

RED SPRINGS HIGH SCHOOL STUDENT HANDBOOK



2023-2024

Dear Parents and Students:

It is my pleasure to welcome you to Red Springs High School. The teachers and staff join me in saying we are happy to have you as part of the Red Springs High School Family.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. You may reach us at (910)-843-4211.

Close cooperation between parents and the school is essential to promote the best interest of the child. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits occur when there is a meaningful exchange of information between parents and the school.

It is our hope that this handbook will be helpful to you. Please join the Red Springs High Family as we strive to uphold the tradition of excellence associated with Red Springs High School.

A parent or guardian is asked to detach and sign the receipt at the bottom of this sheet and return it to the student's homeroom teacher.

Thank you,

Jamal A. Campbell
Principal

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I have received and read the 2023-2024 Red Springs High School handbook.

Student's Signature

Date

Parent's or Guardian's Signature

Date

Homeroom Teacher _____

RED SPRINGS HIGH SCHOOL WAY

- ☐ To show reverence at all times and maintain a positive attitude.
- ☐ To maintain clear-cut honesty and at no time to be involved in any act of cheating.
- ☐ To show due respect for the rights and the property of others – fellow students, faculty, assembly speakers, and guests.
- ☐ To refrain from using profanity and engaging in harmful criticism and gossip.
- ☐ To be courteous, sincere, friendly, thoughtful, and display the proper attitude in all activities.
- ☐ To consider these educational opportunities a privilege and to use them by maintaining the best grades I can.
- ☐ To attend school daily and be prompt and prepared for all classes.
- ☐ To participate in and promote all school projects and activities, thus fostering a spontaneous school spirit.
- ☐ To show love for our American way by accepting responsibility in the community.
- ☐ To set a good example at all times.

REPORT CARD

1st Grading Period

End 1st Nine Weeks----October 26, 2023
Report Card-----October November 2, 2023

2nd Grading Period

End 2nd Nine Weeks----January 12, 2024
Report Card----- January 22, 2024

3rd Grading Period

End 3rd Nine Weeks---- March 14, 2024
Report Card-----March 21, 2024

4th Grading Period

End 4th Nine Weeks----June 7, 2024
Report Card----- June 14, 2024

THE FINAL REPORT CARD WILL NOT BE MAILED, IT MUST BE PICKED UP FROM THE SCHOOL

PROGRESS REPORTS/OPEN HOUSE

1st GRADING PERIOD

Progress Reports---September 20, 2023
Open House---September 20, 2023

2ND GRADING PERIOD

Progress Reports---November 30, 2023
Open House---November 30, 2023

3RD GRADING PERIOD

Progress Reports---February 15, 2024
Open House---February 15, 2024

4th GRADING PERIOD

Progress Reports---April 25, 2024
Open House---April 25, 2024

Advisory Council

1st Meeting: September 20, 2023
2nd Meeting: November 30, 2023

3rd Meeting: February 15, 2024
4th Meeting: April 25, 2024 (Election)

**Red Springs High School
2023-2024 Family Engagement Calendar**

<u>Date & Time</u>	<u>Event</u>	<u>Target Audience</u>
Sept. 11th 5pm-6pm	9th Grade Parent Night (Virtual)	9th Grade Parent/Students
Sept. 11th 6:15pm-7:15p m	10th Grade Parent Night (Virtual)	10th Grade Parent/Students
Sept. 20th 5pm	Title 1 Parent Night (In-Person/Media Center)	All Parents
Sept. 20th 5:30pm-7pm	PTO/Open House/Advisory Council (In-Person)	All Parents
October (date & time TBD)	Red Springs Schools Partnership (Family & Community Day)	Peterson Elementary, Red Springs Middle & Red Springs High parents and students
Oct. 2nd 5pm-6pm	11th Grade Parent Night (Virtual)	11th Grade Parent/Students
Oct. 19th 5:30pm-6:30p m	Title 1 Math Support (In-Person)	All Parents
Oct. 30th 5:30pm-6:30p m	12th Grade Parent Night (In-Person)	12th Grade Parent/Students
Nov. 30th 5pm-7pm	PTO/Open House/Advisory Council (In-Person)	All Parents
Jan 4th 5:30pm-6:30p m	Title 1 Test Prep (In-Person)	EOC Classes
Feb. 6th 6pm-7:30pm	Title 1 EL Support/Reading (In-Person)	EL Parents/Students
Feb.15th 5pm-7pm	PTO/Open House/Advisory Council (In-Person)	All Parents

Continued...

<u>Date & Time</u>	<u>Event</u>	<u>Target Audience</u>
April 9th 5:30pm-6:30pm	Senior Parent Night (In-Person)	12th Grade Parents/Students
April 25th 4:30pm-5:30pm	Title 1 STEM Parent Night (In-Person)	All Parents
April 25th 5:30pm-7pm	PTO/Open House/Advisory Council (In-Person)	All Parents
May 10th 8:30am <i>Practice May 8th Practice May 9 th</i>	Senior Chapel (In-Person)	12th Grade Parents/Students

BELL SCHEDULE

Traditional

1st Period: 8:00am-9:35am
2nd Period: 9:40am-11:15am
3rd Period: 11:20am-1:20pm
1st Lunch: 11:25am-11:45am (Annex Building)
2nd Lunch: 11:50am-12:10pm (Main Building)
3rd Lunch: 12:15pm-12:35pm (CTE Building)
4th Lunch: 12:40pm-1:00pm (Gym Building)
Activity Period: 1:05pm-1:20pm
4th Period: 1:25pm-3:00pm

2 Hour Delay

1st Period: 10:00am-10:55am
2nd Period: 11:00am-11:55am
3rd Period: 12:00pm-2pm
1st Lunch: 12:05pm-12:25pm (Annex Building)
2nd Lunch: 12:30pm-12:50pm (Main Building)
3rd Lunch: 12:55pm-1:15pm (CTE Building)
4th Lunch: 1:20pm-1:40pm (Gym Building)
Activity Period: 1:45pm-2:00pm

4th Period: 2:05pm-3:00pm

2 Hour Early Release

1st Period: 8:00am-8:55am

2nd Period: 9:00am-9:55am

3rd Period: 10:00am-12:00pm

1st Lunch: 10:05am-10:25am (Annex Building)

2nd Lunch: 10:30am-10:50am (Main Building)

3rd Lunch: 10:55am-11:15am (CTE Building)

4th Lunch: 11:20am-11:40am (Gym Building)

Activity Period: 11:45am-12:00pm

4th Period: 12:05pm-1:00pm

GENERAL PROCEDURES

SCHOOL ANNOUNCEMENTS

All routine announcements will be made at the beginning of the 1st and 4th block. Students need to be attentive through the announcement period.

Those who wish to have an announcement made should write the announcement on the correct form exactly as it is to be read. Announcements should be brought to the high school office for approval before they are to be made.

ASSEMBLIES

Students sit in their assigned homeroom sections during assemblies. Students should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of its student body during an assembly program. Unacceptable conduct includes: whistling, booing, inappropriate applause, loud talking, and boisterous activity during a program.

BUILDING HOURS

The buildings open at 7:35 a.m. and close by 4:30 p.m. Students who arrive on campus prior to 7:50 a.m. should report to the Cafeteria for breakfast, or may go to the gym. ***DO NOT GATHER IN COMMONS AREA OR OUTSIDE OF THE BUILDINGS OF THE SCHOOL!!***

CAFETERIA

Students should enter the cafeteria through the back doors and avoid using the hall or breezeway to get to lunch. The cafeteria is a place where good human relations can be developed. A student is expected to practice the good manners that should be found at home. Good manners include:

- Avoid pushing, loud talking, and jumping in line.
- Leave the table and the surrounding area clean.
- Put trash in containers.
- **Don't take food and cups out of the cafeteria.**
- All food brought to school must be eaten in the cafeteria.
- Observe good table manners.
- Follow the directions of the supervising personnel.
- Only unopened juice, water, gatorade, and approved diet drinks are allowed in the cafeteria

FLOWERS, FOOD & BALLOONS DELIVERED TO SCHOOL

Students are not allowed to receive flowers, food, or balloons at school.

FIRE & TORNADO DRILLS

Fire drills are a safety precaution required by law. When the first signal is given, it is essential that everyone obeys promptly and clears the building as quickly as possible—without running—by the assigned route. Students should remain outside the building, **WITH THEIR ASSIGNED CLASS** until the return signal is given.

Three long bell rings signal tornado drills. These are usually preceded by an announced "tornado watch." At this signal, all students should enter the halls, kneel facing the wall, and cover their heads until the all-clear signal is given.

INCLEMENT WEATHER

On occasion, inclement weather will cause school to be delayed one to two hours or canceled. Announcements will be made by 6:30 a.m. on the following radio and TV stations:

640 AM: WFNC	95.7 FM: WKML	100.9 FM: WSTS	TV 6: WECT
860 AM: WFMO	96.5 FM: WSTS	102.3 FM: WJSK	TV 11: WTVD
1300 AM: WLNC	98.1 FM: WASM	TV 3: WWAY	TV 13: WBTW
1460 AM: WEWO	99.1 FM: WZFX	TV 5: WRAL	TV 15: WPDE

LOCKERS

The lockers are the property of Red Springs High School and are subject to inspection by authorized school personnel without prior notice. Students desiring to rent a locker may do so during the first week of school. All locks are school-owned and may be rented by the student at the rate of \$5. **NO personal locks are allowed. Only one locker per student. There will be NO sharing of lockers for safety and security reasons. The school is not responsible for items stolen from lockers.**

LOST TEXT BOOKS

A student who loses a book will be issued another after a reasonable effort has been made to locate the lost book and after the student has paid for the lost book or a debt slip has been recorded and filed. See the assistant principal for information regarding the cost of books. The required payment for a lost book is:

New Book	Full Price
One Year Old Book	4/5 Price (80%)
Two Years Old Book	3/5 Price (60%)
Three Years Old Book	2/5 Price (40%)
Four Years Old Book	1/5 Price (20%)

LOST & FOUND

A Lost and Found Department is maintained in the main office.

MEDIA CENTER

The following regulations apply to the Media Center:

- The Media Center is open to students and teachers from 7:50am–2:50pm daily.

- Students who wish to come to the Media Center must have a written pass from a subject teacher.
- Students are permitted to exchange books as often as needed.
- No more than two (2) books may be checked out at any one time; four (4) books may be checked out for research purposes.
- Special references are available for overnight loans, including encyclopedias.
- A fine of 5¢/day is charged for overdue books.
- A fine of 25¢/day is charged for reserved books that are overdue.
- Replacement costs are charged for all lost materials.
- The Media Center is considered a classroom and as such observes the RSHS Code of Conduct.
- Students using the school computers must have an Internet Agreement (parental consent form) on file.

MEDICATIONS

Any student who must take medication during the school day must adhere to the following procedures:

- Medication must be in the prescription container labeled with the name of the child, name and dosage of medication, frequency of administration and physician ordering the medication.
- Medicine brought to school must be left in the school office and dispensed from there only.
- The student is responsible for reporting to the main office for the medication.
- A medication form must be turned into the office along with the medication before the school will administer any medication. This form must be signed by the physician and the parent prior to administration of medication. *This form is available in the back of the Student Handbook.*

SCHOOL NURSE

A registered nurse serves Red Springs High on a regular basis. If a student feels the need for her attention, please make this known to the School Counselor.

SCHEDULE CHANGES

Course changes after school begins will not be made unless approved by the principal. Students requesting a change should follow the following procedure:

- Get a ***Schedule Change Request form*** from the Guidance Office at designated times only. **(Use the color-coded forms available in Guidance.)**
- Complete the form and return it to your Homeroom teacher.
- The guidance department will receive and review the request and call the student in if the request is approved. **(Guidance Counselors do not approve class changes. This can only be approved by the Principal).**

- If the request is not approved the form will be returned to the first period/homeroom teacher marked not approved.

SIGN-IN PROCEDURES

Students who arrive late to school must report to ISS to receive tardy slip. If a parent drops a student off late, the **parent** must get out and sign in the student to avoid the student receiving a tardy. This must be done for students' daily attendance to be updated properly. Habitually dropping off students late by a parent will be addressed. A pass/tardy slip to enter class will be given to all students who are late for class. Students not reporting to class within 5 minutes of receiving a note to class will be considered to be skipping class.

SIGN-OUT PROCEDURES

If a student must leave school early, he/she must present a parental note to the main office prior to the beginning of school. The note should include a phone number where the parent can be reached as office personnel must contact them to verify the student's note. If the parent cannot be reached by phone, the parent must phone the school prior to the time the student is to leave. The departure time should be during the time of a class change so as to minimize class interruptions.

If, for an unexpected reason, it becomes necessary for a student to leave school, the office personnel must speak to a parent before the student leaves. Students must sign the check-out sheet in the main office to leave at the proper time. Failure to do so will result in disciplinary action. Students who sign out are expected to leave. **Work release students must leave within 5 minutes after their release time.** All students who are signing out must have a note from office personnel. *Parents are reminded students may be picked up only between classes. Classes should not be interrupted to call students to the office.*

STUDENT INFORMATION/CHANGE OF ADDRESS

If your last name, street address, mailing address, or telephone number changes any time during the school year, the guardian must meet with the data manager to bring in the correct information to be changed.

STUDENT SERVICES

MANAGEMENT TEAM (SSMT)

The SSMT will be available to provide a one-on-one counseling, support, motivation, and guidance for students identified as being at-risk of academic failure. The team will also provide support and intervention strategies for teachers. The SSMT will be composed of the following persons:

- Principal or his designee
- Special Populations Coordinator
- EC Teachers/Reg. Ed. Teachers
- School Counselors and Youth Dev. Specialists
- ISS Coordinator
- JROTC teachers

WITHDRAWALS, TRANSFERS & ENROLLMENTS

The Counseling Office handles withdrawals, transfers and enrollments once the following requirements have been met:

- A parent or guardian must come to the counseling office and give permission for the withdrawal, transfer, or enrollment.
- A withdrawal/transfer/enrollment form must be completed.
- For enrollments, documentation of address and withdrawal from previous school is required.

For withdrawal and transfers:

- All textbooks must be returned to subject teachers.
- The locker must be emptied and lock returned
- All debts must be paid.

STUDENT BEHAVIOR GUIDELINES

The basic purpose of the Student Behavior Guidelines for Red Springs High School is:

- to teach students responsibility
- to encourage acceptable behavioral patterns
- to establish and maintain a safe and orderly environment which must prevail if learning is to take place

It is expected that each teacher will deal with general classroom disruptions through effective class management and the involvement of parents/guardians and student services and staff. The term school as it applies to these guidelines refers to all school buildings, parking areas, and properties. These rules are in effect at any school function or school sponsored activity and while students are waiting for, riding, or leaving the bus. Students should be aware that, in addition to the violations listed in the PSRC Code of Conduct, other infractions may be included as part of the individual school 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, teacher and/or school services committee to recommend additional appropriate disciplinary action.

These guidelines apply to any student who is on school property, 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.

DISCIPLINE POLICIES

The administration and teachers at Red Springs High School are committed to providing a safe and positive school climate for the school's students and employees. North Carolina Law delegates to teachers and administrators the duty and authority to maintain discipline in their classrooms and schools. Behavior that detracts from the learning environment to the detriment of the educational process and the safety of all students will not be tolerated.

Each student is responsible for knowing and following all regulations and policies that may affect him/her. The code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has direct effect on maintaining order and discipline in schools.

STUDENT CODE OF CONDUCT

Parent/guardians, students and all school personnel share the maintenance of a positive school climate conducive to the individual pursuit of learning, working and living. Each is expected to work positively toward this goal and

to respect the individuality and the rights of each person. Parents/Guardians, students and school personnel are also expected to deal effectively with behavioral concerns. The regulations below are written in accordance with General Statutes 115C-390 and 391.

The Public Schools of Robeson County *Student Code of Conduct* manual contains further explanation of violations and resulting disciplinary actions.

CLASS I OFFENSES

CLASS I VIOLATIONS		
Behaviors that do not significantly violate the rights of others, and do not appear chronic.		
31 - UB: Dress Code Violation	40 – UB: Inappropriate Items on School Property/ Use	
35 – UB: Falsification of Information	32 – UB: Inappropriate Language/ Disrespect	
34 – UB: Gambling	86 – UB: Medication	
28 – UB: Honor Code Violation	75 – UB: Skipping on campus*	
	<i>*Maximum of two (2) days suspension for each offense.</i>	
33 – UB: Insubordination	64 – UB: Excessive Tardies*	
	<i>* Maximum of two (2) days suspension for each offense.</i>	
Grade	First Offense	Second & Subsequent Offense(s)
9-12	This violation will result in disciplinary action as determined necessary by the building principal up to and including documentation of notification to the parent/ guardian and/ or In-School Suspension.	This violation may result in assignment to In-School Suspension and/ or short term suspension not to exceed 5 days.

Dress Code Violation

The Public Schools of Robeson County prohibit appearance of clothing which violates a reasonable dress code adopted and publicized by an individual school, is substantially disruptive, is provocative or obscene, endangers the health or safety of the student or others, or promotes products or activities that are illegal for use by minors (Policy 4316 - Student Dress Code). Clothing that reveals undergarments, chest, breasts, navel, buttocks or any private body part will be considered inappropriate for the school setting. Please refer to Policy 4316.

Falsification of Information

Falsification of information is a false statement meant to deceive or give a wrong impression.

Gambling

Gambling means to bet money or wager anything on the outcome of a game, contest, or other event.

Honor Code Violation

Cheating, plagiarism, dishonesty, falsification of assignments and signatures, violation of software regulations or copyright laws and inappropriate computer access are considered honor code violations. Also, selling merchandise, magazines, newspapers or other property on school grounds, unless the same is an approved school activity, is considered private enterprise and an honor code violation.

Inappropriate Displays of Affection

No student shall display any act of affection not appropriate for public viewing. This includes kissing, sitting in laps, hugging or any type of physical contact. This rule applies to any student (male or female).

Insubordination

Refusal to comply with all appropriate or reasonable directions of principals, teachers, School Resource Officers, substitute teachers, student teachers, teacher assistants, bus drivers, volunteers and all other school personnel who are authorized to give such directions during any period of time when students are subject to the authority of such school personnel.

Inappropriate Items on School Property/ Use

Any device disruptive to the school environment to include electronic devices, including but not limited to cell phones, tablets, digital cameras, and laser devices, will not be displayed or utilized while on the school bus or on school premises during the school day unless utilized for educational purposes as approved by the school administration.

Inappropriate Language/ Disrespect

Any communication used to degrade, disrespect, or that is abusive in nature, whether by signs, symbols, or gestures is prohibited in the school environment. Students should refrain from the use of crude or vulgar language and profanity while at school. Those students who choose to use such language will be disciplined.

Medication

Unauthorized possession of any prescription or non-prescription drugs in violation of medication protocol.

CLASS II OFFENSES

CLASS II VIOLATIONS	
Behaviors that significantly violate the rights of others or put others at risk of harm.	
52 – UB: Bullying	46 – UB: Possession of Counterfeit Items
19 – UB: Communication of Threats to another Student	20 – RO: Possession of Alcohol
94 – UB: Cyber Bullying	41 – UB: Possession of Tobacco
22 – UB: Disorderly Conduct	70 – UB: Use of Tobacco
42 – UB: Disruptive Behavior	116 – UB: Possession of Vaping Device

23 – UB: Extortion	117 – UB: Use of Vaping Device
25 – UB: Harassment – Verbal	39- UB: Property Damage – Less than \$1,000
26 – UB: Hazing	36 – UB: Theft – Value Less than \$1,000

58 - UB: Possession of Pornographic, Profane and/or Violent Materials		47 – UB: Use of Counterfeit Items	
51- UB: Possession of Chemical/Drug Paraphernalia		67 – UB: Skipping off Campus	
Grade	First Offense	Second Offense	Third and Subsequent Offense(s)
9-12	This violation may result in assignment to In-School Suspension and/ or short term suspension not to exceed 3 days, with behavior contract (depending on severity).	This violation may result in short-term suspension not to exceed 5 days.	This violation may result in short-term suspension up to 10 days and/ or disciplinary reassignment to an alternative program or long-term suspension.

Bullying

Bullying is a form of harassment. Bullying means the one-sided, repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through destruction or theft of property of another. Bullying may include but is not limited to, verbal taunts, name-calling and put downs, rumor spreading, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

Communication of Threats to another Student

Threatening actions include language that reasonably threatens force of violence and any sign or action that reasonably constitutes a threat of force or violence toward another student.

Cyber Bullying

Cyber bullying includes but is not limited to the following misuses of any school or non-school technology resources or networks: harassing, threatening, teasing, intimidating, humiliating, embarrassing, terrorizing another student or school employee by sending or posting such inappropriate or hurtful email messages, instant messages, text messages, text/digital pictures or images, through social media websites and blogs. Cyberbullying may exist where there is only one post which can be shared multiple times resulting in the bullying of an individual. This definition can include the sharing of personal or private information about another person causing embarrassment or humiliation.

Disorderly Conduct

Disorderly conduct is any action that disrupts the peace and order of the school. Trespassing/

Loitering is also included as a part of disorderly conduct. Trespassing to include loitering is the presence of any student on the campus of another school within the Public Schools of Robeson County without the knowledge and consent of the officials of the school he/she is visiting. Any student who has been suspended from school will be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

Disruptive Behavior

- Disruptive behavior constitutes any physical or verbal action which reasonably could or does substantially disrupt, disturb, or interfere with the peace, order and/or discipline within the learning environment or during any school-related activity.
- Disruptive behavior also constitutes any verbal, physical, or visual forms (including cell phone and/or other digital images/ recordings/ sexting) of a sexual nature that create a hostile or abusive educational environment for other students.
- Disruptive behavior also includes the unauthorized photographing and audio and/or video recording of student voices and/or images by cell phone, digital camera, video recorder, or other device on school property or at a school-related activity that is disruptive to the school environment.
- Disruptive behavior is also any action, comments, postings or written messages to social media intended to cause others to fight or which might reasonably be expected to result in a fight.
- Disruptive behavior also includes distribution of over the counter medications. • No student shall possess or wear any clothing, jewelry, emblems, badges, symbols, signs or other items, which indicate a student's membership or desired membership or affiliation with a gang.
- No student shall possess pyrotechnics and incendiary devices or materials intended to result in an explosion and/or fire on school property, any school-sponsored event, or any activity

representing the Public Schools of Robeson County. Pyrotechnics and incendiary devices include, but are not limited to: lighters, explosive caps for toy pistols, fireworks, snake and glow works, smoke devices, trick noisemakers, wire sparklers, and other sparkling devices.

Extortion

Extortion is the use of one's position or power to obtain property, funds, or patronage.

Harassment- Verbal

Verbal harassment means to worry, torment, trouble, verbally attack, or irritate persistently any student, school employee, or any other person.

Hazing

Hazing is defined as a condition or precondition of gaining acceptance, membership, office or other status in a group. It consists of any action that is abusive and designed to frighten, scold, humiliate, degrade, endanger, harass or to subject an individual to personal indignity, regardless of a person's willingness to participate.

Horseplay, Tussling, Scuffling, Quarreling

No student shall engage in horseplay, tussling, scuffling, or excessive quarreling that is malicious in nature:

1. In any school building or on any school premises before, during, or after school hours, or

2. In any school building or on any school premises or any other time when the school building or school premises are being used by a school group or
3. On any bus on which the student is being transported to or from school or as a part of a school activity, or
4. Off the school grounds at any school activity, function or event.

Identification of Students

A student shall promptly identify himself or herself clearly and accurately upon the request of teachers, student teachers, substitute teachers, teacher's assistants, principals or other school personnel during any period of time when he or she is properly under the jurisdiction of school personnel. **Failure to supply proper school identification or falsification of an ID will result in an automatic suspension.**

Possession of Pornographic Materials

A student shall not have in his/her possession or distribute any pornographic material, including but not limited to pictures, magazines, CD's, DVD's, cassettes or computer generated sexually explicit or graphically violent materials (i.e. instructions/documentation concerning the creation of or the use of weapons)

Possession of Chemical/Drug Paraphernalia

Possession or delivery of drug paraphernalia or any other item used for inhaling/ingesting any controlled substance, narcotic, alcohol or chemical. Possession shall be defined as the item being on the person, in the student's personal effects, vehicle, locker or desk or in the immediate control of the student in any amount or in any form.

Possession of Counterfeit Items

Possessing any false item, which, without authorization, bears a trademark, trade name, or other identifying marks, imprint, number or device to include currency, is prohibited. Possession shall be defined as the item being on the person, in the student's personal effects, vehicle, locker or desk or in the immediate control of the student in any amount or in any form.

Possession of Alcohol

Any student possessing any malt beverages, fortified or unfortified wine, or spirituous liquor, in any amount or form to include any alcoholic beverage on school property owned or leased by the local Board of Education, school bus stop or at any school sponsored event is prohibited. Possession shall be defined as the substance being on the person, in the student's personal effects, vehicle, locker or desk or in the immediate control of the student in any amount or in any form.

Possession/Use of Tobacco or Vaping Device

The term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, pens, and other electronic smoking devices even if they do not contain tobacco or nicotine. Possession shall be defined as the substance or item being on the person, in the student's personal effects, vehicle, locker or desk or in the immediate control of the student in any amount or in any form.

Property Damage- Less Than \$1,000

Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

Skipping off Campus

No student shall leave campus without following proper procedures.

Use of Counterfeit Items

Use of any counterfeit item, which the person thereof obtains, or attempts to obtain, money, property, services, or something of value is prohibited.

Class III OFFENSES

CLASS III VIOLATIONS	
Behaviors that significantly violate the rights of others or put others at risk of harm, and violate PSRC policies, or North Carolina policies or laws.	
15 – PD: Adult Taking Indecent Liberties with Minor	Harassment <ul style="list-style-type: none"> • 102 – UB: Disability • 101 – UB: Racial • 110 – UB: Religious Affiliation • 38 - UB: Sexual • 109 – UB: Sexual Orientation • 25 – UB: Verbal
21 – UB: Affray	16 – PD: Kidnapping
27 – UB: Aggressive Behavior	95 – UB: Under the Influence of Alcohol
2 – PD: Assault involving the use of a weapon	Possession of Controlled Substance • 5 – RO: Cocaine <ul style="list-style-type: none"> • 6 – RO: Marijuana • 118 – RO: Opioid • 17 – RO: Other • 7 – RO: Ritalin
1 – PD: Assault resulting in a serious injury	Sale of Controlled Substance • 54 – RO: Cocaine <ul style="list-style-type: none"> • 55 – RO: Marijuana • 119 – RO: Opioid • 57 – RO: Other • 56 – RO: Ritalin
03 – RO: Assault on School Personnel	8 – RO: Possession of Weapon (Not a Gun)
44 – UB: Assault on Student	39 – UB: Property Damage – More than \$1,000
45 – UB: Assault – Other	12 – PD: Rape
43 – RO: Bomb Threats	10 – PD: Robbery With a Dangerous Weapon

39 - UB: Breaking/Entering a School Building/Property/Vandalism	93 – UB: Robbery Without a Dangerous Weapon
47 – UB: Burning of a School Building	14 – PD: Sexual Assault/Sexual Battery
105 – UB: Threat of physical attack with a firearm	63 – UB: Sexual Misconduct
106 – UB: Threat of physical attack with a weapon	36 – UB: Theft – Value More than \$1,000
107 – UB: Threat of physical attack without a weapon	18 – UB: Unlawfully Setting a Fire
29 – UB: False Fire Alarm	96 – UB: Under the influence of Controlled Substance
24 – UB: Fighting	79 - UB: Gang Activity

<i>Multiple offenses of Class I & II (Must have documentation of intervention strategies to address behaviors)</i>	
Grade	First and Subsequent Offense(s)
9-12	This violation may result in short-term suspension and/ or disciplinary reassignment to an alternative program or long-term suspension or expulsion.

Adult Taking Indecent Liberties with a Minor

Committing a sexual act with or in the presence of a child under the age of 16 years, by a person at least age 16 and at least five years older than the child, for sexual gratification, regardless of whether force was used, or whether the victim consented.

Affray

An affray is a fight between three or more students on school property or at a school-related activity. It includes actions which cause fear or terror to be experienced by other people in a public setting.

Aggressive Behavior

This attempted assault occurs when a student behaves in such a manner as could reasonably cause physical injury to any student or staff member. This definition also includes the accidental striking of an adult while attempting to break up a fight.

Assault Involving the use of a Weapon (except firearms)

Assault with a weapon or other object that could reasonably be considered a weapon. A weapon includes any incendiary device defined under Class II, or any weapon or dangerous instrument defined in Class III, or any firearms or explosive device defined in Class IV.

Assault Resulting in Serious Injury

An intentional act or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results in prolonged hospitalization.

Assault on School Personnel

Attempted or actual hitting, striking, emitting bodily fluids, utilizing any foreign substance, or other use of force upon a school official, employee or school volunteer who is not a student.

Assault on Student

Attempted or actual hitting, striking, emitting bodily fluids, utilizing any foreign substance, or other use of force upon a student.

Assault-Other

Attempted or actual hitting, striking, emitting bodily fluids, utilizing any foreign substance, or other use of force upon a non-student or non-school employee.

Bomb Threats (dynamite, cartridge, bomb, grenade, mine, or powerful explosive)

Communicating a report, while 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. Placing on any school premises with the intent of perpetrating a hoax, any device that would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage. (G.S. 14.69.1 et.seq. or G.S. 14-69.2)

Breaking / Entering of a School Building / Property

The wrongful breaking or entering of any school building, school-owned vehicle, or secured property of the Public Schools of Robeson County at any time is prohibited. This includes the Public Schools of Robeson County network, computers, systems, and programs.

Burning of a School Building

Any person who maliciously and willfully sets fire to, burns or causes to be burned i.e. aids, directs or procures the burning of any school building owned, leased or used by the public schools.

Threat of physical attack with a firearm, weapon or without a weapon

It is a violation for any student to, by means of any form of communication, share, state, spread or circulate any sort of threat that an act of physical violence may or will occur on educational

property or at any curricular or extracurricular activity sponsored by a school. For purposes of this rule, intent is irrelevant, and examples of covered forms of communication include any oral or written communication, posts on any social media or online platform, creation of documents, drawings or images, threatening or symbolic gestures, or threatening, distracting, or provoking behavior concerning, directed toward, or in the presence of any person. Additional examples of prohibited forms of communication which violate this rule include creation or dissemination of a "hit list," list of "people to kill," list of "people to shoot," or any statement referencing bringing a weapon to school in order to harm people. Any communication of a threat of this nature shall be investigated thoroughly and school consequences may be assigned accordingly regardless of the time and/or location of the threat.

False Fire Alarm

Students will not initiate a false fire alarm on any school premises.

Fighting

Fighting is the act of two or more persons involved in a physical conflict such as hitting or kicking another student or other person. A student who is attacked may use reasonable force in self defense, but only to the extent to free himself/herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

No student shall engage in a fight with another student.

both individuals will be **suspended 10-days** (this is in accordance with Board Policy) and **legal**

Unless extenuating circumstances exist,

charges will be applied. The students will also be placed in Alternative for (10) school days. If

a student is suspended from Alternative School their (10) school days in Alternative will start

over. *Students involved in a second fight will be recommended for placement in RAS or*

Long-Term Suspension (LTS). A fight can be avoided if good judgment and proper precautions

are taken. Any student charged with **aggressive behavior** (verbal or physical) will result in a

five (5) day suspension.

Any student congregating with the sole intent to participate, instigate or see a fight (mob)

will be considered part of the altercation and will be subject to disciplinary action.

Gang Activity

Gang activity shall be defined as any act(s) that further promotes gangs or gang- related activities or which threatens or intimidates another person or disrupts the educational environment on school premises or during any school-sponsored activity which includes, but is not limited to: (1) communicating either verbally or non-verbally (hand signs, gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation with a gang; (2) defacing school or personal property with gang-related graffiti, symbols or slogans; (3) requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity; (4) inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; (5) soliciting others for gang membership; (6) committing any other illegal act or other violation of the Public Schools of Robeson County's policies that relate to gang activity e.g. gang related assault on student. **GANGS**

Lumberton High School is a gang free school. No gang activity will be tolerated and while at Lumberton High School no gang attire, handshakes or any gang paraphernalia will be tolerated. ***Gang activity will result in suspension and recommendation for long-term suspension.***

Harassment

- **Disability**

- **Racial**

- **Religious Affiliation**

- **Sexual-** Sexual harassment may consist of unwelcome sexual advances, requests for sexual

favors, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by

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

- **Sexual Orientation-** Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or

hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature. • **Verbal**

Kidnapping

Confining, restraining or removing from one place to another a person, without his/her or the victim's or a minor victim's parents' consent, for the purpose of committing a felony; or holding a victim as hostage or for ransom, or for use as a shield. A parent taking a child in violation of a court order, although it may be a crime, is not kidnapping for this purpose.

Possession of Controlled Substance

- Cocaine

- Marijuana

- Opioid

- Other

- Ritalin

Sale of Controlled Substance

- Cocaine

- Marijuana

- Opioid

- Other

- Ritalin

Possession of a Weapon (Not a Gun)

Possessing, handling, transferring, bringing, or storing whether openly or concealed, without educational permission or consent, any BB gun, stun gun, air rifle, air pistol, splat gun, facsimile of a gun, ammunition, knife, ice pick, dagger, slingshot, leaded cane, loaded cane, sword cane, machete, switchblade knife, blackjack, metallic knuckles, razors and razor blades, or any other object that can reasonably be considered a weapon or dangerous instrument.

Property Damage- More Than \$1,000

Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

Rape

Rape may be statutory or forcible. Forcible Rape is committed by force and without the consent of the victim, regardless of age. Statutory Rape is committed on a child under the age of 16 by a person who is at least 12 years old and at least four years older than the victim, regardless of whether the victim consented.

Robbery With a Dangerous Weapon

This includes theft or attempted theft of anything of value from the person of another, or from the area under the immediate bodily control of the other, by using a dangerous weapon or by an act threatening use of a dangerous weapon. A dangerous weapon is any article, instrument or substance that is likely to produce death or great bodily harm. Forcible theft or attempted theft from a person without the use of a dangerous weapon should be reported under Robbery Without a Dangerous Weapon.

Robbery Without a Dangerous Weapon

The taking or attempting to take anything of value from another's person, by force, or by an act threatening force or violence, which puts a victim in fear, without the use of a weapon. The stealing

of someone's property without the use of force or from a source other than the victim's person is not included in this offense. If the taking from the person involves use of a dangerous weapon the incident is reported under Robbery With a Dangerous Weapon.

Sexual Assault/ Sexual Battery

A person is guilty of sexual battery if he/she, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

Sexual Misconduct

No student shall engage in behavior, which is indecent, disreputable, or of a sexual nature to include consensual sex and/or sexual acts.

Theft- Value More than \$1,000

Theft is stealing, attempting to steal, or possessing stolen property having reason to know it was stolen.

Unlawfully Setting a Fire

Intentionally starting a fire or attempting to start a fire or aiding and abetting in the starting or attempting to start a fire without educational permission or consent is prohibited.

Class IV Offenses

CLASS IV VIOLATION

Possession of Firearm or Destructive Device (a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.)

9 – RO: Possession of a firearm or powerful explosive.

Grade	Penalty
All Grades	This violation may result in a 365- calendar day suspension. The superintendent may modify the consequence pursuant to Policy 4353 - Long- Term Suspension, 365- Day Suspension, or Expulsion or pursuant to Policy 4354- Disciplinary Reassignment to an Alternative Program.

Possession of a firearm or powerful explosive

Bringing or possessing a firearm or destructive device on educational property or to a school sponsored event off of educational property, including a starter gun, which will or is designed to or may readily be converted to expel a

projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. A destructive device is a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to those above. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

Class V Offenses

CLASS V VIOLATIONS	
Behavior indicates that the student’s continued presence in school constitutes a clear threat to the safety of other students or school personnel. This includes any student subject to sex offender registration pursuant to N.C.G.S. § 14-208.18.	
Grades 9-12	Penalty
In accordance with NC General Statute 115C-390.11(a), a local board of education may, upon recommendation of the principal and superintendent, expel any student who is 14 years of age or older whose behavior indicates that the student’s continued presence in school constitutes a clear threat to the safety of other students or school personnel. In accordance with N.C.G.S. §115C390.11(a)(2), a local board of education may expel any student subject to sex offender registration pursuant to N.C.G.S. §14-208.18.18.	Expulsion in accordance with 115C-390.11(a) The local Board of Education shall consider whether there is an alternative program that may be offered by the local school Administrative unit to provide educational services.
Death By Other Than Natural Causes	

FELONY CONVICTION AND THREAT TO SAFETY

Any student fourteen (14) years old or older who has been convicted and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school by recommendation by the principal and upon approval of the Board under G.S.115C-391D.

OTHER

Student Demonstrations

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

Student Property

Personal property that a student brings to school or receives while at school that is determined by a staff member to be disruptive may be confiscated by a staff member and handled as follows:

1. If the property is of a physically dangerous nature such as guns, knives, saws, ice picks, etc., it will be impounded by the principal and released to a law enforcement agency.
2. If the property is of an illegal nature such as alcohol, marijuana, other drugs, or material that has been stolen, it shall be impounded by the principal and released to a law enforcement agency.

3. If the property is of a non-dangerous legal nature such as water pistols, radios, tape players, small video games, etc., it shall be confiscated by a staff member and taken to the office (or to an administrator) to be held until a parent or legal guardian may pick the item(s) up.

Trespass

No student shall come on the grounds of Lumberton Senior High School when instructed not to do so by authorized school personnel. Students who trespass shall be subject to arrest. No student shall be on the campus of another school in the Public Schools of Robeson County during the school day without the knowledge and consent of the officials of the school he/she is visiting.

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 procedural due process:

1. The student must have prior knowledge of the conduct that is required of or prohibited of him (Code of Conduct).
2. The student must be informed of the specific matters giving rise to any of the proposed penalties or disciplines (Notice).
3. The student must have some opportunity to express or convey to the decision-making authority his views or rebuttals regarding the incident (Hearing and Appealing).
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 or unfairness on the part of the school system's official responsible of the disciplinary action or acts thought to be unfair.

Any student, parent, or guardian who is aggrieved by simple disciplinary action shall have the right to make a formal protest in writing or in person to the Superintendent. Further appeal shall be in person to the Board.

SUSPENSION AND EXCLUSION FROM ATTENDANCE

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

FOR SHORT-TERM SUSPENSION OF 10 DAYS OR LESS, THE SCHOOL'S DISCIPLINARY PROCEDURES MAY BE FOLLOWED.

If a pupil is to be sent home during the day, these guidelines will prevail:

1. The principal shall attempt to reach the pupil's parents to inform them of the school's action and to request that they come to school for their child.
2. If they are unable to come for the pupil, the school shall try to provide transportation to his home, assuming his parents will be there to receive him.
3. If no one is available, the student will be placed in ISS for the remainder of the day and

suspension will begin the following school day.

SUSPENSION AND EXPULSIONS - EXCEPTIONAL CHILDREN

Children with disabilities who are suspended or expelled for more than 10 days will continue to receive special education and related services even if the misconduct is not caused by the disability. Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activity includes activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment
3. is regarded as having such an impairment

The Public Schools of Robeson County have specific responsibilities under the Act, which includes identification and evaluation. If the child is determined to be eligible to receive services under Section 504, an accommodation plan will be developed to appropriately serve the children.

APPEALS PROCEDURE FOR LONG-TERM SUSPENSION

SECTION 1 - NOTICE AND INITIATION OF PROCEEDINGS

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

If a hearing is not requested within four (4) school days following the notice of impending long-term suspension, the principal shall invoke the penalty and notify the Superintendent in writing within twenty-four (24) hours of the action. The notice to the Superintendent shall state the charges against the student and obtain facts sufficiently

particular to describe the nature of the offense. A copy of the notice shall be sent by registered mail to the student and parent. The Superintendent or his designee shall respond to the principal's written recommendation within four (4) days after receipt of the proper documentation.

SECTION 2 - FORMAL HEARING

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

Anyone who has had direct contact with the student's alleged misconduct or who will probably give testimony to the hearing board shall not serve as a member of the hearing board. An official

tape recording shall be made of the proceedings. The chairperson shall receive a reasonable list of witnesses from the student, his parents or representative and from the principal prior to the scheduled date of the hearing.

The hearing procedure shall consist of a presentation by the principal or his designee, of witnesses and other evidence relating to the issue of whether or not the offense was committed by the student charged. The student may then offer witnesses and other evidence in his own behalf relating to the same issue. If the purpose of the hearing is to challenge the severity of the penalty invoked by the principal, both sides of this issue will be presented in the above order.

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

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

Upon receipt of the opinion and/or recommendations of the hearing panel, the principal shall review the matter and determine the appropriate action. If the decision is to return the student to school, she/he should inform the student, parent, and Superintendent promptly. If the decision is to suspend for more than ten (10) days, he shall invoke the penalty and follow the procedures for long-term suspension as stated above and inform the Superintendent. The student and/or parent shall also be informed of their right to appeal the long-term suspension to the Superintendent.

SECTION 3 - APPEALS PROCESS

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

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

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

If the student or parent is not satisfied with the results of the administrative appeal, an appeal may be made to the Board within five (5) days of the notice from the Superintendent. The

appeal shall be in writing. The Board shall review the matter within ten (10) school days of the notice and the decision of the Board shall be final.

SECTION 4 - MULTI-DISCIPLINARY REVIEW FOR EXCEPTIONAL CHILDREN AND OR WILLIE M. STUDENTS

A multi-disciplinary team, usually the Administrative Placement Team shall review suspension of Exceptional Children who have accumulated 10 days of suspension to determine if any relationship exists between the misconduct and the handicapping condition. The team may make recommendations to the Program Administration for Exceptional Children for change of placement if a relationship between the misconduct and the handicapping condition is determined. Should no relationship be determined, normal disciplinary consequences shall apply.

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

Legal REF: B.S. 115C-390; G.S. 115C-391; Goss vs. Lopez 43U.S.L.W.4181 (1975) Title IX of the Education Amendments of 1972 Baker vs. Owen 395F. Supp 294 (M.D.N.C. 1975)

SCHOOL RESOURCE OFFICER (SRO)

Since most/all of the listed Class II and III offenses are violations of laws of the State of North Carolina, the administration of RSHS may report such violations to the SRO for investigation and prosecution.

INTERROGATION

If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the principal should take every effort to notify the parent or guardian and extend the opportunity for him/her to be in attendance or to make other determinations as the parent or guardian may arrange. Personal, locker and automobile searches may be made in accordance with the PSRC Policy Manual.

SEARCHES & SEIZURES

To maintain order and discipline in the schools and to protect the safety and welfare of the students and personnel, school authorities may search a student, a student locker, a student's book bag, and a student's automobile. Failure to permit such searches will be considered grounds for disciplinary action. If a student finds illegal substances or

contraband materials, these should immediately be surrendered to the proper administrative authorities for ultimate disposition.

ISS (IN-SCHOOL SUSPENSION) AND SATURDAY ACADEMY

The in-school suspension and Saturday Academy programs will be used in the continuum of approaches for handling discipline problems, offering an alternative to out-of-school suspension and providing a climate for dealing more positively with misbehavior. Disruptive students will be removed from the regular classroom and may be placed in a highly structured environment where they will be able to continue their regular academic work and receive appropriate, positive interventions. In this setting, emphasis will be placed on the examination of the misbehavior, the consequences of such behavior, and ways to make more appropriate choices in the future.

Within the framework of a positive school climate, in-school suspension and Saturday Academy will be used as strategies for dealing with serious behavior problems in a more effective way. It will provide opportunity for students to practice good behavior, to accept the responsibility for their own choices, and to develop a more positive self-concept. All educators within the school will have a role in making the program work.

ALTERNATIVE LEARNING PROGRAM

Alternative School will be utilized as a resource for chronic behaviors such as excessive tardies, constant disruption of the educational environment, failure to remain in assigned area, and lack of appropriate social skills just to name a few. The Administration will determine the duration of the assignment to the Alternative School. Students will complete their classroom assignments in Alternative School. Cell phones must be turned in to the Alternative School teacher upon entering the classroom. Students must report directly to the alternative school classroom immediately every morning. Alternative school students are not allowed anywhere on campus except in the cafeteria and other areas assigned by the Alternative School teacher or administration. Alternative assigned students who arrive late to school must be signed in by a guardian.

OUT-OF-SCHOOL SUSPENSION (OSS) REGULATIONS

Any OSS assignment requires a parent visit and conference with an assistant principal.

SCHOOL BUS CONDUCT

Students who ride buses are expected to conduct themselves in an orderly manner at all times. The principal, by law, has the authority to suspend students from riding the bus for the following reasons:

- Delaying the school bus schedule
- Fighting, smoking, using profanity, or refusing to obey the
- instructions of the driver
- Tampering with the bus
- Refusing to meet the bus at the designated stops
- Unauthorized leaving of the bus when in route from home to school or from school to home
- Playing or throwing objects while the bus is in operation or standing
- Failure to observe established safety rules and regulations
- Food, drinks, electronic devices, CDs, and video games are prohibited.

***Students are not allowed to ride any bus other than their assigned bus.**

TARDIES

The discipline regarding tardiness (whether or not the parent signs the student in the student is still tardy) is as follows:

1st Tardy Warning, Tardy Office

2 nd Tardy	Warning, Tardy Office
3 rd Tardy	Warning Tardy Office
4 th Tardy	Warning, Tardy Office
5 th Tardy	Code II ISS/1 Saturday Academy
6 th Tardy	Code II ISS/1 Saturday Academy
7 th Tardy	Code II ISS/1 Saturday Academy
8 th -10 th Tardy	Code II ISS for a 5 days
After 10 th Tardy.....	Code II Alternative School for the remainder of the semester

*Tardies start over at the end of each Semester

(Tardies are going to class after the Tardy Bell. This includes tardies when a student arrives to school after 8:00am tardy bell. Students who arrive after 8:00 am tardy bell may have a guardian sign them in to avoid receiving a recorded disciplinary tardy. Even though the parent does so there is a substantial disruption when a student enters a classroom late and also causes the student to miss important educational material).

****Parents that habitually sign their child in after 8:00 am tardy bell will be conferenced with to find out issue at hand and address tardy issue.**

FOOD IN THE BUILDING

Food and drinks will not be permitted anywhere in the building except in the cafeteria or gym lobby as required by health and sanitation regulations. **Students should not bring outside food or drinks onto campus. Teachers will not be allowing this in their classrooms and students will not be allowed to bring these items onto campus.**

HALL PASS

Hall traffic during class should be nonexistent. Therefore, students will not leave the classroom except for an urgent need. The teacher will give a written hall pass to any student who leaves the classroom for any reason. Students must sign in and out of class on the Hall Pass Log.

DRESS CODE

Students are expected to dress appropriately for school. PSRC Board Policy 4316 establishes the dress code that will be observed:

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; (4) endangers the health or safety of the student or others; or (5) violates policy [4328](#), Gang-Related Activity.

All students must adhere to the following standards.

1. Shoes or sandals must be worn at all times during the school day. (*Bedroom shoes are not permitted*)

2. **Sunglasses, hats, caps, bonnets, hoodies, head scarves or athletic head covers** of any description worn inside a school building are not permissible unless authorized by the school principal or his or her designee. The only exceptions are when worn in cases of health (medical)/safety reasons, or in connection with a school-sponsored program. (Any of these items worn on campus will be confiscated and returned at the end of the school day (1st offense) and returned only to a parent, after 3:10 pm for subsequent offenses)

3. 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. (This includes messages or illustrations that promote drug, tobacco, and/or alcohol)

4. Tank tops that are 3 fingers wide maybe worn. Spaghetti straps, halter tops, tube tops, strapless tops, are not permitted. Shirts and tops may not be low-cut and must be long enough to meet the waistband of pants, shorts or skirts at all times. No midriffs, cleavage or undergarments shall be visible at any time. Clothing that is transparent or noticeably tight or that has excessive holes is prohibited. (At no time should undergarments be visible) ***Pajamas/night clothes are not permitted.***

5. Belts, if worn, must be kept on and tied or buckled at all times.

6. 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.***

7. Shorts, skirts and dresses must be of sufficient length. When the student stands up straight with arms and fingers fully extended by his or her sides, the bottom of shorts, skirt or dress should extend at least as far as the extended fingers. (Jeans/pants with holes that reveal skin must also meet the fingertip rule) **Leggings may be worn providing the outermost layer of clothing (shorts, skirt, shirts, and dresses) meets the fingertip rule and only a solid color no holes, lace, or print leggings.**

8. Adornments or accessories, such as chains or spikes that could reasonably be perceived as or used as a weapon are prohibited.

9. Clothing or accessories worn inappropriately or not as they were made to be worn, such as items worn inside out, backwards, unfastened or untied, is not permitted.

10. Face paint is prohibited.

The Discipline regarding the dress code is as follows:

- 1st Offense – Verbal Warning to correct violation/sent home if needed or placed in ISS until the problem is corrected
- 2nd Offense – Parent Contact/Administrative action (ISS)
- 3rd Offense – Parent Contact/Administrative action (ISS)
- 4th Offense – Place in ISS or Alternative School Placement

PROHIBITION OF GANGS AND GANG ACTIVITIES

A. Introduction: No student shall commit any act that furthers gangs or gang related activities.

B. Definitions: A gang is any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, or symbols.

C. Conduct Prohibited by this Policy includes:

1. Wearing, Possessing, Distributing, Displaying, or Selling any Clothing, Jewelry, Emblems, Badges, Symbols, Signs or other items which indicate a student's membership in or affiliation with a gang;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang;
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership; and
7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

D. Notice: The superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors. Each principal shall maintain a list of current examples of gang-related activities to assist students, parents and teachers in identifying gang symbols and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy.

E. Guidelines for Discipline: There must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property in order that a school can satisfactorily meet the needs of students. Each Principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board Policy.

Level I (offense)

Soliciting others for gang membership; or

- A. Wearing, Possessing, Distributing, Displaying, or Selling any Clothing, Jewelry, Emblems, Badges, Symbols, Signs or other items which indicate a student's membership in or affiliation with a gang;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang;

Failure to comply with this rule will result in the following penalty:

First Offense: Overnight Supervision pending a parent conference with the administration. Student, Parent/Guardian and Administration sign a contract that student will not participate in this behavior in the future. That the parents are apprised of the potential danger and seriousness of the potential harm that could affect his/her child/guardian as it relates to gang activities.

Level II (offense)

Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
Committing any other illegal act or other violation of school district policies that relates to gang activity.

Failure to comply with this rule will result in the following penalty:

First Offense: Student shall be suspended no less than ten (10) days; charged by Public Law Enforcement Agency for damages and recommended for Long Term Suspension.

Level III (offense)

Defacing school or personal property with gang related graffiti, symbols or slogans;
Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
Failure to comply with this rule will result in the following penalty:

First Offense: Student shall be recommended for expulsion and charged by Public Law Enforcement Agency.
Approved by the Board of Education: April 25, 2005

BOOK BAGS, BACKPACKS & GYM BAGS

Since January 1, 2000, all student book bags, backpacks and gym bags ***MUST*** be clear or made of a mesh type material. PSRC provided a book bag that meets these guidelines for each student on the 2nd Thursday of August. If a student did not receive a book bag at this event it may be picked up in the main office of the school.

OFF LIMIT AREAS

- The teacher's lounge.
- During lunch periods, any part of the school where classes are being conducted.
- The bus parking areas.
- The student parking lot, except to arrive and depart from school.

STUDENT PARKING

To park on campus, students must purchase a permit from the main office on the first day of school. A parking permit costs \$25 for the school year). Failure to purchase a permit will result in the towing of the student's vehicle at the owner's expense.

- Parking permits may not be transferred or sold to another student.

- Park only in the large lot located at the gym.
- Student vehicles without permits or improperly parked can be fined/towed as stated above.
- Permits must be displayed by hanging from the rear view mirror at all times while on campus.
- The parking lot speed is 5 mph.
- Speeding, reckless driving, loitering, horseplay, and/or cruising in the parking lot is prohibited
- Students must leave the vehicle immediately upon parking and proceed to enter the building. All students should be out of the parking lot within three minutes of arriving on campus.
- Students must exit the parking lot immediately following the end of the school day.
- Students may not leave campus without permission or use vehicles to transport other students off campus without permission of the other student's parent and the school administration.
- Failure to follow school rules and parking procedures will result in appropriate disciplinary actions including loss of driving privileges as determined by administration.
- **Students that drive onto campus and then leave campus will receive a 3 day suspension and loss of driving privileges for a period of time.**

SCHOOL SPONSORED FIELD TRIPS

The RSHS Code-of-Conduct and the Public School of Robeson County Code of Conduct will be followed on all school-sponsored field trips. Students are required to have written permission from a parent before leaving on any trip. The permission form will be supplied by the faculty sponsor for the trip and must be on file before leaving campus

NON-EDUCATIONAL ITEMS POLICY

Students are prohibited from bringing items such as radios, mp3 players, I pods, beepers, cameras, electronic games, CD players, hats, sunglasses, waist pouches, spiked or studded belts, wristbands, headbands, bandannas, blankets, stuffed animals, etc. to school. These items will be confiscated, and placed in an administrative office.

CELL PHONE POLICY

Cell phone use is allowed in the cafeteria, hallways, and courtyard only. Cell phone use will not be tolerated that interrupts instructional time. Teachers reserve the right to confiscate cell phones that disrupt their class period.

DISCIPLINE FOR VIOLATION OF NON-EDUCATIONAL ITEMS POLICY & CELL PHONE POLICY

- 1st Offense – Item is confiscated for students to pick-up after school.
- 2nd Offense – Item is confiscated for parent to pick-up after school and student assigned ISS
- 3rd Offense – Item is confiscated for parent to pick-up after conference with an administrator and the appropriate administrative action as deemed necessary

**** Any student that has displayed or used a cell phone, and that is subsequently asked by a teacher/staff member to turn the phone in to them and the student refuses to do so will receive OSS.**

**** Red Springs High School is not responsible for prohibited items that are lost or stolen during the school day.**

ATTENDANCE POLICY AND PROCEDURES

STUDENT ATTENDANCE

Regular attendance and prompt arrival at school and scheduled classes are essential for satisfactory achievement and progress in school. Preparation for future responsibilities is dependent upon the development of good attendance and punctuality habits at an early age.

Frequent absences of students from the classroom disrupt the educational process. The benefit of regular classroom instruction is lost. The process of education requires regular attendance, classroom participation, study, and homework in order to provide the best educational benefits for each student.

ABSENCE DUE TO FIELD TRIPS OR SCHOOL FUNCTION

Field trips and school functions will not be counted as an absence. All schoolwork missed due to absences or field trips, etc. must be made up.

CLASS ATTENDANCE

The class attendance that is kept in each class is used in determining failures due to the attendance policy. A student is counted absent if he missed more than one-half (45 min) a class period.

Public Schools of Robeson County School Board Policy states that absences in excess of five (5) constitute grounds for course failure. Students who miss more than 5 days should attend scheduled Saturday Academy sessions in order to make up absences. Failure to make up days may result in failure of class.

DAILY ATTENDANCE

Daily attendance is taken each period and is updated from the sign-in and sign-out books. To be considered in attendance, a student must be present in 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:

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

The number of times that a student misses class for school-sponsored activities should be kept to an absolute minimum. The principal shall closely scrutinize and monitor such absences. Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the classroom teacher grants additional time. Ref: NCAC 16-6E 0101

EXCUSED ABSENCES FOR DAILY ATTENDANCE

(NOTE: The State of North Carolina requires that each student absence MUST be coded. This has no bearing on individual class attendance. Students must still make up absences in excess of 5 days, whether coded excused or not, or risk course failure.)

Students will submit valid notes to the school social worker stating the reason and the date(s) of their absence(s) immediately upon return to school but no later than 2 days upon returning. These notes will be collected by the school social worker and must be submitted before January 9 in the fall semester and before June 1 in the spring semester. Students who have excused absences the last week of either semester must appeal to the principal.

The following shall constitute valid excuses for 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:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of the child includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** The absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance:** If the tenets of a religion to which a student or his/her parent(s) adhere, require, or suggest an observance of a religious event, the approval of such absences is within the discretion of the local board of education. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. (16 NCAC 2D.0404)

SATURDAY ACADEMY

Students who choose to validate a whole day's (all classes) attendance may do so by attending Saturday Academy. Saturday Academy will operate in order to offer students opportunities to make-up absences and assignments. Students attending Saturday Academy must stay for the full scheduled time. No partial credit for attendance will be given if a student leaves early or arrives late. Students who fail to attend assigned Saturday Academy sessions due to attendance issues may receive an "F" for the appropriate class or classes.

SATURDAY ACADEMY RULES AND EXPECTATIONS

- Saturday Academy hours are from 8:00 A.M.-12:00 P.M.
- NO tardies will be admitted.
- All students must enter through the main entrance.
- Students must provide their own snacks. The teacher's lounge and the building is OFF-LIMITS during Saturday Academy hours.
- Completed Saturday Academy forms must be submitted on Friday to the Saturday Academy Coordinator.
- Students must have books, and/or supplies to be admitted to Saturday Academy.
- Students must sign in and out in order to get Saturday Academy credit.
- Students MUST obey all school rules.
- Failure to comply with the above regulations will result in the loss of Saturday Academy privileges.

STUDENT ATTENDANCE APPEALS PROCEDURE

Students in grades 9-12 under the 4x4 instructional day can only have 5 absences. It does not matter if the absence is "excused" or "unexcused". If the student has more than 5 absences in a class, then an appeal form is to be submitted to the Assistant Principal's office in charge of attendance for that class. Each class with more than 5 days of absences is to be appealed. The appeal form is reviewed by a committee here at school. The committee will review the appeal. The student and parent/guardian must come in for the hearing.

It is the student's responsibility to appeal all classes with more than 5 absences. Any student who needs to appeal should see the teacher of the class that the overage is in, and they together should fill in the appeal form. The student then should return the form to the Assistant Principal's office in charge of attendance. The appeals

committee must review all appeals and decide what should be done with the appeal. This committee will consist of the Principal, Social Worker, Data Manager, and others as the Principal deems appropriate.

STUDENT GRIEVANCE PROCEDURES

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

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

PROCEDURE

A. Initiation

A student may initiate a grievance proceeding when either the student or his parent or guardian believes that a violation, misapplication or misinterpretation of School Board Policy or state or federal law or regulation has occurred.

B. Procedure

The procedure for initiation and conduct of a grievance shall be:

Step 1 - Principal Conference

To invoke the grievance procedure, a student, parent or guardian shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step 1.

1. A grievance shall be filed as soon as possible but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
2. The principal shall grant the conference within five (5) school days following receipt of the request.
3. The request shall include a statement describing the grievance and naming the specific policy, rule or laws believed to be violated.
4. The principal will state his position of the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

Step 2 - Appeal to Superintendent

If the grievance is not resolved at Step 1, the student may appeal the principal's decision in writing to the Superintendent. The appeal must be made within five (5) school days following receipt of the principal's position statement in Step 1.

The Superintendent or his designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the Superintendent or his designee within ten (10) days following the Superintendent's review.

Step 3 - Appeal to the Board of Education

If the grievance is not resolved at Step 2, the student may appeal the Superintendent's decision to the Board of Education for the Public Schools of Robeson County in writing within (10) school days following the response from the Superintendent at Step 2. The Board, through the office of the Chairman, shall designate a Board Committee to receive, review, and make a determination of the appeal from the Superintendent's decision. The designated committee shall meet within ten (10) school days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance; the principal and Superintendent shall also have the right to be present. The Board committee's decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the principal and Superintendent.

COUNSELING & ACADEMIC POLICIES

GUIDANCE INFORMATION

The guidance department of Red Springs High School exists for one purpose: to help students and teachers. It is important that students become aware of services available so that they can take advantage of all the services offered by the guidance department. Counselors are available to assist and advise each student about personal problems, academic problems, career choices, course selections, college choices and scholarship applications. The guidance department also assists in student orientation information services and student appraisal. The guidance office is open before and after school. Students are assigned to counselors by grade level.

GUIDANCE & COUNSELING

A counselor is available to you whenever you feel there is something you would like to discuss with him or her. Counselors are glad to listen to what you have to say. *What you tell them will be kept confidential.* See your counselor when you:

- feel you need to talk to someone about a personal matter,
- are having difficulty with a subject or subjects,
- wish to discuss your abilities and aptitudes,
- are planning next year's program.
- desire career information when planning for future goals,
- would like help with your vocational plans.

PREGNANCY

Pregnant students are advised to see a counselor immediately. Services and programs are available to assist students in making plans and continuing their education.

ACADEMIC POLICIES

Graduation Requirements

GRADING SCALE

Beginning in 2015 and beyond, all students in North Carolina will be graded on a 10-point scale approved by the State Board of Education. High School honors courses will receive five tenths (0.5) additional quality point and Advanced Placement/College courses will receive one (1) additional quality point for 9th graders beginning in 2015-2016.

A: 90-100 = 4.0	B: 80-89 = 3.0	C: 70-79 = 2.0	D: 60-69 = 1.0	F: ≤ 59 = 0.0
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Every classroom teacher shall use the following grading scale to measure student progress:

A: 90 – 100 = 4.0

B: 80 – 89 = 3.0

C: 70 – 79 = 2.0

D: 60 – 69 = 1.0

F: < 59 = 0.0

*Final exams count 25% of the semester average of a course.

Future Ready Core for Ninth Graders

In order to graduate and receive a high school diploma, students entering grade 9 shall pass as defined in State Board of Education Policy HSP-L-004 (High School Transcript) the Future Ready Core course of study. Note: The Occupational Course of Study is available for those students with disabilities who are specifically identified for this program.

- A. Students must score at proficiency level III or above on the EOC assessment for English II, Biology, Math I and Math 3.
- B. Students must successfully complete a graduation project that is developed, Monitored, and scored within the LEA using state adopted rubrics.
- C. Students must successfully complete the Future Ready Core Course of Study (21 credits) as shown below. (Students must achieve a minimum of 28 credits to graduate that include the 21 credits below)

Courses Required	State Requirements
4 Sequential English credits	English I, II, III, IV
4 Mathematics credits	Integrated Mathematics I, II, and III and a fourth mathematics course to be aligned with the student's post high school plans
3 Science credits	Physical Science Biology Earth/Environmental Science
4 Social Studies credits	Civics and Economics American History or AP US History*** World History Economics and Personal Finance
1 Health and Physical Education	
2 Elective credits of any combination from:	Career and Technical Education (CTE) Arts Education or Second Language
4 Elective Credits (four-course concentration recommended from one of the following):	Career and Technical Education (CTE) ROTC Arts Education Any other subject area or cross disciplinary courses (e.g., mathematics, science, social studies, English)

MINIMUM REQUIREMENTS AT THE 16 CAMPUSES OF THE UNIVERSITY OF NORTH CAROLINA

***A student who takes AP US History instead of taking American History must also take an additional social studies course in order to meet the four credit requirement.

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

	<i>Credits</i>
English (I, II, III, IV)	4
Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Math III as a prerequisite)	4
Science (Physics or Chemistry Course, Biology, and an Earth/Environmental Science Course)	3
Social Studies (World History, Civics/Economics, American History and Economics and Personal Finance)	4
Health and Physical Education	1
Two (2) elective credits in a second language required for the UNC System, Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area	6
Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses	3

CLASS RANKING

Ranking shall be done at the junior year with marshal rankings being determined at the completion of 1st semester. Second semester courses will not be used in class ranking. The top 5% of the junior class will be eligible to become marshals. Re-ranking will be done at the end of the junior year.

A ranking in grade 12 shall be completed at the end of the 1st semester. Second semester courses will not be used in class ranking. Rankings obtained from this calculation shall be used for all graduation exercise activities. Other honor graduates will include: Summa Cum Laude (3.75 and above) Magna Cum Laude (3.50 to 3.749) and Cum Laude (3.25 to 3.499).

Curriculum and instruction are constantly evolving practices. In recent years, there have been situations that developed during the class ranking process which need to be alleviated. The majority of the issues centered on the calculations of North Carolina Virtual Public School (NCVPS), Learn and Earn, Community College courses, and University/College courses into the GPA. As a means to reduce the confusion during this process, the following procedures have been developed. The goal of the procedure is to ensure that all students are treated fairly and equitable.

- In order for students to be eligible for the position of Class Marshall the student must be enrolled at their respective high school at the time of the Official Class Ranking.
- All grades need to be accurate and verified through PowerSchool prior to the Official Class Ranking date.
- No grades can be changed during the ranking process or once the Official Class Ranking is complete.
- During the senior year, Community College courses, University/College courses, Career and College Promise, and Learn and Earn credits will only count in the calculations for GPA if taken in the Fall Semester. Courses during the senior year that are taken in the Spring Semester will not have a bearing on the Official Class Ranking due to the fact that outside educational institutions will not release nine week grades.
- As reflected on the Official Transcript, up to 4 decimal places shall be used when determining GPA.
- Any course that is delivered year long (i.e. Virtual AP Courses), the GPA calculation will be the same as any other courses (receiving 1 full credit). Final calculation will be an average of the three nine week grades.

- Approved DPI courses taken in middle school will count towards a graduation credit but will not be factored into the GPA.

- Transcripts of transfer student's grades shall not be altered when entered into PowerSchool for Class Ranking. Courses may be adjusted when entering into PowerSchool for course alignment.

- All courses of study will be included in the ranking process.

- Any student that participates in Community College courses, Career and College Promise, University/College courses are responsible for providing a transcript with those course grades at the end of the semester to the school counselor. All courses must be included. If a student fails to submit the transcript, or omits a course, then that student will not be eligible to participate in the ranking process.

- Beginning with the class of 2024, the class ranking process will not use the second semester courses in class ranking.

Final rankings are computed at the end of the final marking period. The North Carolina standard for calculating weighted grade point average and class rank will be used.

PROMOTION STANDARDS

Promotion standards are directly related to graduation.

To be promoted from ninth grade to tenth grade, a student must successfully complete six (6) or more units of credit. One must be English I.

- To be promoted from tenth to eleventh grade, a student must have completed thirteen (13) or more units of credit. These include English I, English II, one science, one mathematics, and one social studies.
- To be promoted from eleventh grade to twelfth grade, a student must have completed twenty (20) units of credit. These include English I, English II, English III, one science, one mathematics and one in social studies.

EXIT STANDARDS

Students who are following the career preparation, college technical preparation, or college/university preparation courses of study shall meet the following:

- Score at proficiency level III or above on the end-of-course assessment for English II, Biology, and Integrated Math I and Math 3.

ACCELERATION

Students who have achieved a grade of "B" or better in advanced courses (as determined by "5" or "7" in the course number level) and who wish to graduate in less than four years may do so provided:

- The student's parents submit a written request for early graduation to the Superintendent.
- The student has completed four units of English and three units of math and taken advanced academic classes.
- The student has been accepted by a post high school institution.
- The student has the approval of the school principal.
- The student has the approval of the Superintendent.
- The student has earned thirty-one (31) units of credit to graduate early.

FORFEITURE OF CREDIT POLICY

In grades 9-12, absences in excess of 5 (semester/course) will constitute grounds for a failing grade.

HOMEWORK

Red Springs High School has high expectations for students and believes that the school day includes homework. Homework is an integral part of student learning. It provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework builds the ability of student achievement when it is graded and students receive timely specific feedback. Homework helps develop the necessary skills for independent study, learning outside of school and sound work habits. Maximum benefit from homework can be attained when students and parent/guardians take the following responsibilities:

Students

- Ask for assistance and/or clarification of the assignment.
- Have the necessary materials in class and/or home to complete the assignment.
- Complete the assignment legibly, neatly, and on time
- Return all borrowed or checked out materials in a timely manner.
- Assume the responsibility for getting and completing assignments after an absence.
- Be available to meet with the teacher/school official to develop a common understanding of how to best assist the student.
- Participate in mutual feedback activities.

Parents

- Provide a quiet time and place for students to work.
- See that students have necessary materials including paper, pencil, books, etc.
- Schedule time into the student's daily routines and promote time management and positive study habits.
- Ask students about their homework assignment and assist in explaining the assignment if necessary.
- Do not do the work for the student, but encourage the student to complete each assignment.
- Be available to meet with the teacher/school official to develop common understanding how to best assist the student.
- Participate in mutual feedback activities.

HONOR ROLL

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

The honor roll for each school shall reflect students who have effectively mastered and demonstrated the appropriate grade level skills outlined in the Standard Course of Study, as well as their daily mastery of the appropriate skills outlined in the standard of course of study.

At the end of each grading period for students in grade 9-12, honor rolls shall be made public. These honor rolls shall consist of three types: (1) Superintendent's Honor Roll, (2) **A** Average Honor Roll and (3) **B** Average Honor Roll.

INTERIM PROGRESS REPORTS

The Public Schools of Robeson County policy mandates that all parents be notified of the progress of their child at the end of four and one-half weeks (4 1/2) during each nine-week grading period.

MAKE-UP WORK

It is the responsibility of the student to arrange for make-up work after an absence. The student should contact the teacher to arrange for make-up work. It is expected that students will make up all work due to absences. In addition, a student may choose to make up the time of any absence. Extenuating circumstances should be discussed between the teacher and student.

TESTING

ASVAB

The ASVAB (Armed Services Vocational Aptitude Battery) measures academic and vocational aptitude and is administered to juniors.

PSAT/NMSQT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test offers students an opportunity to practice taking the SAT. Scores are used to predict SAT results and are used by the National Merit Corporation to identify scholarship candidates. The test is developed for 11th grade students but is available to 10th graders taking Geometry. Pre-registration is required.

WorkKeys

All seniors are required to take the WorkKeys Test. There is no cost for this test administration. The WorkKeys test assesses a student's qualifications/job readiness for certain areas of the work force and is an invaluable tool in acquiring a job after high school.

SAT

The Scholastic Aptitude Test is a college indicator. The test covers verbal, math, and writing skills. The test is administered on pre-scheduled Saturdays. Registration materials are available in the counseling office. Students must register with the SAT Bureau.

ACT

The American College Test is a college success indicator, norm-referenced test given throughout the school year. The test covers English, math, science, and reading in curriculum areas. The test dates are Saturdays and are posted throughout the school year. Pre-registration required.

All Juniors in North Carolina High Schools are now required to take the ACT in March of their Junior year. There is no cost for this test administration.

WEIGHTED COURSES

Courses eligible for weights vary and are listed in the registration booklet. A course listing can be obtained in the Guidance Office.

* Honors classes are weighted: (0.5 for Grades 9 and 10) (1.0 for Grades 11 and 12)

* AP classes are weighted: (1.0 for Grades 9 and 10) (2.0 for Grades 11 and 12)

LOSE CONTROL—LOSE YOUR LICENSE (NC STATE LAW)

Effective July 1, 2000, the Lose Control, Lose Your License law became effective. Listed below are questions and answers that you might have regarding the law:

What does the law do?

The law will suspend a student's permit or license for one year. The legislation directs public schools, community colleges, and non-public schools to notify the North Carolina Division of Motor Vehicles whenever a student is given expulsion/suspension for more than 10 consecutive days or assignment to an alternative educational setting for more than 10 consecutive days for the following reasons:

- the possession or sale of alcoholic beverage or illegal controlled substance of property
- the possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115 C.-391 (dl) or that could have resulted in that disciplinary action if the conduct had occurred in a public school
- the physical assault on a teacher or other school personnel on school property

What is school property?

The physical premises of the school, school buses or other vehicles under the school's control or contract and that are used to transport students, and other school-sponsored or school-related activities that occur on or off the physical premises of the school.

How will DMV be notified?

The state automated driver's license system (SADLS) will be used to notify DMV.

Who is affected by this legislation?

Students who are at least 14 years old or who are rising eighth graders on or after July 1, 2000, are subject to this law.

Note: Students who were issued a North Carolina driver's permit or license before December 1, 1997 or who are 18 years old cannot be charged under the law. However, the year's suspension can go beyond the student's 18th birthday.

What about students who turn 18?

Unlike the "Dropout Prevention/Driver's License" law that stops when student turns 18 years old, the "Lose Control" law does not stop at age 18. It is possible for student to have his or her license suspended as a 17 ½ year old. If the student is unable to demonstrate exemplary behavior, then he or she will be 18 ½ before being eligible to drive.

What happens if the parent does not give consent?

A Driving Eligibility Certificate will not be issued if the parent does not give consent.

EXTRA-CURRICULAR PROGRAMS

While academic training is an important factor in the growth of an individual, extra-curricular activities also help a student to develop into the responsible citizen of tomorrow. Students should be actively involved in the total educational experience. Most employers and post-secondary institutions believe that activities are essential to a well-rounded individual. Each student is encouraged to participate in some organization that interests him. A wide variety of activities are provided at Fairmont High School. In order for a student to be eligible to participate in these activities and associated field trips, it is required that the student be in attendance at school on the day of the activity unless otherwise approved by the principal. This requirement applies to athletic teams, band, and all other organizations.

ATHLETICS

BOYS

Soccer	Football	Bowling
Basketball	Baseball	
Tennis	Track & Field	
Cross Country	Golf	

GIRLS

Soccer	Volleyball
Cheerleading	Basketball
Softball	Tennis
Track & Field	Cross Country
Golf	Bowling

ATHLETIC ELIGIBILITY

In order to participate in athletics, a student must have passed English and two (2) of the other three (3) courses enrolled during the preceding semester. Also, a student must meet the attendance requirements to be eligible under the local LEA rules.

Any student found to be under the influence of or possession of narcotics or alcoholic beverages will be ineligible for the remainder of the sport in season. Second offense results in student being declared ineligible for the remainder of the year.

The criteria for the selection of the recipients of the Best All Around Award is as follows:

Athletic Participation–Must participate in at least two sports during the academic year.

Model for Others–Leadership, Citizenship, Character, Scholastic Achievement.

CLUBS & ORGANIZATIONS

UNITED STUDENTS OF AFRICAN-AMERICAN HERITAGE (USAAH)

This organization is open to all students. It promotes cultural awareness. Activities include a dance group, fundraisers, field trips and presentation of a program during black history month.

ART

The Art Club is open to all students. It is a support group to the art department and is involved in presentations and competitions.

BETA/National Honor Society

Members are selected from all eligible students who meet the selected academic criteria.

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

The Future Business Leaders of America is open to anyone who desires to discover the inner workings of business in America and how they can get involved in business.

FUTURE FARMERS OF AMERICA (FFA)

The Future Farmers of America is an organization that is open to students taking an agriculture course. Students will engage in competitions with other FFA clubs and take field trips of interest.

HISTORY

This club is established to further enrich student's knowledge of History. Club officers are elected. Activities and field trips are planned.

MATH / MU ALPHA THETA

The main goals are to inspire keen interest in mathematics, develop strong scholarship in the subject, and promote the enjoyment of mathematics.

NATIONAL CAREER AND TECHNICAL STUDENT ORGANIZATION (HOSA)

HOSA (HOSA) is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Occupations Education Division of the American Vocational Association. HOSA's two-fold mission is **to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.**

*National and State dues are required.

JROTC COLOR GUARD

The JROTC Color Guard is formed from exceptional cadets. It represents the Cadet Corps and Red Springs High School by presenting the colors at formations, review, parades, home athletic events, and many other civic activities and events throughout the year.

JROTC DRILL TEAM

The JROTC Drill Team members are selected from volunteers who excel in both marching and appearance. They participate in drill meets and represent the Corps of Cadets by performing precision drill at many other functions and events throughout the school year.

JROTC RAIDER TEAM

The JROTC Raider Team consists of volunteer members selected for their physical prowess and mental agility. This team participates in adventure training (camping, hiking, and mountaineering) throughout the year, and competes in the Raider Challenge sponsored by 1st ROTC Region each spring

JROTC RIFLE TEAM

The JROTC Rifle Team members are selected from volunteers who have proven themselves exceptional marksmen. This team competes in shoulder-to-shoulder matches with other schools from both North Carolina and South Carolina, competes in postal matches from ROTC Region and competes in National Postal Tournaments.

NATIVE AMERICAN STUDENT ASSOCIATION (NASA)

The Native American Student Association is open to all students. The primary purpose of the club is to enhance appreciation of Native Americans' culture. The club meets monthly and also participates in field trips and cultural experiences throughout the school year.

NATIONAL TECHINCAL HONOR SOCIETY (NTHS)

Members are selected from all eligible students who meet criteria of academics and coursework.

SCIENCE

This club is established to further enrich student's knowledge of Sciences. Club officers are elected. Activities and field trips are planned.

SPANISH

The Spanish Club is an organization that enriches knowledge of the Hispanic Culture on campus. This club is not only for Hispanic students or students taking a Spanish class, but for anyone who would like to enhance their cultural awareness.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Red Springs High School Student Government Association is a student-led organization that is very involved in student life at Red Springs High School.

YEARBOOK

This club is comprised of members of the Yearbook-Journalism class. Students will spend time outside the regular school day taking pictures and completing pages for final production of the yearbook.

Annual Asbestos Notification

Dear Parent, Guardian, or Staff Member:

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

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

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

- • The District contacts, consults, and can contract with a consultant for asbestos management.
- • The District is continuing with the Operations and Maintenance Program as designed for the School

District. This ensures that all asbestos materials are kept in good condition.

- • Periodic “surveillance” in each area containing asbestos has been completed as required. Also, the buildings are re-inspected by an accredited inspector as required.
- • In the past year the District conducted the following asbestos removal activities: None
- • Contractors shall contact the director of maintenance or environmental management supervisor before

commencing work.

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

WHAT IS ASBESTOS?

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

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

Required Annual Health Status Update Procedure

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

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

Annual Health Status Update [English](#) Annual Health Status Update [Spanish](#)

Click on version (English or Spanish) to access a copy.

Medication Administration

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. (1) You may come to school and give the medication to your child at the appropriate time(s)
2. (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. (3) Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
4. (4) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
5. (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 at 910-843-4211.

Medication administration form [English](#) Medication administration form [Spanish](#)

Care of School Children with Diabetes

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

Emergency Supply of Epinephrine Auto Injectors on School Property

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

Immunizations

North Carolina Immunization law G.S. 130A-155 states that no child shall be allowed to attend a school unless a certificate of immunization, indicating that the child has received the immunizations required by G.S. 130A-152, is presented to school. Click [HERE](#) for immunization requirements posted on PSRC Health Services.

Garrett’s Law

Meningococcal Conjugate Vaccine Requirement (Two Doses): One dose is required for individuals entering the seventh grade or by 12 years of age, whichever comes first, on or after July 1, 2015. *A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first.* Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. *The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020.* If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine. Click [HERE](#) for Fact Sheet.

BOARD POLICIES

1. Policy Code: 1720/4015/7225 Discrimination, Harassment and [Bullying](#) Complaint Procedure

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

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or [bullied](#) the complainant.

2. Complaint

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

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed or [bullied](#).

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays

(Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

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

6. Investigator

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

7. Report

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

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or **bullied** in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1.,

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

2. Reporting by Other Third Parties

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

3. Anonymous Reporting

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

4. Investigation of Reports

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

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

1. Filing a Complaint

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

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);

- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy [1710/4021/7230](#).

2. Time Period for Filing a Complaint

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

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal

process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

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

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.

2) If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.

3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.

4) If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.

5) If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the

assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)

6) If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or **bullying** shall immediately notify the superintendent who shall direct the board

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

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy [1710/4021/7230](#).

e. Failure to investigate and/or address claims of discrimination,

harassment or **bullying** shall result in disciplinary action. 2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy [1710/4021/7230](#). In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.

b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy [1710/4021/7230](#).

c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or **bullying**, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.

b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or **bullying** and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the discrimination, harassment or **bullying** on the complainant; and 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy [1710/4021/7230](#). If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or **bullying**.

4. Appeal of Investigative Report

a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

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

after receiving the appeal, unless further investigation is necessary or

the hearing necessitates that more time be taken to respond. E. TIMELINESS OF PROCESS

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

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be

entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

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

F. GENERAL REQUIREMENTS

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

G. RECORDS

Records will be maintained as required by policy [1710/4021/7230](#).

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d et seq.](#), [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Title IX of the

Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#), [34 C.F.R. pt. 106](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights

(2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); [G.S. 115C-407.15 through -407.18](#); State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment

and **Bullying** (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)

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

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the

Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights

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STUDENT-TO-STUDENT HARASSMENT POLICY

D. General Requirements

1. No reprisals of any kind will be taken by the board or by an employee of the school district against any complainant or other student or employee on account of his or her participation in a complaint 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 district will consider requests to hear complaints as a group, but the board and school officials have the discretion to respond individually to complainants.
4. The complainant may have a representative, including an attorney, at any stage of the complaint.
5. The office of the superintendent will maintain a record of all filed complaints of harassment. Each record will be assigned a file number. All records will be indexed by complainant and accused harasser. All information concerning a filed complaint will be maintained in the assigned file. Any disciplinary action taken as a result of a filed complaint of harassment will also be maintained in the student's record.

E. Process for Complaint

Reporting Complaint

1. A complaint must be filed in writing as soon as possible, but no longer than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after thirty (30) days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the superintendent or the superintendent's designee will determine whether the complaint will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay or the ability of the school district 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 reporting may significantly impair the ability of the school district to investigate and respond effectively to such complaints.
2. A parent or student should report complaints of harassment to any of the following individuals:
 - Superintendent;
 - Principal or assistant principal at the school attended by the student; or,
 - The Title IX coordinator.
3. Any employee, including a teacher or counselor, who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports by the victim or other individual, shall notify the principal immediately. The principal or the principal's designee will promptly investigate any reports and take appropriate action. When an employee notifies the principal of possible harassment, if an initial investigation warrants, the principal will inform the possible victim of harassment about the harassment policy and procedures. The process provided in the policy will be used if at any time a complaint is made by a parent or student.
4. The principal or the principal's designee (hereinafter referred to as the investigator) will investigate the complaint.
5. The investigator will notify the superintendent and Title IX coordinator immediately of the complaint.
6. The investigator, no later than the following school day after a complaint is filed, will explain the process of investigation to the complainant and inquire as to any proposed corrective action.

Investigation

1. The investigator will impartially, promptly and thoroughly investigate the complaint. The investigator will interview (1) the student who is the victim of the alleged harassment; (2) the accused harasser; and (3) any other individuals, including other possible victims of harassment, who may have relevant information. All parties will be given an opportunity to present witnesses and other evidence during the investigation.
2. Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any requests by the complainant for confidentiality will be

evaluated within the context of the legal responsibilities of the school district. Any complaints withdrawn to protect confidentiality will be indexed in accordance with board policy.

3. In assessing whether the conduct complained of was harassment, the investigator will give consideration to all factual information, the totality of the circumstances, the context in which the alleged incidents occurred, the age and maturity of the complainant and the age and maturity of the alleged harasser.

Investigator's Report

1. The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant and accused harasser in writing of the results of the investigation within fifteen (15) days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. If additional time is necessary, the investigator will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the investigation. The report will specify:
 - a. Whether the complaint was substantiated;
 - b. Whether the accused harasser violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated); and
 - c. If the investigator determines that harassment has occurred, the investigator also will specify:
 1. Reasonable, timely, age-appropriate effective corrective action intended to end the harassment and prevent it from re-occurring;
 2. As needed, reasonable steps to address the effects of the harassment on the complainant;
 3. As needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
 4. The investigator will submit the full report and investigative findings to the superintendent.
 5. If the corrective steps involve actions outside the scope of the investigator's responsibilities, the superintendent will delegate the responsibility for taking the corrective steps to the appropriate individual.

Appeal of Investigator's Report

1. If the complainant or accused harasser is not satisfied with the results of the investigation, the complainant or accused harasser may appeal the matter to the superintendent. The appeal must be in writing to the superintendent and must be made within ten (10) days of the appealing party being notified by the investigator of the results of the investigation. The superintendent will review the written report of the findings of the investigation and any related documents; conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to decide the appeal. The superintendent will provide a written decision on the appeal within ten (10) days after receiving the appeal to the complainant and accused harasser, unless additional time is necessary to adequately respond to the appeal. If additional time is necessary, the superintendent will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the written decision on the appeal.
2. If the complainant or the accused harasser is not satisfied with the superintendent's decision, the complainant or accused harasser may appeal the decision of the superintendent to the board within ten (10) days of receiving the superintendent's decision. The board will review the written report of the findings of the investigation, the superintendent's decision on the appeal and any related documents, direct any further investigation be conducted before making a determination, or take any other steps the board determines to be appropriate in order to decide the appeal. The board will provide a written decision on the appeal within thirty (30) days after receiving the appeal to the complainant and accused harasser, unless additional time is necessary to adequately respond to the appeal. If additional time is necessary, the board will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the written decision on the appeal. The decision of the board is final.

NO RETALIATION

The Public Schools of Robeson County prohibits any form of retaliation against individuals who report harassment or who cooperate in the investigation of such reports. In accordance with this policy, the school district will take appropriate disciplinary action for any such retaliation.

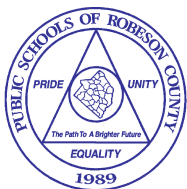
Legal Reference: Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq, 34 C.F.R. pt. 106; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; Office of Civil Rights, Sexual Harassment Guidance: Harassment of Students by School Employees, Students or Third Parties; 62 Fed. Reg. 12,034 (1997)

Approved by the Board of Education August 23, 1999

Revised by the Board of Education July 9, 2007

Bell Schedule

<i>Regular Bell Schedule</i>	<i>Two Hour Delay Bell Schedule</i>
1st Block- 8:20-9:55	1st Block- 10:20-11:00
3rd Block- 11:40-1:40	3rd Block-11:50-1:50
4th Block- 1:45-3:20	4th Block-1:55-3:20pm
After School Tutorial- 3:25-4:30	



Public Schools of Robeson County

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

Date _____

Dear Parent:

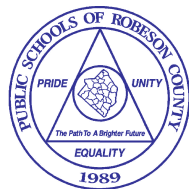
Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following options:

- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Medication(s) must be brought to school by the parent/guardian in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. The medication must be "signed in" at school by the parent/guardian. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (3) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
- (4) Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

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

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

Thank you for your cooperation.



Public Schools of Robeson County

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

Fecha _____

Estimado padre:

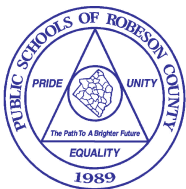
Nuestra escuela tiene políticas establecidas para asegurar la administración, sin riesgo alguno, de medicamentos a estudiantes durante el día escolar. Si su hijo(a) debe tomar medicamentos de cualquier tipo durante las horas escolares, incluyendo medicinas compradas sin receta médica, usted tiene las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

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

El personal de la escuela no administrará ningún medicamento a estudiantes a menos que hayan recibido la solicitud médica debidamente completada y firmada por el doctor y el padre o encargado (tutor) y el medicamento haya sido recibido en el empaque debidamente etiquetado. Haciendo justicia con aquellos que administran el medicamento y para proteger la seguridad de su hijo(a), no se concederán excepciones a esta política. Si tiene preguntas sobre esta política o sobre otros asuntos relacionados con la administración de medicamentos en las escuelas, por favor contacte a la enfermera de la escuela.

Gracias por su cooperación.

(Revised 7/10)



Public Schools of Robeson County

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

Office of the Superintendent

School Name: _____
 School FAX: _____

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

To Be Completed By Physician (One medication per form)

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

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:
 a. ___ Contact me at my office _____ Telephone _____
 b. ___ Take child immediately to the emergency room at _____
 c. ___ Other _____

FOR SELF-ADMINISTRATION – Please complete this section:

YES ___ NO ___ Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.
 ___ MDI (*Metered Dose Inhaler) ___ *MDI with spacer ___ Epi-pen ___ Insulin
 *Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.

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

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

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

Physician's Signature

Date

PARENT'S PERMISSION

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

Parent/Guardian Signature _____	Phone Number(s) _____	Date _____
Approved by: _____		_____
Principal's Signature _____		Date _____
Reviewed by: _____		_____
School Nurse's Signature _____		Date _____
Reviewed by: _____		_____
School Nurse's Signature _____		Date _____

(Revised 9/08)

Garrett's Law

Senate Bill 444, referred to as “Garrett’s Law,” was signed by Governor Easley on July 17, 2004 and updated in 2007. Garrett’s Law mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus (HPV) and their vaccines.

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

Health Screening Programs

The Public Schools of Robeson County Health Services Program maintains vision and hearing conservation programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. Distance visual acuity screening is conducted annually by school nurses for students in grades 1, 3, 5 and 7. In addition, screening is completed on students who demonstrate possible vision problems, are being evaluated for the Exceptional Children’s Program (near and distance acuity), or are referred by teachers. Hearing screening is conducted annually by school nurses for students in grades 1, 3 and 5. Additional screenings are conducted on students who demonstrate possible hearing problems, are being evaluated for the Exceptional Children’s Program or are referred by teachers. Parents/guardians are notified by the school nurse if the screening results are outside the normal range.

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

Parent Notification of North Carolina Immunization Law

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

Public Schools of Robeson County

NOTICE

Release of Student and Directory Information

Student and Directory Information is specific identifying data about a student designated by a school system as that which can be shared with others who have the need to know without parental consent. Student and Directory information is not considered critical to a student’s privacy rights and may be disclosed under certain circumstances without obtaining written consent as long as parents are informed through public notice of the type of information designated. Parents have the right to refuse disclosure of Student and Directory information but must do so in writing.

Schools release Student and Directory Information on a routine basis for honor rolls, graduation list, athletic team lists, school pictures, etc. Additionally, information about your child may appear in various ways such as newspaper articles, on television broadcasts, in radio broadcasts, on displays, or in District and/or school

brochures and newsletters. Agencies, organizations and businesses that have a documented need to know information also receive student and Directory Information.

Student and Directory Information eligible for release includes: a student's name, address, telephone listing, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent prior school attended, and similar information.

The **National Defense Authorization Act for Fiscal Year 2002** requires access by military recruiters to students, under certain conditions, and to secondary school student's names, addresses, and telephone listings unless the parent chooses to opt out and signs the request to not release Student and Directory Information.

You may choose not to have your child's Student and Directory Information released by the school by completing the OPT Out request form below.

Parental Opt Out Request To Not Release Student & Directory Information		
I choose not to have Student and Directory Information for my child (ren)		

Student Name (s)		
I understand by completing this request that my child's Student and Directory Information will not be released.		
_____	_____	_____
Parent's Signature	Date	Student Signature (If 18 yrs. Or Older)

Please return this form to your child's school within ten (10) days.

Schools Must Give Parents Notice Of Their Rights Under This Law

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

Policy Code: 2235 Advisory Councils

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

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

A.
DUTIES

Each advisory council shall have the following duties:

1. to act as a support group for the school and the community in matters pertaining to the development of excellence in the schools;
2. to assist the principal and school personnel by helping interpret school matters to the community and bringing community concerns to the attention of the principal;
3. to submit draft copies of the minutes of each meeting to the superintendent within 10 days following the meeting;
4. to make an annual written summary report of its activities to the board, emphasizing efforts, ideas and concerns related to program and facility improvement;
5. to receive periodic reports from the principal concerning school programs, activities and the financial status of fund raising activities and expenditures;
6. comply with the open meetings law, including notice of meetings;

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

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

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

B. RESTRICTIONS

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

C. MEMBERSHIP AND SELECTION

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

The school principal shall serve as an ex-officio member and the secretary of the advisory council. In May of each year, the principal shall call a public meeting at which individuals who

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

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

Once seated, the members of the advisory council shall select a chairman and vice-chairman.

D. MEETINGS

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

Legal References: [G.S. 115C-36, -47, -55; 143-318.9 to -318.14](#)

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

Adopted: December 14, 2010

Policy Code: 1720/4015/7225 Discrimination, Harassment and Bullying Complaint Procedure

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

A.
DEFINITIONS

1. Alleged Perpetrator

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

2. Complaint

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

3. Complainant

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

4. Days

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

5. Investigative Report

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

6. Investigator

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

7. Report

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

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

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

2. Reporting by Other Third Parties

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

3. Anonymous Reporting

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

4. Investigation of Reports

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

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

1. Filing a Complaint

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

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

3. Informal Resolution

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

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

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:

i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.

ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.

iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.

iv. If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.

v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)

vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504 or ADA coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy [1710/4021/7230](#).

e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy [1710/4021/7230](#). In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.

b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy [1710/4021/7230](#).

c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

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 14 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;

ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and

iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy [1710/4021/7230](#). If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

4. Appeal of Investigative Report

a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection 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 policy [2500](#), Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

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

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

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

F. GENERAL REQUIREMENTS

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

G. RECORDS

Records will be maintained as required by policy
[1710/4021/7230](#).

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#); 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-407.16](#); State Board of Education Policy HRS-A-007

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

Adopted: August 12, 2014

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

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

Method:

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

**Public Schools of Robeson County
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

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

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

Health Condition	Yes	No	Explanation if "Yes"
Severe Allergies (that require emergency medical intervention)			Check type of allergy(s) that apply: Medication Food Bees/Insects Other
			Identify specific allergy(s):
			Does your child require an Epipen? Yes No
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:
ADD/ADHD			Medication for ADD/ADHD:
Mental Health			Specify:
Behavioral Issues			Treatment/Medication:
Wears Glasses/Contacts			Glasses Contacts → For Distance For Reading
Hearing Loss			Hearing Loss Right Ear Hearing Loss Left Ear
			Does your child wear a hearing aid(s)? Yes No
Other Serious Illness or Injury			Specify: Date of Onset:
Medication (Prescription or OTC) taken on a regular basis			List (if not already listed above):

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

Parent/Guardian Signature Printed Name Date

Rev. 6/12 Escuelas Publicas del Condado de Robeson
Formulario Requerido Anualmente del estado de Salud Actualizado del Estudiante
Año Escolar _____

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

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

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

Tiene su hijo/a seguros como Medicaid, Health Choice o Seguros del otro compañía? Si No?
Si su respuesta es "no" tenemos información sobre seguros gratis o redicido si gusta tener lo? Si No?

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

Condicion de la salud/Health Condition	Si/Yes	No	Explique si contesto que si
Alergias Severas			Cheque las alergias que aplican
			Medicamentos Comida Abejas/Insectos Otros
			Identifique las alergias especificamente
			¿Su hijo(a) requiere un Epipen? si no
Asma			Fecha del ultimo ataque de asma:
			Nombre del medicamento para el asma:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Diabetes			Tipo 1 (Depende de Insulina) Tipo 2 (Medicamento Oral)
			Medicamento para la diabetes:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no

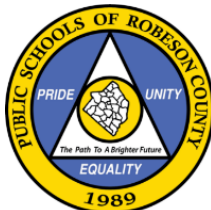
Trastornos Epilépticos			Fecha del ultimo Trastorno Epiléptico:
			Medicamento para la Epilepsia:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Problemas de Corazón			Especifique: Tratamiento:
Hemofilia/Trastornos de sangrado			Especifique: Tratamiento:
Anemia de Hoz celular			Tratamiento:
Intestino/Problemas de la vesícula			Especifique:
Migraña /dolores de cabeza			Que la ocasiona: Tratamiento:
Huesos/Problemas musculares			Especifique: Restricciones en actividades:
Síndrome de Déficit de Atención (ADD)/ Síndrome de Déficit de Atención con Hiperactividad (ADHD)			Medicamento para ADD/ADHD:
Salud Mental/ Problemas de comportamiento			Especifique:
			Tratamiento/Medicamento:
Usa lentes// Contactos			Lentes / Contactos → Para distancia Para leer
Perdida del oído			Perdida del sonido en el oído derecho Perdida del sonido en el oído Izquierdo ¿Su hijo(a) usa una prótesis de oído? si no
Otras enfermedades de cuidado			Especifique: Fecha de inicio:
Lesión Seria			Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis			Anote (si no ha sido antes mencionado):

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

Firma del Padre/Guardian

Nombre en letra de molde

Fecha



Notices of Nondiscrimination

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

Sexual Harassment

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

Equal Employment Opportunity

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

Child Nutrition

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

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

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

Contact Information:

Physical Address: 410 Caton Road; Lumberton, NC 28358

Mailing Address: PO Drawer 2909; Lumberton, NC 28359-2909

Phone Number: (910) 671-6000

Website: www.robeson.k12.nc.us

For further information on notice of non-discrimination, visit <http://wcdrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Policy Code: 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

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

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

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

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

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

2. Retaliation

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

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

B. APPLICATION OF POLICY

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

This policy applies to behavior that takes place:

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

C.
DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

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

2. Harassment and Bullying

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

(1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

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

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

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

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;

(2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

(3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

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

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

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

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

E. TRAINING AND PROGRAMS

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

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

F. NOTICE

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

G. COORDINATORS

The superintendent or designee shall publish the names, office addresses and phone numbers of the "Title IX coordinator" (for sex discrimination) and the "Section 504" and "ADA coordinator(s)" (for discrimination on the basis of disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinators shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. Each record shall be assigned a file number. All records shall be indexed by complainant and accused harasser. The superintendent also shall maintain records of training conducted and corrective action or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

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

I. EVALUATION

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

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d et seq.](#), [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#), [34 C.F.R. pt. 106](#); *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); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); [G.S. 115C-335.5](#), [-407.9 through -407.12](#); [126-16](#); State Board of Education Policy HRS-A-007

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy [1720/4015/7225](#)), Nondiscrimination on the Basis of Disabilities ([1730/4022/7231](#)), Prohibition Against Retaliation ([1760/7280](#)), School Plan for Management of Student Behavior (policy [4302](#)), Professional Employees: Demotion and Dismissal ([7930](#)), Classified Personnel: Suspension and Dismissal ([7940](#))

Adopted: August 12, 2014

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

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

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

B. PERSONS PROHIBITED FROM SCHOOL PROPERTY

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

C. ENFORCEMENT

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

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

D.
EXCEPTIONS

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

1.
Students

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

2. Voters

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

3. Parents or
Guardians

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

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

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

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

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

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

E. CONTRACTUAL PERSONNEL

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

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

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

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

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

Adopted: July 12, 2011

Policy Code: 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.

B. DEFINITIONS

1. Days

Days are working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance.

After May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

2. Final Administrative Decision

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

3. Grievance

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

4. Grievant

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

5. Official

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

C. TIMELINESS OF PROCESS

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

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

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

D. GENERAL REQUIREMENTS

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

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

3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance

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

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

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

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

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

2. Investigation

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

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

3. Response by Principal

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

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

4. Response by Superintendent

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

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

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

5. Appeal to the Board

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

a. Mandatory Appeals

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

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

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

b. Discretionary Appeals

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

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

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

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

F. NOTICE

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

G. RECORDS

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

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

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

Adopted: November 9,
2010

Ley Garrett

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

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

Programas para el Control de la Salud

El Programa de Servicio de Salud de las Escuelas Públicas del Condado Robeson apoya los programas de cuidado de la visión y audición que ayudan a la temprana identificación y corrección de los problemas visuales y auditivos de los estudiantes para que así puedan alcanzar su mayor potencial. Anualmente las enfermeras escolares realizan un examen de detección de la agudeza visual a distancia para los estudiantes en los grados 1,3 y 5.

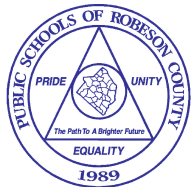
Adicionalmente se examina a los niños que posiblemente tienen problemas visuales; este procedimiento es llevado a cabo por el Departamento de niños excepcionales o a través de la remisión de los maestros. Los exámenes de audición son conducidos anualmente por las enfermeras escolares en los grados 1,3 y 5. Exámenes adicionales se practican a los niños que presentan problemas auditivos, igualmente estos son realizados por el Programa de servicios especiales o por la remisión de los maestros. Las enfermeras de las escuelas informan a los padres y tutores si los resultados están por fuera del rango normal.

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

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

La ley de Carolina del Norte (GS. 130A – 155) exige a los padres o tutores de todo niño(a) matriculado en los grados de prekindergarten hasta grado 12 que obtengan una libreta de vacunación como requisito para que sus hijos asistan a las escuelas. Si esta libreta de vacunación no es presentada en la escuela el primer día de clases, el padre o tutor del Niño-a tendrá 30 días calendario a partir del primer día para obtener la libreta de vacunación. Al término de estos treinta (30) días, el director-a no permitirá la asistencia del Niño-a a la escuela a menos que se haya obtenido la libreta de vacunación o de que el Niño-a no necesite las vacunas requeridas.

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



Public Schools of Robeson County

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

Office of the Superintendent

Date _____

Dear Parent:

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

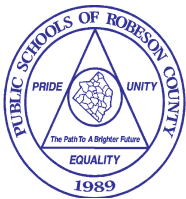
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage,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

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

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

Thank you for your cooperation.

(Revised 7-10)



Public Schools of Robeson County

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

School Name: _____
 School Fax: _____

Office of the Superintendent

Request for Medication Administration in School

To Be Completed By Physician (One medication per form)

Student _____ DOB _____ School _____
 Medication _____ Dosage _____
 Purpose of Medication _____
 Time(s) Medication is to be given _____
 Administration Dates: Begin _____ Stop _____

Estimado padre:

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

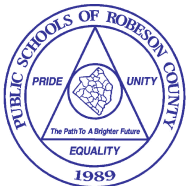
- (1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.
- (2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por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

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

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

Gracias por su cooperación.

(Revised 7/10)



Public Schools of Robeson County

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

Office of the Superintendent

School Name: _____
 School FAX: _____

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

To Be Completed By Physician (One medication per form)

Student _____ DOB _____ School _____
 Medication _____ Dosage _____

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

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

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

FOR SELF-ADMINISTRATION – Please complete this section:
YES ___ **NO** ___ Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed.
 ___ **MDI (*Metered Dose Inhaler)** ___ ***MDI with spacer** ___ **Epi-pen** ___ **Insulin**
 *Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.

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

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

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

Physician's Signature

Date

PARENT'S PERMISSION

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

 Parent/Guardian Signature

 Phone Number(s)

 Date

Approved by: _____
 Principal's Signature

 Date

Reviewed by: _____
 School Nurse's Signature

Policy Code: 5020 Visitors to the Schools

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

A. OPPORTUNITIES TO VISIT THE SCHOOLS

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

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

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

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

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

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

C. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

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

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

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

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

1. order the individual to leave school property;

2. notify law enforcement;
or

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

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

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

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

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

Adopted: July 12, 2011

Appendix A

Beta Club & Honor Society Guidelines

The Board of Education for the Public Schools of Robeson County has approved the following:

- The National Honor Society requires a GPA of 3.0 (unweighted). Students in the following grades are eligible for the National Honor Society: 10th (second semester), 11th, and 12th. The Beta Club requires a GPA of 3.3 (weighted). (Note: All high schools and the Early College are required to have an Honor Society and Beta Club.
- The grading “floor” is 50 for nine-week grading periods and for final grades. Please make sure to utilize your pre-established grading criteria when assigning grades. (Note: This new floor does affect first semester grades.)
- The Honor Roll Policy remains the same. (See existing Policy Code: 3440 Recognizing Excellence)

Policy Code 3440 Recognizing Excellence:

The board strongly encourages programs and activities that recognize and reward excellence in student academic achievement, character and leadership. Administrators and teachers are responsible for developing and implementing various means of recognizing student achievement. Honor rolls afford and ensure students an avenue for special recognition of achievement. At the end of each grading period, each high school principal shall make public the honor rolls for students in grade nine through 12. There are three types of honor roll: (1) Superintendent’s Honor Roll for students with a weighted GPA of 4.0 or higher; (2) A Average Honor Roll for students with a weighted GPA of 3.5 to 3.999; and (3) B Average Honor Roll for students with a weighted GPA of 2.5 to 3.499. A variety of other programs, such as honor societies and citizenship and leadership awards, may also be implemented at the high schools to recognize outstanding student achievement.

Honor rolls are not required in kindergarten through grade eight. The principal and instructional staff at these grade levels shall establish, at the beginning of the school year, a procedure for continuously recognizing and rewarding kindergarten through eighth grade student achievement in an effort to encourage and instill in all students the desire to achieve and be successful. A copy of each kindergarten through eighth grade school plan shall be maintained in the principal's office and another copy kept in the superintendent's office.

The board encourages school recognition ceremonies and community recognition ceremonies to honor scholarship and distinguished character and leadership abilities. All awards and scholarship donations to be presented to students require the superintendent's approval. The superintendent or designee shall review the terms of the award and the criteria established for the selection of students. Awards and scholarships shall be presented to students during school-sponsored ceremonies under the supervision of the principal.

Please contact the curriculum and instruction department for questions or concerns.

Thank you,

Shanita W. Wooten, Ed.D.
Superintendent

Appendix B
Change in Policy
Policy Code: 4400 Attendance

Old Policy	New Policy
Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.	Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.
A. ATTENDANCE RECORDS Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.	A. ATTENDANCE RECORDS Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina (General Statute 115C-378) that requires every child between the ages of 7 and 16 to attend school continuously during the period of time that school is in session. The principal will notify

	<p>parents and take all other steps required by G.S. 115C-378 for excessive absences.</p>
<p>B. TARDINESS TO CLASS A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. When tardiness becomes disruptive to instruction, the teacher shall refer the problem to the principal. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.</p>	<p>B. TARDINESS TO CLASS A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. In grades K-8, excused and unexcused absences above 12 days are considered excessive and will require doctor notes. Students who exceed 12 absences during the year will be referred to an attendance committee for appropriate action. At the high school level 9-12, excused and unexcused absences above 6 days in a semester are considered excessive and will require doctor notes. Students who exceed 6 absences during the semester will be referred to an attendance committee that will take appropriate action. All schools will develop a plan to improve attendance. As part of this plan, each school will establish procedures to develop and implement interventions/disciplinary action for unexcused absences, tardies, and early checkouts, and a process for dealing with students who fail to meet previously-determined expectations.</p>
<p>C. EARLY RELEASE</p> <p>1. Elementary Schools</p> <p>All parents requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents may not pick up a student at the classroom. Excessive requests for early dismissal shall be handled in the same fashion as excessive absences.</p> <p>2. Secondary Schools</p> <p>A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the parent. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school early in the log maintained in the principal's office. The principal or designee shall notify the student's</p>	<p>C. TARDINESS AND EARLY DISMISSALS</p> <p>1. K-8 Schools</p> <p>All parents requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents may not pick up a student at the classroom. At any point in the year a separate notification may be sent to inform the parent that ten (10) unexcused late arrivals or early dismissal in a semester will convert to one unexcused absence.</p> <p>2. High Schools</p> <p>A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the parent. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school early in the log maintained in the principal's office. The principal or designee shall notify the student's teachers that the student's absence is excused.</p> <p>The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in</p>

<p>teachers that the student's absence is excused.</p> <p>The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in order to work or for other similar reasons. Such students may be dismissed at the end of third period. A parent must sign the initial request for long-term early dismissal in the school's main office the in the presence of a school official.</p> <p>All early dismissals shall be documented and statements kept on file of permission of the parent and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.</p>	<p>order to work or for other similar reasons. Such students may be dismissed at the end of third period. A parent must sign the initial request for long-term early dismissal in the school's main office the in the presence of a school official. All early dismissals shall be documented and statements kept on file of permission of the parent and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.</p>
<p>D. EXCUSED ABSENCES</p> <p>When a student must miss school, a written excuse signed by a parent or guardian stating the reasons for and dates of the absences must be presented to the principal on the day the student returns after an absence. Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:</p> <ol style="list-style-type: none"> 1. personal illness or injury that makes the student physically unable to attend school; 2. isolation ordered by the State Board of Health; 3. death in the immediate family; 4. medical or dental appointment; 5. participation under subpoena as a witness in a court proceeding; 6. observance of an event required or suggested by the religion of the student or the student's parent(s) not to exceed five days; 	<p>D. EXCUSED ABSENCES</p> <p>When a student is absent, a valid written excuse must be presented to the teacher or designee within three school days of the student's return or the absence(s) will be coded "unexcused." In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for 5 absences during the school year. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 5 parent approved absences per year to be officially coded as "excused." For high school students, excuse notes prepared and signed by parents will be accepted for 3 absences during each semester. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 3 parent approved absences per semester to be officially coded as "excused." Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:</p> <ol style="list-style-type: none"> 1. personal illness or injury that makes the student physically unable to attend school; 2. isolation ordered by the State Board of Health; 3. death in the immediate family;

7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);

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

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

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

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy [4351](#), Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within the specified time period.

4. medical or dental appointment;

5. participation under subpoena as a witness in a court proceeding;

6. observance of an event required or suggested by the religion of the student or the student's parent(s) not to exceed five days;

7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);

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

9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting
After three consecutive or five accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences due to illness or injury.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy [4351](#), Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within 10 days.

<p>E. SCHOOL-RELATED ACTIVITIES</p> <p>All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:</p> <ol style="list-style-type: none"> 1. field trips sponsored by the school; 2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a); 3. school-initiated and -scheduled activities; 4. athletic events that require early dismissal from school; and 5. Career and Technical Education student organization activities approved in advance by the principal; 6. in-school suspensions. <p>Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.</p>	<p>E. SCHOOL-RELATED ACTIVITIES</p> <p>All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:</p> <ol style="list-style-type: none"> 1. field trips sponsored by the school; 2. job shadows and other work-based learning opportunities, as described in <u>G.S. 115C-47(34a)</u>; 3. school-initiated and -scheduled activities; 4. athletic events that require early dismissal from school; 5. Career and Technical Education student organization activities approved in advance by the principal; 6. in-school suspensions. <p>Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.</p>
<p>F. EXCESSIVE ABSENCES</p> <p>Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.</p> <p>The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.</p> <p>In kindergarten through grade eight, absences in excess of 10 days constitute a valid reason for retention. In grades nine through 12 under the four by four instructional day, excused absences in excess of five days per</p>	<p>F. EXCESSIVE ABSENCES</p> <p>Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.</p> <p>The principal shall notify parents and take all other steps required by <u>G.S. 115C-378</u> for excessive absences</p> <p>Each principal will establish a school attendance team to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences. Schools will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance.</p>

semester/course may constitute grounds for a failing grade.

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

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

If a student is absent from school for five (5) or more days in a semester, the attendance committee shall consider whether a specific plan to improve attendance is necessary. The School Attendance Team with the child and his/her family will meet to analyze the cause of the absence and determine steps, including adjustment of the school program or obtaining supplemental services to eliminate the problem prior to legal pursuit under the Compulsory Attendance Law. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work when developing a plan.

Interventions could include:

- 1) parent education/counseling sessions;
- 2) individual/student counseling;
- 3) referral to appropriate community agencies;
- 4) positive behavior supports for students and parents; and
- 5) assigned time to make-up missed work. Students may be required to attend after-school or summer school or sessions to make up missed days. Parents must receive notification (documentation required) when students have accumulated three (3) unlawful absences. Once a student has been absent for any unlawful reason for six (6) cumulative days, the principal or designee shall notify the student's parents in writing, in accordance with the NC Compulsory Attendance Law. Subsequently an individual attendance intervention plan will be developed through the school based attendance committee in cooperation with the parent, guardian, or custodian.

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

Criteria to Waive

Principals will use the following criteria to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.

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

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

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

Students with excused absences due to undocumented chronic health problems are except from this policy.
 Excessive absences may impact eligibility for participation in interscholastic athletics.

Appendix C Student Acceleration Policy

Acceleration and academic advancement allows any student to work above the assigned grade level, and/or to complete studies at an earlier age. Public Schools of Robeson County students may be nominated for participation in an accelerative practice by a parent, teacher, or themselves. Acceleration opportunities are provided for any K-12 student who meets the requirements while enrolled and attending a school in the Public Schools of Robeson County. Students are considered for accelerative opportunities regardless of age, gender, race, disability status, socio-economic status, and/or English language proficiency. Participation in a school's gifted program is not a prerequisite for consideration of any student for acceleration. A student must be provided differentiated learning opportunities if they are accelerated such as follows:

A. Differentiated Learning Opportunities

1. Any student demonstrating need should be provided appropriate, differentiated instruction to meet the varied needs, interests, and learning styles of that individual student.

2. There are two categories for acceleration: content-based and grade-based. The distinguished feature between the two categories is whether the accelerative intervention shortens the number of years that a student spends in the K-12 system.

a. Content-based acceleration typically allows a student to remain with peers of the same age and grade for a majority of the school day but receive high grade-level instruction in an advanced grade. Content-based acceleration can also refer to allowing a student to work on higher grade-level instruction in his or her regular classroom in lieu of grade-level instruction. The Public Schools of Robeson County offer qualified high school students the following opportunities to participate in an accelerated program.

Examples:

- Dual Enrollment
- Advanced Placement
- Early College
- NC Virtual
- Credit by Demonstrated Mastery
- International Baccalaureate (IB)
- Honors
- Early Graduation

b. Grade-based acceleration includes strategies that typically shorten the number of years a student spends in the K-12 system. A student is placed in a higher-grade level than is typically given for the student's age on a full time basis for the purpose of providing access to appropriately challenging learning opportunities.

Examples:

- Grade Skipping
- Early Entry to Kindergarten (must follow guidelines by state law)

B. Required Procedure for Acceleration

1. A principal that is considering accelerating a student by skipping a grade shall (is required) complete the following process on each individual student that is being considered. This process is necessary to help validate each decision of the principal regarding grade acceleration. The process shall include the following data for review:

- a. Classroom performance work samples, anecdotal information, report cards documenting superior performance
- b. Achievement test-score of 98th percentile or higher
 - 1) K-2: Individual achievement test in subject area
 - 2) 3-4: Standardized achievement tests and/or NC End of Grade Test of 98th percentile or higher
- c. Standardized aptitude/ability score of 98th percentile or higher
- d. Motivation: Ratings of 985 on all behavior scales; adaptability in new setting
- e. Social maturity evaluation by parents, teachers, and principals
- f. Individual assessments must be administered by a psychologist
- g. Each principal contacts his/her designated Assistant Superintendent to apprise him/her of the progress of the procedure (initial request, data reviewed, final decision)

G.S. 115C – 283 Powers & Duties of the principal gives the principal the right to grade and classify students. However, in accelerating students the above procedure shall be adhered to in order to ensure that a valid decision is made that will help ensure the successful emotional, intellectual, and social growth of each student considered.

Appendix D

PARENTAL INVOLVEMENT POLICY FOR Red Springs High School

In accordance with Title I *Elementary and Secondary Education Act* requirements, our Title I school will implement the following parent involvement policy.

- Parents reflecting the socioeconomic and racial diversity of our school will serve on the School Improvement Team (SIT). Our SIT will meet **2nd Monday at 3:05pm in the Media Center** to develop and implement school improvement strategies, the School Improvement Plan, Parent Involvement Policy, and other school wide programs.
- Provisions will be made for parents to receive information in a timely manner. Information includes, but is not limited to the following:
 - school and district report cards,
 - student assessment results and interpretation of such results,
 - description of curriculum, State content standards, and how student progress is measured,

- proficiency levels students are expected to meet,
 - opportunities for parent meetings to share in educational decision making,
 - qualifications of teachers,
 - timely responses to parents suggestions, and
 - inclusion of parents’ input on school wide school and district project plans.
- Our school will convene regular meetings at flexible times for parents throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
 - An Annual Title I public meeting will be held at **TIME** on **DATE**, at **LOCATION** to discuss our school wide project, new federal regulations, and requirements as it relates to our Title I program and parents’ rights to be involved.
 - A Learning Compact that outlines how parents, entire school staff, and students will share the responsibility for improved student achievement will be sent home for parent review.
 - Parents are provided opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Parent involvement activities at our school include, but are not limited to:

- School Improvement Team
- Advisory Council
- Booster Club

I have received and reviewed the Parent Involvement Policy for Red Springs High School.

Parent Signature

Date

Appendix E Learning Compact

Red Springs High School Learning Compact

Student Name: _____

It is the mission of the Public Schools of Robeson County to make the learning process more exciting, inviting, involving, flexible, and unified. In order to achieve this goal, the home and the school must be willing to recognize and agree upon the responsibilities of each party in the learning process. This compact lists the ways students, parents, teachers, and principals can contribute to the success of every student.

As a student, I will be responsible for...

- Showing respect and cooperating with all adults in the school;
- Coming to class prepared to work and completing all assignments to the best of my ability;
- Respecting the rights of others to learn without distraction and disruption;
- Showing respect for people and property by not using profanity, stealing, or vandalizing;
- Practicing safety by not running, pushing, or fighting on campus;
- Asking my teachers questions when I don't understand something;
- Limiting my TV watching and reading books instead;
- Discussing with my parent what I am learning in school;
- Following the Code of Student Conduct;
- Using my school or public library at least once a week.

As a teacher, I will be responsible for...

- Providing a safe and pleasant atmosphere for learning;
- Explaining assignments to students clearly;
- Providing continuous feedback of student progress and achievement to students and parents;
- Providing motivating, interesting, and rigorous learning experiences in my classroom;
- Utilizing scientifically research based techniques and methods that work best for the students;
- Explaining the Code of Student Conduct to my students;
- Communicating and cooperating with each parent to enable the best education possible;
- Explaining my expectations, instructional goals, and grading system to students and parents.

As a parent, I will be responsible for...

- Getting my child to school on time and avoiding unnecessary absences;
- Providing a time and place each evening for quiet study or reading at home;
- Helping my child in any way possible to meet his or her responsibilities;
- Finding out how my child is progressing by attending conferences, PTA meetings, and calling the school;
- Encouraging my child to read by reading to him/her and reading myself;
- Talking with my child about his/her school work and activities every day;
- Reinforcing the Student Code of Conduct;
- Supporting the school in its efforts to maintain proper discipline.

As a principal, I will be responsible for...

- Creating a welcoming environment for students and parents;
- Communicating to students and parents the school mission and goals;
- Ensuring a safe and orderly environment;
- Reinforcing the partnership between parent, student, staff and community;
- Acting as the instructional leader by supporting teachers in their classroom;
- Setting high standards and implementing effective programs;
- Allocating resources to ensure that high standards are met for all students;
- Providing a variety of opportunities for involving parents in decision making, providing input, and volunteering at the school;
- Providing the appropriate growth opportunities for teachers and parents.

Comments/Suggestions:

Student Signature: _____ Date ____/____/____ Teacher Signature: _____ Date ____/____/____
Parent Signature: _____ Date ____/____/____ Principal Signature: _____ Date ____/____/____

Appendix F

Registered Sex Offenders

Policy Code: 5022 Registered Sex Offenders

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

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

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

B. PERSONS PROHIBITED FROM SCHOOL PROPERTY

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

C. ENFORCEMENT

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

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

D.
EXCEPTIONS

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

1.
Students

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

2. Voters

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

3. Parents or
Guardians

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

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

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

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

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

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

E. CONTRACTUAL PERSONNEL

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

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

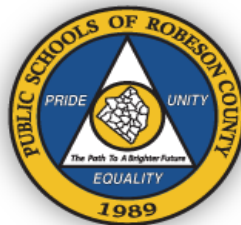
No contractor or employee of a contractor registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predator Program or the National Sex Offender Registry may have direct interaction with children. This provision applies to contracts with a single individual.

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

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

Adopted: July 12, 2011

Appendix G



Annual Asbestos Notification

Dear Parent, Guardian, or Staff Member:

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

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

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

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

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

WHAT IS ASBESTOS?

"Asbestos" is the name given to a naturally occurring group of minerals composed of tiny, easily inhaled 59 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.

Appendix H Visitor Policy

Policy Code: 5020 Visitors to the Schools

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

A. OPPORTUNITIES TO VISIT THE SCHOOLS

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

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

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

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

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

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

C. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

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

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

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

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

1. order the individual to leave school property;

2. notify law enforcement;
or

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

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

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

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

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

Adopted: July 12, 2011

YES NO I hereby give permission for my son/daughter's work samples to be posted on the Public Schools of Robeson County's website. All work submitted by students for posting will be listed by first name and/or teacher and grade.

YES NO I hereby give permission for my son/daughter's work samples to be posted on the Public Schools of Robeson County's website. All work submitted by students for posting will be listed by first name and/or teacher and grade.

Parent Name (Print) Phone

Parent Name (Print) Phone

Parent Signature Date

Parent Signature Date

Student Name (Print) Grade

Student Name (Print) Grade

Student Signature Date

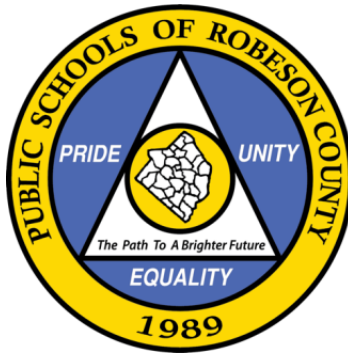
Student Signature Date

Homeroom Teacher

Homeroom Teacher

Revised 8-12-14

Appendix J Advisory Council



Public Schools of Robeson County Advisory Councils 2018-2019

The Superintendent and Board of Education have a sincere commitment to the concept of citizen involvement in the Public Schools of Robeson County. We believe that the people want good schools, that they have reasonable ideas about the things the schools should do, and that they are willing to help the schools attain established

goals. A purpose of the advisory structure is to provide informed advice to the school authorities.

Advisory Councils serve schools in an advisory capacity and act as a liaison between the Board of Education and the citizenry. Advice to the Board can be given in the form of minutes maintained at the meetings; by direct communication to Board members; individually or collectively, by correspondence or telephone; or by a written report presented at a regularly scheduled Board meeting.

"To educate all students by building a foundation for learning in an ever-changing global society"

Highlights from Advisory Council Board Policies

1. In **May** of each year, the principal shall call a public meeting to establish the school's advisory council for the next school year.
2. Advisory councils shall have membership based upon the following criteria: 1) schools with **enrollment** of 599 pupils or less on the last day of April shall have **five members** the following school year; and 2) schools with an **enrollment** of 600 pupils or more on the last day of April shall have **seven members** the following school year.

3. At the May meeting individuals who live within the school attendance zone shall **elect** a simple majority (three or four) of the members of the advisory council. The principal, board member representing the district of that school and at-large board members will jointly conduct the election.

The remaining advisory council members will be **appointed** by the district and at-large board members who are in attendance at the meeting. If fewer than 25 people attend the meeting, the principal and board members in attendance will prepare a nomination list to present to the full board for final selection of all members of the advisory council. Vacancies on the advisory council shall be filled by the same process as the initial method of selection.

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

4. The majority of members on an advisory council shall have a **child or children** enrolled in that school.

5. **Terms of office** shall be for one year, and individuals may serve a maximum of three consecutive terms. No individual shall be elected or appointed to serve on more than one advisory council during a school year.

6. Once seated, the members of the advisory council shall select a chairman and vice-chairman.

7. Each advisory council shall **meet at least on a quarterly basis**. Other meetings may be called by the chairperson or the principal as necessary. **A yearly calendar of meetings shall be published in September** and set at such times and dates as deemed convenient to the council members.

8. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.

2018-2019

Advisory Council Meeting Minutes⁸

Each advisory council shall meet at least on a quarterly basis (Four meeting per school year). **Advisory Councils (i.e. principals) must submit draft copies of the minutes of each meeting to the superintendent or designee (The Assistant Superintendent of**

Administration, Community Engagement & Auxiliary Services) within 10 days following the meeting. Other meetings may be called by the chairperson or the principal as necessary.

Meeting One

School:	Principal:
Date:	Time:
Members Present:	Members Absent:
Minutes:	
Principal Signature:	

2018-2019

Advisory Council Meeting Minutes⁸

Each advisory council shall meet at least on a quarterly basis (Four meeting per school year). **Advisory Councils (i.e. principals) must submit draft copies of the minutes of each meeting to the superintendent or designee (The Assistant Superintendent of Administration, Community Engagement & Auxiliary Services) within 10 days following the meeting.** Other meetings may be called by the chairperson or the principal as necessary.

Meeting Two

Members Present:	Members Absent:
Minutes:	
Principal Signature:	

2018-2019

Advisory Council Meeting Minutes⁸

Each advisory council shall meet at least on a quarterly basis (Four meeting per school year). **Advisory Councils (i.e. principals) must submit draft copies of the minutes of each meeting to the superintendent or designee (The Assistant Superintendent of Administration, Community Engagement & Auxiliary Services) within 10 days following the meeting.** Other meetings may be called by the chairperson or the principal as necessary.

Meeting Four

School:	Principal:
Date:	Time:
Members Present:	Members Absent:

Minutes:

Principal Signature:

2018-2019

Advisory Council Meeting Dates, Minutes, and Annual Summary

2018-2019 Advisory Council Calendar⁷

	Date	Time	Location
Meeting 1			
Meeting 2			
Meeting 3			
Meeting 4			

Advisory Council Annual Summary

Each year advisory councils must make an annual written summary report of its activities to the board, emphasizing efforts, ideas and concerns related to program and facility improvement.

Summary:

Principal Signature:

(Optional) 2017-2018 Advisory Council Meeting Minutes Attached: Yes No

2018-2019 (for 2019-20)

Advisory Council

Membership and Selection

School:	Principal*:
Date of Meeting¹:	Total Enrollment² (End of April):
Board Member Representing District:	Number of Advisory Council Members²: (Enrollment ≤ 599 = 5 members; Enrollment 600+ = 7 members)

Each advisory council shall have the following duties:

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

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

B. RESTRICTIONS

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

C. MEMBERSHIP AND SELECTION

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

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

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

Once seated, the members of the advisory council shall select a chairman and vice-chairman.

D. MEETINGS

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

Policy Code: 2320 Compliance with the Open Meetings Law

The board affirms the public policy of this State that hearings, deliberations and actions of public bodies be conducted openly.

A. APPLICABILITY

All “public bodies” holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term “public bodies” includes the board, any committees of the board, school improvement teams and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative or advisory function, unless the committee or group is solely comprised of professional staff.

B. COMPLIANCE

As secretary to the board, the superintendent shall provide required notice and record and maintain minutes of all official meetings of the board, board committees or committees appointed by the board. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The superintendent or designee shall make copies of the open meetings law available to any public bodies associated with the school system. The board and other public bodies of the school system are encouraged to consult the school board attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings and any other meetings, such as public hearings, work sessions, electronic meetings or retreats.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.

The minutes of the board shall contain an abstract of relevant discussions and the decisions of the board during all official meetings. A record of all motions made and seconded shall be recorded in the minutes and the disposition of each motion shall be noted. The names of the members making and seconding the motion shall be recorded. In the case of a split vote, the minutes shall record the vote of each member voting and the abstention of any member present by not voting.

The minutes of board meetings shall be presented for approval as soon as possible at a succeeding regular board meeting before becoming official. Each board member shall be sent a copy of the minutes at least four days prior to the meeting at which they are to be approved. The approved minutes shall be signed by the superintendent and the board chairperson and filed in the superintendent's office as a permanent record of official board proceedings. Minutes of board meetings are public documents and thus are open to inspection by the public.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.11(c) and policy 2321, Closed Sessions.

4. Acting by Reference

The board may not deliberate, vote or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for people attending the board meeting to understand what is being deliberated, voted or acted upon. Action by reference to an agenda, however, is permitted if copies of the agenda, sufficiently worded to enable the public to understand what is being acted upon, are available for public inspection at the meeting.

Appendix K
Military Connected Families

Public Schools of Robeson County
Military Connected Students
Data Collection Form

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

Student Name: _____ School Name: _____

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

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

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

Military-Connected Relative #1

Relationship to Student _____ Branch of Service _____

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

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

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

Unit/Squadron Assignment _____

Military-Connected Relative #2

Relationship to Student _____ Branch of Service _____

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

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

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

Unit/Squadron Assignment _____

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

Thank you!