacher shall be considered the same as students in school and shall be counted present.

The Board of Appeals is to be made up of the following people: One subject matter teacher who teaches the involved student, student's homeroom teacher, guidance counselor, and principal or assistant principal.

The Board of Appeals shall convene when a student requests a waiver of the minimum attendance requirements. Waiver requests to the appeals board must be made prior to the fifth day after the loss of credit occurs at the end of the semester.

No students shall be excused for outside activities, such as music lessons, dancing lessons, etc. because of the required minimum length of the school day.

Early Dismissal from School/Signing out Early

In order for a student to leave early, a parent or guardian needs to come and check out the student or send a note with a parent designee. The note should contain the student's full name, ID number, time and date of check-out, parent signature and the phone number where the parent can be reached prior to check-out. No student will be permitted to check out with a note if the parent cannot be contacted prior to the specified time. Teachers cannot authorize students to leave campus. Leaving campus without being properly signed out will be considered skipping and the truancy guidelines will be applied. Students who are properly signed out and leave early are responsible for bringing a note to the homeroom teacher the following day in keeping with the school's absentee policy. All excuses for absences must be written and signed by the student's parent. The only exception to this policy will be those students who leave school as a part of a class under supervision of the classroom teacher (prior approval of principal is required).

NOTE #1: Except in emergencies, no students will be called to the office for early dismissal purposes after 2:30. Afternoon announcements and preparations for closing out the school day are in progress at that time. Parents wishing to pick up children at or about that time should notify the office as early as possible prior to the end of the school day so that arrangements can be made.

NOTE #2: All students must leave campus in the afternoon unless they are staying for a valid reason (i.e. driver's ed., athletic practice, etc.). Students may not stay after school for events unless specified by administration. They must leave as normal and be returned by the parent for the event in question.

Tardies to School

Tardiness is an unacceptable interruption of the instructional day. As such, we will make every effort to minimize the negative impact of those who arrive after the start of classes. These students must report to the main office to be signed in by a parent/guardian. This will minimize the interruption of learning of other students, provide a secure, monitored setting for late arrivals and emphasize to all concerned the importance of punctuality. After a pattern of chronic and/or continued tardiness to school is documented, the administration will schedule a conference with the parents/guardians involved to discuss a solution.

PUBLIC SCHOOLS OF ROBESON COUNTY
RADIO AND TELEVISION STATIONS ANNOUNCING SCHOOL DELAYS AND CLOSINGS FOR INCLEMENT
WEATHER

RADIO STATIONS		TELEVISION STATIONS	
WCQR 105.7 FM	E-TOWN	WBTW TV-13	FLORENCE
WFMO-86 0 AM	FAIRMONT		
WSTS-100 .9 FM	FAIRMONT	WECT TV-6	WILMINGTO N
WFLB-96. S FM	FAYETTEVIL LE		
WFNC-64 0 AM	FAYETTEVIL LE	WPDE TV-S	FLORENCE
WKML-9S .7 FM	FAYETTEVIL LE		
WQSM-98 .1 FM	FAYETTEVIL LE	WRAL TV-S	RALEIGH
WZFX-99. 1 FM	FAYETTEVIL LE		
WEWO 1460 AM	LAURINBUR G	WTVD TV-II	DURHAM
WFNC-I 02.3 FM	FAYETTEVIL LE		
WLNC 1300 AM	LAURINBUR G	WWAYTV-3	WILMINGTO N
WYRU-I1. 60 AM	RED SPRINGS	NEWS - 14	

Requirements for Littlefield Middle School Jr. Beta Club Membership

Academic Qualifications

The Beta Club honors students who have maintained an A average for the previous academic year. The end of year grade average must be an A (no more than 2B's). No grade lower than a B is allowed. Also, no "Unsatisfactory" or "Needs Improvement" will be allowed in any class. The A's must come from the following academic areas: English, Language Arts, Mathematics, Science, and Social Studies.

Beta members must maintain A's and B's. Those who have grades lower than a B or who have not kept A's and B's will be put on probation for one nine-weeks' grading period. If at the end of the nine-weeks' grading period the student meets academic requirements, he or she will be reinstated. However, if grades have not improved to the standards outlined in paragraph #1, the student will be dropped from membership. An F on any subject will cause the student to be dropped from membership immediately.

Conduct of Beta Members

Students are expected to have excellent conduct. If a Beta Member is suspended from school (OSS), he/she will automatically be dropped from membership. If a student is dropped due to OSS, reinstatement cannot occur while enrolled at Littlefield Middle School. An "Unsatisfactory", "Needs Improvement" or ISS will be cause for probation for one nine-week grading period. Failure to improve the above by the end of the probation period will result in dismissal.

Beta Club Community Service

Members are required to volunteer on two school-related projects such as band concerts, fund-raisers, contest participation, teacher assistant, canned food drive or tutoring. Documentation must be supplied. Keep a record.

Prospective Members of the Beta Club

Sponsors/teachers will screen their respective grade level after school starts. Prospective members will be given documents to complete and return to sponsors ASAP.

Beta Club Induction and Activities

Induction ceremonies are normally held in September. The cost to join for new members will be listed on the form given to new prospective members. New members will have a one time National membership fee and a yearly school membership fee. Students who are already Beta members do not have to pay the National fee again, but are responsible for the school membership dues. Fees, dues, and associated expenses may be waived by the local sponsors should the need arise. Parents should submit this in writing to a sponsor. Students receive a pin, certificate and a membership card. We have several fund-raisers during the year, and students are expected to participate. *We contribute* both time and money to local charity events and our school and community. Each year, we are invited to Greensboro to the state convention.

Election of Beta Club Officers

Beta Members will be allowed to run for a club office each year.

Primetime After-School Care

The Primetime Program is a service provided by the Public Schools of Robeson County for the community and for working parents with school-age children who are enrolled at Littlefield Middle School. The program is designed to provide a safe supervised learning environment that will meet the health and safety needs of our children,

The cost to enroll for after school care is a weekly fee of \$32.00 (for one child), \$42.00 (for two children), \$52.00 (for three or more children from the same household).

If you have any questions or concerns, please contact Mrs. Linda Moore 910-671-6000 ext. 3111

Note to Parents on Discipline

Teachers and staff have one primary goal, "Improving Student Learning". In order to achieve this objective, rules of discipline must be implemented and enforced. Problems created by disruptive students consume precious learning time which should be devoted to progressive learning. Therefore, in order to ensure a safe teaching/learning environment for all students, we must rely on parents, teachers, the principal, assistant principal and entire staff to maintain specified rules governing student behavior.

The teacher is primarily responsible for classroom discipline. Rules and procedures relative to assertive discipline are to be implemented. All rules and expectations shall be carefully communicated to students by each classroom teacher. The principal shall provide assistance as deemed necessary.

School rules are to protect students and to ensure a pleasant learning situation. Proper student behavior and attitude can greatly enhance the learning process. The main goal of school is education. Any person preventing students from reaching this *goal* will be disciplined. This school will protect a student's right to an education. When rules are broken, consequences will be administered.

All teams will not be alike as far as rewards, punishment, or discipline. When the student realizes this, he/she has learned a valuable fact of life. Teams (teachers) are not all alike and neither are the many people with whom they will come into contact. In whatever job, vocation, or profession they choose, they will have to adjust to a variety of demands from a variety of personalities.

School is democratic. Rules apply to all. No one is singled out for special favors or punishment. The average student intent on doing a good day's work and holding a pleasant attitude will rarely have to worry about being disciplined.

What can parents do to make Littlefield Middle School better? Get involved with the school. Parents should have the philosophy that this is our school-what can I do to make it better? Visit with the teachers that instruct your children. They are professionals who have spent many years training for this profession.

When a complaint arises, listen first and then go to school and hear the other side. It is quite natural in working with children that misunderstandings do arise. This is why parents should never prejudge, but go to school and find out if there is a problem.

Littlefield Middle School PBIS



	HELPFUL	ORGANIZED	RESPECTFUL	NEAT	ENGAGED	TECHNOLOGY LEADERS	SAFE
	Hornets go out of their way to be helpful to their community.	Hornets come to class prepared and organized for success.	Hornets are respectful of their fellow peers, staff, and themselves.	Hornets responsibly keep all areas neat and clean	Hornets are engaged, focused, and on task.	Hornets use school appropriate technology responsibly.	Hornets practice safety in all places
Hallways	<ul style="list-style-type: none"> Help others in need Walk single file on on the correct side Use walking feet 	<ul style="list-style-type: none"> Keep your materials with you Walk in a straight line 	<ul style="list-style-type: none"> Quiet hallways Greet others with respect Respect hallway displays 	<ul style="list-style-type: none"> Keep the hallways clear of trash Hands off the wall and windows 	<ul style="list-style-type: none"> Pay attention to where you are walking 	<ul style="list-style-type: none"> No cellphones out on campus 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times
Classrooms Library and Encore	<ul style="list-style-type: none"> Help others in need Show responsibility for yourself and your belongings Practice teamwork 	<ul style="list-style-type: none"> Have supplies and assignments ready to go Be prepared for class with sharpened pencils and paper Strive for excellence and stay organized 	<ul style="list-style-type: none"> Raise your hand to speak Be polite to other learners Show respect to every learner Make good choices 	<ul style="list-style-type: none"> Keep your area clean Pick up and throw away trash Bookbags on the back of chairs Keep aisles clear of objects and trash. 	<ul style="list-style-type: none"> Stay on task Track the speaker with your eyes and ears Follow instructions the first time Complete and turn in assignments on time Complete your "Do-Now" work 	<ul style="list-style-type: none"> Practice proper equipment handling with devices Stay on school appropriate programs and websites Make sure all technology is charged for classes 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times Practice positive digital citizenship Transition properly (resource / encore and class changes)
Cafeteria	<ul style="list-style-type: none"> Help others in need Remember manners in the lunch line Know your lunch number 	<ul style="list-style-type: none"> Make sure to have all meal items before leaving the kitchen 	<ul style="list-style-type: none"> Say "please" and "thank you" when asking for food items Be kind to students and staff 	<ul style="list-style-type: none"> Clean your area table top, seat, and floor of trash. Leave the cafeteria clean 	<ul style="list-style-type: none"> Whisper voice for conversations Enjoy your meal with positive conversations 	<ul style="list-style-type: none"> No cell phones out on campus School devices should stay in the classrooms and not in the cafeteria 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times Remain seated until dismissed
Restrooms	<ul style="list-style-type: none"> Help others in need Help keep the restrooms clean Notify an adult / staff member if a student needs help 	<ul style="list-style-type: none"> Keep the restroom clear of clutter Use facilities Properly 4 Students at a time 	<ul style="list-style-type: none"> Wait patiently for a turn Practice kindness Respect others privacy 	<ul style="list-style-type: none"> Throw your trash in the trash can Keep sinks clear of trash Keep it clean 	<ul style="list-style-type: none"> Be kind and courteous to others Move quickly and don't waste time Be conservative 	<ul style="list-style-type: none"> No cell phones out on campus School devices should stay in the classrooms and not in the restrooms 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times Pay attention to wet floors
Campus Playgrounds & Assemblies	<ul style="list-style-type: none"> Help others in need Collect equipment and bring it back into the school Include others Let a staff member know about broken equipment 	<ul style="list-style-type: none"> Keep areas and equipment organized Take turns and share equipment 	<ul style="list-style-type: none"> Respect outside play equipment and outside eating areas Show good sportsmanship Use equipment properly 	<ul style="list-style-type: none"> Place your trash in the trash can Keep track of your belongings 	<ul style="list-style-type: none"> Have fun in active play Follow directions for active play the first time Wear proper attire (appropriate, safe shoes) 	<ul style="list-style-type: none"> No cell phones out on campus School devices should stay in the classrooms and not outside (unless teacher lead) 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Pay attention to others around you at play. Stay in designated areas
Bus Cars Van and After School	<ul style="list-style-type: none"> Help others in need Let a staff member know about broken equipment Go to the bus, car, or van in a timely, orderly manner 	<ul style="list-style-type: none"> Remain where you are assigned for dismissal or field trips Make sure you have all your belonging with you when dismissing 	<ul style="list-style-type: none"> Listen with your eyes and ears during dismissal Respect each other and those around you Use quiet/whisper voices -Listen to the adult in charge 	<ul style="list-style-type: none"> Make sure your areas are clear of trash and other belongings Keep aisles clear 	<ul style="list-style-type: none"> Pay attention for your name to be called Listen with your eyes and ears during dismissal 	<ul style="list-style-type: none"> Make sure you have your personal devices with you. School devices remain on campus unless told otherwise 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Pay attention to others around and moving vehicles Stay in designated areas Practice bus safety

Littlefield Rules

H O R N E T S

Hornets go out of their way to be **helpful** to their school and community.

Hornets come to class prepared and **organized** for success.

Hornets are **respectful** of their fellow peers, staff, and themselves.

Hornets responsibly keep all areas **neat** and clean.

Hornets are **engaged**, focused, and on task.

Hornets use school appropriate **technology** responsibly.

Hornets practice **safety** in all places.

General Student Expectations

Attendance

Students are expected to attend school regularly, to meet their school schedules on time and to be prompt in making up the work during any absence.

Compliance with Directions

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, on-duty bus drivers and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Honesty

Students should follow the highest standards of honesty and integrity in their academic studies, extracurricular activities and personal relationships with students and staff.

Identification of Students

Student shall promptly identify himself or herself clearly and accurately upon requests of teachers, student teachers, teacher assistants, principals or other school personnel during any period of time when he or she is properly under the jurisdiction of school personnel.

Staff/Student Relationships

Students are expected to exhibit proper respect to all school personnel, to respect the rights of others and, in general, treat others as they would like to be treated.

School Flower Delivery to Students

Students will **not** be permitted to receive flowers at school. The delivery of flowers causes a disruption of school and a safety problem on buses. The school will NOT accept the delivery of flowers.

Respect for School Property

Students are expected to display proper respect for and care of school property.

Felony Conviction/Threat to Safety

Any student fourteen (14) years or older who has been convicted and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school by recommendation of the principal and upon approval of the Board.

Assault/Causing Personal Injury

No student shall participate in an assault or cause or attempt to cause physical injury to, or intentionally behave in such a manner as could reasonably cause physical injury to any student, school employee or person other than a student or school employee in any school. A fight is considered an assault when: there are weapons or other objects that could reasonably be considered a weapon involved; a student causes or attempts to cause injury to a school employee; two or more students assault or attack or cause or attempt to cause physical injury to any other student. Failure to comply with this rule will result in disciplinary action.

Weapons & Dangerous Instruments

No student shall knowingly possess, handle or transmit any knife, razor, ice pick, explosive, loaded cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles or other object that can be reasonably be considered a weapon or dangerous instrument in school. When behavior patterns disrupt the learning climate of the school or the safety and welfare of individuals, it shall become a matter of administrative action involving the student and/or parent or guardian. Failure to comply with this rule will result in disciplinary action.

Extortion

No student or students shall exhibit threatening or abusive action, extort money or attempt to extort money, personal property or personal services from any student. Failure to comply with this rule will result in the following penalty:

Disruption of School/Learning Process

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct, intentionally cause disruption of any lawful function, mission or process of the school to which he is assigned or any other school in the school system, nor shall any student urge any other student to engage in such conduct.

Threatening, Insulting, Abusive or Seriously Discourteous Words or Signs, Profanity, Language of a Racial Nature or other Acts

No student shall direct toward any school employee, toward any other student or toward any other person in school, any language which threatens force or violence or which is abusive or insulting or any sign or act which constitutes a threat of force or violence or which is abusive, insulting or threatening.

Narcotics/Alcohol/Stimulant Drugs

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other drug as defined as a controlled substance pursuant to Chapter 9 of the North Carolina General Statutes or any alcoholic beverage or other intoxicating liquor, beer or wine as defined by Chapter 18-A of the North Carolina General Statutes while in school unless such possession, use or transmission is authorized by law and school regulations, provided however, that the possession or use of a drug authorized by a valid medical prescription from a registered physician will not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. Failure to comply with this rule will result in disciplinary action.

Student Demonstration

No student or students shall, on or off school premises, engage in any protest, march, picket, sit-in, boycott, walkout; or any similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned or any other school in the school system.

Breaking In/Theft/Property Damage

No student shall break in or enter a school building, commit arson, vandalize, attempt to steal or intentionally damage or attempt to damage any school property or private property while the private property is under school jurisdiction. Students will be required to make restitution for damages or work at removing the damage.

Bomb Threat or Hoax

No student shall, by any means of communication, make a report, knowing or having reason to know the report is false, that there is located on any school premises, a device designed to cause damage or destruction by explosion, blasting or burning. No student shall place on any school premises, with the intent of perpetrating a hoax, any device which would appear to a reasonable person to be a bomb or similar instrument capable of causing injury or damage. Penalty: Failure to comply with the last five rules will result in disciplinary action.

Hazing

Hazing is prohibited. No group or individual shall require any student to wear abnormal dress or costume on campus, annoy another student by playing abusive or ridiculous tricks on him, frighten, scold, beat or harass him or subject him to personal indignity.

Other Illegal Activities

A student shall not engage in any conduct at school which violates any law of the United States, the state of North Carolina or any political subdivision of North Carolina in which the conduct occurs which is detrimental to the maintenance of good order and discipline in the school. Penalty: Failure to comply with the previous two rules will result in the following penalty: Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the Board of Education. In as much, each of the above offensive behaviors is a violation of one or more laws of the state of North Carolina, the principal shall immediately report such violations to the proper law enforcement agency for investigation and prosecution. In such cases, school officials shall cooperate fully with the law enforcement agency. However, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

Fighting

No student or students shall allow the loss of self-discipline and control to the extent where physical contact is made in anger in school. Any physical attack, other than that covered under the Assault Rule, will be considered a fight. Failure to comply with this rule will result in the following penalty: Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the Board of Education.

Students involved in fighting on the school campus will be punished alike unless it is determined that one party acted as the aggressor without provocation, and then the aggressor will be punished.

The following disciplinary penalty will be imposed when students are involved in fighting:

NC STATUTE 1433-A--Allows schools to prosecute students involved in a fight.

Students Will Be Referred To The Appropriate Juvenile/Other Authorities In The Following Instances:

- Weapons and dangerous instrument
- Narcotics/alcohol/stimulant (use or possession)
- Bomb threat or hoax
- Hazing
- Fighting
- Disruption of school (such as threatening, insulting, abusive behavior, student demonstrations, break-ins, theft or property damage).

Trespassing

No student shall be on the campus of another school in the Public Schools of Robeson County System during the school day. Failure to comply with this rule will result in the following penalty: Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment with guidelines established by the Board of Education.

Any student under suspension or dismissal for disciplinary reasons from Littlefield Middle School may not participate in any extracurricular activity held on the school campus or at any other school campus in which Littlefield Middle School participates.

Assembly Programs

Because of large numbers, it is important that students observe the very highest standard of courtesy and conduct during assemblies. Conduct during assemblies is probably the best indicator available to us of the quality of students who attend Littlefield Middle School. If a student is asked to leave the assembly program due to improper conduct, he/she may not be allowed to attend any program for the remainder of the year. Such students are placed in detention hall for all subsequent assemblies. Eighth grade students will, as a rule, enter assemblies last. Those in attendance will stand silently as the eighth grade marches in and will remain standing until the eighth grade is in place.

Textbooks

Textbooks are furnished to students with no fee for rental. It is the student's responsibility to keep up with these books and make sure they are properly cared for. Students will be charged for lost or abused books.

Hall Pass

Students will need a pass granting permission to leave the classroom.

Chewing Gum

Students will not be allowed to chew gum or eat candy during the regular school day. On occasions when candy is a part of a reward, only then will it be permissible.

Borrowing Money

Students will not be able to borrow money from the office, not from teachers, and should not borrow from other students. Students who forget or lose lunch money may charge the price of the meal in the cafeteria. Payment for the cost of the meal should be made the next school day.

School Safety

Students are urged to observe good safety practices while at school. Serious injury could occur as a result of running through the hallways. Avoid yelling, loud talking, horse-playing, and littering while moving through the school building.

Accidents at School

Students injured at school should report to the office. In case of a severe injury, the principal and/or assistant principal will be notified. And the parent will be immediately contacted. The school should have on file a telephone number of the parent or a parent designee. In all cases, the appropriate school personnel will complete an accident report to be filed in the office.

Student Insurance Program

At the beginning of each school year, a group accident insurance policy shall be made available all members of the student body at normal cost.

Inoculations

All students entering the Public Schools of Robeson County shall provide the principal with a certificate of immunization indicating dates the student received the immunizations. If such certificate is not presented within thirty (30) calendar days, the student shall not be permitted to attend any school of the Public Schools of Robeson County.

Pediculosis (Head Lice)

A student with head lice will not be allowed to return to school without proof of treatment. Please send a note stating the date of treatment along with the treatment product label. All nits (eggs) must be gone before the student may return to school.

Tornado Drills

The following procedures should be followed:

- Three (3) consecutive rings of the bell and an all call "code W" will signal for a tornado drill.
- All students and staff will immediately proceed to the area assigned for tornado protection.
- When students are in their protection area, teachers will check the roll.
- All students and staff will face the interior wall when danger is imminent on the command "Everyone Down!" crouch on elbows and knees with hands over back of head. It is essential that this command be instantly understood and obeyed.

Fire Drills—In order to safely evacuate the building during emergency, fire drills are necessary. Please follow these practices:

- One sustained sounding of the bell and an all call "code E" is the signal for a fire drill.
- Avoid stopping for personal items (coats, book bags, etc.)
- Please leave the building by walking fast in a single file line. Avoid running.
- Class roll will be taken outside the building.

Parent—Teacher Conferences

Parent-teacher conferences are vital to a student's school progress. Therefore, these conferences should be carefully planned. Parents should arrange a time for the conference in advance.

Withdrawal or Transfer

A student withdrawing from school should bring to the principal's office a written request from his or her parents giving the date of departure and destination. The student will be given a check-out sheet to be signed by each teacher during the last attended day. At the close of the day, this form must be returned to the guidance office for the appropriate signature. Students are responsible for clearing books, fees, and other school items before the transfer can be completed. Permanent school records will not be sent unless all school matters are cleared up.

Food or Drink

Food and drinks are only allowed in the cafeteria, unless other sites are approved. Bottle drinks/glass are not allowed on campus or buses.

Sports Bottles

Sports bottles are not allowed on campus!

Destroying or Abusing School Property

Any student destroying or abusing school property will be required to pay for the repair or replacement of the property in question. The student may also face administrative action

Radios, mp3 Players, IPods, Disc Players, and Cell Phones

No radios, MP3 players, nor disc players will be permitted on the school campus. They will be taken and turned into administration. A parent may pick the item up at the end of the day. Subsequent violations will require parents to pick up the device along with other consequences. This applies to any type of radio or tape player or disc player.

Student Cell Phone Expectations**Policy Code: 4318 Use of Wireless Communication Devices**

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The disciplinary consequences for violations of this policy will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a

school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36, -390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: March 8, 2011

Revised: August 9, 2011; November 20, 2018

As we begin the first semester of school, August 25, 2026, we want to reinforce cell phone expectations. In the past, we have seen a dramatic increase in students' use of cell phones/earbuds throughout the school day. This increase in cell phone usage has hindered the educational process throughout the day, making it more challenging to keep students engaged and focused on crucial academic activities. We have also experienced several instances of cyberbullying and student discipline associated with cell phone usage. Throughout the school day, cell phone usage will NOT be permitted. If a student violates the above expectation, the phone will be confiscated, placed in a labeled envelope, and delivered to the office by a staff member. It has been proven that students are more engaged socially and academically during the school day without cell phone access. This link (<https://www.awayfortheday.org/research>) provides more research. The consequences are as follows:

1st Offense: Cell phone held by teacher until the end of the school day. Students will have to sign for it at the end of the day.

2nd Offense: The cell phone will be held in the office until the end of the school day. Students will have to sign for it at the end of the day. Administration will contact the parent.

3rd Offense: *The parents or Guardians must sign for it in the office and meet with Administration.*

Additional offenses will be considered an act of insubordination. Students who refuse to comply with a request to surrender their cell phone to a faculty or staff member will be considered insubordinate. Rules governing insubordination will apply as outlined in the student handbook, resulting in ISS or OSS. We hope you understand our stance on technology, particularly cell phones, and we highly encourage you to talk with your child about the reinforced expectations mentioned. As always, we appreciate your support and value your role in our school community as we try to provide each student with the best educational experience possible.

Class Interruptions

No one is permitted to interrupt classes for any reason without special permission from a staff member or the administration. No student will be called from class to receive calls. **Students will not be permitted to use the school phones for personal calls.**

Sleeping In Class

No student shall be permitted to sleep in class. If a student is too ill to remain in class, the illness should be reported to the classroom teacher or to the office where arrangements will be made for the student to be taken home.

School Publications

Any publications sponsored or in any way funded by the school shall be known as school publications and shall be assigned faculty advisors.

Independent student or off-campus publications shall not be published or circulated on school premises except upon approval of the principal. No posters pertaining to non-school activities may be displayed on the school campus except with the approval of the school administration.

Clubs

All clubs shall establish club dues and restrict their activities to the confines of those dues. All club meetings are to be scheduled after school, unless otherwise directed by the principal.

Students Who Become Ill

Students who become ill at school are to report to their assigned teacher, report the sickness, and follow the teacher's instructions.

The administration cannot assume responsibility for allowing students who become ill to leave school sick. Contact must be made with a responsible adult (parent or legal guardian if possible) prior to a student who is ill being permitted to leave to go home or being left at home by school personnel. No student who is ill shall be left at any location away from school without supervision. School personnel may not administer medication without prior approval of the principal.

Dispensing of Medication

If under exceptional circumstances a child is required to take medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, principal, or his designee (restricted to secretaries or teachers) may administer the medication in compliance with the regulations that follow:

- Written instructions signed by parent and physician will be required and will include:

Child's name

Name of medication

Purpose of medication

Time to be administered

Dosage

Possible side effects

Termination date for administering the medication

The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication. Parents are expected to remove medication from school premises when use is discontinued.

If the child has any medical problem that might necessitate emergency planning, it is the parent's responsibility to devise an emergency plan with the teacher, subject to the physician's approval.

Example: bee sting, allergic reaction, seizures, etc.

The school will keep a record of the administration of medication and keep medication in a secured location.

The school retains the privilege to reject requests for administration of medicine.

A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

UNDER GENERAL STATUTE 115C - 399- the principal may prosecute a student for: willfully trespassing on or damaging a school bus; entering a school bus or school activity bus after being forbidden to do so or refusing to leave a bus upon request.

Failure to comply with bus safety rules will result in the following penalty: Principal's discretion based upon his or her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the Board of Education. Depending on the circumstances, penalties range from suspension from the bus for one to ten days or recommendation for long-term suspension from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including long-term suspension or expulsion from school.

The Transportation Department has instructed us that children may ride only the bus to which they are assigned. Permission to ride another bus will not be given. Limited capacity, bus routes, and liability issues are the basis for this policy.

Interrogations

If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the principal shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of questioning.

Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or student lockers under the circumstances outlined below and seize any illegal or unauthorized material discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the SCJ1001 or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

A student's person and/or personal effects (e. g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the-same sex and with an adult witness present, when feasible.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

DUE PROCESS PROCEDURES FOR ADMINISTRATIVE DISCIPLINARY ACTION APPEAL PROCEDURES FOR LONG-TERM SUSPENSION

Section 1 - Notice AND INITIATION OF PROCEEDINGS

If the principal, following an investigation, determines that a long-term suspension is appropriate, he shall invoke a short-term suspension often (10) school days and inform the student, parent and superintendent of the impending long-term suspension following this action. The student and parent shall be provided a copy of the Due Process Procedures and their attention called to Sections 1 through 4 of the procedures. If a formal hearing is desired, the student or parent must notify the principal in writing within four (4) school days following receipt of the notice of suspension.

If a hearing is not requested within four (4) school days following the notice of impending long-term suspension, the principal shall invoke the penalty and notify the Superintendent in writing within twenty-four (24) hours of the action. The notice to the Superintendent will state the charges against the student and contain facts sufficiently particular to describe the nature of the offense. A copy of the notice shall be sent by registered mail to the student and parent. The Superintendent or his designee shall be deemed to have approved the principal's action unless notice otherwise is given to

the principal within twenty-four (24) hours after receipt of the notice by the Superintendent or his designee.

If a hearing is requested, the principal shall convene a hearing panel within six (6) school days following the request. The panel shall be composed of three (3) staff members, one of whom may be designated by the student the time the hearing is requested. The remaining two (2) members shall be appointed by the principal. The panel shall be impartial and of racial and sexual mix. If a period of summary suspension or short-term suspension ends before the hearing and/or appeal process concludes, the Superintendent shall determine if the issue is resolved. A chairperson from the central administrative staff shall be designated by the Superintendent if requested by the principal; otherwise, the principal shall appoint a fourth person as chairperson.

Anyone who has had direct contact with the student's alleged misconduct or who will probably give testimony to the hearing board shall not serve as a member of the hearing board. An official tape recording shall be made of the proceedings. The chairperson shall receive a reasonable list of witnesses from the student, his/her parent or representative and from the principal prior to the scheduled date of the hearing.

The hearing procedure shall consist of a presentation by the principal or his designee of witnesses and other evidence relating to the issue of whether or not the offense was committed and by the student charged. The student may then offer witnesses and other evidence in his own behalf relating to the same issue.

Based upon the information presented at the hearing, the panel shall privately determine by majority vote an opinion of the issue involved. The chairperson shall not vote in the decision. The panel shall find by majority opinion that the student did or did not engage in the alleged misconduct and offer facts to support the position taken.

If the panel finds that the student did engage in the alleged misconduct, it shall, except in instances where board policy mandated long-term suspension, further develop any recommendation, as it may deem appropriate to the issue. The panel's opinion shall be presented to the principal in writing at the conclusion of the hearing.

Upon receipt of the opinion and/or recommendations of the hearing panel, the principal shall review the matter and determine the appropriate action. If the decision is to return the student to school, she/he should so inform the student, parent and Superintendent promptly. If the decision is to suspend for more than ten (10) school days, he shall invoke the penalty and following the procedures for long-term suspension to the Superintendent.

If the principal's action following the formal hearing results in a long-term suspension or other action is felt to be inappropriate by the student or parent, an appeal may be made to the Superintendent within three (3) school days of the principal's action. The appeal shall be made in writing. The Superintendent shall appoint one (1) or three (3) administrators to review the recording and other records of the hearing within five (5) school days of the notice of appeal. The student or parent and the principal may be summoned if necessary to accurately review the hearing proceedings.

The appeal panel or individual shall review all aspects of the hearing procedure and the subsequent action of the principal to determine if due process has been recorded, Board policy and procedure were observed and the principal's action was justified. If a panel is convicted, the decision shall be by majority vote and the opinion of the panel or individual shall be presented to the Superintendent in writing immediately following the review. When due process, policy, procedures and the principal's action are determined to be correct, the Superintendent shall so inform the principal and the student or parent.

If, in the opinion of the panel, a denial of due process, violation of policy or procedure, or an abuse of administrative authority has occurred, the principal's action shall be dissolved by the Superintendent with the student readmitted to school. A new hearing may be ordered by the Superintendent. The Superintendent shall so inform the principal and the student or parent.

If the student or parent is not satisfied with the results of the administrative appeal, an appeal may be made to the Board within five (5) school days of the notice from the Superintendent. The appeal shall be in writing. The Board shall review the matter within ten (10) school days of the notice and the decision of the Board shall be final.

MULTI - DISCIPLINARY REVIEW FOR EXCEPTIONAL CHILDREN

A multi-disciplinary team, usually the Administrative Placement Team, shall review pending recommendations for long-term suspensions of exceptional children to determine if any connection exists between the behavior and their exceptionality. The team may make recommendations to the Program Administration for Exceptional Children for change of placement if a relationship between the misconduct and the handicapping condition is determined. Should no relationship be determined, normal disciplinary consequences shall apply.

The decision of the Administrative Placement Team, shall review pending recommendations for long term suspensions of exceptional children to determine if any conditions apply. The team may make recommendations to the Program

Administration for Exceptional Children for change of placement if a relationship between the misconduct and the handicapping condition is determined. Should no relationship be determined, normal disciplinary consequences shall apply.

The decision of the Administrative Placement Team may be appealed by requesting a Due Process Hearing through the office of the Exceptional Children's Program Administrator. Such a request must be made within ten (10) calendar days of receipt of the decision by the Administrative Placement Team.

Fundraising

Littlefield Middle School's fundraising activities support our school programs and school sponsored organizations.

However, to safeguard the health and safety of our students, the following policy is effective immediately.

All Littlefield Middle students are prohibited from door-to-door sells or door-to-door solicitation for contributions, pledges or orders.

Reproductive Health and Safety Education Parent Letter

According to G.S. 115C-81 (e), each year before students participate in reproductive health and safety education or other separate instruction on the prevention of sexually transmitted diseases, including HIV/AIDS, or the avoidance of out-of-wedlock pregnancy, parents must be notified of the opportunity to review the materials and objectives that will be used in instruction.

Please receive this communication as official notice that beginning on the first day of school, all materials will be available for sixty (60) days in the school's guidance office.

Parents may withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as sexually transmitted diseases, the effectiveness and safety of contraceptive methods, and awareness of sexual assault and sexual abuse. Any parent who wishes to withhold consent must do so in writing to the Principal.

If you have any questions or concerns, please contact the principal or Marilyn Sanderson, Nurse at 910-671-6065.

RECORDS

Records will be maintained as required by board policy, Prohibition Against Discrimination, Harassment and Bullying.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance*:

Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274, (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.10; State Board of Education Policy

Cafeteria Policies

All students who eat in the cafeteria will receive a lunch number. All students are approved for free meals will give their number to the cashier and receive their meals at no cost.

Cafeteria Expectations

Movement to and from the cafeteria will be quiet and orderly. Students will move in a single file.

Socialization/talking should not take place in line. These are to take place once students are seated in the cafeteria and only while they are seated.

Students will complete their meals in the cafeteria. No food will be taken out of the facility.

Students will clean the table and floor of food and litter that they may have been inadvertently placed there by them.

Students will return reusable cafeteria items to the proper places. (i.e. tray, fork, spoon, etc.).

Littlefield Middle School Community Support Agencies Policy

Community Support Agency representatives will be allowed to speak to teachers and students during their encore times only. They are prohibited from observing students in the classroom. The consultation will take place in the conference room in the school counselor's office. In order for this to take place the school will have to be notified 2 days in advance.

The Community Support Workers will need to sign in at the front office and bring the necessary paperwork each time they visit campus in order to visit with the teacher or student. They are required to have proper identification, and a notarized parent consent form.

Any information requested by outside agencies for teachers to complete is optional with the exception of The Department of Social Services and other agencies deemed appropriate. When completing information requested on a student, teachers should adhere to confidentiality laws and follow the guidelines outlined by FERPA.

The PSRC school system expects all agency representatives to act in a professional manner when visiting campus.

Littlefield Middle School makes every endeavor to collaborate with LMS stakeholders.



Littlefield Middle School

9674 NC 41 North

Lumberton, NC 28358

Phone: (910)671-6065 ~ Fax: (910)671-6068



Accredited by the Southern Association of Colleges & Schools

To: Parents/Guardians, Faculty and Staff

From: Kendall Hamilton

Date: August 25, 2025

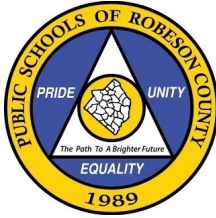
Ref.: Asbestos Management Plan as Required by the Asbestos Hazard Emergency Response Act

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 at 910-671-6065. Please feel free to contact me if you desire additional clarification regarding this manner. Littlefield Middle School is in complete compliance with all regulations governing this plan.

Thank you,

Kendall Hamilton



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

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

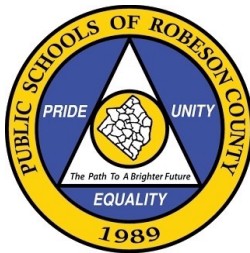
- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in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

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

WHAT IS ASBESTOS?

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

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



Annual Notification of Pest Management Program

Dear Parent, Guardian, or Staff Member:

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

Name: Mr. Kenneth Campbell

Title: Environmental Supervisor and Plumber II

Phone number (910) 827-0114

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

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

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

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

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

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

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

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

REGISTERED SEX OFFENDERS *Policy Code: 5022*

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.

CONTRACTUAL PERSONNEL

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

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

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

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

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

Adopted: July 12, 2011

Policy Code: 5020 Visitors to the Schools	

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

	A. OPPORTUNITIES TO VISIT THE SCHOOLS	

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

	1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators. 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.	

	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

STUDENT GRIEVANCE PROCEDURES

COMPLAINTS AND GRIEVANCES

It is the policy of the Board of Education for the Robeson County Public Schools that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear or recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

	Policy Code: 1740/4010 Student and Parent Grievance Procedure	

	A. OPTIONS FOR RESOLVING COMPLAINTS	

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

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

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

	B. DEFINITIONS	

	1. Days	

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

	2. Final Administrative Decision	

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

	3. Grievance	

	A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination, harassment or bullying must be processed under policy 1720/4015/7225 , Discrimination, Harassment and Bullying Complaint Procedure.

	4. Grievant	

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

	5. Official	

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

	C. TIMELINESS OF PROCESS	

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

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

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

	D. GENERAL REQUIREMENTS	

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

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

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

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

	E. PROCESS FOR GRIEVANCE	

	1. Filing a Grievance	

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

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

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

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

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

	2. Investigation	

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

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

	3. Response by Principal	

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

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

	4. Response by Superintendent	

	<p>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.</p>

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

	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) 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 <u>2500</u> , Hearings Before the Board.	

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

	b. Discretionary Appeals	

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

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

	3) If the board decides to grant a hearing, the hearing will be conducted pursuant to policy <u>2500.</u>		

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

	F. NOTICE		

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

	G. RECORDS		

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

	Legal References: G.S. 115C-45(c) ; 126-16 ; 150B-43 et seq.		
	Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Responding to Complaints (policy 1742/5060), Hearings Before the Board (policy 2500), Student Behavior Policies (4300 series)		
	Adopted: November 9, 2010		
	Revised: August 9, 2011		

[illegible]

	6. comply with the open meetings law, including notice of meetings;		

	7. to provide such documentation as may be necessary to the superintendent and board to support any charges, findings or allegations of misconduct, oversight or abuses of laws and policies by school personnel; and		

	8. to fulfill such specific short-term assignments as may be authorized by the superintendent or the board.		

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

	B. RESTRICTIONS	

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

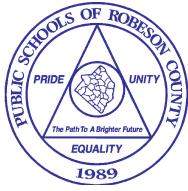
	C. MEMBERSHIP AND SELECTION	

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

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

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

[illegible]



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.robesson.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 ley NCGS §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 de vacunas en el que se indique que el niño ha recibido las vacunas requeridas por la ley NCGS §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.

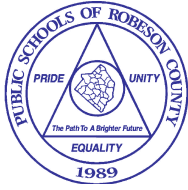
Fuente: servicios de salud (para ser incluida en el Manual del Estudiante anualmente)
Revisada en Julio de 2020

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

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

Method:

- Each school will distribute the Required Annual Health Status Update 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 case management of the student's health care needs.
- Within the first 30 days of school, teachers will file all original forms in student's cumulative folders and discard forms from the previous year.
- A Health Status Update form should be completed during enrollment for students who enroll throughout the school year and a copy should be forwarded to the school nurse if health problems are indicated.



Public Schools of Robeson County

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

Office of the Superintendent

Date August 25, 2025

Dear Parent:

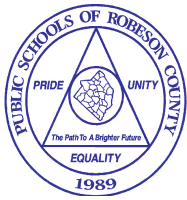
Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following options:

- (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.



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)

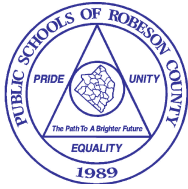
Date

Approved by: _____

Principal's Signature

Date

Reviewed by: _____



School Nurse's Signature

Date

Revised 07/20

Public Schools of Robeson County

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

Office of the Superintendent

School Name: _____

School FAX: _____

Request for Medication Administration in School Spanish version (see parent consent at bottom)

To Be Completed by Physician (One medication per form)

Student _____ DOB _____ School _____

Medication _____ Dosage _____

Purpose of Medication _____

Time(s) Medication is to be given _____

Administration Dates: Begin _____ Stop _____

Significant information (include side effects, toxic reactions, omission reactions, contraindications):

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

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

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

PARENT'S PERMISSION

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

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____

Principal's Signature

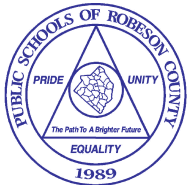
Date

Reviewed by: _____

School Nurse's Signature

Date

(Revised 7/19)



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,
Kendall Hamilton



Escuelas Públicas del Condado de Robeson

Post Office Drawer 2909

Lumberton, NC 28359

910-671-6000

Oficina del
Superintendente

Fecha: ____August 25, 2025 _____

Estimados Padres/Guardianes,

El propósito de esta carta es de proveerle información de cuando dejar a su niño en la casa y no traerlo a la escuela. Aunque parece obvio, niños no deben de venir a la escuela cuando son contagiosos a otros, cuando tienen fiebre, o cuando están demasiado de enfermo para poder aprender. Enfermedades de niñez se contagian fácilmente cuando niños están en contacto cerca en el ambiente escolar.

¿Cómo sabes si su niño es contagioso? Catarros son un poco difícil, como su niño lo puede pasar a otros antes se aparecen los síntomas, como tos, moqueo nasal, estornudos. El periodo contagioso para un catarro dura solamente por como 3 a 4 días al comienzo de la enfermedad. Similarmente, personas infectadas con la gripe son contagiosos desde un día antes que se sientan enfermos hasta que síntomas son resueltos. Para niños, el periodo de contagio para la gripe es un día antes que aparecen síntomas, como alta fiebre, dolor de garganta, tos, y dolores del cuerpo.

La mayoría de las escuelas mandan al niño a la casa si creen que el niño muestra los siguientes condiciones o síntomas:

- Fiebre
- Faringitis
- Vómitos y/o diarrea
- Infecciones de los ojos o la piel
- Infecciones parasitarias como piojos o sarna

Usted puede ayudar a que sus niños se mantienen saludables enseñándoles estas reglas:

- No compartir comida o bebidas.
- No compartir ropas.
- Botar pañuelitos desechables usadas.
- Lavar sus manos frecuentemente con jabón y agua.

Si no estás seguro o tienes preguntas si su niño está suficientemente saludable para ir a la escuela, por favor comuníquese con la enfermera de la escuela.

Sinceramente,

Littlefield Middle School SCHOOL-PARENT COMPACT

Littlefield Middle School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2021-2022 school year.

School Responsibilities

The Littlefield Middle School Staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State's student academic achievement standards.
2. Provide parents with frequent reports on their children's academic and behavioral progress. In each classroom, we will provide progress reports through Parent/Teacher conferences, samples of student work, updates on reading, writing and math assessments. We will initiate parent contact at the first signs of a pattern of behavior that interferes with student learning.
3. Set high expectations for staff, students and parents by ensuring challenging curriculum, implementing programs targeted at increasing student achievement and committing to recruit, retain, and train qualified staff. Also, highlight/prepare ways that the parent can advance the learning environment at home.
4. Provide parents reasonable access to staff. Teachers may be contacted through phone or written requests to meet on their specified conference time. Alternative times beyond school hours may be arranged directly with the teacher.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as defined by grade-level teams or Parent Teacher Association(PTA) commitments.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Parent Responsibilities **Littlefield Middle School Parents will:**

1. Limiting TV, computer, video games, and other activities to allow enough time for your child to complete homework.
2. Listening to your child read daily. Helping to ensure that your child has good attendance and arrives to school on time.
3. Attending parent-teacher conferences, Open House, family activity nights, and other school meetings.
4. Staying informed and volunteering as schedules permit.
5. Communicate the significance of success in school & its relationship with success in life.
6. Ensure that my child attends school on a regular basis and arrives at school on time.
7. Make sure that my child's homework is completed and returned to school on time.
8. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.

Student Responsibilities

Littlefield Middle School Students will:

1. Actively participating in class activities and asking questions when I do not understand.
2. Reading, on or above my lexile level, independently or with a family member, at least 3 times per week.
3. Using skill I learn to be a proactive problem solver and critical thinker. Practicing listening, speaking, and writing to share my ideas.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Escuela Intermedia Littlefield
COMPACTO ESCOLAR-PADRE**

Littlefield Middle School, y los padres de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley de éxito de todos los estudiantes (ESSA) (niños participantes), están de acuerdo en que este acuerdo describe cómo los padres, la totalidad el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación que ayudará a los niños a alcanzar los altos estándares del Estado.

Este pacto escuela-padres está vigente durante el año escolar 2021-2022
Responsabilidades de la escuela

El personal de Littlefield Middle School:

1. Proporcionar currículo e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo que apoye a los niños en el cumplimiento de los estándares de rendimiento académico estudiantil del estado.
2. Proporcionar a los padres informes frecuentes sobre el progreso académico y conductual de sus hijos. En cada sesión de clases, proporcionaremos informes de progreso a través de conferencias de padres / maestros, muestras de trabajo de los estudiantes, actualizaciones en evaluaciones de lectura, escritura y matemáticas. Iniciaremos el contacto con los padres a los primeros signos de un patrón de comportamiento que interfiera con el aprendizaje del estudiante.
3. Establezca altas expectativas para el personal, los estudiantes y los padres garantizando un plan de estudios desafiante, implementando programas dirigidos a aumentar el rendimiento estudiantil y comprometiéndose a reclutar, retener y capacitar personal calificado. Además, resalte / prepare formas en que los padres puedan avanzar el ambiente de aprendizaje en el hogar.
4. Proporcionar a los padres acceso razonable al personal. Los maestros pueden ser contactados por teléfono o por escrito para reunirse en el tiempo de conferencia especificado. Se pueden organizar horarios alternativos más allá del horario escolar directamente con el maestro.
5. Brindar a los padres oportunidades para ser voluntarios y participar en la clase de sus hijos, y observar las actividades en el aula, según lo definido por los equipos de nivel de grado o los compromisos de la Asociación de Padres y Maestros (PTA).

Firma del maestro: _____ Fecha: _____

Firma del director: _____ Fecha: _____

**Responsabilidades de los padres
Los padres de la escuela secundaria Littlefield:**

1. Limitar la televisión, la computadora, los videojuegos y otras actividades para permitir que su hijo tenga suficiente tiempo para completar la tarea.
2. Escuchar a su hijo leer a diario. Ayudar a asegurar que su hijo tenga buena asistencia y llegue a la escuela a tiempo.
3. Asistir a conferencias de padres y maestros, puertas abiertas, noches de actividades familiares y otras reuniones escolares.
4. Mantenerse informado y ser voluntario según lo permitan los horarios.
5. Comunicar la importancia del éxito en la escuela y su relación con el éxito en la vida.
6. Asegurarme de que mi hijo asista a la escuela regularmente y que llegue a la escuela a tiempo.
7. Asegúrese de que la tarea de mi hijo se complete y se devuelva a la escuela a tiempo.
8. Mantenerme informado sobre la educación de mi hijo y comunicarme con la escuela leyendo rápidamente todos los avisos de la escuela o del distrito escolar recibidos por mi hijo o por correo y respondiendo según corresponda.

Responsabilidades del alumno

Los estudiantes de Littlefield Middle School:

1. Participando activamente en actividades de clase y haciendo preguntas cuando no entiendo.
2. Leer, por encima o por encima de mi nivel de lexia, independientemente o con un miembro de la familia, al menos 3 veces por semana.
3. Utilizando la habilidad, aprendo a ser un solucionador de problemas proactivo y un pensador crítico. Practico escuchar, hablar y escribir para compartir mis ideas.

Firma del estudiante: _____ Fecha: _____

Firma del padre: _____ Fecha: _____

School Parent and Family Engagement Policy

Littlefield Middle School

In support of strengthening student academic achievement, Littlefield Middle School receives Title I, Part A funds and therefore must jointly develop with, agree on, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, which shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Littlefield Middle School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

Littlefield Middle School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Littlefield Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact. *On September Littlefield Middle School will hold its Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved.*

B. FLEXIBLE NUMBER OF MEETINGS

Littlefield Middle School will offer a flexible number of engagement meetings at convenient

times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

C. JOINTLY DEVELOPED

Littlefield Middle School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.

D. COMMUNICATION

Littlefield Middle School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use, b) forms of academic assessment used to measure student progress, c) achievement levels of the challenging State academic standards, and d) if requested by parents, opportunities for regular meetings to formulate

suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible. Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand

The Littlefield Middle School Parent and Family Engagement Policy will be sent home at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and /or surveys.

Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

E. DISSENSION PROCESS

Littlefield Middle School will submit any comments/concerns to the Public Schools of Robeson County Superintendent's office if the school wide plan and/or parent and family engagement policy is not satisfactory to parents.

Any comments/concerns can be emailed to the Director of Federal Programs, Jennifer Freeman, at Jennifer.freeman@robeson.k12.nc.us

F. SCHOOL-PARENT COMPACT

Littlefield Middle School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Littlefield Middle School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

G. BUILD CAPACITY OF PARENTS

Littlefield Middle School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - the State's academic content standards, ○ the State's student academic achievement standards, ○ the State and local academic assessments including alternate assessments, ○ the requirements of Title I, Part A, ○ how to monitor their child's progress, and ○ how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility with the contributions of parents, and in how to

reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

Littlefield Middle School will offer parent workshops on an as needed basis. We will also continue to encourage parents to use online resources such as Khan Academy, Lexia, and Renaissance. We have also purchased brochures and other reading material to assist parents in supporting their child's academic success.

H. ACCESSIBILITY

Littlefield Middle School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

Parent Volunteers will be asked to work within the community to garner support for events such as Field Day, Family Nights, PTA Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed (interpreters will be available to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement in academia. Family and community individuals will be made aware of the training sessions through resources such as newsletters, use of the school sign, media, and the school website. Parents as Partners in Education meetings will also be held.

Padre de familia y familia

Política de compromiso

Escuela Intermedia Littlefield

Para apoyar el fortalecimiento del rendimiento académico de los estudiantes, Littlefield Middle School recibe fondos del Título I, Parte A y, por lo tanto, debe desarrollar, acordar y distribuir conjuntamente a los padres y miembros de la familia de los niños participantes una política escrita de participación de los padres y la familia, acordada por tal padres, que describirán los medios para llevar a cabo los requisitos de la Sección 1116 de la Ley de éxito de todos los estudiantes (ESSA). Los padres serán notificados de la política en un formato comprensible y uniforme y, en la medida de lo posible, se proporcionarán en un idioma que los padres puede entender. Dicha política se pondrá a disposición de la comunidad local y se actualizará periódicamente para satisfacer las necesidades cambiantes de los padres y la escuela. La política establece las expectativas de la escuela para la participación de los padres y la familia y describe cómo la escuela implementará una serie de actividades específicas de participación de los padres y la familia.

Littlefield Middle School entiende que la participación de padres y familias significa la participación de padres y familias en una comunicación regular, bidireccional y significativa que involucra el aprendizaje académico de los estudiantes y otras actividades escolares, lo que incluye garantizar:

- Los padres y las familias juegan un papel integral en ayudar al aprendizaje de sus hijos.
- Se alienta a los padres y las familias a participar activamente en la educación de sus hijos en la escuela.
- Los padres y las familias son socios de pleno derecho en la educación de sus hijos y están incluidos, según corresponda, en la toma de decisiones y en los comités asesores para ayudar en la educación de sus hijos.

Littlefield Middle School acuerda implementar los siguientes requisitos, tal como se describe en la Sección 1116 de ESSA:

A. TÍTULO ANUAL I REUNIÓN

Littlefield Middle School tomará las siguientes medidas para llevar a cabo una reunión anual, en un momento conveniente, y alientará e invitará a todos los padres de los niños participantes a asistir para informarles sobre el programa Título I de la escuela, la naturaleza del programa Título I, los padres 'requisitos, la política de participación de los padres de la escuela, el plan de toda la escuela y el pacto entre la escuela y los padres. Septiembre de 2020, la Escuela Intermedia Littlefield celebrará su reunión anual de Título I para informar a los padres sobre los requisitos del Título I y la participación de la escuela, así como los derechos de los padres a participar.

B. NÚMERO FLEXIBLE DE REUNIONES

Littlefield Middle School ofrecerá una cantidad flexible de reuniones de participación en convenientes

horarios para familias, como reuniones en la mañana o en la noche (para lo cual la escuela puede usar fondos del Título I para proporcionar transporte, cuidado de niños o visitas a domicilio, ya que dichos servicios se relacionan con la participación de los padres)

C. DESARROLLADO CONJUNTO

Littlefield Middle School tomará las siguientes medidas para involucrar a los padres de manera organizada, continua y oportuna, en la planificación, revisión y mejora de los programas bajo el Título I, Parte A, incluida la planificación, revisión y mejora de los padres de la escuela, y la política de participación familiar y el desarrollo conjunto del plan del programa escolar.

Al comienzo del año escolar, nos reuniremos con los padres y otras partes interesadas. Durante esta reunión, los padres recibirán información sobre el Plan de participación de padres y familias de la escuela y se les informará sobre su derecho de los padres a participar en la planificación y el desarrollo del plan a través de reuniones, encuestas y cuestionarios. Si el plan del programa no es satisfactorio para los padres, pueden enviar comentarios sobre el plan al administrador de la escuela. El plan se enviará a casa con los estudiantes al comienzo de cada año escolar y se publicará en el sitio web de la escuela.

D. COMUNICACIÓN

Littlefield Middle School proporcionará a los padres de los niños participantes información oportuna sobre los programas bajo el Título I, que incluyen:

a) una descripción y explicación del plan de estudios en uso, b) formas de evaluación académica utilizadas para medir el progreso del estudiante, c) niveles de logro de los estándares académicos estatales desafiantes, y d) si los padres lo solicitan, oportunidades para reuniones regulares para formular

sugerencias y participar, según corresponda, en las decisiones relacionadas con la educación de sus hijos y responder a tales sugerencias lo antes posible. La información relacionada con la escuela y los programas para padres, reuniones y otras actividades, se enviará a los padres de los niños participantes en un formato comprensible y uniforme, incluidos formatos alternativos a solicitud y, en la medida de lo posible, en un idioma que los padres puedan entender

La Política de participación de padres y familias de la escuela secundaria de Littlefield se enviará a casa al comienzo del año escolar y estará disponible en el sitio web de la escuela. También se discutirá con los padres durante las conferencias de padres y maestros al comienzo del año escolar. La política se evaluará cada año en función del número de participantes, el número de voluntarios y las respuestas a los cuestionarios y / o encuestas de los padres.

Community Estarán involucrados en la planificación, revisión y mejora de la política a través de una revisión anual. Todos los padres tendrán la oportunidad de participar en esta revisión.

E. PROCESO DE DISENSIÓN

Littlefield Middle School presentará cualquier comentario / inquietud a la oficina del Superintendente de las Escuelas Públicas del Condado de Robeson si el plan de toda la escuela y / o la política de participación de padres y familias no es satisfactoria para los padres.

Cualquier comentario / inquietud puede enviarse por correo electrónico a la Directora de Programas Federales, Jennifer Freeman, a Jennifer.freeman@robeson.k12.nc.us

F. COMPACTO ESCOLAR-PADRE

Littlefield Middle School tomará las siguientes acciones para desarrollar conjuntamente con los padres de los niños participantes un pacto entre la escuela y los padres que describe cómo las familias, la escuela, el personal y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y desarrollar una asociación para ayudar a los niños a lograr el alto nivel del estado y cómo se usa, revisa y actualiza el plan.

Littlefield Middle School llevará a cabo una reunión anual de padres para revisar y discutir cualquier cambio necesario al pacto escolar desarrollado conjuntamente. Este pacto describirá cómo todo el personal escolar, los padres y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes. El pacto describirá no solo la responsabilidad de la escuela en proporcionar instrucción y plan de estudios de alta calidad, sino también las responsabilidades de los estudiantes y los padres para cumplir y apoyar los procesos de aprendizaje. El compacto abordará cómo los padres tienen acceso razonable al personal, reciben informes frecuentes sobre su progreso y tienen la oportunidad de ser voluntarios y observar en el aula.

G. CONSTRUIR CAPACIDAD DE PADRES

Littlefield Middle School desarrollará la capacidad de los padres para una fuerte participación de los padres para garantizar una participación efectiva de los padres y las familias y para apoyar una asociación entre la escuela y la comunidad para mejorar el rendimiento académico de los estudiantes a través de lo siguiente:

- Materiales y capacitación para ayudar a los padres a trabajar con sus hijos para mejorar el rendimiento de sus hijos, como la capacitación en alfabetización y el uso de la tecnología (incluida la educación sobre los daños de la piratería de derechos de autor), según corresponda, para fomentar la participación de los padres
- Brindar asistencia a los padres de los niños participantes, según corresponda, para comprender temas como los siguientes:

o los estándares de contenido académico del estado, o los estándares de rendimiento académico de los estudiantes del estado, o las evaluaciones académicas estatales y locales que incluyen evaluaciones alternativas, o los requisitos del Título I, Parte A, o cómo monitorear el progreso de sus hijos y o cómo trabajar con educadores para mejorar el logro de sus hijos.

- Educar al personal de la escuela, personal de apoyo de instrucción especializado, directores y otros líderes escolares y otro personal, con la ayuda de los padres, en el valor y la utilidad con las contribuciones de los padres y en cómo comunicarse, comunicarse y trabajar con padres como socios iguales, implementar y coordinar programas para padres, y construir lazos entre los padres y la escuela.
- Coordinar e integrar los programas y actividades de participación de los padres con otros programas federales, estatales y locales, incluidos los programas preescolares públicos, y realizar otras actividades, como centros de recursos para padres, que alienten y apoyen a los padres a participar plenamente en la educación de sus hijos.

Littlefield Middle School ofrecerá talleres para padres según sea necesario. También seguiremos alentando a los padres a usar recursos en línea como Khan Academy, Lexia y Renaissance. También hemos comprado folletos y otro material de lectura para ayudar a los padres a apoyar el éxito académico de sus hijos.

H. ACCESIBILIDAD

Littlefield Middle School en el cumplimiento de los requisitos de participación de padres y familias de esta parte, en la medida de lo posible, brindará oportunidades completas para la participación de padres y miembros de la familia (incluidos padres y miembros de la familia con dominio limitado del inglés, padres y miembros de la familia con discapacidades, y los padres y miembros de la familia de niños migratorios), incluido el suministro de información y los informes escolares requeridos en virtud de la sección 1111 en un formato y, en la medida de lo posible, en un idioma que dichos padres entiendan.