

Piney Grove Elementary School



Student Handbook 2024-2025

Mrs. Kendra Deese, Principal

910-671-6025

Mission Statement

"Working Together ~ Learning Together ~ Growing Together"

August 26, 2024

Dear Parents and Students,

It is a pleasure to welcome you to Piney Grove Elementary. The teachers and staff join me in saying we are excited having you as a part of our family. We are confident this year will be successful and rewarding for you.

As we start or continue our journey here at Piney Grove, we would encourage our parents and students to take every opportunity to be a part of the educational process. By working together, we can build the groundwork for lifelong learning.

Our goal is for every child to grow academically and develop skills to help them be successful in and outside the classroom.

Along with the teachers, staff and administration, we are dedicated to moving Piney Grove in a positive direction. We believe all stakeholders have valuable and integrated ideas to help us become a school of excellence.

As one author said it best, "I know as long as we're on this journey together there's nothing that we can't do."

Sincerely,

Kendra Deese

Principal

ACADEMIC SUCCESS FOR ALL STUDENTS

The purpose of students coming to school each day is for them to learn and prosper as a student and an individual. It is of the utmost importance that all students realize this and that they take their role as a student very seriously. It is also very important that all parents stress to their child the importance of a good, solid education. Students need to know that their parents expect the very best from them as a student and that they will accept no less. Nothing should prevent your child from getting the best education possible if your child comes to school daily prepared to listen and learn.

Academic learning is our top priority at Piney Grove and it is our responsibility to do the very best we can to educate your child. The state of North Carolina requires all schools to meet specific academic standards therefore we will stress this to all students daily. We need all students to come to school daily ready to listen and learn. You as a parent can certainly help us in this important matter by consistently stressing to your child the importance of working hard in school every day. Please make sure your child does their homework each night and that you monitor this on a nightly basis. Also, make sure that homework gets to school with your child. Students must be taught responsibility at a young age because learning expectations are so much more rigid for them now than they were even ten years ago.

Accountability is becoming more and more an issue in our schools today. All students in the third through sixth grade must make satisfactory progress (Level 4 or 5) on the End-of-Grade testing in order to be considered for promotion to the next grade. These students have to get a solid foundation of learning by the time they reach the third grade in order to be able to move on successfully through the mandated testing process. This is why, even at the Pre-Kindergarten level, we must begin to stress the importance of students being responsible for their learning. We need all parents to help us in this very important matter by stressing responsibility to their children). Please help your child to be successful as that is what we here at Piney Grove are trying to do every day of the school year

Discipline problems often interfere with learning and students need to know that as parents, you will not accept poor behavior in school. Students should not be told it is okay to hit others if someone hits them. The school cannot condone fighting and situations always become worse when students begin hitting and fighting. We at school teach students to think first with their head, not their fists. We teach students that if someone is picking on them or hits them, they should go immediately to their teacher or the closest adult and seek their assistance. Much instructional time is lost when students have to be taken to the office for hitting/fighting and this also results in out-of-school suspension. It does not matter "who started it" if both students participate in a fight. Both students have to be suspended at that point and they both will lose valuable time that they should be in the class learning. The other students in the class are also penalized because they miss instructional time from the teacher when she has to be in the office with students who misbehave. In this situation, no one wins.

We know we have the best and the brightest students here at our school. We want them "to shine" and in turn, our school will "shine"! Let's work together this year to show the world that we truly can succeed.

WE CAN DO IT!!!!!!!

Piney Grove Elementary School

Vision Statement

The vision of Piney Grove Elementary School is to educate all students by building a foundation for learning in the 21st century.



School Colors: Royal Blue and White

School Mascot: Pioneer

School Motto: "Working Together, Learning
Together, Growing Together"

Basic Information to Know

SCHOOL ADDRESS:	1680 Piney Grove Road Lumberton, NC 28360
PHONE:	910-671-6025
FAX:	910-671-6010
SCHOOL DAY	
Breakfast	7:30 AM (All Students)
Beginning/Tardy Bell	7:50 AM
K-6 Dismissal	3:15 PM
Car Riders	3:15 PM
Buses Depart	3:15 PM

ARRIVAL PROCEDURES

Any student arriving after 7:50 a.m. must stop at office window with a parent/guardian to obtain a tardy slip before going to their classroom. Tardies should be infrequent and should be held to a minimum.

Instructional time is very important and students need to arrive at school on time. Excessive tardies will result in the parents being called in for a meeting.

More than 5 tardies, 5 absences, or a combination of both in one school month will result in a parent conference with the school social worker.

Excessive tardies are also grounds for a referral to the Department of Social Services.

SCHOOL RELEASE PROCEDURES

Students miss important instructional time when parents check them out early. Some parents do this on an almost daily basis and this is depriving your child of many learning opportunities. This will be monitored very closely this year and when we see that this is becoming a problem, parents will be called in for a meeting. Excessive early release is also grounds for a referral to the Department of Social Services, as well as referral to the school social worker. All parents or legal guardians requesting early release of a child prior to the dismissal time **MUST** come to the office window to sign the child out. A record will be kept of your request(s) for early dismissals, as well as tardies. Safe School policy mandates all parents/legal guardians provide proof of identification with picture I.D., if requested by the office staff. Teachers are not to release students to anyone from their classroom door unless they have been checked out through the office and the parent presents the teacher with a note from the office. The office will then call the teacher to let him/her know that you have checked out your child. At no time will students be allowed to be picked up by a parent from the bus area.

****Students are released only to parents or legal guardians unless the office is notified in writing by the parent. No telephone requests for alternate pick up / release will be accepted. Parents/ guardians must make prior written requests when there will be someone else picking up their child. This is very important for the safety of your child.** The Assistant Principal will handle any changes for student transportation.

CAR STUDENTS- If a parent is frequently late in picking up their child after school, they will need to fill out a form to enroll their child in the After School Care Program so that they can take advantage of the drop in policy. Teachers frequently have meetings, workshops, as well as family matters to attend to after school so they often cannot stay to keep your child when you are late.

SCHOOL CLOSING / INCLEMENT WEATHER

In the event of inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio stations: WTSB, WAGR-Lumberton, WFMO-Fairmont, WEWO-Laurinburg, and TV channels 3, 6, and 13. If no report is heard, it may be assumed that school will be opening on time.

In case of severe weather, PLEASE DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS, AS THIS WILL LEAVE THE SCHOOL LINES OPEN FOR EMERGENCY CALLS.

In the event of a tornado warning, sometimes we are forced to "lock down" our school and buses may not be able to depart on time. We will use every precaution to assure the safety of your child. Please discuss with your child, in advance, what procedures to follow should school dismiss early. Please ensure that your child knows in advance what they are expected to do upon arriving home early.

ATTENDANCE

K-8 students must attend at least 170 of 180 school days to be considered for promotion to the next grade. This includes both excused and unexcused absences. A note must be sent with a student when they return to school after an absence, stating the reason for the absence. A total of 5 hand written notes will be accepted. If a note is not sent within two days, the child's absence will be coded unlawful. Students who exceed these numbers have the opportunity to file an appeal. The school has the authority to request doctor's notes when necessary.

Note: North Carolina Law, general statute 115C-380, dictates that any parent, guardian or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 3 misdemeanor. Parents, guardians or others violating this law will be contacted by the school social worker prior to charges being filed with the judicial system.

Parents should refrain if at all possible from scheduling trips during the school year that will cause their child to miss days of school. Any such trip must be addressed in writing to the principal before the trip is made. Many times, these trips are considered unlawful.

EDUCATIONAL OPPORTUNITY LEAVE

Educational Opportunity Leave Forms may be obtained from the office and should be signed by principal before two weeks of the planned trip. The principal WILL NOT approve any Educational Leave during the month of May or June due to EOG testing.

ADDRESS CHANGE / MEDICAL EMERGENCY INFORMATION

Please report any change of address or telephone number or child's health status to your child's teacher and the office immediately. It is imperative that the school has at least one phone number where we may reach you, in case of emergency. Please keep us informed! We need at least one emergency phone number where you or a close relative can be reached at all times. Please provide several numbers, if possible, including work number(s) and cell number(s).

STUDENT WITHDRAWALS

Check out procedures must be completed by the School Counselor before you may withdraw a child from our school. Parents must come to the office and request a withdrawal form, which you will need to enroll elsewhere. Students will not be allowed to request/transport this form. If you know you will be withdrawing your child, please contact the school office at least one day in advance to allow us to prepare the paperwork.

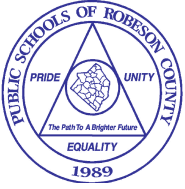
MEDICATION ADMINISTRATION

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. 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 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. Prescription medication(s) must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given.
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. A copy of the medication form is provided on the next page for your review.

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



Public Schools of Robeson County

Office of the Superintendent

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

Fax (910) 671-6024

School Name: Piney Grove Elementary

School Fax: 910-671-6025

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:

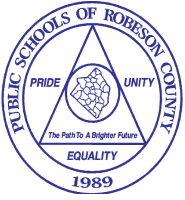
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, 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 7-16)



Public Schools of Robeson County

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

School Name: Piney Grove Elementary
School Fax: 910-671-6010

Office of the Superintendent

Request for Medication Administration in School

To Be Completed by Physician (One medication per form)

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

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

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

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

FOR SELF-ADMINISTRATION – Please complete this section:

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

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

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

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

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

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

Physician's Signature **Date** **Telephone**

Physician's Address

PARENT'S PERMISSION

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

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____
Principal's Signature

Date

Reviewed by: _____

School Nurse's Signature

Date

Revised 07/16

Public Schools of Robeson County

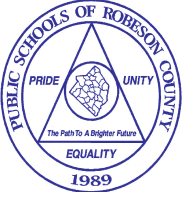
Post Office Drawer 2909

Lumberton, North Carolina 28359

(910) 671-6000

School Name: Piney Grove Elementary

School Fax: 910-671-6010



Office of the Superintendent

Fecha _____

Estimado padre:

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

- (1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.
- (2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por escrito los medicamentos que se necesitan, la dosis y el número de veces al día que se debe suministrar el/los medicamento(s). Esta solicitud deberá ser completada por el doctor para medicamentos con o sin receta médica. Los medicamentos con receta médica deberán ser traídos a la escuela en el frasco etiquetado por la farmacia que contiene las instrucciones sobre cómo y cuándo se debe administrar el medicamento. Los medicamentos comprados sin receta médica deben ser recibidos en el empaque original y serán administrados de acuerdo a las instrucciones escritas por el 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.

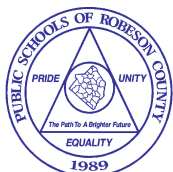
Gracias por su cooperación.

(Revised 7/16)

Public Schools of Robeson County

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

School Name: Piney Grove Elementary
School Fax: 910-671-6010



Superintendent

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

To Be Completed by Physician (One medication per form)

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

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

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

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

FOR SELF-ADMINISTRATION – Please complete this section:

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

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

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

A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with the 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)

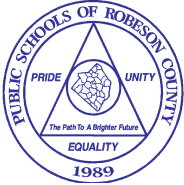
Date

Approved by: _____

Principal's Signature _____
Reviewed by: _____
School Nurse's Signature _____

Date _____
Date _____

Revised 07/16



Public Schools of Robeson County

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

Office of the Superintendent

Garrett's Law

NCGS §115C-375.4 mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines.

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

Health Screening Programs

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

Dental screenings are conducted annually for students in qualified grade levels by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

Parent Notification of North Carolina Immunization Law

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

those 30 calendar days, the principal shall not permit the child to attend school unless the required certificate of immunization has been obtained or the child is exempt from the required immunizations.

North Carolina Health Assessment Transmittal Form

Effective for school year 2023-2024 all children entering North Carolina Public Schools must present a Health Assessment Transmittal Form within 30 calendar days of the child's first day of attendance. The only form acceptable is the Health Assessment Transmittal Form created by the Division of Public Health and the Department of Public Instruction pursuant to House Bill 13.

Source: Health Services (for inclusion in Student Handbooks annually)
Revised July 2016

Ley de Garrett

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

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

Programas de Evaluación Médica

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

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

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

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

Formulario de Evaluación de Salud y Transmisión de Carolina del Norte

A partir del año escolar 2019-2020, todos los niños-as registrados en las escuelas Públicas de Carolina del Norte deben presentar un formulario de Evaluación de Salud y Transmisión dentro de los treinta días calendario después del primer día de asistencia. El único formulario aceptable es el creado por la División de Salud Pública y por el Departamento de Instrucción de Pública en conformidad con la ley 13 de la Cámara de Representantes.

Fuente: servicios de salud (para ser incluida en el Manual del Estudiante anualmente)
Revisada en Julio de 2016

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.

DIABETIC HEALTH CARE

On September 5, 2002, State Law (SB-911) became effective. This law requires local Boards of Education to

develop and carry out plans of care for diabetic students in our schools.

In order for the school nurse to develop your child's diabetic plan of care, please present a written request to your child's school principal within the first five days of enrollment.

EFFECTIVE AUGUST 1, 2008 the Public Schools of Robeson County became 100% Tobacco Free.

The School Board adopted this policy for three reasons:

- Support families to keep their children off tobacco
- Provide a safe environment for students and staff
- A cleaner campus

DRESS CODE FOR STUDENTS

At Piney Grove Elementary, we want all students and staff to "dress for success" each day. Research has shown that students feel better about themselves and have greater academic success when they are dressed appropriately for school. The following guidelines should be followed everyday concerning our school dress code:

- 1.) No tank-tops, No Crop (Half) tops for girls or boys
- 2.) No spaghetti straps
- 3.) 6th Grade Prom / Formal Dance Attire should be appropriate. No strapless dresses, low-cut dresses, no high slits in dresses, or see thru dresses or clothing. All outfits should be age appropriate and approved by Administration.
- 4.) Girls and boys may wear a sleeveless top if it fits closely under the arm and does not expose the chest.
- 5.) No low-cut blouses
- 6.) Shorts and skirts must be no more than 2 inches above the knee.
- 7.) Clothing should not reflect any vulgar, inappropriate, or offensive words or pictures.
- 8.) Boys should secure their pants at their waist- NO SAGGING! Belts are required.
- 9.) No jeans are allowed with holes above the knees.
- 10.) If jeans are worn with holes above the knee, leggings should be worn under jeans or the student will be sent home or the parent/guardian will need to bring the student a pair of leggings asap! (Before 9:00 a.m.).
- 11.) Any other clothing, items, or hair styles/accessories deemed inappropriate by Administration is not allowed!

Students are required to wear tennis shoes on the days they have Physical Education (PE). Proper participation in physical education activities cannot occur either if students do not wear tennis shoes. We greatly appreciate everyone's cooperation in this matter as we are striving to provide a safe learning environment for our students.

TELEPHONE

The telephone in the office is for school business only. Students are not allowed to use the phone. In case of sickness, office staff or Teacher/ Teacher Assistant will contact the student's parents/guardians.

DELIVERY OF FLOWERS / PERSONAL GIFTS

The Robeson County School Board has adopted a policy that prohibits any student from receiving flowers delivered to the school during the school day. Please help us by cooperating with this policy. Any flower or personal gifts sent to students will not be accepted. Parents will be contacted to pick up the flowers if they are sent.

BIRTHDAY PARTIES

There will be NO Birthday Parties for 3rd, 4th, 5th, & 6th Grade Students. Pre-K thru 2nd are allowed to have Birthday Parties at the End of the Day (2:30 p.m.) to protect the Instructional Day. However, NO Parents are allowed to attend any classroom parties.

FUNDRAISING ACTIVITIES

The following are the proposed fund raising activities for the year:

- School Pictures - Fall and Spring
- PTO Sponsored Events

As always, we appreciate your support of our fund raising projects. Your support helps us to provide necessary materials for our school. These monies are used to buy paper, crayons, books, audio-visual equipment, and additional classroom supplies. YOUR HELP IS NEEDED AND APPRECIATED! If you participated in a fundraiser the previous year and did not turn in the money or return the items, your child will not be allowed to participate in any fundraisers this year. This applies to school pictures as well.

PTO OFFICERS

PTO Officers are nominated and are representative of the parents of the Piney Grove Elementary School District. PTO meetings are held on a quarterly basis at Piney Grove Elementary School. Newsletters or memos will announce meetings. Please also check our school website for frequently updated information, pictures, and events.

SCHOOL INSURANCE

Parents are strongly encouraged to purchase school insurance. Students participating in off campus field trips must be covered through the use of school insurance or through comparable insurance carried by the parents. Should a child become injured at school and they do not have school insurance, the school cannot be responsible for the cost of medical treatment for the child.

Breakfast: Grab & Go:

Breakfast is offered daily at Piney Grove for those who would like to participate.

Breakfast is served from 7:30 am - 7:50 am for all students.

To protect instructional time, they must arrive on campus between 7:30 - 7:45 in order to eat breakfast.

CAFETERIA PROCEDURES:

- At no time are students allowed to take food outside of the cafeteria.
- Glass containers or containers advertising drink companies such as Pepsi, Mt. Dew, and Coke are prohibited.
- Parents are cordially invited to have lunch with their child. However, meals must be purchased through the cafeteria. Parents must also sign in at the front office to receive a visitor's pass.
 - Fast food (McDonalds, Hardee's Burger King, Wendy's, etc.) will not be permitted to be brought into the cafeteria by parents or visitors. This is a Federal mandate with the school lunch program guidelines.

MONEY AND CHECKS RECEIVED FROM PARENTS

Any checks returned by the bank for insufficient funds will be charged a handling fee of \$25.00 by the school. Returned checks should be picked up from the school within a two-week period. The only acceptable form of payment will be cash or money order. The school has the right to refuse any additional checks from any person who has given an insufficient funds check to the school.

STUDENT BOOK BAGS

As of the 2024-2025 school year, student book bags have no requirements; however, the student book bag policy for clear or mesh books bags could be reinstated at any time deemed necessary by school administration or the PSRC School Board.

The 1997-1998 General Assembly enacted into legislation General Statute 115C - 105.46 which involves Safe School Planning.

At the beginning of the 1998-1999 school year, each school was required to have in place a Safe Schools Plan that involves all sectors of the community and works toward the goal of providing a safe and orderly environment for all students, faculty and staff.

Effective January 1, 2000, students are now REQUIRED to have school bookbags that are clear or nylon mesh only. Please make sure that your child is in compliance with this ruling within the first ten days of school. Wal-Mart and other school supply stores have these bookbags in stock, as well as other local stores. If a child is found with an unauthorized bookbag, it will be confiscated and the parents contacted to pick the bookbag up from the teacher. The child will be expected to return to school with an appropriate bookbag immediately. Should a second offense occur, an out-of-school suspension may occur.

Legal Ref. G.S. 115C - 105.45: 115C-105.46 and G.S. 115C-105.47

Approved by the Board of Education June 8, 1999

Please provide the appropriate bookbag for your child so that we do not have to resort to the above actions.

SAFETY PROCEDURES

Extensive security measures have been implemented to insure the safety of our students, faculty and staff members:

- ☐ Visitor sign-in badges
- ☐ Careful screening procedures limiting public access to student facilities
- ☐ Student Teaming by pairs for bathroom and office visits
- ☐ Surveillance cameras, monitors and VCR recording devices placed at strategic points
- ☐ Two-way radios for communication
- ☐ Security Alarm System and Surveillance equipment protection for all classrooms, hallways, gym, cafeteria, media center and office complex
- ☐ Tornado, fire, hurricane training for students, faculty and staff
- ☐ Crisis Team Training in preparation for bomb threats/intruders/other emergencies
- ☐ CPR/First Aid training for faculty/staff

- ☐ Bloodborne Pathogen/Anaphylaxis training with yearly updates
- ☐ Careful screening by school nurses and school personnel to reduce the risk of communicable disease in the school setting
- ☐ Medical Alert Logs for fast access to indicate the student's medical history, allergies, asthma conditions, etc. for medical technicians.

FIRE, TORNADO AND CRISIS DRILLS

Fire, tornado and crisis drills are held periodically throughout the school year. We ask students to remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire (information posted in each classroom). Follow your teacher's directions for evacuation.
2. Walk! NO TALKING and MOVE QUICKLY and QUIETLY in designated area.
3. The tornado bell will have several long rings, and the fire bell is one beeping audible ring on the bell system. The crisis bell will be six (6) rings.

Emergency Authorization

During an emergency situation in any school building, if it is necessary to ensure the health and safety of your child. We will move your child to the Fire Department or Church.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act of 1974 (PL 93-380) requires that the parent/guardian be informed of rights to access their child's educational records.

Under the law, parents/guardians of students are allowed to inspect all educational records on their children as maintained by the Public Schools of Robeson County. The right to inspect the records includes the right to request explanations and interpretations of the records and the right to obtain copies of the records at no more than 10 cents per copy per page. Either natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or a guardian, (e.g. foster parent), may exercise all parent rights unless the school has evidence of a court order or law, which provides to the contrary.

Copies of attendance records may be obtained from the school by contacting the guidance counselor. Should a parent/guardian feel the need to file a complaint relative to the confidentiality requirements they may contact the Public Schools of Robeson County Department of Program Services at 671-6000.

The school maintains a cumulative education record on each of its students. This record contains important information such as personal data, a health record, attendance reports, standardized test results, and subject area grades. It is useful for many reasons: in case of an emergency, to comply with the Compulsory Attendance Law, for course placement,

to meet graduation requirements, etc. Under the federal Family Educational Rights and Privacy Act, the following is considered directory information, and can be made public unless a parent, guardian, or eligible student requests that any or all of the information not be released without prior consent: your child's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of school attendance, degrees and awards received, and the most recent previous school attended. All other information in your child's educational record is confidential and only available to you or school officials or other agencies with legitimate educational interests.

ASBESTOS MANAGEMENT

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

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

Piney Grove Elementary is in complete compliance with all regulations governing this plan.

PARENT/TEACHER CONFERENCE

Only the parents or legal guardians are asked to contact their child's teacher to request a conference scheduled during the teacher's planning time, or before or after school. No conference may be scheduled during instructional time. Also, only the parents or legal guardians are allowed to visit the classroom with prior approval from administration. The time limit to visit the class will be 15 minutes. If you have any type of concern, please contact your child's teacher immediately. Most times, any misunderstanding, questions, or concerns can be addressed quickly by the teacher. Parents are highly encouraged to have frequent contact with their child's teacher.

VOLUNTEER/MENTOR PROGRAM

We need you to volunteer! Volunteering will involve activities such as reading to a child, tutoring a child in math, putting up bulletin boards, etc. All persons that volunteer should fill out the volunteer form with the school counselor before visiting any classroom.

School Counselor will coordinate the overall Volunteer / Mentor Program for the school.

Please feel free to talk with your child's teacher concerning volunteering in the classroom. Volunteer information will be sent out to all parents soon after the beginning of school requesting your help. We want to see you here!

PRIMETIME FEES

The Primetime Program is a service provided by the Public Schools of Robeson County for working parents with school-age children who are enrolled in Kindergarten through 5th grade. The program is designed to provide a safe, supervised learning environment that will meet the health and safety needs of our children.

Fees for 2024-2025

MORNING CARE (When Available)

The cost to enroll for morning care is a weekly fee of \$13.00 for one (1) child and \$18.00 for two (2) children and \$21.00 for three (3) in the same family. Hours are 6:30 a.m. -7:30a.m. (Prices are subject to change).

AFTERNOON CARE (When Available)

The cost to enroll for afternoon care is a weekly fee of \$32.00 for one (1) child and \$42.00 for two (2) children, \$52.00 for three or more children from the same household. Children attending the Primetime Program (1) or more days, the weekly fee will remain the same. Hours are 3:00 p.m. - 6:00 p.m.

****PRICES ARE SUBJECT TO CHANGE.

DISCIPLINE/BEHAVIOR-PBIS

The Public Schools of Robeson County has adopted a policy that states that all elementary schools in our county will adopt the "Positive Behavior Support" program. This is a program that will encourage and reward students for their positive behavior and excellent conduct. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Discipline is not to be confused with punishment. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Without effective discipline, maximum learning will not take place in the classroom. We need all parents working with our staff to consistently stress appropriate behavior with their children.

What are the expectations for students?

There is a "Pioneer" Universal Matrix that has our expectations clearly defined. It is our vision that each student, within the first couple of weeks at school, will learn and practice what is on the matrix. We are PGS...Promoting Positive Behavior while Growing Together in a Safe Environment. There will be numerous ways that students and staff will be recognized for their efforts and hard work. Please check back regularly to find out more about the PBIS program.

SCHOOL AND CLASSROOM RULES

Follow directions the first time they are given.
Raise your hand and wait for permission to speak.
Stay in your seat unless you have permission to do otherwise.
Change tasks quickly and quietly.
Listen to and obey all staff members.
Show respect for yourself and others.
Keep hands, feet, and objects to yourself at all times.
Classroom teachers may also add additional rules pertaining to their particular room.

PROHIBITED BEHAVIORS AT SCHOOL

Fighting
Bullying
Destruction of school property
Possession of weapons/drugs/alcohol
Theft
Insubordination - refusal to follow directions or carry out the requests of school staff members
Disrespect to staff members and fellow students
Profanity or derogatory statements to staff or students
Disruptions of class
Disregard for any school policy
Any other behavior(s) deemed inappropriate by the Administration

Incidences that occur in the Primetime Program are generally handled by the Primetime Staff with a series of warnings and conferencing with the parent. Repeated offenses can result in a suspension from the program. Some situations are also referred to the school administration, depending on each individual case.

Student Searches (Policy 4342)

Please reference next pages.

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

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

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

E. TIMELINESS OF PROCESS

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

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

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with

school system officials.

5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

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

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

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

Adopted: August 12, 2014

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING

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

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

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment, and Bullying

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

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

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

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

When considering whether 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 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.

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

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

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or

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

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

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

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

E. TRAINING AND PROGRAMS

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

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

F. Notice

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

G. COORDINATORS

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

H. RECORDS AND REPORTING

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

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

I. EVALUATION

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

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

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

Adopted: August 12, 2014

FIELD TRIP PROCEDURES

The School Improvement Team at Piney Grove has adopted the following expectations:

Students must display positive behaviors and follow school rules in order to participate in off-campus field trips. If a student cannot control their behavior and it is a consistent problem, they may be excluded from a field trip.

All students are required to return a signed permission form allowing them to go on Field Trips (Permission will not be accepted by telephone for any student)

All students going on a field trip must be present at school and use the same mode of transportation provided by the school. If a student rides the bus with the class, he/she should return to school with the class. If a parent serves as a chaperone and they wish for their child to ride home with them in their personal vehicle, they must complete a school form ahead of time releasing the school of all liability. This form will remain on file with the child's teacher.

It is required that all students going on Field Trips be covered by School or Personal Insurance.

If monies have been pre-paid for events, we will be unable to give refunds.

It is strongly encouraged that all monies owed to Piney Grove be paid before money is submitted for a field trip.

Field trip forms and money must be in by the designated deadline due to admissions to performances/attractions having to be pre-paid prior to the trip.

Buses will leave without delay. This is imperative due to planned programs, tours, etc. Failure to arrive on time may result in the student missing the field trip.

Any student (K-6) who has brought to school a weapon or any kind of explosive with intent to harm will automatically be excluded from all field trips.

Teachers reserve the right to select chaperones. The number of chaperones is contingent upon the number needed for adequate teacher/student ratio, as well as the rules and limitations of the attractions. Siblings of students are not allowed to go on school field trips. Chaperones may not ride on the school bus.

BUS REGULATIONS

Riding the bus is a privilege, not a guaranteed right. Improper conduct on the bus will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Please stress appropriate bus behavior to your child. Bus drivers have an extremely hard job and safety of the students is their top priority. Don't let your child contribute to making an unsafe environment for many other students.

BUS INFRACTIONS:

Refusing to obey the bus driver	Standing up or walking while the bus is in operation
Refusing to sit in assigned seat	Eating or drinking on the bus
Throwing objects in or out of the bus	Hanging out the bus window
Profanity to students or the bus driver	Disruptive behavior
Fighting	Sexual Offenses
Possession of a weapon	Tampering with window or door EMERGENCY EXIT
Vandalism of bus or bus equipment	Excessive noise
Falsifying information	Observable disruptive behaviors at the bus stop
Harassing other students	Cell Phones Brought on Campus

CONSEQUENCES

The following steps will be followed when students display disruptive behavior on the bus unless further action is warranted:

1. Warning from bus driver
2. Administrative visit-receive a warning, letter/phone call to parent
3. One-day bus suspension
4. ALL offenses hereafter are at the discretion of the administration

CELL PHONE CONSEQUENCES

The following steps will be followed when students bring cell phones on campus. These actions will be taken:

- 1st Offense - Warning and parent will be contacted to pick up cell phone.
- 2nd Offense - 1 Day Suspension and parent will be contacted to pick up cell phone.
- 3rd Offense - 2 Days Suspension and parent will be contacted to pick up cell phone.
- 4th Offense - 3 Days Suspension and parent will be contacted to pick up cell phone.
- All Other Offences - Will be at the discretion of the administration.

Cell Phone Use on Campus (School Policy)

See next page for details

At any point, it is left up to the discretion of the administration what repercussions are deemed necessary. The above actions follow the Public Schools of Robeson County bus procedures.

**Please note that North Carolina State Law GS 115c-245 gives the principal the authority to suspend pupils from riding the bus, for whatever length of time deemed necessary.*

Policy Code: 1740/4010 Student and Parent Grievance Procedure

A. OPTIONS FOR RESOLVING COMPLAINTS

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

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

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

B.
DEFINITION
S

1.
Day
s

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.
Grievanc
e

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.
Grievan
t

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

5.
Officia
l

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.
NOTIC
E

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.
RECORD
S**

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

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

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

**Adopted: November 9,
2010**

**Revised: August 9,
2011**

TEXTBOOKS

Textbooks are issued to students for them to use throughout the year. Please stress to your child the importance of taking care of their books. Books are very expensive and parents will have to pay for lost or damaged books. This also applies to library books. If students have a daily routine for what they do with their textbooks when they arrive home, it cuts down tremendously on lost or damaged books.

We also have many books in the classrooms that students use daily. We ask that they also do their best to take good care of these classroom materials. When these materials are damaged and worn, fees will be assessed.

ACADEMIC ENRICHMENT PROGRAMS/REWARDS

Raz Kids, Reading A-Z (Lower Grades)	End of Year Awards
Computer Lab	Honor Roll
EOG/Schoolnet Weekly Competitions	Waterford Reading Program (Pre-K)
Reading and Math Remediation Tutoring	Accelerated Reading Program

INCENTIVE PROGRAM

At Piney Grove, we believe that by accentuating and rewarding positive behavior, students are better motivated to be good citizens. Some of our incentive programs are:

- Treasure Chest Awards for Good Behavior
- Perfect Attendance Awards
- Individual Classroom Rewards
- End-of-the-Year Awards
- Perfect Attendance and No Tardies/Early Dismissal Award at the end of the school year
- Honor Roll Awards

THE SCHOOL IMPROVEMENT TEAM

The School Improvement Team is representative of all staff members and works to develop detailed strategies to help our school improve and move forward each year. The School Improvement Team is comprised of the following people: Representatives of Grade Levels Pre-K - 6, one Resource Representative, a Teaching Assistant Representative, Parent/Community Members, and the Principal. All of these people are elected to their positions by their peers, other than the principal. This team develops the year's School Improvement Plan that is the "road map" for all we do at Piney Grove Elementary

GRADING/ASSESSMENT PHILOSOPHY

Students are individuals who learn and progress at different rates. Therefore, all practices of teaching and learning shall promote positive development of each student's physical, intellectual, emotional, and social needs. Recognizing that grading is inherently subjective, a variety of testing and evaluation procedures will be used at all grade levels to challenge students, facilitate learning and assess academic development.

GRADING CRITERIA

Grades K - 2

Grading criteria for Kindergarten through Second Grades will reflect the Public Schools of Robeson County Report Card and Assessment policies. The K-2 Math, Reading and Reading 3-D Assessment is the basis for monitoring student growth/achievement throughout the year. This is used in all K-2 classrooms and correlates with their report card.

Grades 3 -6

Grades are calculated using the following scale:

A = 90 -100

B = 80 - 89

C = 70-79

D = 69-60

F = 59 and below

Grades are derived from quizzes, tests, special projects, portfolios, journals, homework, classwork, and class participation.

- Each Grade Level determines the percentages given for quizzes, tests, special projects, journals, homework, portfolios, classwork, and class participation.
- Each Grade Level will share grading criteria with the parents of their students at the beginning of the school year.

REPORT CARDS/PROGRESS REPORTS

All students receive a report card each nine-week grading period. The report should be given to parents or guardians for examination. It must be signed and returned to the student's homeroom teacher. Report Cards for students in grades K-2 will be on handwritten carbon copies. Report cards for students in grades 3 - 6 are printed from the computer. Final report cards, at the end of the year, will not be issued until all monies owed to the school have been paid.

Progress Reports will also be sent out at the halfway point between each nine-week grading period. Please review your child's Progress Reports with him/her to encourage academic growth. Also, look for comments from the Teacher and the Principal on your child's Progress Reports and Report Cards.

INTERIM PROGRESS REPORT DATES

The Week of:

September 16, 2024

December 3, 2024

February 11, 2025

May 15, 2025

END OF EACH NINE-WEEK REPORTING PERIOD

October 24, 2024

January 17, 2025

March 27, 2025

June 6, 2025

PROMOTION-RETENTION

Many factors determine whether a child is ready at the end of the school year to be promoted to the next grade. Throughout the year, teachers will maintain close contact with parents if there is the possibility that their child may need to be retained. Conferences will be held with parents and student work will be closely examined.

- Teachers are responsible for early identification of students who are at risk of not meeting State or Local promotion standards and for seeking assistance of appropriate personnel.
- The school principal has the ultimate responsibility for promotion and retention decisions in accordance with Public Law 94-142, State and Local regulations. Please keep in mind that all retention decisions are based on sound educational judgement and documentation.
- The promotion policies for the State, the System and the school are sent to all parents at the beginning of each school year. If retention is a possibility, two written notices must be given to the parent(s) or guardian(s):
 - The first notice must be sent by the end of the second nine-week grading period. A conference must be scheduled with the parent(s) within the two weeks following the date of the first notice.

- ❑ The second written notice must be sent by the end of the third nine-week grading period with a second parent conference scheduled. Students in the Public Schools of Robeson County, as well as the students in North Carolina, are required to meet statewide standards for promotion from grades 3, 5 and 8 under Student Accountability Standards approved by the NC State Board of Education. The policy is expected to quickly identify students who need help and to provide intervention to these students so they are prepared for the next grade level. Student growth is measured by NC End of Grade Testing.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. With parents and school personnel working closely together, our students will achieve great success!

The following are guidelines for achieving good study habits:

- Come to class prepared with pencil, paper, and other necessary materials
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule a time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.
- Parents should schedule a specific time at night for their child to work on their homework.

PSRC BOARD POLICIES

**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.
ENFORCEMEN
T

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.
EXCEPTION
S

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.
Student
s

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.
Voter
s

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 a 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: 5020 Visitors to the Schools

For the 2024-2025 School Year, Parents will be allowed to bring students into the school building in the mornings for the first ten days. After the first ten days, please use the car rider line to drop students off in the mornings. This will help the students to develop their independence.

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. Piney Grove Elementary School will only permit parents and legal guardians to observe classrooms for a limit of 15 minutes.
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

Public Schools of Robeson County
Required Annual Health Status Update Form
School Year ~~2024~~-2025

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 Piney Grove Elementary 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 Behavioral Issues			Specify:
			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
Rev. 05/2012

Printed Name

Date

Escuelas Publicas del Condado de Robeson
Formulario Requerido Anualmente del estado de Salud Actualizado del Estudiante
Año Escolar 2024-2025

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 Piney Grove Elementary	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 compania? ☐ 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

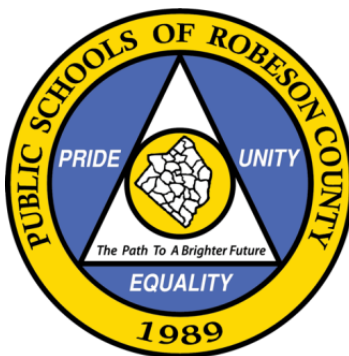
			¿Su hijo(a) usa una prótesis de oído? si no
Otras enfermedades de cuidado			Especifique: Fecha de inicio:
Lesión Seria			Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis			Anote (si no ha sido antes mencionado):

* 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/Guardián

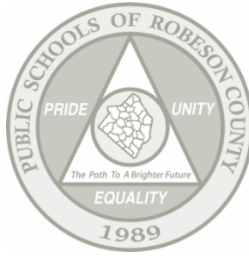
Nombre en letra de molde

Fech



Public Schools of Robeson County

Advisory Councils



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.

**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 councils or committees whether created under mandate or by voluntary means.

A.
DUTIES

Each advisory council shall have the following duties:

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

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

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

B. RESTRICTION S

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

C. MEMBERSHIP AND SELECTION

Advisory councils shall have membership based upon the following criteria: 1) schools with enrollment of 599 pupils or less on the last day of April shall have five members the following school year; and 2) schools with an enrollment of 600 pupils or more on the last day of April shall have seven members the following school year. Terms of office shall be for one year, and individuals may serve a maximum of

three consecutive terms. No individual shall be elected or appointed to serve on more than one advisory council during a school year.

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

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

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

D. MEETINGS

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

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

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

Adopted: December 14, 2010

2024-2025 Advisory Council Calendar			
Meetin g	Date	Location	Time
1	9.24.2024	Principal’s Office	5:30 pm
2	12.3.2024	Principal’s Office	5:00 pm
3	2.11.2025	Principal’s Office	5:30 pm
4.	5.15.2025	Principal’s Office	5:00 pm

Times and dates are subject to change.

Advisory Council

Tina Lewis

Armon McCallum

Claudia Rivera

Phillip Scott

Kary Wilkins

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 is 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 in 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 votes of each member voting and the abstention of any member present by not voting.

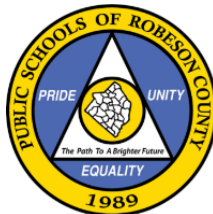
The minutes of board meetings shall be presented for approval as soon as possible at a succeeding regular board meeting before becoming official. Each board member shall be sent a copy of the minutes at least four days prior to the meeting at which they are to be approved. The approved minutes shall be signed by the superintendent and the board Chairperson and filed in the superintendent's office as a permanent record of official board proceeding. 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.



Notices of Nondiscrimination

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

Sexual Harassment

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

Equal Employment Opportunity

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

Child Nutrition

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

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

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

Title IX District Contact:**Title IX School Contact:**

Director for Exceptional Children/504
Program Services
4320 Khan Drive Lumberton, NC 28358
(910) 671-6000
webmaster@robeson.k12.nc.us

Name Lynn Fuqua
Title Guidance Counselor
Address/Office 1680 Piney Grove Road
Lumberton, NC 28360
Phone 910-671-6025
Email : lynn.fuqua@robeson.k12.nc.us

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

Parent's Right-to-Know

For Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6)(A) ESEA.] Guidance C-6

Dear Parent/Guardian,

At Piney Grove Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher has met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 910-671-6025

Sincerely,

Kendra Deese, Principal

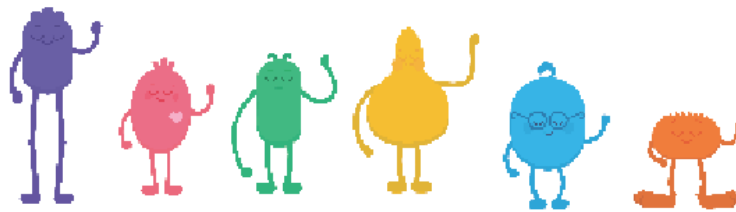
Title I Parent Involvement Policy

The staff at Piney Grove Elementary School pledges to provide an inviting, safe, and positive learning environment for all students. Our staff will teach and model our School Wide Behavior Plan, which centers on the PGS, having Positive Behavior while Growing together in a Positive Environment. We covet the participation of our children's parents and guardians, grandparents, and the community to build lasting relationships that will positively impact our children forever.

In order to develop a strong partnership between home, family and community, we will provide the following:

- A copy of this Parent Involvement Policy and welcome letter located in the Parent/Student Handbook. (This document)
- Invitations for parental involvement in the Piney Grove Elementary School Improvement Plan, which will be available for parent review. Copies of the 2018-2019 strategies will be distributed to all parents at the beginning of the year.
- A teacher/student/parent/principal learning contract to encourage a school and home partnership in the responsibility of learning for all students. (Back to School paperwork)
- Assessment of parent involvement needs, concerns, and interests through parent surveys, parent workshop evaluations, and parent meetings.
- Open House, parent meetings and training sessions planned to the assessed needs of Piney Grove Elementary parents and students that include information to assist parents in helping their children to be successful learners and connect to school and community resources.
- Timely information to parents concerning upcoming events through Pioneer Updates, Piney Grove Elementary web page, and classroom newsletters.
- School-wide parent conference evenings as well as parent contact as needed to convey important information.
- ESL assistance during parent/teacher conferences, trainings, and other school activities.
- Weekly take home folders for student work and parent information.
- Teacher office hours weekly for parent meetings and student academic support
- Principal or designee office hours daily 7:30 – 8:00 a.m. and 3:00-3:30 p.m.

Homeroom Teacher Revised 8-12-14



Digital Learning Pledge

As a student and a digital citizen, I pledge to:

Be responsible. I will ...

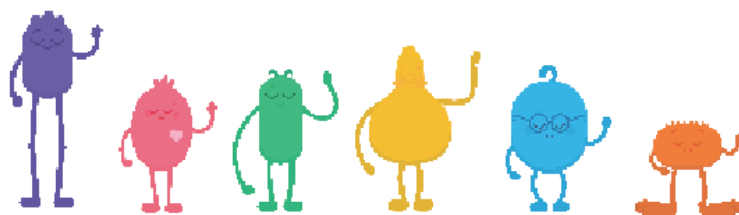
- + Do my best to complete my distance learning schoolwork and assignments.
- + Be careful with my device by:
 - + carrying it with two hands.
 - + putting it down on a clean, flat surface.
 - + not eating or drinking when I use it.
- + Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
- + _____

Stay safe. I will ...

- + Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- + Not share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- + Tell my teacher or an adult I trust if anything makes me uncomfortable online.
- + _____

Think first. I will ...

- + Remember that my teachers can see whatever I do and say on the school's device during video meetings, in emails and chats, and on shared documents.
- + Give credit to the sources of online information I use for schoolwork.
- + Know that not all information online is true.
- + _____



Promesa de aprendizaje digital

Como estudiante y ciudadano digital, prometo:

Ser responsable. Yo ...

- + Haré mi mejor esfuerzo para realizar mis tareas escolares de aprendizaje a distancia.
- + Cuidaré mi dispositivo:
 - + cargándolo con las dos manos.
 - + poniéndolo en una superficie limpia y plana.
 - + evitando comer y beber cuando lo use.
- + Informaré a mi maestro / padres / cuidador si mi dispositivo se rompe, se pierde o lo roban.
- + _____

Mantenerme a salvo. Yo ...

- + No compartiré las contraseñas de mi cuenta escolar con nadie más que mi maestro y mis padres o cuidador.
- + No compartiré información privada sin el permiso de mi familia. (Esto incluye mi nombre completo, fecha de nacimiento, dirección, número de teléfono y fotos o videos míos).
- + Informaré a mi maestro o a un adulto en quien confío si me incomoda algo que vi en línea.
- + _____

Pensar primero. Yo ...

- + Recordaré que mis maestros pueden ver lo que hago y digo en el dispositivo de la escuela durante las videoconferencias, en correos electrónicos y chats, y en documentos compartidos.
- + Daré crédito a las fuentes de información en línea que uso para las tareas escolares.
- + Tendré presente que no toda la información que se encuentra en línea es verdadera.



Digital Learning Agreement

As a student and a digital citizen, I agree to:

Be responsible. I will ...

- + Do my best to complete my distance learning schoolwork and assignments.
- + Take care of my device by:
 - + not dropping or tossing it.
 - + putting it down on a clean, flat surface.
 - + not eating or drinking when I use it.
- + Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
- + _____

Stay safe. I will...

- + Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- + Not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- + Tell my teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.
- + _____

Think first. I will...

- + Remember that teachers and administrators can see whatever I say and do on a school-issued device during video meetings, in emails and chats, and on shared documents.
- + Not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see because posts and comments can be saved and shared without my knowledge.
- + Investigate whether a source is credible because not all information online is true.

Acuerdo de aprendizaje digital

Como estudiante y ciudadano digital, acepto:

Ser responsable. Yo ...

- + Haré mi mejor esfuerzo para realizar mis tareas escolares de aprendizaje a distancia.
- + Cuidaré mi dispositivo:
 - + evitando tirarlo o dejarlo caer.
 - + poniéndolo en una superficie limpia y plana.
 - + evitando comer y beber cuando lo use.
- + Informaré a mi maestro / padres / cuidador si mi dispositivo se rompe, se pierde o lo roban.
- + _____

Mantenerme a salvo. Yo ...

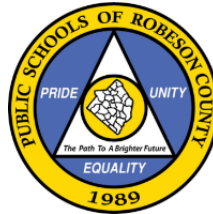
- + No compartiré las contraseñas de mi cuenta escolar con nadie más que mi maestro y mis padres o cuidador.
- + No crearé cuentas ni compartiré información privada sin el permiso de mi familia. (Esto incluye mi nombre completo, fecha de nacimiento, dirección, número de teléfono y fotos o videos míos).
- + Informaré a mi maestro o a un adulto en quien confío si me incomoda algo que vi en línea o si alguien se comporta de una forma inadecuada conmigo.
- + _____

Pensar primero. Yo ...

- + Recordaré que mis maestros pueden ver lo que hago y digo en el dispositivo de la escuela durante las videoconferencias, en correos electrónicos y chats, y en documentos compartidos.
- + No publicaré nada en línea que no quisiera que mi familia, maestros, funcionarios de admisión a la universidad o futuros empleadores vean porque las publicaciones y comentarios se pueden guardar y compartir sin mi conocimiento.
- + Investigaré si una fuente es creíble porque no toda la información que se encuentra en línea es verdadera.
- + Daré el crédito adecuado cada vez que use, haga referencia o comparta el trabajo creativo de otra persona en línea.

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

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



Acuerdo Y Póliza Para El Uso Aceptable

Del Internet Y Medios De Comunicación

He leído las reglas y regulaciones en cuanto a lo que se refiere al acuerdo y póliza para el uso aceptable del internet y medios de comunicación en las escuelas públicas del condado de Robeson y yo entiendo que este acceso es designado con propósitos educacionales solamente. También reconozco que es imposible restringir totalmente el acceso a todos aquellos materiales inapropiados. Sin embargo, yo acepto una completa responsabilidad y conformidad con las reglas y regulaciones antes mencionadas y por este medio estoy de acuerdo con obedecer y asegurarme de que mi hijo(a) también este en conformidad con ellas. Y además entenderé que cualquier violación de dichas reglas resultará en la pérdida de derechos y acceso a dichos privilegios y también sé que será juzgado de acuerdo a las reglas del comportamiento del estudiante de las escuelas públicas del condado de Robeson, leyes locales, estatales y federales.

Por favor regrese esta tarjeta a el/la maestro/a de su hijo/a y mantenga el folleto de acuerdo y póliza para uso aceptable del internet y medios de comunicación en sus records (historial educativo). Por este medio concedo el permiso para mi hijo/a en cada una de las áreas señaladas. Por favor circulé uno.

- | | | |
|---|----|--|
| S | No | Por este medio doy mi consentimiento para que mi hijo(a) tenga privilegios de acceso al internet. |
| i | | |
| S | No | Por este medio doy mi consentimiento para que mi hijo(a) mande y reciba correo electrónico |
| i | | |
| | | para la colaboración dentro del salón de clases y cualquier otro programa aprobado de intercambio de correo electrónico |
| S | No | Por este medio doy mi consentimiento para que los trabajos de mi hijo(a) sean puestos en la |
| i | | |
| | | página del internet de las escuelas públicas del condado de Robeson. Todo los trabajos presentados por los estudiantes serán escritos llevando el primer nombre del (la) estudiante y/o el nombre del/a maestro/a. |

Nombre del Padre o Tutor

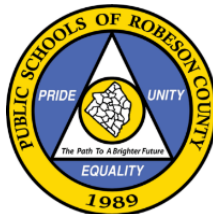
Teléfono

Firma Del Padre o Tutor

Fecha

Nombre del/a Estudiante

Grado



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:

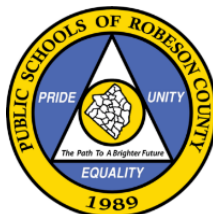
- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in 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.



Annual Notification of Pest Management Program

Dear Parent, Guardian, or Staff Member:

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

Name: Mr. Kenneth Campbell

Title: Environmental Supervisor and Plumber II

Phone number (910) 827-0114

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

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

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

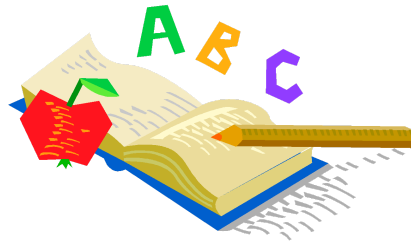
The **School System IPM Coordinator** maintains a file of product labels (Labels) and Safety Data Sheets (SDS's) of each insect and animal control product that the IPM Staff stocks for its use in or on a school property. The **Labels** and the **SDS's** are available for review upon request by a parent,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

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

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

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

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



SCHOOL PLEDGE

I pledge today to do my best in Reading, Math, and all the rest.

I promise to obey the rules in my class and in my school.

I will strive to live the healthy way with good food and exercise every day.

I'll respect myself, and others too, I'll expect the best in all I do.

I am here to learn all I can, to try my best and be all I am.



School Cheer

GOOD BETTER BEST
NEVER LET IT REST
UNTIL THE GOOD GETS BETTER
AND THE BETTER GETS BEST

GO PIONEERS!!!!!!