

Prospect School



Student Handbook

2025-2026

Mr. David Oxendine, Principal

Ms. Heather Cameron, Asst. Principal

Ms. Shenika Moore, Asst. Principal

Prospect School

4024 Missouri Road
Maxton, NC 28364
910.521.4766

From the desk of Mr. David Oxendine, Principal

August 2025

Dear Parents and Students,

The faculty and staff of Prospect Elementary School would like to welcome you to our school. We look forward to another successful year and solicit your support.

In order to make this happen, rules and procedures must be in place. This handbook will outline our expectations and help you understand the rules and procedures that govern our school. It contains information about our school, district and state policies established by the Public Schools of Robeson County and the state of North Carolina.

Please read and discuss this handbook with your child(ren), and keep it easily accessible for future reference.

A copy of this handbook will be posted on Prospect Elementary School's webpage, and you may ask the front office for a hard copy. Please review this document with your child.

Please feel free to contact the school for assistance if you have questions or concerns. Your suggestions are also welcomed!

Sincerely,

*David Oxendine,
Principal*

2024-2025 Prospect School Schedule of Events

Tentative Schedule
(subject to change)

August 21, 2025, Open House 1-6

August 25, 2025, First Day of School

September 18, 2025 Progress Reports/ Title I Parent Awareness Night/

October 08, 2025, Half Day for the Students

October 23, 2025, End of Nine Weeks

October 23, 2025, Required Teacher Workday/Fall Festival

November 11, 2025, Veterans Day (Holiday)

November 20, 2025, Progress Reports

November 27-28, 2025 Thanksgiving Break

December 22-1/2, 2025, Christmas Break

January 1-2, 2026, New Year's Day (Holiday)

January 16, 2026, End of Nine Weeks

January 19, 2025, Martin Luther King Jr. Day

January 20,21, 2026, Required Teacher Workday

January 26, 2026, Report Cards

February 19, 2026, Progress Reports

February 16, 2026, Optional Teacher Workday

March 04, 2026, Half Day for Students/ Half Day Required Teacher Workday

March 19, 2026, End of Nine Weeks

March 20, 2026, Required Teacher Workday

March 30, 2026, Report Cards

April 3, 2026, Optional Teacher Workday/ Good Friday

April 06-10, 2026 Spring Break

May 14, 2026, Progress Reports

May 25, 2025, Memorial Day (Holiday)

June 9, 2025, End of Nine Weeks/Last Day of School

June 09, 2025, Reports Cards

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. AH ERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review." (§763.84(c))

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

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

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

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

WHAT IS ASBESTOS?

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

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

Annual Notification of Pest Management Program

Dear Parent, Guardian, or Staff Member:

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

Name: Mr. Kenneth Campbell

Title: Environmental Supervisor and Plumber II

Phone number (910) 671-6000

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

Physical Address: Environmental Management and Plumbing Department; 100 Hargrave Street; 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).

Public Schools of Robeson County Mission Statement

To Educate All Students by Building A Foundation for Learning in An Ever-Changing Global Society.

Prospect School Mission Statement

Our mission is to cultivate a challenging learning culture for an ever changing world.

Statements of Belief

Realizing the trust placed in us by the people of Robeson County to educate all students, we set forth the following beliefs:

Learning is a life-long process.
High expectations yield higher results.
Students learn best in a safe and orderly environment.
Students can and will learn and experience success.
Students must be active in the learning process.
All students are unique.
All students are respected for their self-worth.
It takes the whole community to educate the student.
There is a high correlation between effort and achievement.
Healthful living supports the learning process.

Vision Statement for Public Schools of Robeson County Safe Schools

The Public Schools of Robeson County is committed to providing a safe and protected learning and physical environment for students and staff.

Equal Educational Opportunity

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

(Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975)

Use of Tobacco Products by School Employees

Tobacco-Free School Policy For

The *Board of Education for the Public Schools of Robeson County* recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products in school buildings, in school facilities, on school campuses, and in or on any school property owned or operated by the Public Schools of Robeson County or at school-related or school-sponsored events at any location when in the presence of students or school personnel is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to G.S. §1 ISC-407,

Policy prohibiting Tobacco Use in School Buildings, Grounds, and at School Sponsored

Events, as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Public Schools of Robeson County;
- on any school grounds and property - including athletic fields and parking lots - owned leased, rented or chartered by the Board of Education for the Public Schools of Robeson County; or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school -related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors of/about the 100 percent tobacco-free schools policy.

Compliance for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Public Schools of Robeson County's Student Code of Conduct. The administration supports sanctions that offer education, counseling or cessation support as an alternative to suspension. Parents/guardians will be notified of all violations and actions taken by the school. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.

Compliance for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Opportunities for Cessation

The administration will provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

Prevention Education

The administration will provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. The administration will insure, per G.S. 115C-81(a)(1), that the North Carolina Healthful Living Education Standard Course of Study for grades K-9 be taught using sequential, age appropriate, current, accurate, evidenced based curricula and a skills based approach.

Procedures for Implementation

The administration will develop a plan for communicating the policy to students, staff, parents and the general public. The plan may include providing information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A compliance protocol, which identifies procedures for reminding students, staff, parents and the general public of the policy and that outlines consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff, parents and the general public.

Approved by the Board of Education March 11, 2008

Due Process Guarantee

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

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

A student shall be given an opportunity to seek clarification of information which may lead to disciplinary action, or contest the appropriateness of the sanction imposed by a disciplinary authority, or to allege prejudice on the part of the school system's official responsible for the disciplinary action or acts thought to be unfair.

(Public Schools of Robeson County Policy Manual)

Volunteers

Volunteers are special human resources. You are encouraged to volunteer your time in our classrooms, and with extracurricular activities. If you are willing to help our school continue to grow, and make great academic achievements, by serving as a school volunteer, please contact us as soon as possible.

Thank you for supporting the students in the activities offered at Prospect School. If there are suggestions as to how we can make our school better, please share those ideas with us.

Parent-Teacher Association

All parents are encouraged to become active participants in the Parent-Teacher Association. Meetings are scheduled throughout the school year, both at the beginning of the school year, and at the end of grading periods.

Please come and show your support of our school. We encourage you to take an active role in your child's education. Open House is a wonderful time to visit with your child's teacher(s). Open House will be held four times a year.

Parent teacher conferences can also be arranged during teacher planning periods.

ADVISORY COUNCILS

The Board of Education for the Public Schools of Robeson County considers input critical to the effective operation of the individual schools and the school system, and welcomes the opportunity to receive those suggestions and concerns from the public, which will assist the Board in achieving its desired objectives.

Advisory councils, organized on the basis of one per school, are deemed beneficial avenues for the Board to receive continuing input on school operations and procedures. These advisory councils shall be general in purpose, and shall be in addition to any other specific advisory councils or committees, whether created under legal mandate or by voluntary means.

1. Duties of Advisory Councils

- A. To act as a support group for both school and community in all matters, toward the development of excellence in the schools.
- B. To assist the principal and staff by helping interpret school matters to the community, and bringing community concerns to the attention of the principal.
- C. To submit draft copies of the minutes of each meeting to the superintendent within ten (10) days following the meeting.
- D. To make an annual written report of its activities to the Board of Education.
- E. To receive periodic reports from the principal concerning school programs, activities, and financial status of fund-raising activities and expenditures.
- F. To make its meetings open to the public.
- G. To provide such documentation as may be necessary to the superintendent and Board of Education to support any charges, findings or allegations of misconduct, oversight, or abuses of law and policies by school personnel.
- H. To fulfill such specific short-term assignments as may be authorized by the superintendent or the Board.

2. Limits of Advisory Council Responsibilities

An Advisory Council shall not involve itself in activities that may reflect adversely on the school system. Specifically, it shall not:

- A. Involve itself in personnel matters or individual student problems, except where the Board, the Administration, or the principal seeks advice and counsel.
- B. In any way, assume legal authority for direct action or decision-making concerning the school system.
- C. Involve it officially in political campaigns.
- D. Involve itself in fund-raising or related activities.

School Advisory Councils shall not:

- A. Assume nor act in any responsibilities beyond those that shall be delegated to it by the Board, and as set forth in Section One.
- B. Have any authority except when meeting in formal session as a body.
- C. Become engaged **in** fund-raising activities.
- D. Involve itself in individual school personnel matters or individual student problems unless by request of the principal or superintendent in seeking advice and counsel.

3. Membership and Selection

- A. Advisory Councils shall have membership based upon the following criteria:

- I. Schools with an enrollment of five hundred ninety-nine (599) pupils or less on the last day of April in the school year shall have five (5) members.
 2. Schools with an enrollment of six hundred (600) or more pupils on the last day of April in the school year shall have seven (7) members.
 - B. The principal shall serve as an ex-officio member, and secretary of the council.
 - C. Membership shall be selected in the following manner:

Each school principal, in May of the school year, shall call a public meeting at the school for the purpose of electing a simple majority of the members of the Advisory Council. The principal, district board member(s), and or at-large member(s) will jointly conduct the election. The remaining Advisory Council member(s) shall be appointed by the district and at-large board member(s).

In the event that fewer than twenty-five (25) persons attend the meeting, the principal and board member(s) shall prepare a nomination list to present to the Board for final selection.
 - D. Vacancies on Advisory Councils shall be filled by the same process as the initial method of selection.
 - E. School employees shall not serve on Advisory Councils for the school where they are employed. However, school employees residing in the school district may vote and make nominations for individuals to serve on the Advisory Council.
 - F. All Advisory Council members shall 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.
 - G. The majority of the Advisory Council members shall have a child or children enrolled in that particular school.
 - H. Terms of office shall be for one (1) year, and individuals may serve a maximum of three (3) consecutive terms.
 - I. No individual shall be elected or appointed to serve on more than one school Advisory Council during a school year.
4. Meetings
- A. The Advisory Council will meet at least on a quarterly basis. Other such meetings may be called by the chairman or the principal as deemed necessary.
 - B. A yearly calendar of meetings shall be published in September, and at such times and dates as deemed convenient to the council members. Called meetings must have a minimum of twenty-four (24) hours notice.
 - C. The chairman of the council shall not call a meeting without knowledge of the principal, and the council should not meet without the principal.

Advisory Council Membership and Selection

School: Prospect School	Principal: David Oxendine			
Date of Meeting:	Total Enrollment:			
Board Member Representing District: Terry Locklear	Number of Advisory Council Members: 7			
Advisory Council Member:	Elected Or Appointed:	Child/Children Enrolled:	Served 22-23	Served 23-24
Tony Bullard	A			
Steven Moore	A			
Tony Locklear	A	Malachi Locklear		
Lisa Hunt	A			
Ashley Oxendine	A	Kensley Navaro		
Marcus Bryant	A	Jackson Bryant		

**The school principal shall serve as an ex-officio member and the secretary of the advisory council. An advisory council shall not meet without the principal.*

Principal Signature

Date

Board Member Signature

Date

2023-2024 Advisory Council Calendar⁷

	Date	Time	Location
Meeting One			Google meet
Meetine Two			Google meet
Meetine Three			Google meet
Meetine Four			Google meet

This calendar, along with advisory council members, must be published in your school's handbook at the beginning of each school year. This calendar is subject to change.

Attendance

The school day begins at 7:50 a.m. **No student is to arrive on campus prior to 7:25 a.m.** Students must be in the building by 7:45, or parents will be required to sign them in at the front office. There are no school personnel available to supervise students until that time. Dismissal time is 3:00 p.m.

A. **Half Day Requirement-** To be considered in attendance, a student must be present in the school for at least one half of the school day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity.

These activities include:

- I. Field trips sponsored by the school
2. School-initiated and scheduled activities
3. Athletic events requiring early dismissal from school
4. Serving as a page for the governor or legislature
5. 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.

B. **Excused Absences-** The following shall constitute valid excuses for the temporary non attendance of a child at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. **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.
2. **Quarantine-** An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
3. **Death in Immediate Family-** An absence is excused when it results from the 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 sisters.
4. **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.
5. **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 of which the child is a party of the action or under subpoena as a witness.
6. **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) for out-of-state trips, and ten (10) 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.

7. **Religious Observances-**An absence may be excused if the tenets of a religion to which a child or his parents adhere requires or suggests the observance of a religious event not to exceed five (5) days.

C. **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 child's homeroom teacher. Each note should contain the student's full name, 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 later than two days after the absence.

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 and 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 five (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. Incomplete assignments will be replaced with zeros after the allotted time has passed.

- D. **Unexcused Absences-** All absences for reasons other than those defined above shall be considered as unexcused absences. A student shall receive a zero on all work missed because of an unexcused absence.
- E. **Excessive Absences-** Any time a student is absent for more than six (6) days and 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.
- F. **Homebound-** For attendance purposes, students served by homebound teachers shall be considered as students in school and shall be coded as homebound (IH).
- G. **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 any class in which absences occur except by the local appeals committee.
 - I. Students will not be counted absent or tardy when participating in school functions.
 - 2. Out-of-school suspension will count as absences from all classes missed during the period of suspension.
- H. **Attendance Records-** Accurate records of student absences and tardies are the responsibility of the homeroom teacher. Absences shall be reported daily to the office. Tardies and absences shall be recorded on the student's report card and on his permanent record. Students leaving the campus during the school day must sign out through the office. Any student who does not properly sign out of school will be considered as truant and appropriate actions will be taken.
- I. **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.
- J. **Appeals Procedure:**
 - I. A. Students in grades K-12 may appeal absences to a committee made up of the principal and a committee appointed by the principal.
 - B. A student absent from school shall on his return to the school, furnish a written excuse from the parent, guardian, or doctor stating the dates and reason for absences.
 - C. After five (5) consecutive or ten (10) days accumulated absences in a semester, the principal may require a written doctor's note for any additional absences.
 - D In grades **K-8**, absences in excess often (10) days constitute a valid reason

for retention.

- E. **A student who is tardy to school must have a parent sign him/her in through the school office. Please do not drop them off outside and leave. A late admission slip will be issued to the child.**
- F. 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.
- G. A student served by the homebound teacher shall be considered the same as students in school and shall be counted present.

- 2. The Board of Appeals is made up of a team appointed by the principal.
- 3. The Board of Appeals shall convene when a student requests a waiver of the minimum attendance requirements.
- 4. No student shall be excused for outside activities, such as music lessons, dancing lessons, etc. because of the required minimum length of the school day.

- K. **Early Dismissal from School/Signing Out Early-** In order for a student to leave early, a parent or guardian needs to come and sign the student out. Teachers can not authorize students to leave campus. Leaving campus without being properly signed out will be considered skipping and truancy guidelines will be applied. Students will be marked absent for the day if signed out prior to 11:30 a.m.

Note #1: Except in emergencies, no student will be called to the office for early dismissal purposes after 2:30 p.m. Afternoon announcements and preparations for closing out the school day are in progress at that time.

Note #2: All students must leave campus at the close of the school day unless they are staying for a valid reason (i.e. athletic practice). **Students may not stay after school for events.** Students must leave campus as normal and be returned by the parent for the events in question.

- L. **Tardiness 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 the educational process, 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 to the problem.**



When to Keep Students Home

from the Office of 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 coughing, 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 the 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,

Office of the Superintendent



Fecha: _____

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 empieza 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,

FORMULARIO DE EVALUACIÓN DE SALUD NORTE



PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction

TRANSMISIÓN DE DE CAROLINA DEL

Este formulario y la información en este formulario se mantendrán archivados en la escuela a la que asiste el estudiante mencionado en este documento y son confidenciales y no un registro público.

(Aprobado por el Departamento de Instrucción Pública y el Departamento de Salud y Servicios Humanos de Carolina del Norte)

PADRE para COMPLETAR ESTA SECCIÓN

Nombre del estudiante:

(Último)

(Primero)

(Medio)

Fecha de nacimiento (M/D/AAAA): Nombre de escuela:

Dirección particular: Ciudad: Estado: Condado:

Información de los padres: Nombre del padre, tutor o persona que actúa en lugar de los padres:

Teléfono(s) Hogar:

Trabajar:

Teléfono móvil:

Preocupaciones de salud que se compartirán con personas autorizadas (administradores escolares, maestros y otro personal escolar que requieran dicha información para realizar sus tareas asignadas):

HEALTH CARE PROVIDER TO COMPLETE THIS SECTION

Medications prescribed for student:

Student's allergies, type, and response required:

Special diet instructions:

Health-related recommendations to enhance the student's school performance:

Vision screening information:

Passed vision screening: Yes No

Concerns related to student's vision:

Dear Parents:

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

As you know, much has been said recently about weather conditions in North Carolina. Should we have a major quake or disaster during the school hours, your student(s) will be cared for at this school. Our school district has a detailed disaster plan, which has been formulated to respond to a major catastrophe, including earthquakes.

Your cooperation is necessary in any emergency.

- I. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious earthquake, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such, on a school district emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school.
 - they are 18 years of age
 - they are usually home during the day
 - they could walk to school, if necessary
 - they are known to your child
 - they are both aware and able to assume this responsibility
3. Turn your radio to Local News Stations for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the school district cable on Channel 6. In addition, information regarding day-to-day school operations will be available by calling the district office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
5. Prospect United Methodist Church will be the schools designated site in the event of a major school-wide evacuation.

Students will be released only to parents and persons identified on the school district emergency card. During an extreme emergency, students will be released at designated reunion gates located on school campus. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a major earthquake (roads are impassable) takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a major earthquake occurs in the afternoon, the driver will make every attempt to continue delivering the students to their home. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the student's whereabouts.

In case of a "hazardous release event" (chemical spill) near the school area, "Shelter-in-Place" procedures will be implemented to provide a place for protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided an all clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during earthquakes.

Sincerely,

David Oxendine
Principal

Student Responsibilities

Students should strive to be considerate of others at all times. Below, you will find a guide for students regarding expected standards of behavior at our school. If these guidelines are violated, disciplinary penalties may be invoked. The penalties range from conferences for lesser offenses to suspensions or recommendations for expulsion for severe infractions.

- Being insolent or disrespectful
- Using vulgar or profane language/gestures
- Inappropriate displays of affection
- Creating excessive noise, making disturbances in classrooms/hallways/assembly programs
- Rowdy behavior, such as pushing, shoving, "horseplay", or throwing objects skipping class/failing to follow the school schedule
- Leaving the classroom without permission, Littering (classroom, halls, buildings, and grounds)
- Running in the hallway, cafeteria, auditorium, or breezeways, Vandalism, damaging/stealing school or private property
- Possession/use of electronic games, radios, iPods, compact disc players/compact discs, headphones, televisions, cell phones, laser pens/lights, sports equipment, playing cards, dice, toys, and other nuisance items.

(Please refer to other sections of this handbook for a more extensive listing, including misconduct that may be considered as severe, and could result in chargeable offenses).

Student Code of Conduct (Behavioral Guidelines)

"The purpose of behavioral guidelines is to help establish and maintain a safe and orderly environment, which must prevail if learning is to take place. It is expected that each teacher will address general classroom disruptions through effective classroom management, involving parents/guardians and student services staff. The term "school" as it applies to these guidelines refers to school buildings, parking areas, and properties. **These rules are in effect at any school function or school-sponsored activity, as well as when students are waiting for, riding, or leaving the bus.**

Students should be aware that, in addition to the violations listed in the Code of Conduct, other infractions may be included as part of the local school's rules and regulations. In the event that there are extenuating circumstances or an offense continues to occur, it will be at the discretion of the principal, assistant principal, and teachers to recommend additional, appropriate disciplinary action.

These guidelines apply to any student who is on school property or who is in attendance at any

school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools."

(PSRS Student Code of Conduct)

NOTE TO PARENTS ON DISCIPLINE

Teachers and staff have one primary goal, "Teaching for Learning for All students." In order to achieve this objective, rules of discipline must be implemented and enforced at school. 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, the Public Schools of Robeson Board of Education must rely on parents, teachers, principals, assistant principals, and entire school 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 environment. 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.






Team teachers have different reward and punishment/discipline systems. When students recognize this, they have learned a valuable fact of life. Teams of 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 student 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 Prospect Elementary 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 who instruct your children. They are professionals who have spent many years training for this profession.

When a complaint arises, listen to your child; then visit the school, to conference with the appropriate personnel. Students sometimes slant things in their favor. 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.

PBIS INFORMATION

Expectations 	Lunchroom 	Hallways 	Restrooms 	Bus 
P repare	Get All Items the First Time in Line	The Hallways are Quiet Zone	Wash Hands	Keep up with all personal items
R espect	Talk Quietly	Walk on the Right Side	Stay Quiet	Use Quiet Voices
O wn	Use Good Manners	Must Have a Hall Pass	Keep up with personal items	Keep Body and Objects Inside the Bus
W ork	Clean Up After Yourself	Keep up with personal items	Keep the Restrooms Clean	Stay Seated
L ead	Be kind to others and respect others property	Walk in a Linear Line	Respect Others Property and Privacy	Respect the Bus Driver

GENERAL STUDENT EXPECTATIONS

A. Attendance

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

B. 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. Failure to comply with directions is considered insubordination and a suspend able offense

C. Honesty

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

D. Identification of Students

A 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.

E. Staff/Student Relationship

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.

F. Restroom

Students are expected to exhibit appropriate behavior while in the restroom.

1. Students should enter and stay quiet while in the restroom.
2. Students should respect others' property and privacy while in the restroom.
3. Students should keep the restrooms clean by flushing the toilet after each use.
4. Students are to wash their hands before leaving the restroom by using two pushes for soap, two pulls for paper towels, and once hands are dried place paper towels in the trash can.

SPECIFIC BEHAVIORAL EXPECTATIONS

A. 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.

B. Dress Code

Good judgment in selecting what students will wear is expected of all students. Students are expected to dress in a manner which is neat, clean, and appropriate for the learning environment.

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits appearance or clothing that does the following: (1) violates the standards established in this policy or a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others.

Students shall not wear clothing or hairstyles which distract other students, interfere with the classroom participation of other students, or present a health or safety hazard. Specifically:

1. Shoes or sandals are to be worn at all times during the school day.
2. Sunglasses, hats, caps, head scarves, or head covers of any description are not permitted unless authorized by the school for a special reason or school activity.
3. Clothing deemed to be or has the potential to be disruptive of the educational process is not permitted.
4. Clothing with vulgar language, inserts, signs, or clothing advertising drugs or alcoholic beverages are not permitted.
5. Distractive, scanty clothing, tank tops, halters, low-cut tops, mini-skirts, midriff blouses, or noticeably tight or transparent clothing is not permitted.
6. Students will be permitted to wear shorts to school. Shorts should be modest and of sufficient length. A guideline for students to use in determining whether or not the shorts are long enough is as follows: Have the shorts at the waistline, stand straight with arms and fingers fully extended by one's side; the bottom of the shorts should be approximately even with the extended fingers.
7. All pants, shorts and skirts must be worn fastened above the hips around the waist. In particular, the dress style-known as "**sagging**" is prohibited. **Holes in jeans must be below fingertips to be appropriate for school. If a student wears pants with holes above fingertips, they must wear shorts or leggings under the pants that covers the exposed skin.**

8. Administration reserves the right to determine if attire is a distraction to the educational environment and suitable for school.
9. Students may not wear attire with messages or illustrations that are lewd, indecent, obscene or vulgar or that advertise any product or service not permitted by law to minors is prohibited.

FAILURE TO COMPLY WITH THE DRESS CODE WILL RESULT IN THE FOLLOWING:

First Offense

After a conference involving the student, the teacher and/or administrator (depending upon the situation), students dressed inappropriately will be placed in isolation, or allowed to change the dress item in question, or parents will be called to remedy the code violation.

Additional Offenses

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.

FAILURE TO COMPLY WITH THE RULE CONCERNING SUNGLASSES AND HEAD COVER (HAT, CAPS, AND SCARVES) WILL RESULT IN THE FOLLOWING:

First Offense

Property confiscated until the end of the day.

Additional Offenses

Property confiscated and kept for a period of time at the discretion of the principal. Refusal to submit the confiscated item will result in further disciplinary action. A student shall comply with school regulations and directions of all school employees who are authorized to give such directions. School regulations and directions given by authorized school personnel are to be complied with during any period of time when students are subject to the authority of such regulations and personnel.

C. Respect for School Property

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

D. Felony Conviction Threat to Safety

Any student fourteen (14) years or older who has been convicted of a felony 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 approval of the Board of Education.

E. Assault/Causing of Personal Injury

No student shall participate in an assault; cause or attempt to cause physical injury, 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 weapons involved; a student causes or attempts to cause injury to a school employee; two or more students assault, attack, cause, or attempt to cause physical injury to any other student.**

Failure to comply with this rule will result in the following penalty: First offense Recommendation for long-term suspension. If convicted in court of committing a felony, recommendation of expulsion.

F. Weapons & Dangerous Instruments

No student shall knowingly possess, handle or transmit a knife, razor, ice pick, explosive, loaded cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles or other object that can 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 students and/or parent or guardian. Failure to comply with this rule will result in the following:

First Offense - Short-term suspension

Second Offense - Recommendation for long-term suspension

Recommendation for expulsion if convicted in court of committing a felony.

G. Extortion

No student or students shall, by 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:

First Offense: Short-term suspension

Second Offense: Recommendation for long-term suspension

H. Disruption of School

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, or shall any student urge any other student to engage in such conduct.

I. 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. Language of a Racial Nature will not be tolerated and will result in an out of school suspension.

J. 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 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 the following:

- A. Selling of Drugs or Alcohol - First offense will result in long-term suspension, with a recommendation for expulsion if the student is convicted of committing a felony.
- B. Use, transmission or possession of drugs, drug paraphernalia or alcohol - First offense will result in long-term suspension. This will be reduced to three (3) day suspension if the student and parent/guardian attend an approved drug rehabilitation program.
- C. A second or succeeding offense will result in long-term suspension without opportunity for shorter suspensions by attending a drug rehabilitation program.

K. Student Demonstration

No student or students shall, on or off school premises, engage in any protest, march, picket, sit in, boycotts, walkouts, 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 system.

L. Breaking In and 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.

M. 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 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 the following penalty:

First Offense: Short-term suspension

Second Offense: Recommendation for long-term suspension

N. Hazing

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

O. 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 and which is detrimental to the maintenance of good order and discipline in the school.

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.

If as much as 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.

P. Fighting

No student 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, then the aggressor will be punished.

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

First Offense:	Suspension for 3-5 days
Second Offense:	Suspension for 5-10 days
Third Offense:	Suspension for 10 days with the recommendation for suspension for the remainder of the school year.

*****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:

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

Q. Tobacco/Vaping

No student shall bring into school tobacco, tobacco products, matches, lighters, pouches, rolling papers, pipes or any other items that could reasonably be considered for the purpose of using tobacco products. **This includes vapes.**

The following disciplinary penalty will be imposed when students have in possession or are using tobacco products such as vapes.

First Offense:	Suspension for 3 days
Second Offense:	Suspension for 5 days
Third Offense:	Suspension for 10 days

R. Trespassing

No student shall be on the campus of another school in the Public Schools of Robeson County System during the school day without the knowledge and consent of the officials of the school he/she is visiting. 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.

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

S. Cell Phones/Electronic Devices

Radios, iPods, MP3 players, and cell phones will not be permitted on the school campus. These items will be taken and returned at the end of the day. However, we understand cellphones are needed by some to reach parents after school hours. Cellphones that are brought on campus should remain out of sight throughout the day. They are not to be kept in your book bag turned off. Out of sight would be in your purse or backpack.

The following disciplinary penalty will be imposed when students have cell phones/electronic devices out in the building or anywhere on campus during instructional hours.

First Offense: Warning to the student, and they are asked to put the phone away.

Second Offense: Phone will be confiscated and given back to the student at the end of the class.

Third Offense: Phone will be confiscated and given back to the student at the end of the day.

Fourth Offense: Phone will be confiscated, and parents must pick up and meet with an administrator.

Fifth Offense: Principal Discretion

Metal Detectors

"The Public Schools of Robeson County Board of Education authorizes the use of hand-held or walk-through metal detectors to check students' and persons on school sites personal items.

Before conducting a metal detector check of an individual student, the administrator or law enforcement officer must have individualized, reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon.

If a properly conducted search yields a weapon or other illegal material, it shall be turned over to the proper legal authorities for ultimate disposition.

Any person on school sites in the Public Schools of Robeson County may be required to a metal detector scan. Bags and parcels may also be searched by means of metal detecting devices, by personal inspection, or otherwise.

Persons entering school buildings or entering athletic facilities may be scanned. Groups of individuals on school sites may be scanned in accordance with Board of Education policy.

A student's failure to permit a metal detector check as provided in the Board of Education policy will be considered grounds for disciplinary action, including possible suspension. A non-student's refusal to permit a metal detector check will be grounds for denial of entry to a school-sponsored event."

(Public Schools of Robeson County Policy Manual, Student Section)

***A copy of the entire School Board Policy regarding metal detectors may be requested in the school office.**

SCHOOL BUS CONDUCT AND SAFETY

We know that you share our concern for the safety of every student who rides a school bus. The safety of students during their transportation to and from school is a responsibility which students and their parents/guardians share with bus drivers and school officials. We ask you to impress upon your child that it is absolutely necessary to follow the rules, and to obey the bus driver. **It** is very important that you review these rules and responsibilities with your child.

****Students are assigned to buses according to their parents' legal residence. If, due to special circumstances, such as a parent's daily hours of employment, adjustments must be made, a request, in writing, should be made to the principal/assistant principal. Temporary, one-day changes are not allowed. We also cannot accept telephone requests. Please understand that these procedures are in place for the safety of all our children.***

Please review the following safety guidelines with your child(ren) to ensure understanding of expectations, rules, regulations, and consequences of inappropriate behavior. Riding the bus is a privilege, not a right. This privilege may be revoked or denied if rules are not obeyed.

Duties and Responsibilities of Students on Buses

- Obey the driver promptly.
- Distracting objects such as toys, rocks, pets, etc. are not allowed on the bus.
- Be at the designated stop, and ready to board the bus on time. The driver is responsible for maintaining the assigned bus schedule, and cannot wait for tardy students.
- Help keep the bus clean, sanitary, and orderly.
- Refrain from damaging/abusing the cushions or other bus equipment.
students will be required to pay for bus damages.
- Consumption of food/drink is not allowed on the bus.
- The use of drugs, alcohol, and tobacco products is strictly prohibited.
- Profane language is strictly prohibited.
- Students are not permitted to use or possess devices such as radios, cell phones, pagers, laser lights/pens, compact disc players, etc.

Bus Safety Rules

- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to get on/off the bus.
- Leave the bus only with the consent of the driver.
- Enter/exit the bus only by the front door, except in the case of an emergency.
- Do not lean out of windows. Keep head, hands, and objects inside the bus.
- When crossing a street/highway at a designated bus stop:
 - Make sure the bus has completely stopped, the door is open, and the stop arm is extended.
 - Look both ways, and do not run across the street/road.
 - On signal from the driver/crossing guard, walk quickly and directly to your designated area.

Bus Conduct

Under *General Statute 115C-399*, the principal has the authority to suspend a student from riding the bus or may prosecute a student for the following offenses:

1. Delaying the bus schedule.
2. Refusing to meet the bus at the designated stop.
3. Excessive noise during the route.
4. Playing, throwing objects, or otherwise distracting the driver's attention.
5. Fighting, smoking, using profanity, or refusing to obey instructions.
6. Refusing to remain in the assigned seat, or walking up and down the aisle.
7. Damaging bus equipment, such as writing on seats, punching holes in seats, ripping/tearing cushions or foam on front, sides, or back of seat.
8. Tampering with bus equipment.
9. Unauthorized leaving of the bus.
10. Distracting the bus driver.

General Guidelines Regarding Consequences for Inappropriate Bus Behavior

First offense...A warning or possibility of 1-3 days removed from the bus

Second offense...3 days removed from the bus

Third offense...5 days removed from the bus

Fourth offense...5-10 days removed from the bus

Fifth offense...10 days removed from the bus

Thereafter 10 days or more

SEVERE CLAUSE:

The principal/designee reserves the right to suspend a student's bus riding privileges, without providing a first and/or second "chance" for such activities as fighting, profanity, and disrespect to driver, tampering with/damaging bus equipment, etc.

The principal/designee will make every possible effort to contact the parent by telephone when the severe clause is needed. Written documentation will also be provided.

MISCELLANEOUS GUIDELINES/POLICIES

A. Cafeteria Policies

- I. All students who eat in the cafeteria will receive a lunch number.

Cafeteria Expectations

2. Movement to and from the cafeteria will be quiet and orderly. **Students will move in a single file.**
3. Students will complete their meals in the cafeteria. No food will be taken out of the facility.
4. Students will clean the table and floor of food and litter that they may have inadvertently placed there by them.

B. 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 Prospect Elementary 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 will be placed in ISS for all subsequent assemblies.

C. 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 throughout the school year. Students will be charged for lost or abused books.

D. Lost and Found

Lost and Found items are kept in the teachers lounge on North Hall or Middle School lounge.

E. 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.

E. School Safety

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

F. Student Insurance Program

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

G. Fire Drills

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

1. One (1) sustained sounding of the bell is the signal for a fire drill.
2. Avoid stopping for personal items (coats, book bags, etc.).
3. Please leave the building by walking fast in a single file line-avoid **running**.
4. Class roll will be taken outside the building.

H. Tornado Drills

The following procedures should be followed:

1. Code "Gray" will be the announced signal for a tornado drill
2. All students and staff will immediately proceed to the area assigned for tornado protection.
3. When students are in their protection area, teachers will check the roll.
4. 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.

I. 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 a conference in advance.

J. Withdrawal or Transfer

Students withdrawing from school are responsible for clearing books, fees, and other school items before the transfer can be completed.

0. Food or Drink

Glass bottles are not allowed on campus or buses. Students may have a water bottle with a secure lid.

P. 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.

Q. 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**

R. 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 and arrangements will be made for the student to be taken home.

S. School Publications

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

T. 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.

U. 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 and 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.

V. Visitors

Students who wish to bring a visitor must request approval from the principal in advance. If the request is approved, a visitor's pass will be issued. Students are not to bring any child or grade school student to school without prior approval of the principal. All visitors to school must report to and remain in the main office unless authorized to go elsewhere on campus. All unauthorized visitors or persons on the school campus will be asked to leave the campus immediately or be subject to arrest for trespassing.

W. Primetime Afternoon 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 in grades K-5. The program is designed to provide a safe supervised learning environment that will meet the health and safety needs of our children.

**Primetime Program Fees
2023-2024**

Morning Care Fees	
Number of Children	Price
1	\$13
2	\$18
3	\$21
After School Care Fees	
Number of Children	Price
1	\$32
2	\$42
3	\$52

Children attending the Primetime Program (1) or more days, the weekly fee will remain the same.

MEDICATION AND HEALTH INFORMATION

A. Inoculations

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

B. Use of Medicine

The school cannot **By Law** give medicine of any kind to students, not even with the parent's permission. This includes Aspirin and Tylenol.

C. 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.

D. 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, teachers) may administer the medication in compliance with the regulations that follow:

- I. Written instructions signed by parent and physician will be required and will include:
 - A. Child's name
 - B. Name of medication
 - C. Purpose of medication
 - D. Time to be administered
 - E. Dosage
 - F. Possible side effects
 - G. 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.

1. 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.*
2. The school will: Keep a record of the administration of medication and keep the medication in a secured location.
2. The school retains the privilege to reject requests for administration of medicine.
3. A copy of the regulation will be provided to parents upon request for administration of medication in the schools.



Public Schools of Robeson County

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

Office of the Superintendent

Date _____

Dear Parent:

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

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

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

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

Thank you for your cooperation.

(Revised 7-18)

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 _____

Public Schools of Robeson County
Required Annual Health Status Update Form

School Year _____

Dear Parent/Guardian:

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

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

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

Student's dentist: _____ Phone: _____

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

Health Condition	Yes	No	Explanation if "Yes"
Severe Allergies (that require emergency medical intervention)			Check type of allergy(s) that apply:
			Medication Food Bees/Insects Other
			Identify specific allergen(s):
			Does your child require an EpiPen? Yes No
Asthma			Date of last asthma attack:
			Medication for asthma:
			Does your child need this medicine at school? Yes No
Diabetes			Type 1 (Insulin Dependent) Type 2 (Oral medication) or Prediabetes
			Medication for diabetes:
			Does your child need this medicine at school? Yes No
Seizure Disorder			Date of last seizure:
			Medication for seizures:
			Does your child need this medicine at school? Yes No
Heart Condition			Specify: _____ Treatment: _____

Hemophilia/Bleeding Disorder			Specify:	Treatment:	
Sickle Cell Anemia			Treatment:		
Bowel/Bladder Issues			Specify:		
Migraine Headaches			Triggers:	Treatment:	
Bone/Muscle Problems			Specify:	Activity Restrictions:	
Concussion			Specify: Date of last concussion:	Activity Restrictions:	
Mental Health/Behavioral Issues ADD/ADHD			Specify:		
			Treatment/Medication:		
Wears Glasses/Contacts			Glasses	Contacts	
Hearing Loss			For Distance	For Reading	
			Hearing Loss Right Ear		Hearing Loss Left Ear
			Does your child wear a hearing aid(s)? Yes		No
Other Serious Illness or Injury			Specify:	Date of Onset:	
Medication (Prescription or OTC) taken on a regular basis			List (if not already listed above):		

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

*Please contact the school nurse of any change(s) in medication and/or health status of your child. If your child needs medication

Requirements for Prospect Elementary School Beta Club Membership

Academic Qualifications: Grades 6-8

The Beta Club honors students who have maintained an A/B average for the first semester of the current school year. No grade lower than a B is allowed. The grades must come from the following academic areas: Reading, Language Arts, Math, Science, Social Studies, P.E., Art, Music, and Band.

Beta members must maintain A's and B's. Those who have a grade lower than a B will be put on probation for one nine-week grading period. Only one probation period will be granted per year. If 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 in any subject will cause the student to be dropped from membership immediately.

Sponsors will screen their respective grade level. Prospective members will be given a letter and a deadline will be given for Beta dues at the respective time.

Conduct

Students are expected to have excellent conduct. If a Beta Club member is suspended from school or placed in ISS he or she will automatically be dropped from membership. If a student is dropped due to OSS/ISS, reinstatement will not occur until the following school year.

Community Service

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

**Public Schools of Robeson County
Constitution and By-Laws
For Local Chapters of
THE NATIONAL BETA
CLUB**

CONSTITUTION

Article I

Name

The name of this organization shall be the Prospect School Chapter of The National (Junior) Beta Club.

Article II

Affiliation and Coordination

This chapter of The National (Junior) Beta Club is an integral part of the central organization of The National (Junior) Beta Club, and shall be governed by the academic and financial policies laid down in the national constitution of the central organization of The National (Junior) Beta Club. Its coat-of-arms, motto, colors, creed, and official insignia shall be those of the national organization of The National (Junior) Beta Club.

Article III

Purpose

The purpose of this organization shall be the promotion of scholarship, leadership, and good citizenship at Prospect School.

Article IV

Membership

The membership of this organization shall be made up from among the students of the ~~6th~~ 8th grades of Prospect School who, because of their worthy character, good mentality, creditable achievement, and commendable attitude, have been approved for membership by the executive head of Prospect School; provided, of course, that these students meet the requirements as set forth in the by-laws of this organization as appended herein below.

Article V

Officers

The officers of this chapter of The National (Junior) Beta Club shall be a President, a Vice-President, a Secretary, and a Treasurer.

The duties of the President shall be to preside at the meetings; to appoint the committees of the chapter (unless otherwise provided for in the by-laws); to represent this organization when necessary; and to administer the policies as laid down in this constitution and its by-laws.

The duties of the Vice-President shall be to preside at meetings when the president is absent or incapacitated to perform the duties of the office, and to assist in administering the affairs of the chapter-serving on such committees as are designated in the by-laws.

The duties of the Secretary shall be to keep the records of membership; to record the minutes of the meetings; and to carry on the necessary club correspondence.

The duties of the Treasurer shall be to keep a record of all financial matters pertaining to this organization; to collect and preserve the club's funds; to pay out of the club's funds the necessary and designated moneys to meet the financial obligations of the club, and to pass on to the treasurer succeeding him all records and funds remaining in the treasury.

Article VI

Committees

The committees of this chapter of The National (Junior) Beta Club shall be:

- 1)Executive
- 2)Program
- 3)Entertainment
- 4)Publicity

The duties of the Executive Committee shall be to assist the officers in carrying out the policies and activities of this organization; to direct any necessary disciplinary action (such as dropping a member from membership or placing him on probation); to cooperate with the executive head of the high school in making up the roster of qualified students to invite into membership; and to cooperate with the club sponsor in all matters pertaining to the general welfare of the club.

The duty of the Program Committee shall be to arrange for the meetings of the club--business and social-and to designate time and place of the meetings, as provided for in the by-laws.

The duty of the Entertainment Committee shall be to look after the entertainment features of the social meetings of the club--such as decorations, refreshments, and special features of entertainment.

The duty of the Publicity Committee shall be to arrange for publicity of any activities or special features of club operations or any of its members in local and state newspapers, on radio, or television.

In addition to these four standing committees, the President may appoint special committees to attend to and report upon any specific matter that it may become necessary for this club to consider.

Article VII

Meetings

Regular meetings shall be held at such times and places as shall be designated in the by-laws. Special meetings may be called by the President after consultation with and the approval of the Executive Committee and the faculty sponsor of the club.

The public may be invited to attend any regular or special meeting of this organization if approved by a majority vote at any previous meeting with a quorum present.

Article VIII

Services

Besides endeavoring at all times to be of service to the Prospect School and its students by upholding high standards of honesty and good citizenship, this chapter of The National (Junior) Beta Club shall-after consultation with and upon the approval of the executive head of the high school-undertake some worthwhile service project, as designated in the by-laws appended herein below.

Article IX

Amending the Constitution

The constitution of this organization may be amended by a two-thirds vote of the membership at any meeting where a quorum is present; provided that notice of the proposed amendment has been given at a previous meeting.

BY-LAWS

Prospect School Chapter of The National (Junior) Beta Club

Article I

Time and Place of Meetings

The time and place of meetings of this chapter of The National (Junior) Beta Club shall be decided upon only after consultation with, and upon the approval of, the executive head of Prospect School.

The time of the meetings of this chapter of The National (Junior) Beta Club shall be a school-based decision (state time decided upon).

The place of the meetings of this chapter of The National (Junior) Beta Club shall be a school-based decision (state place decided upon).

Article II

Quorum

A quorum of this organization shall be constituted by a majority of the membership. No action may be taken which is binding upon the membership unless a quorum is present. However, certain matters-such as a discussion of means of taking in new members, the presentation of a program, etc.-may be carried on at a regular or special meeting without a quorum being present.

Article III

Standards of Membership

Standards of membership in the Prospect School chapter of The National (Junior) Beta Club must conform to the general features as laid down in the national constitution, and in all cases must be approved by the executive head of the high school.

The classes from which members may be drawn shall be all classes/subjects.

The scholastic requirements for membership in this chapter of The National (Junior) Beta Club shall be A or 3.3 average with no grade lower than B and no unsatisfactory. Students must perform on or above grade level in order to be recommended for membership (state scholastic requirements approved by principal).

Article IV

Induction of Members

The induction of new members into the membership of this chapter of The National (Junior) Beta Club shall be one of the dignities appropriate to the ideals of the organization. Any preinduction initiation activity must be submitted to and approved by the executive head of the Prospect School. It must not be of a nature to cause physical pain or mental embarrassment to the initiate.

Article V

Loss of Membership

A member of this chapter of The National (Junior) Beta Club may be dropped from membership if he/she is absent without a justifiable reason from 3 (three) regular consecutive meetings.

A member of this chapter of The National (Junior) Beta Club may be dropped from membership if his scholastic record falls below B or 3.0 weighted. However, no member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one semester to raise his scholastic record above the minimum required for membership.

The executive head of Prospect School may drop a member from membership for moral or disciplinary reasons that are deemed by him to be sufficient. A student so dropped from membership may be reinstated provided he meets the requirements laid down in the constitution and by-laws of this chapter of The National (Junior) Beta Club.

Note: Article II Section 9 of The National Beta Club Constitution states

"that since The National Beta Club is a merit organization, members who fail to maintain a creditable record, or who give evidence of personal conduct unbecoming of members of this club may be disqualified from membership.

This includes, but is not limited to, criminal activity, violation of school rules, and other conduct which falls below the moral and ethical standards of the community".

If a member who has been dropped is later reinstated, he/she will not be required to pay the national certificate fee again.

If and when a member is dropped from membership, a record of this action shall be relayed to the national office of The National (Junior) Beta Club immediately.

Article VI

Service Project

As soon as possible after its activation in the fall semester of the school year, this chapter of The National (Junior) Beta Club will undertake a program of service which will be of benefit to Prospect School. This project shall be decided upon only after consultation with, and upon approval of, the executive head of the high school.

Article VII

Local Dues and Assessments

The local dues of this chapter of The National (Junior) Beta Club shall be \$ 15.00 per year.

Assessments may be made upon the membership to defray the costs of special undertakings.

Article VIII

Amending the By-Laws

The by-laws of this chapter of The National (Junior) Beta Club may be amended by a majority vote of the membership, provided such proposed amendment is placed before the club at a previous meeting.

Promotion/Retention Policy

Grades K-2:

- A. At the end of the school year, students should demonstrate mastery of required skills listed in the North Carolina Standard Course of Study in reading, math, and writing.
- B. Mastery of these skills will be measured by teacher assessment, the North Carolina K-2 Assessment Instrument and other local and state recommended assessments.
- C. The Public Schools of Robeson County K-2 Promotion/Retention Checklist will be used for students in K-2 who are being considered for promotion/retention.
- D. Students must meet the local attendance requirements.

Grades 3-5:

- A. In order to be promoted in grades 3-5, each student must show satisfactory progress in at least four (4) of the following courses:
 - 1. Language Arts/Reading
 - 2. Mathematics
 - 3. Social Studies
 - 4. Science
 - 5. Physical Education/Health
 - 6. Arts Education
 - 7. Music

***Required:** Two of the four courses shall be Language Arts/Reading and Mathematics
- B. Meet the local attendance requirement.

Grades 6-8:

- A. In order to be promoted in grades 6-8, each student must show satisfactory progress in at least five (5) of the following courses:
 - 1. Language Arts/Reading
 - 2. Mathematics
 - 3. Social Studies
 - 4. Science
 - 5. Physical Education/Health
 - 6. Arts Education
 - 7. A Vocational or Technical Education Class
 - 8. Music/Band

Required: Four of the five courses shall be Language Arts/Reading, Mathematics,

Science, and Social Studies.

- B.** Meet the local attendance requirement.

Past Retentions and Waivers

- A. Students in grades K-2 shall only be retained once in this span, provided adequate progress has been made, as determined by the Promotion/Retention Checklist, Teacher(s) and Principal.
- B. Students in grades 3-5 shall have the standard waived if the students have already been retained once in this grade span, provided adequate progress has been made, as determined by the Principal, and Teacher(s).
- C. Students in grades 6-8 shall have the standard waived if the students have already been retained once in this grade span, provided adequate progress has been made, as determined by the Principal, and Teacher(s).
- D. Documentation of improvement must be provided by the classroom teacher(s), and presented to the principal to substantiate that adequate progress has been made.

STUDENT INFORMATION

General Expectations of Students

The following rules are applicable to all students:

- *Be considerate and respectful at all times.**
- *Follow directions - the first time given.**
- *Take care of all school property including buildings, grounds, and buses.**
- *Keep hands, feet, objects, and negative/inappropriate comments to self.**

Citizenship

The Public Schools of Robeson County encourage all students to develop an understanding and appreciation of citizenship. To build an understanding of citizenship, appropriate instruction will be offered on the rights and responsibilities of citizenship, use and display of the North Carolina and United States flags, and opportunities for the recitation of the Pledge of Allegiance.

Student Incentives

At Prospect School, we strive to recognize positive behavior and achievement. In addition to verbal praise, students are recognized in a variety of ways throughout the school year. Awards are intended to promote and recognize academic excellence and good citizenship.

An end-of-year awards program provides additional recognition in areas of academic excellence, positive work habits, and good citizenship.

Student Valuables

Students are highly discouraged from bringing money or other valuables to school. Please encourage your child(ren) to keep needed money for meals or special events in a safe and secure location.

Policy Code: 1740/4010 Student and Parent Grievance Procedure

A. Options for Resolving Complaints

The board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies.

Policy 1742/5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

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

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

B. Definitions

1. Days

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

2. Final Administrative Decision

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

3. Grievance

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

4. Grievant

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

5. Parent

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

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

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

D. General Requirements

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

E. Process for Grievance

1. Filing a Grievance

- a. Whenever a student or parent believes that he or she has been adversely affected by a decision of a school employee, the student or parent may file a grievance as provided in this policy.
- b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance.

c. grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

- 1) A student or parent who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or student believes has been misapplied, misinterpreted, or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted, or violated, then the procedure established in policy 1742/5060 is appropriate, and the principal shall address the concern following that policy.
- 2) Even if the principal is the employee whose decision or action is at issue, the student or parent must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted, or violated, the student or parent may submit the grievance directly to the superintendent or designee.
- 3) If a student or parent wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student or parent, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

c. Investigation

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

d. Response by Principal

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

the superintendent.

2. Response by Superintendent

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

3. Appeal to the Board

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

- a. Mandatory Appeals
 - 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
 - 2) A hearing will be conducted pursuant to policy 2500, Hearings Before the Board.
 - 3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.
- b. Discretionary Appeals
 - 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the superintendent's

response, the grievant may submit to the superintendent a written request for a hearing before the board of education.

- 2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
- 3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.
- 4) If the board decides to grant a hearing, the hearing will be conducted pursuant to policy 2500.
- 5) The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. Notice

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

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](#)etseq.

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

Adopted: November 9, 2010

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

Robeson County

Discrimination, Bullying, Harassment Compliance

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

A. DEFINITIONS

1. Alleged Perpetrator

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

2. Complaint

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

3. Complainant

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

4. Days

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

5. Investigative Report

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

6. Investigator

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

7. Report

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

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of board policy, Prohibition Against Discrimination, Harassment and Bullying must report the offense immediately to an appropriate individual designated in subsection C.1., below.

An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

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

3. Anonymous Reporting

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

4. Investigation of Reports

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

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

I. Filing a Complaint

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

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment; or
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

2. Time Period for Filing a Complaint

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

3. Informal Resolution

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

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

1. Initiating the Investigation

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

the complaint.)

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

2. Conducting the Investigation

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

3. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504 or ADA coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the

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

4. Appeal of investigative Report

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent for human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to board policy. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

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

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

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

F. GENERAL REQUIREMENTS

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

G. RECORDS

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

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education

Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274, (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.10; State Board of Education Policy HRS-A-007

Adopted: **December 8, 2009**

Prospect School Faculty and Staff

ADMINISTRATION:

PrincipalDavid Oxendine
Assistant PrincipalHeather Cameron
Assistant Principal.....Shenika Moore

STUDENT SERVICES:

School Counselor Katina Bryant
School Counselor.....Brittany Dial
Social WorkerBeth Hunt
YDS.....Kaitlin Jacobs
YDSAnitra Hunt
ISS.....DJ McDonald

SUPPORT PERSONNEL:

Academic Coach..... Carla Priest
AIGTBD
Exceptional Children ChairpersonNicollette Jacobs
Speech.....Nicole Locklear
SpeechCierra Leviner

CLERICAL SUPPORT:

BookkeeperChristine Oxendine
Data Manager/ RegistrarNan Locklear
Secretary.....Sheena Deese

CUSTODIAL SUPPORT:

Head CustodianDonnie Locklear
Custodian.....TBD
Custodian.....Lisa Dial
Custodian.....Brionna Locklear

CAFETERIA MANAGER:..... Dianne Lowery

MEDIA:

Media Specilaist:.....Denise Douglas
Computer Lab/ Media SupportNikki Locklear

GRADE LEVEL TEAMS

<u>NC Pre-K</u>	
Nelson Freeman	Seslie Locklear (IA)
Ina Collins	Tinea Hunt

<u>Kindergarten</u>	
Taylor Cooper	Audrey Locklear (IA)
Tina Jacobs-Goins	Tonay Dial (IA)
Christi Locklear	Bayleigh Campbell(IA)
Lindsey Locklear	Taylor Cooper (TA)

<u>1st Grade</u>	
Jeannie Buckner	Crystal Clark (IA)
Desiree Brayboy	Porsha Dial (IA)
Lauren Locklear	Mallorie Dial (IA)
Keesha Hunt	Winifred Locklear (IA)

<u>2nd Grade</u>	
Sasha Fulmer	
Kimberly Hunt	
Kaitlyn Mitchell	
Kayla Dial	

<u>3rd Grade</u>	<u>4th Grade</u>	<u>5th Grade</u>
Jackie Hunt	Morgan Jones (Math/Sci)	Gertrude Lowry (SS)
Keesha Hunt	Tamara Locklear (ELA/SS)	Taylor Clark (Science)
Hillary Mcgirt	Geniffer Goins (Math/Sci)	Rhea Locklear (Math)
Lauren Jacobs	Kathy Locklear (ELA/SS)	Tyler Locklear (ELA)
Dawn Locklear		
Frances Chavis (IA)		

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Samantha Dial (SS)	Kenneth Maynor (SS)	Max Bergstresser (SS)
Amber Oxendine (Sci)	Jeremiah Chavis (Sci)	Leigh Oxendine (Sci)
Amy Woods-Locklear (Math)	Sommer Cutsail (Math)	Nadien Lewis (Math)
Melissa Locklear (ELA)	Veronica Locklear (ELA)	Linda McMillian (ELA)

<u>Exceptional Children</u>		
Gisele Carter	Victoria Blue	Micah Oxendine
Tara Lowry (IA)	Alison Worriax (IA)	Nicollete Jacobs - Chair
Jessica Harris	Carrie Wood	Tonya Hunt (IA)
Carrie Ann Locklear (IA)	Sabrena Demery (IA)	
Canvas Lockelar (IA)	Stacie Nutting	

<u>Resource</u>	
Rhonda Blanks (Health/PE K-4)	David Dial (Band)
Jonathan Jolicoeur (Health/PE 5-8)	Louisa Locklear (Music K-4)
Alicia Haggans (Art 5-8)	Michael Lowry (Health/PE 5-8)
Hannah Moore (CTE)	Coery Deese (Art K-4)
Denise Douglas (Media Grades 1 and 3)	Mya Strickland (Tech. K-4)

Public Schools of Robeson County Student/Parent/Teacher Agreement

The State Board of Education and the Public Schools of Robeson County Board of Education have adopted policies requiring students to meet state and local standards for promotion and for graduation from high school. Both boards believe that learning can take place best when there is effort, interest, and motivation by students, parents, and staff. This agreement is intended to bring about a unified effort to improve the education of all K-12 students.

We are committed to _____'s success in school and promise to work together to promote his/her achievement.

As a student in _____ School, I will

- respect myself and the rights of others,
- attend school regularly,
- follow the Code of Student Conduct,
- come to school dressed appropriately, with necessary materials, and prepared to work,
- ask my teacher when I do not understand, and
- complete all of my assignments on time

Signed _____ Date _____

As the parent of _____, I will

- provide ample, quiet study time at home and encourage good study habits,
- make sure my child is well-rested and at school on time,
- support the school staff in their efforts to promote appropriate behavior,
- **encourage my child to read more,**
- communicate regularly with my child's teacher,
- monitor my child's homework,
- read, sign, and return my child's progress reports, and
- attend parent/teacher conferences as requested

Signed _____ Date _____

As a classroom teacher in _____ Schools, I will

- explain my expectations, instructional goals, and grading system to the student and parent,
- teach the North Carolina Standard Course of Study,
- provide a climate in my classroom that is conducive to learning
- communicate with parents through conferences, progress reports, and by telephone,
- employ various teaching methods which work best for the student, and
- provide enrichment and remediation opportunities for the student as needed

Signed _____ Date _____

The principal of your child's school is committed to providing a safe and orderly environment that is conducive to learning. As the instructional leader of the school, he/she will support the teachers in their efforts to teach all students. Opportunities for the establishment and attainment of high expectations will be made available to all students.

Parent involvement is essential as we work to give your child the best educational experiences possible!

[24-25 Testing Calendar](#)

