

Union Chapel Elementary School



2025-2026

Student Handbook

Antonio Wilkins, Principal
Beth Pittman, Assistant Principal

4271 Union Chapel Road
Pembroke, NC 28372
Phone (910) 521-4456
Fax (910) 522-4991

“ROAR”ing Our Way to Success!

Dear Parents and Students,

It is my pleasure to welcome you to Union Chapel Elementary School. The teachers and staff join me in saying we are happy to have you as part of the Tiger family.

The student handbook will help parents and students understand policies, practices, and procedures at Union Chapel Elementary School. Please read the handbook with your child(ren) and go over expectations for behavior.

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

It is our hope that this handbook will be helpful to you. We are excited about the prospects for this school year and look forward to a successful year. Please join the Union Chapel Elementary School family as we strive to uphold the tradition of excellence associated with Union Chapel Elementary School.

We are always available to clarify any school matter. Should you have any additional questions, concerns, or suggestions please feel free to contact the school at 910-521-4456 during the office hours from 7:30 am until 4:00 pm.

A parent or guardian is asked to detach and sign the receipt on the next page and return it to the student's homeroom teacher.

Thank you,

Antonio Wilkins, Principal

In order to have a safe and orderly environment here at Union Chapel Elementary School we have posted the student handbook on our website. It contains the rules and regulations governing the conduct of the students. We encourage you to read over the rules and regulations and discuss them with your child or children.

We are asking that you sign this to show your support for the school and let us know that you support our efforts for a safe and orderly school.

I have read the Union Chapel Elementary School Handbook and understand the policies and procedures set forth by the school. I have discussed the contents of this handbook with my child or children.

Student Signature _____

Parent Signature _____

Comments _____

Parent/Teacher Conference Schedule

*Conferences will be held from 3:45 until 6:00 pm.

September 23, 2025

November 20, 2025

February 12, 2026

April 28, 2026

Reporting Periods/Report Card Issue Dates

Reporting Period	Progress Report Issue Dates	End of Nine Weeks	Report Card Issue Dates
1st	September 23, 2025	October 23, 2025	October 30, 2025
2nd	November 20, 2025	January 16, 2026	January 26, 2026
3rd	February 12, 2026	March 19, 2026	March 26, 2026
4th	April 28, 2026	June 9, 2026	June 9, 2026

Title 1 Parent Night Meetings

*Each Title 1 Night meeting will be held at 5:30 in the cafeteria.

September 11, 2025	Title I Meeting & Curriculum Information
November 13, 2025	Math Night
January 27, 2026	Reading Night
April 21, 2025	Science Night

School Improvement Team (SIT) Dates

*Meetings are held in the Media Center, begin at 3:30 PM, and are open to the public.

8/19/2025	10/23/2025	12/18/2025	2/26/2026	4/23/2026
9/4/2025	11/6/2025	1/8/2026	3/5/2026	5/7/2026
9/25/2025	11/25/2025	1/29/2026	3/26/2026	5/28/2026
10/2/2025	12/4/2025	2/5/2026	4/2/2026	

UCES Faculty & Staff

Principal		Antonio Wilkins	Assistant Principal	Beth Pittman
Room #2	Pre-Kindergarten	Kery Locklear	Assistant	Kasurry Russell
Room #36	Kindergarten	Pat Harris	Assistant	Geraldine Hunt
Room #13	Kindergarten	Lindsay Hunt	Assistant	Amy Locklear
Room #10	Kindergarten	Audrey Chavis	Assistant	Taylor S. Locklear
Room #4	1st Grade	Taylor Locklear	Assistant	Kyndra Cummings
Room #5	1st Grade	Vacancy	Assistant	Rene Emanuel
Room #6	1st Grade	Valary Jacobs	Assistant	Kyndra Cummings
Room #22	2nd Grade	Beth Locklear	Assistant	Darlene Chavis
Room #1	2nd Grade	Anessa Clark	Assistant	Joan Scott
Room #3	2nd Grade	Mary Locklear	Assistant	Joan Scott
Room #35	3rd Grade	Rhyane Jacobs		
Room #27	3rd Grade	Bobbie Cummings		
Room #34	3rd Grade	Kim Clancy		
Room #23	3rd Grade	Troaria Sampson		
Room #21	4th Grade	Science/Social Studies	Wanda Jones	
Room #24	4th Grade	ELA	Tabitha Bryant	
Room #26	4th Grade	Math	Marshonda Locklear	
Room #33	5th Grade	Science/Social Studies	Kim McNeill	
Room #29	5th Grade	Math	Wendy Maynor	
Room #28	5th Grade	ELA	Ashley Kurfurst	
Room #31	6th Grade	ELA	Wesley Jacobs	
Room #32	6th Grade	Science/Social Studies	Tammy Sessoms	
Room #30	6th Grade	Math	Tray Smith	

Room #49B	EC	Victoria Strickland	Assistant	Belinda Lowery
Room #9	EC Self-Contained	Reginald McRae	Assistants	Jeanie Locklear Chicora Lowery Vacancy
Gym	P.E.	Jonah Doeller		
Room #48	Music	Angela Oxendine		
Mobile Unit #45	Art	Whitney Oxendine		
Media Center	Media Coordinator	Carrie Bullard		
Media Center	AIG	Shirley Johnson		
Mobile Unit #43	ELL	Diana Moscoso		
6th Grade CR	Computer Discoveries Teacher	Courtney Locklear		

Media Center	School Counselor	Cindy Chavis
Social Worker/YDS Office	School Social Worker	Amy Morgan
Social Worker/YDS Office	Youth Dev. Specialist	Cathy Revels
Cafeteria	School Nurse	Vacancy
Media Center	Academic Coach	Darline Scott
Media Center	Parent Liaison	Madison Locklear
Administrative Assistants		
Secretary		Sonja Watson
Data Manager/Bookkeeper/Payroll		Raven Sampson
Custodians		
Anthony Oxendine		Leslie Huggins

Cafeteria Staff			
Alecia Oxendine (Manager)		Denise Brayboy	Christina Locklear
Kim Locklear		Edith Woods	
Bus Drivers			
Gen Bullard #76	Lindsay Hunt #52	Darlene Chavis #49	Anessa Clark #48
Rene Emanuel #75			
School Resource Office (SRO)			
Ricardo Bell			

Student Support Services

School Counselor: Cindy Chavis (910) 225 - 4375

School Counselors provide consultation with teachers, administrators, school personnel, outside agencies, and social services concerning the welfare of the students. They assist in career awareness and needs as a lifelong process of forming basic values, attitudes and interests regarding the future world of work. They coordinate school, community and business resources, school wide guidance-related activities and programs promoting student personal growth and skill development. They counsel small groups and individual students with problems and they may conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.

School Social Worker: Amy Morgan (910) 521 - 4456

School social workers demonstrate leadership by promoting and enhancing the overall academic mission by providing services that strengthen home, school, and community partnerships. School social workers use their professional training, depth of knowledge, and experience to work with individuals and teams to facilitate partnerships that support the school and district mission. The school social worker contributes significantly to the development of a healthy, safe, and caring school environment by advancing the understanding of the social, emotional, psychological, and academic needs of students.

Youth Development Specialist: Cathy Revels (910) 521 - 4456

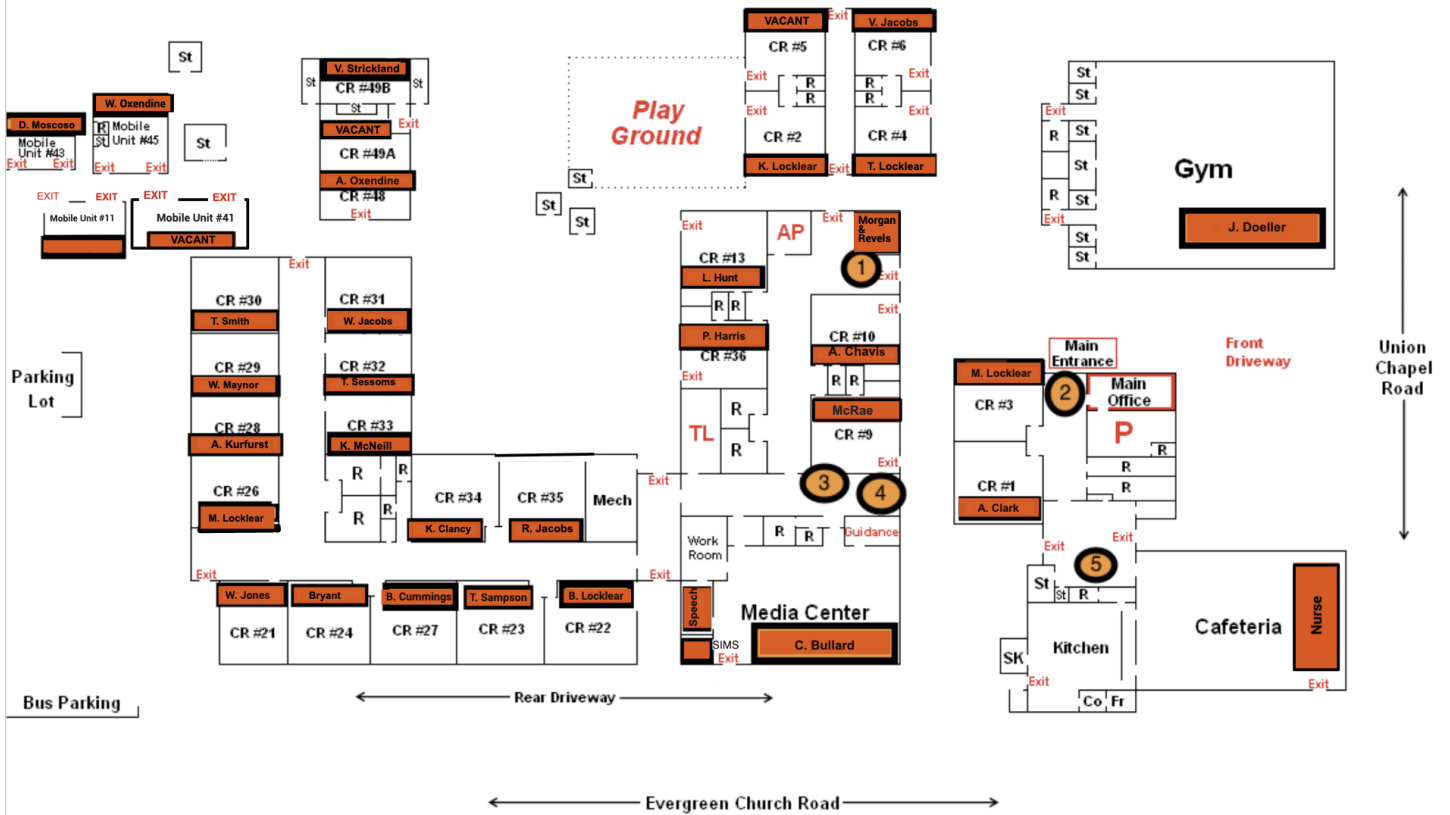
YDS serves as a strong advocate/positive role model, monitors attendance of all Indian students, makes home visits when necessary, makes telephone calls for attendance, and collects and monitors 506 Indian Education forms.

School Nurse: Sierra Strickland (910) 225 - 4404

School nurses work with parents, teachers, and health care providers to prevent health problems from becoming reasons for poor school performance. They provide training and supervision of school personnel in the proper administration of medications and treatments. School nurses ensure proper immunization of all students in accordance with North Carolina law. School nurses perform periodic health assessments of students. They perform health, vision, & hearing screenings

Union Chapel Elementary School

REVISED 8/15/2025





Union Chapel Elementary School
2025-2026 School/Family/Student Compact



Student Name: _____

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

This School-Family-Student Compact is in effect during the **2025-2026** school year.

School Responsibilities

The **Union Chapel Elementary** staff will:

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

Teacher Signature: _____ Date: _____
Principal Signature: _____ Date: _____

Family Responsibilities

Union Chapel Elementary families will:

1. Establish routines to support my child's success in school:
 - o appropriate bedtime to ensure at least 8 hours of sleep
 - o attending school daily
 - o reading with my child daily for 30 minutes
 - o providing proper nutrition
 - o supporting grooming and hygiene
2. Communicate the significance of success in school and its relationship with success in life.
3. Provide volunteer time to the school during the school year.
4. Ensure that my child attends school daily and arrives at school by 7:50 AM.
5. Make sure that my child's homework is completed and returned to school on time.
6. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
7. Allow my child to attend the entire school day and limit the number of early dismissals.

Student Responsibilities

Union Chapel Elementary students will:

1. Attend school daily and arrive at school by 7:50 AM.
2. Complete all homework daily and return it to school on time.
3. Be responsible for giving my family members all the information sent home from school.
4. Consistently plan a portion of every day for a period of 30 minutes of reading time.

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____



Union Chapel Elementary School
2025-2026 Pacto Escuela-Familia-Estudiente



Responsabilidades de la Familia

Nombre del Estudiante: _____

Escuela Primaria Union Chapel, y familias de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley Cada Estudiante Triunfa (ESSA, por sus siglas en Inglés), acuerdan que este pacto resume cómo los padres, el personal de la escuela, y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación que ayudará a los niños a alcanzar los altos estándares del estado. Este pacto entre la escuela, familia y estudiantes estará en vigor durante el año escolar 2025-2026.

Responsabilidades de la escuela

El personal de la Escuela Primaria Union Chapel:

1. Proporcionará un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje de apoyo y eficaz que apoye a los niños en el cumplimiento de los estándares de rendimiento académico de los estudiantes.
2. Proporcionará a los padres informes frecuentes sobre el progreso académico y conductual de sus hijos. En cada aula, proporcionaremos informes de progreso a través de conferencias de padres/maestros, muestras de trabajo de los estudiantes, actualizaciones sobre la lectura, la escritura y las evaluaciones de matemáticas. Iniciaremos el contacto con la familia en los primeros signos de un patrón de comportamiento que interfiera con el aprendizaje de los estudiantes.
3. Establecerá altas expectativas para el personal, los estudiantes y los padres al garantizar un plan de estudios desafiante, implementar programas dirigidos a aumentar el rendimiento de los estudiantes y comprometerse a reclutar, retener y capacitar al personal calificado. Además, resaltar/preparar maneras en que la familia pueda ayudar en el entorno de aprendizaje en casa.
4. Proporciona a los padres un acceso razonable al personal. Los maestros pueden ser contactados por teléfono o solicitudes escritas para reunirse en su hora de conferencia especificada. Los horarios alternativos más allá del horario escolar se pueden organizar directamente con el maestro.
5. Proporcionará a los padres oportunidades para ser voluntarios y participar en la clase de sus hijos, y observar las actividades en el salón, según lo definido por los equipos de nivel de grado o los compromisos de la Organización de Padres y Maestros (PTO).

Firma del Maestro/a: _____ Fecha: _____
Firma del Principal: _____ Fecha: _____

Las familias de la Escuela Primaria Union Chapel:

1. Establecerán rutinas para apoyar el éxito de mi hijo/a en la escuela:
 - hora apropiada para dormir
 - monitoree la asistencia a la escuela
 - tareas y lectura diaria por 30 minutos
 - dar nutrición apropiada
 - mantener el aseo y la higiene
2. Comunicarán la importancia del éxito en la escuela y su relación con el éxito en la vida.
3. Proporcionarán tiempo de voluntariado a la escuela durante el año escolar.
4. Nos aseguraremos de que mi hijo/a asista a la escuela regularmente y llegue a la escuela antes de las 7:50.
5. Nos aseguraremos de que la tarea de mi hijo esté terminada y devuelta a la escuela a tiempo.
6. Nos mantendremos informados sobre la educación de mi hijo y nos comunicaremos con la escuela, leyendo a tiempo todos los avisos de la escuela o del distrito escolar, ya sea recibidos por mi hijo o por correo y respondiendo según corresponda.
7. Permitir que mi hijo asista todo el día escolar y limitar la cantidad de salidas tempranas.

Responsabilidades de los Estudiantes

Los estudiantes de la Primaria Union Chapel:

1. Asistirán a la escuela regularmente y llegarán a la escuela a tiempo 7:50.
2. Completarán todas las tareas diarias y las devolverán a tiempo.
3. Serán responsables de dar a los miembros de mi familia toda la información enviada a casa desde la escuela.
4. Planificará constantemente una porción de cada día, un período de 30 minutos, para la lectura.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Madre: _____ Fecha: _____

School Parent and Family Engagement Policy

UNION CHAPEL ELEMENTARY SCHOOL

2025-2026

In support of strengthening student academic achievement, Union Chapel Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section II 16. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

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

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

Union Chapel Elementary School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE 1 MEETING

Union Chapel Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

On September 22, 2025 Union Chapel Elementary School will hold its Annual Title I meeting to inform parents about the requirements of Title I and the school's participation as well as the parents' rights to be involved.

B. FLEXIBLE NUMBER OF MEETINGS

Union Chapel Elementary School will offer a flexible number of engagement meetings at convenient times for

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

C. JOINTLY DEVELOPED

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

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

D. COMMUNICATION

Union Chapel Elementary School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging State academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.
- e) information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The Union Chapel Elementary Parent and Family Engagement Policy will be sent home at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the school year.

The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and/or surveys.

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

E. DISSENSATION PROCESS

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

parents.

Any comments/concerns can be emailed to the Director of Federal Programs, Philip Oxendine, at philip.oxendine@roberson.k12.nc.us.

F. SCHOOL-PARENT COMPACT

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

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

G. BUILD CAPACITY OF PARENTS

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

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

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

Union Chapel Elementary School will offer parent workshops throughout the academic school year. We will also continue to encourage parents to use online resources such as Classworks. We have purchased brochures and other reading material to assist parents in supporting their child's academic success.

H. ACCESSIBILITY

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

Parent Volunteers will be asked to work within the community to garner support for events such as May Day, Family Nights, PTO Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed (interpreters will be available to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as newsletters, use of the school sign, Thrillshare connect call system, the school's Facebook, and the school website.

ACCIDENTS AT SCHOOL

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

AFTERSCHOOL

Children should be picked up by 3:30. If they are not picked up, they will be taken to the office to call for someone to pick them up from the office.

ANNOUNCEMENTS

All routine announcements will be made at the beginning and end of the day. Students need to be attentive through the announcement periods. No announcements will be made during the instructional day unless approved by administration.

ASSEMBLIES

Programs and celebrations will be scheduled for our students on special occasions. Students should sit in their assigned advisement sections during assemblies. Students should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of its student body during an assembly program. Unacceptable conduct would include whistling, booing, inappropriate applause, loud talking, and boisterous activity during a program. Teachers must sit and monitor their class at the assembly.

Expectations for Students for Awards Assemblies

- If receiving an award, dress for an awards ceremony; no jeans and t-shirts.
- Practice and take it seriously.
- Inform teachers if they are mispronouncing any part of your name.
- Enter and exit the gym/auditorium appropriately.
- Please do not fidget.
- Do not talk during the ceremony.
- Keep heads and eyes focused in the direction of the speakers.
- Do not yell out, and clap only at appropriate times.
- Walk to the stage appropriately.
- When accepting an award, shake the presenter's hand and quickly accept the award.
- Stand in the appropriate manner after receiving the award.
- Please do not chew gum.
- Celebrate appropriately - YOU DESERVE IT!

ATTENDANCE/TARDIES/EARLY DISMISSALS

Policy Code: 4400 Attendance

***Read the complete policy at [Policy Code: 4400 Attendance](#)**

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. Attendance Records

Teachers shall check their class roll and signed excuses each period. School officials shall keep accurate records of attendance, including accurate attendance records in each class.

Students will be considered in attendance if present at least half of the instructional day on-site in the school or

at a place other than the school attending an authorized school-related activity.

B. Tardiness and Early Dismissals

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends. Tardies or early departures may be excused for any of the reasons listed below in Section C. Any disciplinary consequences for unexcused tardiness to or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

1. Kindergarten through Eighth Grade

A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher.

All parents or guardians requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents and guardians may not pick up a student from the classroom.

At any point in the year a separate notification may be sent to inform the parent or guardian that 10 unexcused late arrivals or early dismissals in a semester will convert to one unexcused absence.

C. Excused Absences

1. Required Excuse Notes

When a student is absent, a valid written excuse must be presented to the teacher or designee within three school days of the student's return or the absence(s) will be coded "unexcused."

In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for the first five absences for illness, injury, medical or dental appointments, or participation in court proceedings during the school year. Written documentation from a health care practitioner, dentist, or court official must be submitted in order for such absences beyond the limit of five parent approved absences per year to be officially coded as "excused."

2. Valid Reasons for Excused Absences

An absence may be excused for any of the following reasons:

- a. personal illness or injury that makes the student physically unable to attend school;
- b. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
- c. death in the immediate family;

- d. medical or dental appointment;
- e. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
- f. observance of an event required or suggested by the religion of the student or the student's parent or legal guardian (the principal shall authorize a minimum of two days but not more than five days);
- g. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited, and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);
- h. pregnancy and related conditions or parenting, when medically necessary;
- i. visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's the parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting (a minimum of two days will be authorized each academic year); or
- j. any other reason as approved by the board in a board resolution.

Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Assignments missed due to participation in school-related activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.

Unexcused Absences

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive, unexcused absences.

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

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300,

Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community.

Each school will develop a plan to improve attendance. The principal shall establish a school attendance committee to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences, tardies, and early checkouts. The committee will be composed of one or more counselors, at least two teachers, the principal or designee, and the school social worker. The committee will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance.

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

- a. parent education/counseling sessions;
- b. individual/student counseling;
- c. referral to appropriate community agencies;
- d. positive behavior supports for students and parents; and
- e. assigned time to make-up missed work.

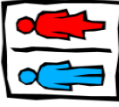
Students may be required to attend after-school or summer school or sessions to make up missed days.

BEHAVIOR OF STUDENTS

This is our Tiger ROAR, the school-wide PBIS plan for appropriate behavior in all areas of the school. All students will be held accountable for these expectations. Please go over the following matrix with your child.

Responsible...Organized...Attentive...Respectful

Union Chapel Elementary Tiger Expectation Matrix

	 Classroom/ Resource	 Hallways	 Restrooms	 Cafeteria	 Library	 Bus	 Assembly & Gym	 Playground
R Responsible	• Make good choices • Complete and turn in all assignments • Participate in class discussions • Give your best effort	• Walk silently at all times • Remain in traveling position at all times	• Wash your hands with soap and water • Be careful when exiting the stalls • Use facilities for their intended use	• Wait in line quietly • Put trash in the trash cans • Keep tables and floor clean • Stay in your seat	• Use whisper voices • Walk quietly • Sit quietly • Must have Reading Log to check out books	• Use whisper voices • Keep hands, feet, and objects to yourself • Stay in your seat • Use appropriate language	• Enter and exit in an orderly manner • Keep hands and feet to yourself • Stay seated on your bottom in your designated area	• Use equipment for intended purpose • Keep hands and feet to yourself • Stay inside the fence • Use appropriate language
O Organized	• Keep your work area tidy • Clean up after yourself • Be prepared daily	• Stay on the right side of the hall • Stay off the wall • Stay on the black line	• One person per stall • Return to class promptly • Clean up after yourself • Use trash cans for paper towels	• Get what you need the first time through the line • Keep your area clean	• Return books on the due date • Place materials back where they belong • Keep your reading log	• Be on time • Keep belongings with you at all times • No inappropriate objects/items on the bus	• Stay in a straight line when sitting on your bottoms and when standing • Enter & exit in a single file line • Remain seated	• Line up in an orderly manner when directed to do so
A Attentive	• Be on task • Be a good listener • Participate • Work hard • Raise your hand and wait to be called on	• Walk silently • Face forward at all times • Watch where you are going	• Use facilities quickly and quietly	• Do not get up until you are told to leave the table • Walk in an orderly manner	• Follow proper check out procedures • Be on task • Be a good listener • Raise your hand and wait to be called on	• Obey your bus driver • Board and exit the bus in an orderly manner • Be on your assigned bus	• Face the presenter(s) • Be an attentive listener	• Line up at the first signal from your teacher
R Respectful	• Use appropriate language • Respect others and their differences • Follow directions • Keep your hands and feet to yourself	• Demonstrate self-control • Respect others and their property	• Respect others' privacy • Knock on the stall door before you enter	• Use whisper voices • Use proper table manners • Speak to cafeteria staff respectfully	• Use whisper voices • Treat materials respectfully	• Follow driver's instructions • Respect others' property • Keep hands and feet to yourself	• Enter quietly • Be on time to the assembly • Applaud when appropriate • Remain seated so others can see • Be an attentive listener	• Keep hands and feet to yourself • Follow game rules • Share equipment • Wait your turn • Use equipment appropriately

BETA CLUB

The Union Chapel Elementary School Beta Club is a leadership-service organization for 5th and 6th grade students. Its purposes are to stimulate effort, reward achievement, and to encourage members to become lifelong learners. To be eligible for membership, a student must have and maintain a weighted grade point average at or above 3.0, be of commendable character, and provide service to our community. Membership is open to students during the second semester of the school year. See charter rules signed by student and parent for continued eligibility.

CAFETERIA EXPECTATIONS

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. A student is expected to practice the good manners that should be found at home. Some of these good manners are listed below:

These are the expectations for students while in the cafeteria:

- Talk in a normal voice while in the cafeteria.
- Keep the cafeteria lines orderly.
- Never push or run when walking to/from the cafeteria.
- All lunch debris is to be deposited in trash receptacles.
- Food and/or drinks are not to be taken outside the cafeteria. All food brought to school from home must be eaten in the cafeteria. No fast food or drinks can be delivered to students at school.
- Respect authority of cafeteria duty personnel.
- No gum or carbonated drinks are allowed in the cafeteria.
- Students are to eat in the area designated by their teachers and remain in this designated area until dismissed.
- When your teacher instructs you, deposit your tray and leave the cafeteria area as a group. You should leave the area where you sat neat and clean.

CELL PHONES

[Please see Board Policy 4318.](#) Students are allowed to have cell phones, but they must not be activated, used, displayed, or visible during the instructional day or otherwise directed by school rules or school personnel. Any student that violates this policy will receive the following:

First Offense: Teacher warning

Second Offense: Teacher takes the phone and returns it at the end of the day.

Third offense: Teacher takes the phone to the office for the parent to pick up.

Students found using the school's network to communicate electronically will have their devices confiscated and subject to legal action.

In accordance with [policy 4342, Student Searches](#), a student's wireless communication device and its content,

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

CHEWING GUM AND CANDY

Chewing gum in class will be based entirely upon the decision of teachers and/or teams. The administration will support the team's decision. On occasions when candy is a part of a reward, only then will it be permissible, if this is a grade level team decision. No gum or candy should be in the cafeteria, however.

CLASSROOM RULES

The [UCES PBIS Matrix](#) will be used as the standards for conduct at our school.

COUNSELING & ACADEMIC POLICIES

STUDENT GUIDANCE AND COUNSELING PROGRAM - The district's guidance and counseling program provides important benefits to individual students by addressing their intellectual, emotional, social and psychological needs. It is developmental and includes sequential activities designed toward the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others and educational and vocational development.

GUIDANCE AND COUNSELING - A counselor is available to you whenever you feel there is something you would like to discuss with him or her. See your counselor when:

1. you feel you need to talk to someone about a personal matter.
2. you are having difficulty with a subject or subjects.
3. you wish to discuss your abilities and aptitudes.
4. you would like to interpret test data.
5. you are discouraged.
6. you need resources/information.

Counselors will be glad to listen to what you have to say and what you tell them will be kept confidential with a few exceptions:

1. A student directs the counselor to tell someone.
2. The counselor determines that a student may present a clear and imminent danger to self or others.
3. It is determined that a student has a disease commonly known to be communicable and fatal and that a third party is clearly at risk.
4. A court order requires release.
5. It is determined that a student may be a victim of abuse.

DELIVERIES TO SCHOOL

Public Schools of Robeson County policy prohibits the delivery of flowers, balloons, stuffed animals, etc. to students at school.

DISCIPLINE MATRIX

Levels of Interventions and Consequences for Violations of the Code of Student Conduct

What is the Discipline Matrix? The Discipline Matrix is a tool for administrators to respond appropriately when students have committed serious violations, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across the district. The following disciplinary charts provide behavior infractions and the suggested interventions that will be applied.

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the Code of Student Conduct. Each infraction will be investigated by a principal or his designee to validate that the behavior infraction was committed and determine the appropriate action. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

The levels, shown on the following pages, guide administrators to use progressive interventions to change student behaviors. **The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed.** Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this Code of Student Conduct, the consequence may be expulsion from the Public Schools of Robeson County. Restitution for loss or damage will be required in addition to any other prescribed consequences. Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/consequences may begin at a higher level.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

Overview of Discipline Process: Any student who violates board policy or school standards or rules must accept the consequences for the misbehavior. In administering consequences, all students are to be treated in accordance with accepted standards of fairness and constitutional rights. The school administrator will take the following steps in addressing all cases of alleged misbehavior appropriately referred to his or her office:

1. investigate the facts and circumstances related to the alleged misbehavior;
2. offer the student an opportunity to be heard on the matter;
3. determine whether board policy or school standards or rules have been violated; and
4. assign consequence, intervention, or provide behavioral support.

CLASS I VIOLATIONS		
Behaviors that do not significantly violate the rights of others, <u>and</u> do not appear chronic.		
31 - UB: Dress Code Violation	40 - UB: Inappropriate Items on School Property/ Use	
35 - UB: Falsification of Information	32 - UB: Inappropriate Language/ Disrespect	
34 - UB: Gambling	86 - UB: Medication	
28 - UB: Honor Code Violation	75 - UB: Skipping on campus* <i>* Maximum of two (2) days suspension for each offense per General Statute.</i>	
33 - UB: Insubordination	64 - UB: Excessive Tardies* <i>* Maximum of two (2) days suspension for each offense per General Statute.</i>	
Grade	First Offense	Second & Subsequent Offense(s)
PreK- 5	This violation <u>will</u> result in disciplinary action as determined proper by the building principal to include documentation of notification to the parent/ guardian.	This violation <u>may</u> result in disciplinary action as determined necessary by the building principal which may include short-term suspension not to exceed 5 days.
6-8	This violation <u>will</u> result in disciplinary action as determined necessary by the building principal to include documentation of notification to the parent/ guardian and/ or In-School Suspension.	This violation <u>may</u> result in assignment to In-School Suspension and/ or short-term suspension not to exceed 5 days.
9-12	This violation <u>will</u> result in disciplinary action as determined necessary by the building principal up to and including documentation of notification to the parent/ guardian and/ or In-School Suspension.	This violation <u>may</u> result in assignment to In-School Suspension and/ or short-term suspension not to exceed 5 days.

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

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

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

Honor Code Violation Cheating, plagiarism, dishonesty, falsification of assignments and signatures, violation of software regulations or copyright laws and inappropriate computer access are considered honor code violations. Also, selling merchandise, magazines, newspapers or other property on school grounds, unless the

same is an approved school activity, is considered private enterprise and an honor code violation.

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

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

Inappropriate Language/ Disrespect Any communication used to degrade, disrespect, or that is abusive in nature, whether by signs, symbols, or gestures is prohibited in the school environment.

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

CLASS II VIOLATIONS			
Behaviors that significantly violate the rights of others or put others at risk of harm.			
52 – UB: Bullying		46 – UB: Possession of Counterfeit Items	
19 – UB: Communication of Threats to another Student		20 – RO: Possession of Alcohol	
94 – UB: Cyber Bullying		41 – UB: Possession of Tobacco	
22 – UB: Disorderly Conduct		70 – UB: Use of Tobacco	
42 – UB: Disruptive Behavior		116 – UB: Possession of Vaping Device	
23 – UB: Extortion		117 – UB: Use of Vaping Device	
26 – UB: Hazing		39- UB: Property Damage – Less than \$1,000	
58 - UB: Possession of Pornographic, Profane and/or Violent Materials		36 – UB: Theft – Value Less than \$1,000	
51- UB: Possession of Chemical/Drug Paraphernalia		47 – UB: Use of Counterfeit Items	
		67 – UB: Skipping off Campus	
Grade	First Offense	Second Offense	Third and Subsequent Offense(s)
PreK-5	This violation <u>may</u> result in short-term suspension not to exceed 3 days or other disciplinary measures as deemed necessary by the building principal.	This violation <u>may</u> result in short-term suspension up to 5 days.	This violation <u>may</u> result in short-term suspension up to 10 days.
6-8	This violation <u>may</u> result in assignment to In-School Suspension and/ or short-term suspension not to exceed 3 days, with behavior contract (depending on severity).	This violation <u>may</u> result in In-School Suspension, short-term suspension not to exceed 5 days.	This violation <u>may</u> result in short-term suspension up to 10 days and/or disciplinary reassignment to an alternative program or long-term suspension
9-12	This violation <u>may</u> result in assignment to In-School Suspension and/ or short-term suspension not to exceed 3 days, with behavior contract (depending on severity).	This violation <u>may</u> result in short-term suspension not to exceed 5 days.	This violation <u>may</u> result in short-term suspension up to 10 days and/ or disciplinary reassignment to an alternative program or long-term suspension.

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

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

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

another person causing embarrassment or humiliation.

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

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

Disruptive Behavior

- Disruptive behavior constitutes any physical or verbal action which reasonably could or does substantially disrupt, disturb, or interfere with the peace, order and/or discipline within the learning environment or during any school-related activity.
- Disruptive behavior also constitutes any verbal, physical, or visual forms (including cell phone and/or other digital images/ recordings/ sexting) of a sexual nature that create a hostile or abusive educational environment for other students.
- Disruptive behavior also includes the unauthorized photographing and audio and/or video recording of student voices and/or images by cell phone, digital camera, video recorder, or other device on school property or at a school-related activity that is disruptive to the school environment.
- Disruptive behavior is also any action, comments, postings or written messages to social media intended to cause others to fight or which might reasonably be expected to result in a fight.
- Disruptive behavior also includes distribution of over the counter medications.
- No student shall possess or wear any clothing, jewelry, emblems, badges, symbols, signs or other items, which indicate a student's membership or desired membership or affiliation with a gang.
- No student shall possess pyrotechnics and incendiary devices or materials intended to result in an explosion and/or fire on school property, any school-sponsored event, or any activity representing the Public Schools of Robeson County. Pyrotechnics and incendiary devices include, but are not limited to: lighters, explosive caps for toy pistols, fireworks, snake and glow works, smoke devices, trick noisemakers, wire sparklers, and other sparkling devices.

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

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

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

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

Possession of Chemical/Drug Paraphernalia Possession or delivery of drug paraphernalia or any other item

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

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

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

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

Property Damage- Less Than \$1,000 Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

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

Skipping off Campus No student shall leave campus without following proper procedures.

CLASS III VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm, and violate PSRC policies, or North Carolina policies or laws.

15 – PD: Adult Taking Indecent Liberties with Minor	Harassment • 102 – UB: Disability • 101 – UB: Racial • 110 – UB: Religious Affiliation • 38 – UB: Sexual • 109 – UB: Sexual Orientation • 25 – UB: Verbal
21 – UB: Affray	16 – PD: Kidnapping
27 – UB: Aggressive Behavior	95 – UB: Under the Influence of Alcohol
2 – PD: Assault involving the use of a weapon	Possession of Controlled Substance • 5 – RO: Cocaine • 6 – RO: Marijuana • 118 – RO: Opioid • 17 – RO: Other • 7 – RO: Ritalin
1 – PD: Assault resulting in a serious injury	Sale of Controlled Substance • 54 – RO: Cocaine • 55 – RO: Marijuana • 119 – RO: Opioid • 57 – RO: Other • 56 – RO: Ritalin
03 – RO: Assault on School Personnel	8 – RO: Possession of Weapon (Not a Gun)
44 – UB: Assault on Student	39 – UB: Property Damage – More than \$1,000
45 – UB: Assault – Other	12 – PD: Rape
43 – RO: Bomb Threats	10 – PD: Robbery With a Dangerous Weapon
39 – UB: Breaking/Entering a School Building/Property/Vandalism	93 – UB: Robbery Without a Dangerous Weapon
18 – UB: Burning of a School Building	14 – PD: Sexual Assault/Sexual Battery
105 – UB: Threat of physical attack with a firearm	63 – UB: Sexual Misconduct
106 – UB: Threat of physical attack with a weapon	36 – UB: Theft – Value More than \$1,000
107 – UB: Threat of physical attack without a weapon	18 – UB: Unlawfully Setting a Fire
29 – UB: False Fire Alarm	96 – UB: Under the influence of Controlled Substance
24 – UB: Fighting	79 – UB: Gang Activity

<i>Multiple offenses of Class I & II (Must have documentation of intervention strategies to address behaviors)</i>	
Grade	First and Subsequent Offense(s)
PreK-5	This violation <u>may</u> result in short-term suspension for up to 10 days.
6-8	This violation <u>may</u> result in short-term suspension for up to 10 days and/or disciplinary reassignment to an alternative program or long-term suspension depending on the severity of the offense.
9-12	This violation <u>may</u> result in short-term suspension and/ or disciplinary reassignment to an alternative program or long-term suspension or expulsion.

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

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

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

Assault Involving the use of a Weapon (except firearms) Assault with a weapon or other object that could reasonably be considered a weapon. A weapon includes any incendiary device defined under Class II, or any weapon or dangerous instrument defined in Class III, or any firearms or explosive device defined in Class IV.

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

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

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

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

Bomb Threats (dynamite, cartridge, bomb, grenade, mine, or powerful explosive) Communicating a report, while knowing or having reason to know the report is false, that there is located on any school premises a device designed to cause damage or destruction by explosion, blasting, or burning. Placing on any school premises with the intent of perpetrating a hoax, any device that would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage. (G.S. 14.69.1 et.seq. or G.S. 14- 69.2)

Breaking / Entering of a School Building / Property The wrongful breaking or entering of any school building, school-owned vehicle, or secured property of the Public Schools of Robeson County at any time is

prohibited. This includes the Public Schools of Robeson County network, computers, systems, and programs.

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

Threat of physical attack with a firearm, weapon or without a weapon It is a violation for any student to, by means of any form of communication, share, state, spread or circulate any sort of threat that an act of physical violence may or will occur on educational property or at any curricular or extracurricular activity sponsored by a school. For purposes of this rule, intent is irrelevant, and examples of covered forms of communication include any oral or written communication, posts on any social media or online platform, creation of documents, drawings or images, threatening or symbolic gestures, or threatening, distracting, or provoking behavior concerning, directed toward, or in the presence of any person. Additional examples of prohibited forms of communication which violate this rule include creation or dissemination of a “hit list,” list of “people to kill,” list of “people to shoot,” or any statement referencing bringing a weapon to school in order to harm people. Any communication of a threat of this nature shall be investigated thoroughly and school consequences may be assigned accordingly regardless of the time and/or location of the threat.

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

Harassment

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

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

Possession of Controlled Substance

- Cocaine
- Marijuana
- Opioid
- Other
- Ritalin

Sale of Controlled Substance

- Cocaine
- Marijuana
- Opioid
- Other
- Ritalin

Possession of a Weapon (Not a Gun) Possessing, handling, transferring, bringing, or storing whether openly or concealed, without educational permission or consent, any BB gun, stun gun, air rifle, air pistol, splat gun, facsimile of a gun, ammunition, knife, ice pick, dagger, slingshot, leaded cane, loaded cane, sword cane, machete, switchblade knife, blackjack, metallic knuckles, razors and razor blades, or any other object that can reasonably be considered a weapon or dangerous instrument.

Property Damage- More Than \$1,000 Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

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

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

Robbery Without a Dangerous Weapon The taking or attempting to take anything of value from another's person, by force, or by an act threatening force or violence, which puts a victim in fear, without the use of a weapon. The stealing of someone's property without the use of force or from a source other than the victim's person is not included in this offense. If the taking from the person involves use of a dangerous weapon the incident is reported under Robbery With a Dangerous Weapon.

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

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

Theft- Value More than \$1,000 Theft is stealing, attempting to steal, or possessing stolen property having reason to know it was stolen.

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

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

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

CLASS IV VIOLATION	
Possession of Firearm or Destructive Device (a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.)	
9 – RO: Possession of a firearm or powerful explosive.	
Grade	Penalty
All Grades	This violation may result in a 365- calendar day suspension. The superintendent may modify the consequence pursuant to Policy 4353 - Long- Term Suspension, 365- Day Suspension, or Expulsion or pursuant to Policy 4354- Disciplinary Reassignment to an Alternative Program.

Possession of a firearm or powerful explosive Bringing or possessing a firearm or destructive device on educational property or to a school-sponsored event off of educational property, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. A destructive device is a bomb,

grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to those above. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

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

DISCIPLINARY INTERVENTIONS AND RESPONSES

The Public Schools of Robeson County uses a continuum of instructional strategies and disciplinary responses to support teaching and learning. The following chart provides a written description of the disciplinary interventions (consequences) that may be assigned to a student that commits a behavior infraction. This list is not exhaustive.

Behavior Assessment Plan, Behavioral Contract, Check In/Check Out with School Counselor/Resource Specialists, Classroom-based Responses, Community Service, Confiscation, Conflict Resolution, Expulsion, Functional Behavioral Assessment and Behavioral Intervention Plan, In-school Intervention, In-school suspension, Mentoring Program, Parent Outreach, Parent/Guardian and Student/Teacher Contact or Conference, Peer Mediation, Use of Physical Restraint, Referral to School Counselor or Mental Health Professional, MTSS Team Response, School-based Conferencing, Out of School Suspension (maximum 10 days)

SHORT-TERM SUSPENSIONS

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day or (2) the changing of a student's location to another room or place on the school premises. A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the

principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the board unless it is appealable on some other basis.

DRESS CODE

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

DUE PROCESS

Every student must be afforded due process in the disciplinary process. Procedural due process is essentially based on the concept of "fundamental fairness". It includes an individual's right to be adequately notified of charges or proceedings, and the opportunity to be heard at these proceedings. When a student has been written up and presents to the office, the following must occur:

1. The student must be told what he is accused of and by whom (faculty member).
2. The student must be given an opportunity to tell his version of the facts.
3. The student must be allowed to provide any witnesses to the event.
4. The student must be informed of the administrator's action on the infraction
5. (consequence).
6. Parents must be notified by a personal phone call at the numbers provided if the disposition is one of the following: In School Suspension, Saturday Intervention, Alternative to Suspension, Out of School Suspension (a letter must be mailed to home address on file), and Recommended Expulsion (a certified letter must be sent to address on file).
7. Parents are not present during the principal's investigation or interviewing of the student

EARLY DISMISSAL/SIGNING OUT EARLY

In order for a student to leave early, a parent or guardian needs to come and check the student out of school.

Only the student's parent or guardian will be allowed to check him out of school unless prior written permission has been given to and approved by the principal.

Students will not be signed out of school after 2:30 pm each school day. If a student has a doctor's appointment, he/she must be signed out prior to 2:30.

Policy Code: 4400 Attendance states the following:

Students are expected to be at school on time and to **remain at school until dismissed**. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends. Tardies or early departures may be excused for any of the reasons listed below in Section C. Any disciplinary consequences for unexcused tardiness to or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

1. Kindergarten through Eighth Grade

A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher.

All parents or guardians requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents and guardians may not pick up a student at the classroom.

At any point in the year a separate notification may be sent to inform the parent or guardian that 10 unexcused late arrivals or early dismissals in a semester will convert to one unexcused absence.

EQUAL OPPORTUNITY

All clubs, athletics, organizations, and activities approved by Union Chapel Elementary School are offered equally to all Union Chapel Elementary School students without regard to race, creed, religion, or national origin.

EXTRA-CURRICULAR ACTIVITIES

It is our belief that extra-curricular activities help in the development of the total child. We encourage all of our students to get involved and support our school. However, we want to remind all of our students that class work is more important than participation in any extra-curricular activity. It is important to note that a student's behavior at school can and will directly affect whether or not a student is allowed to represent Union Chapel Elementary School. NO disruptive or disrespectful behavior will be tolerated from any student that is representing Union Chapel Elementary School. A student's behavior may cause them to forfeit their participation in future school events. That matter is something that will be discussed by the team sponsor and the school administration. Students violating discipline policies during the academic day will forfeit the eligibility to participate or view a function.

FIRE AND TORNADO DRILLS

Fire and tornado drills are required by law and are a safety precaution. It is essential that when the signal is given everyone obeys promptly and clears the building by the assigned route as quickly as possible without running. Students should remain outside the building until the return signal is given.

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

1. When there is a fire drill, the fire alarm will sound.
2. Avoid stopping for personal items (coats, book bags, etc.).
3. Please leave the building by walking fast in a single file - AVOID RUNNING
4. The all-clear signal to enter the building again is one long bell.

In the event of a tornado drill, the following procedures should be followed:

1. Three (3) consecutive rings of the bell is the signal for a tornado drill.
2. All students and staff will immediately proceed to the area assigned for tornado protection.
3. At this signal, all students should enter the halls, kneel facing the wall, and cover their heads until the all-clear signal is given.

FOOD IN THE BUILDING

Food and drink will not be permitted in the building except in the cafeteria or in classrooms or hallways except during times designated by the administration. Students are not allowed food of any type delivered to them with the exception of a "bag lunch" from home. This is county policy and this regulation relates to health and sanitation issues. Students can not have meals delivered to them from restaurants.

GRADING SCALE

Every classroom teacher shall use the following grading scale to measure student progress:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

HEAD LICE

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

HOMEBOUND PROGRAM

Any non-exceptional child who is expected to be confined for four (4) weeks or longer to hospital or home for treatment or for a period of recuperation is eligible to apply for this program. Exceptional students need to see the EC Coordinator. Once a student has been identified by the principal/guidance counselor and physician's documentation has been received, an application will be submitted to the PSRC Central Office for approval. Once approved homebound service will start immediately. Non-exceptional students who are disabled to the extent that they are unable to attend school may receive the services of a homebound teacher at local hospitals,

or in their home on a one-to-one basis. The main objective of the homebound program is to provide tutorial/instructional services so that the student can return to school without suffering an academic setback.

Homebound Program Priorities of Services

1. Accident Victims
2. Surgery
3. Other Extended Illnesses
4. Pregnancy

HOMEWORK

Eureka and EL include specific guidance for homework. We will follow this guidance including a minimum of 20 minutes of nightly reading for students.

For grades 3-6, EL Education English Language Arts homework assignments are included in the student handbook. Sometimes, specific selections are assigned. Other times, students are to complete research-reading from the text that they have selected that is related to the topic being studied. Students should spend 20 minutes per day reading outside of class. Students in grades 3-6 will take Chromebook devices home this school year to maximize learning.

In grades kindergarten through 2, it is suggested that teachers share the [Unit Family Letter](#) and have students complete a minimum of 20 minutes of reading each night.

In regards to the Eureka Math Squared Curriculum, it is suggested that students complete any practice problems assigned by the teacher for completion outside of class. Students will be referred to the Recap for support.

Homework is not used as punishment and does not usually require the use of reference material not readily available in most homes or school libraries. The purpose of all homework assignments should be clearly understood by both the teacher and the students. Appropriate follow-up activities, grading, or review of homework assignments should always occur. Parents are highly encouraged to monitor their child's homework nightly.

INCLEMENT WEATHER

On occasion, inclement weather will cause school to be delayed one to two hours or canceled. Announcements are usually made by 6:30 am on local TV and radio stations. Information will also be posted on the [PSRC webpage](#) and the [Union Chapel Elementary School webpage](#) and Facebook page. Information will also be shared through our Thrillshare automated call system.

IN-PROGRESS (IP) GRADES

All incomplete grades must be made up before the end of the following grading period. Students with IP's will not be included in any academic recognitions.

IMMUNIZATIONS

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

INSURANCE PROGRAM FOR STUDENTS

Policy Code: 4220: Student Insurance Program

Accident Insurance

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the board will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through school publications.

Purchase of this insurance constitutes an agreement between the student and/or parent or guardian and the insurance company. The student and/or parent or guardian is responsible for payment of the accident insurance premiums. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance.

LOST AND FOUND

A lost and found department will be maintained in the school gym. Items will remain in the gym for approximately 15 days only.

MAKE-UP WORK

It is the responsibility of the student to arrange for make-up work after an absence. The student should contact the teacher to arrange for make-up work. It is expected that students will make up all the work due to absences. In addition, a student may choose to make up the time of any absence. Make-up should usually occur within five (5) days after the return or upon the teacher/student mutual agreement. Extenuating circumstances should be discussed between the teacher and student.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The Public Schools of Robeson County, as part of the multi-tiered system of support framework, utilizes core, supplemental, and intensive behavioral and social and emotional practices. All schools establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year to ensure fidelity of implementation.

A major initiative in the Public Schools of Robeson County is Multi-Tier System of Support (MTSS), which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

OFF-LIMIT AREAS

The following areas of the campus are off limits to students during the school day or any area not listed on a student's schedule. Any student found in violation of this rule shall be deemed as skipping and will be subject to disciplinary action.

Off-limit areas include:

1. Bus parking lot
2. Faculty parking lot
3. Teachers' lounge
4. All surrounding off campus property
5. Front and sides of campus including the boardwalk
6. Custodial maintenance areas
7. Playground and adjacent walking trail (except when supervised)

PARENT-TEACHER CONFERENCES

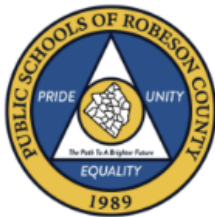
It is vitally important that parents keep in close contact with teachers to monitor their child's progress. We encourage you to schedule regular conferences with your child's teacher. Teachers will not be interrupted during their instructional time to talk to a parent who just stops by, so we ask for your cooperation in this matter. At all times, visitors should report to the office upon arriving at school. Please make every effort to see your child's teacher at least once a month. Your active involvement will benefit your child greatly by increasing their academic and social growth.

PARKING

Visitors to the UCES campus have two options for parking: at the front of the school or at the back of the school. Regardless of where you park, you are required to sign in at the main office before visiting any areas of the school. Do not knock on side doors expecting to be allowed in the building. Students and staff are not allowed to open the doors for anyone on campus.

PICTURES & VIDEOS

In the event that you do not want a photo and/or video of your child taken on a school bus, on school grounds, in school buildings, at school activities, or school events, released without your prior consent, you must complete the form below, which may be found at [PSRC Media Use and Release Form](#).



PUBLIC SCHOOLS OF ROBESON COUNTY MEDIA USE AND RELEASE FORM

The Public Schools of Robeson County uses student and adult photographs, video, and voice recordings for many purposes.

Internally, these materials may appear in print, on our school or school district website(s), YouTube channel or social media platforms (as photos, videos, and/or podcasts on social media platforms like Facebook, Instagram, Twitter or LinkedIn), newsletters and/or in presentations. The news media – both in print and online – may use them in school-related news coverage, in productions aired on television and/or the web, or in similar forms of communication/media.

This form allows you as a parent/guardian or adult to choose whether or not you/your child may appear in any of these various media formats and illustrations used by the Public Schools of Robeson County and/or the news media.

PLEASE CHOOSE ONE:

For anyone younger than 18 years old:

- ☐ I give permission to the Public Schools of Robeson County, PSRC schools and/or the news media to make photographs, video, and/or illustrations of my child. Further, I authorize their use without inspecting or approving the finished product or its specific use.

For anyone 18 years of age or older:

- ☐ I give permission to the Public Schools of Robeson County, PSRC schools and/or the news media to make photographs, video, and/or illustrations of me. I am over 18 years old and provide my consent to use the images as described above.

For either:

- ☐ I do not give permission for me/my child to be included in any media whatsoever.

Minor's Parent/Guardian or Adult's Signature

Parent/Guardian or Adult's Printed Name

Student's Name (if applicable)

Date of Signature

Student's Local Education Agency ("School System")

I allow my child's/ward's name to be used. ☐ YES ☐ NO

My Physical Address

Apartment/Unit Number

City

State

Zip Code

Phone Number

RETURNED CHECKS

There will be a service charge of \$25.00 for all returned checks.

SCHOOL APPEARANCE

Union Chapel Elementary School takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students and faculty in maintaining attractive surroundings for school activities. All students are called upon to do their part in observing common courtesy and in being mindful of all efforts made on their behalf. Consequences for vandalism and defacing state property will be dealt with immediately and to the fullest extent of the law. Monetary payment for property destroyed is mandatory.

SCHOOL SPONSORED FIELD TRIPS

The UCES Code of Conduct and the Public Schools of Robeson County Code of Conduct will be followed on all school-sponsored field trips. Any student found in violation of this policy will be subject to disciplinary action. Furthermore, the student may be banned from all future field trips. Students are required to have written permission from a parent before leaving on any trip. The permission form will be supplied by the faculty sponsor for the trip.

SECURITY CAMERAS

The district utilizes security cameras and video recording devices at the school campuses and other district facilities. These are located in cafeterias, hallways, designated areas, entryways, and parking areas. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. The district also randomly places video cameras on school buses to record student behavior. The district may view recordings to aid in the investigation of student misconduct and violations of the Code of Conduct. Schools have surveillance cameras, burglar alarm systems and fire alarm systems that are monitored continuously. Entrances to schools will be limited after the beginning of school each day. Video surveillance cameras may be installed on Public Schools of Robeson County buses and located in Public Schools of Robeson County facilities. Facility video is monitored and surveillance records are created and maintained by individual schools/facilities/buildings. Video surveillance may only be available to district administrators for a limited time after the date of the incident. Unless the video becomes an educational record, surveillance video from a bus or campus may only be viewed by district administrators.

STUDENT SEARCHES

Policy Code: 4342 Student Searches

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, permissible in

scope, and conducted using methods that are narrowly tailored to be minimally intrusive. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

A. Searches Based on Individualized Reasonable Suspicion

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search must be reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be minimally intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

1. Searches of Personal Effects

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and clothing (for example, coats or jackets) not currently being worn by the student. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

2. "Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official with an adult witness present. Both the school official conducting the search and the adult witness must be the same sex as the student.

3. More Intrusive Personal Searches

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same sex as the student, with an adult witness of the same sex present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

4. Metal Detector Searches

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

B. Suspicionless General Searches

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent or designee the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

2. Point-of-Entry Metal Detector Searches

Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

3. Use of Trained Dogs

With the prior approval of the superintendent, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

C. Seized Items

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement

authorities.

D. Failure to Cooperate

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

E. Notice

School principals shall take reasonable steps to provide notice of this policy to students and parents at the start of each school year.

SMOKING AND TOBACCO PRODUCTS

Policy Code: 5026/7250

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption. The term "tobacco product" also includes alternative nicotine products (noncombustible products that contain nicotine, whether natural or synthetic, but do not contain tobacco and are intended for human consumption whether chewed, absorbed, dissolved, ingested, or by other means), consumable products (nicotine liquid solutions or other materials containing nicotine that is depleted as a vapor product is used), vapor products (noncombustible products that employ a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat consumable products) including electronic cigarettes, electronic cigars, electronic cigarillos, and electronic pipes, and components of vapor products.

TECHNOLOGY RESPONSIBLE USE

Policy Code: 3225/4312/7320

***Read the complete policy at [Policy Code: 3225/4312/7320](#)**

The board provides its students and staff access to a variety of technological resources, including school-owned devices, mobile phones, email and instant messaging, Internet, Intranet, social networking sites, video and photo sharing websites, blogs, micro-blogs, forums, discussion boards and groups, wikis, podcasts, video conferences, etc. These resources provide opportunities to enhance learning, appeal to different learning styles, and improve communication within the school community and with the larger global community, and achieve the educational goals established by the board. Through the school system's technological resources, users can observe events

as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of any technological resources owned, leased, maintained, or otherwise controlled by the school system. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources, including access to the Internet.

In addition, anyone who uses school system computers or electronic devices, accesses the school's electronic storage or network, or connects to the Internet using school system-provided access must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.

2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.

3. Users are prohibited from using school technological resources for cyberbullying, as defined by state law and

consistent with policy 4331, Assaults, Threats, and Harassment.

4. Users must comply with all other applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

5. Users must follow any software, application, or subscription services terms and conditions of use.

6. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

7. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.

8. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

9. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

10. Users must respect the privacy of others.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by using a cellular network to connect a personal device to the Internet.

STUDENT BEHAVIOR GUIDELINES

The basic purpose of the Student Behavior Guidelines for Union Chapel Elementary School is to help establish

and maintain a safe and orderly environment which must prevail if learning is to take place. It is expected that each teacher will deal with general classroom disruptions through effective class management and the involvement of parents/guardians and student services and staff. The term school as it applies to these guidelines refers to all school buildings, parking areas, properties, and functions of the Public Schools of Robeson County. These rules are in effect at any school function or school sponsored activity and while students are waiting for, riding, or leaving the bus.

Students should be aware that, in addition to the violations listed on the following pages, other infractions may be included as part of the individual school rules and regulations. In the event that there are extenuating circumstances or an offense continues to occur, it will be at the discretion of the principal, teacher and/or school services committee to recommend additional appropriate disciplinary action.

These guidelines apply to any student who is on school property, who is in attendance at any school sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

STUDENT CODE OF CONDUCT

The administration and teachers at Union Chapel Elementary School are committed to providing a safe and positive school climate for all students and employees of the school. North Carolina law delegates to teachers and administrators the duty and authority to maintain discipline in their classroom and schools. Behavior which detracts from the learning environment to the detriment of the educational process and safety of all students will not be tolerated.

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

The discipline policy at Union Chapel Elementary School has two major purposes: 1) to teach students responsibility and 2) to encourage acceptable behavior patterns. (PBIS will be used as the discipline plan for Union Chapel Elementary School. Each teacher/department will have this plan in effect. Specifics may vary from class to class but the general aspect of the plan will be in place for the entire school.)

STUDENT DRESS

Students are expected to dress appropriately for school. Students shall not wear clothing or hairstyles which distract other students or which interfere with the classroom participation of other students, or wear clothing or hairstyles which present a health or safety hazard. The following rules/regulations apply to all students:

1. NO SAGGING PANTS ALLOWED.
2. Shoes or sandals are to be worn at all times during the school day. (Flip flop type or slider shoes are not permissible.)
3. Sunglasses, hats, caps, head scarves or head covers of any description are not permissible unless authorized by the school for a special reason or school activity.
4. Clothing that may be offensive to any group is not permissible.
5. Clothing with vulgar language, inserts, signs or clothing advertising drugs or alcoholic

beverages are not permissible.

6. Distractive, scanty clothing, tank tops, backless shirts, halters, low-cut tops, mini-skirts, jeggings, showing midriff, cut-out blouses or noticeable tight or transparent clothing are not permissible.

7. Belts, if worn, must be kept on and tied or buckled at all times to be permissible. No chains are permissible. Pants worn inappropriately will not be tolerated.

8. Students will be permitted to wear shorts to school. Shorts should be modest and of sufficient length. A guideline for students to use in determining whether or not the shorts are long enough is as follows: have the shorts at the waistline, stand straight with arms and fingers by your side; the bottom of the shorts should be approximately even with the extended fingers. Biker's shorts are not permitted.

9. Any other clothing or hairstyle deemed inappropriate or distractive or the learning environment by the school administration at their discretion is not permitted.

When a pupil fails to use good taste or good judgment, the teachers will direct the pupil to the office for appropriate action.

Students will face disciplinary action for violating this policy. This action is based upon administration discretion.

STUDENT GRIEVANCE PROCEDURES

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

STUDENT INFORMATION/CHANGE OF ADDRESS

If your last name, street address, mailing address, or telephone number changes any time during the school year, please notify your child's homeroom teacher in writing so that corrections can be made to your Powerschool records. No rural route addresses allowed; use 911 addresses only. Any other student demographic information changes must be made in person to the administrative staff.

TARDIES

Tardiness to school is an unacceptable interruption of the instructional day. As such, we request that students and parents make every effort to minimize the negative impact of arriving after the start of the instructional day. Excessive tardies are subject to disciplinary action. Students who accumulate more than three tardies to all their classes per semester will be referred to the administration for consequences. On the day following the third tardy, the student must bring his/her parent to school for a conference.

SIGN-IN PROCEDURES FOR TARDY/LATE CHECK-INS Tardies:

1. Students are allowed three (3) tardies without consequences.
2. On the 4th tardy a parent or guardian will receive a charge letter from the school about the tardy problem.
3. Five or more tardies will result in progressive punishment.

Late Check-ins:

In order for a student to receive an excused tardy to school, he or she must:

1. Have his/her parent or guardian sign him/her in. Do not drop your child off and expect them to sign in for themselves.
2. Submit a properly signed doctor's note or provide a notice from the court.

Parents are required to check in a student who accumulated four (4) or more unexcused tardies to school.

TELEPHONES AND MESSAGES

Office phones are for business and emergency use only. Students will not be allowed to receive phone messages. Due to the safety of our students, no transportation changes, giving of permission for staying for a scheduled school event, etc. will be allowed via phone. All changes, permission, etc. must be noted to the student by the parent before arriving at school for the given day.

TEXTBOOKS

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

THEFT PREVENTION

The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. **THE SCHOOL CANNOT BE RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN.** Listed below are some hints to prevent thefts:

1. Money and valuables should not be taken to the gym at physical education time.
2. If you take off rings to wash your hands, be sure when you leave, you have not left them on the soap dispenser or towel dispenser.
3. Never leave books or other similar items on shelves, benches, in the hallways, gym or on the bus.
4. Never leave your purse unattended, even to go to the pencil sharpener or teacher's desk.
5. Never leave anything on your desk while you go to assembly programs.
6. If you are staying after school for tutoring or meetings, practice the same theft prevention habits you would follow during school.
7. Check lost and found in the gym before you report an item stolen.

TRANSPORTATION SERVICES AND STUDENT SAFETY

Policy Code: 6305 Safety and Student Transportation Services

***Read the complete policy at [Policy Code: 6305 Safety and Student Transportation Services](#)**

The purpose of school transportation is to safely transport students to and from school. School transportation is a privilege and not a state requirement. The slightest distraction to the driver may have significant student safety consequences. Appropriate student behavior is essential to the safe operation of the school bus. Therefore, school bus safety regulations must be followed.

Campus administrators are responsible for the students while on the bus and reserve the right to resolve discipline problems that occur between home and campus. It is the duty of the principal, not the driver, to exclude a child from riding a school bus. The principal shall take steps to maintain acceptable student conduct while riding school buses, including the discretion to deny the privilege of school bus transportation. This privilege may be temporarily denied or permanently revoked, if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus.

Students should be aware that the bus is an extension of the school. Therefore, all Code of Conduct offenses are subject to the same disciplinary actions and consequences while riding transportation provided by the Public Schools of Robeson County.

Bus misconduct includes, but is not limited to, the following:

- failure to remain seated when directed or when the bus is moving;
- failure to wear a seat belt when directed or when the bus is moving (if the bus is equipped with seat belts);
- extending any part of a student's body, clothing, or any other article outside a bus window;
- throwing, pitching, or shooting objects inside or out of the bus; and
- failure to remain in an assigned seat directed by the driver.

Policy Code: 4318 states: Although use generally is permitted before and after school, use of **cellular phones** and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

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

In accordance with the General Statutes of North Carolina, the Public Schools of Robeson County provides transportation to all eligible students. It is the position of the district that such transportation will be provided safely and efficiently. Ensuring this policy and preventing disciplinary action or suspension of school bus privileges, takes a combined effort on the part of students, parents, and school administrators.

A school bus driver has complete authority over and responsibility for maintaining order and appropriate conduct on the bus. A driver does not have the power to punish or suspend a student's riding privilege. The driver, upon observing an infraction of the code, makes a written report to the principal. A principal or their

representatives are authorized to take the needed disciplinary action.

Video/Digital Cameras and Audio Recording Devices Many school buses are now equipped with video/digital cameras and audio recording devices. These tools monitor the passenger area of the bus. The objective is to provide an important additional tool to assist the driver and administration in managing student conduct on school buses, an important safety consideration that benefits all. The principal or his/her designee will review videotape of an incident on the bus. Video coverage of a reported incident is not a requirement for the principal to take disciplinary action.

Complaints against a driver or the operation of a bus should be directed to the principal of the school, Assistant Director of Transportation, or Director of Transportation. Any unauthorized person who boards a school bus to settle a problem is trespassing. A report will be made to law enforcement by the district.



Union Chapel Elementary School
Home of the Tigers
School Bus Behavior Contract
2025-2026



Dear Union Chapel Elementary Parents and Families,

In an effort to keep students safe on buses (includes contract vehicles) and to operate our buses as efficiently as possible, we want to make sure parents and students understand the current policy regarding school buses as outlined in PSRC School Board Policy 4300. Students are expected to be considerate of the safety and well-being of themselves and fellow students at bus stops and on buses.

Please obey the following:

- Show respect and obey the driver at all times. Do not distract the driver while he/she is driving.
- At the bus stop, stay out of the street and be respectful of the property around the bus stop.
- Arrive at the bus stop 10 minutes before the bus arrives so that the bus does not have to wait.
- **Obey the driver's hand signals when boarding and exiting the bus!**
- Always walk when getting on and off the bus; no pushing or crowding.
- Talk quietly without yelling or using bad language.
- Stay in your assigned seat and keep body parts and objects out of the aisles and on the bus at all times.
- Keep the bus clean and pick up any dropped trash.
- Do not damage the bus or tamper with equipment or emergency doors.
- Keep your hands to yourself. No fighting or horseplay.
- Keep food and drinks in a book bag. Do not eat or drink on the bus.
- Ride only the bus to which you are assigned. Get on/off the bus only at your assigned stop.
- Parents, please supervise students at bus stops as appropriate based on age.
- Parents should address bus issues with the assistant principal, Beth Pittman, NOT the driver.
- Parents may not board buses. *Impeding a School Bus* is a misdemeanor.
- Cell phones should not be used while on the bus. The bus driver can take the phone and a parent will have to come retrieve it from the school office.
- **All buses are equipped with cameras and are recording video and audio.**

Bus seats are assigned to use the buses to capacity while maintaining a comfortable ride for students. Therefore, students may only ride their assigned bus and only board and exit buses at their assigned stop. Parents are expected to arrange private transportation if their children need to go somewhere else other than home after school. It is in your child's best interest that we work together for safe transportation to and from school. If your child does not follow the above expectations, disciplinary action may be taken, up to and including removal from the bus. Even if your child will only ride the bus for field trips, please sign and return this form to your school. Upon request, a copy will be returned to you. Thank you for your support and cooperation!

We have discussed the information above, and understand that **riding the bus is a privilege and not a right.**

Student's Name (please print)

Bus Number

Student's Signature

Teacher/Grade

Parent/Guardian's Signature

Date

TUTORING

Tutoring is available to all students needing remediation or any other form of academic help. Faculty members from all areas will be available to assist students. Throughout the school year, individual students may voluntarily attend or be required to attend tutoring whenever the need arises. Tutoring will be available based on schedules determined by the administration. Students who fail to maintain satisfactory behaviors after school will not be allowed to continue with tutoring. All services for the student will be held during the academic day.

VISITORS

No visitors are allowed other than those that are approved by the school administration. Any person found on campus without being authorized by office personnel may be charged with trespassing.

WATER BOTTLES

Students are not allowed to have anything except water in their water bottles. No exceptions!
Students may be asked to pour out anything that is not water.

WITHDRAWALS AND TRANSFERS

Withdrawals and transfers are handled by the School Counselor. Before a student can officially withdraw or transfer, the following requirements must be met:

1. A parent or guardian must come to the guidance office and give permission for the withdrawal.
2. A withdrawal/transfer form must be completed.
3. All textbooks must be returned to subject teachers.
4. All debts must be paid.

Notices of Nondiscrimination

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, sex, color, national origin, religion, disability, or age (40 or older) in its education program, which includes all operations, services, and activities of the school system, and will provide equal access to the Boy Scouts and other designated youth groups as required by law. In the context of employment, the board prohibits discrimination based on race, sex, color, national origin, religion, disability, age (40 or older), military affiliation, genetic information, or other unlawful grounds.

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 are 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 encourage 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, S W, 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)
6. Title IX School Contact: Director for Exceptional Children/504

Name Cindy Chavis
Title School Counselor
Address 4271 Union Chapel Rd., Pembroke, NC 28372
Phone (910) 521 - 4456
Email cindy.chavis@robeson.k12.nc.us

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

The board takes all complaints of unlawful discrimination, harassment and bullying seriously. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of 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.I. of this policy. Reports may be made anonymously.

A. 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.I., 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.

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

1. Filing a Complaint

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

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

an employee Of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);

d. the Title IX coordinator for claims of sex discrimination or sexual harassment;

e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or

f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

2. Time Period for Filing a Complaint

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

3. Informal Resolution

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

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.

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.

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. 1 15C-36, 241, 7.55; 143-3 18.9 to -318. 14

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 232 1)

Adopted: December 14, _____

Annual Asbestos Notification

Dear Parent, Guardian, or Staff Member:

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

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials that contain asbestos. Included in the AHERA is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos. Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

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

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

Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District office. The AHM 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.



Union Chapel Elementary School



Antonio Wilkins, Principal

Beth Pittman, Assistant Principal

TO: PARENTS/GUARDIANS, FACULTY, STAFF
FROM: ANTONIO WILKINS, PRINCIPAL
DATE: AUGUST 25, 2025
SUBJECT: ASBESTOS MANAGEMENT PLAN AS REQUIRED BY THE ASBESTOS HAZARD
EMERGENCY RESPONSE ACT

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

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

This school is in complete compliance with all regulations governing this plan.

Thank you,

Antonio Wilkins

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.cambpeII@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 [PM pesticide applications made outside any schedule, but this latter only if you request notification ahead of time using the "Request for Notification" form that accompanies this letter. Please remember that if you request any advance notice be made to you via US Postal Service, it is possible the Postal Service may not deliver your notice within 72 hours of our timely mailing such notice. Notice requests asking for delivery via email require correct and/or current email addresses in order for any emailed notice to be timely delivered.

Exemptions: The same law that mandates notification also exempts certain relatively low-risk pesticide usages from its notification requirements. The relatively low risk "Exempt From Notice" pesticides include antimicrobial cleansers, disinfectants, self-contained baits, crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV ("relatively nontoxic"). Your right to be notified extends to Non-Exempt IPM pesticide applications at your school or other non-school site (office

building, garage, workshop, etc.). Your right includes both indoor and outdoor pesticide applications and includes applications that take place over summer recess, holidays, weekends, or after school hours. Because the relatively low risk "Exempt From Notice" pesticides are all that the IPM staff uses inside PSRC school buildings, any Non-Exempt pesticides used by the IPM Program are only used outside. This means notices you may receive under your request will relate to outdoor insect control. Such insects include wasps, hornets, and fire ants.

Emergency Pesticide Use: In the event that a Non-Exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency pesticide application less than 72 hours before, or as soon as possible after the pesticide application. To request advance notification of non-exempt pesticide applications at your school or other site, please sign, date, and return the enclosed form to the PSRC IPM Coordinator at the above-listed address. Persons wishing to receive pesticide use notification for multiple school sites can list up to 5 sites on each form. If you want to request notifications as described in this letter, you will need to submit a new copy of the accompanying form each year. You will also need to submit a form again every time you wish to update or change your preferred contact information. Such update requests are made to the same addressee as above (IPM Coordinator).

REGISTERED SEX OFFENDERS

Policy Code: 5022

***Read the complete policy at [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.

Registered Sex Offenders Banned from All School Property

In accordance with [G.S. 14-208.18](#), registered sex offenders are expressly forbidden to knowingly be present on any school property, whether before, during, or after school hours. In addition, registered sex offenders 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 registered sex offenders regardless of their relationship to or affiliation with a student in the school system.

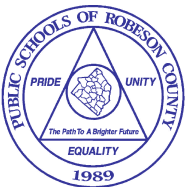
Parents or Guardians

a. A registered sex offender who 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 student'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

the student.

Union Chapel Elementary School complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender, marital status, age, or disability.



Office of the Superintendent

Public Schools of Robeson County

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

Garrett's Law

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

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

Health Screening Programs

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

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

Parent Notification of North Carolina Immunization Law

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

North Carolina Health Assessment Transmittal Form

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

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

Ley de Garrett

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

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

Programas de Evaluación Médica

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

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

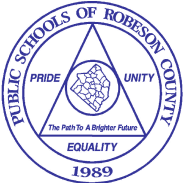
Notificación a los Padres de familia sobre la ley de vacunación en Carolina del Norte

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

Formulario de Evaluación de Salud y Transmisión de Carolina del Norte

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

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



Public Schools of Robeson County

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

Office of the Superintendent

Date: _____

Dear Healthcare Provider:

The Public Schools of Robeson County is committed to educating your patients in a healthy, safe environment. To that end, we want to strengthen the communication and teamwork among community health care providers and school staff related to the coordinated care of students with special needs who require modified diets at school.

Please review the attached document entitled, *Medical Statement for Students with Special Nutritional Needs for School Meals* and the guidance document entitled, *Food & Liquid Consistency Modification*. These are the documents we have trained our school staff to use. **For students with a disability, a Medical Statement must be signed by a licensed physician. For students without a disability, a licensed physician or recognized medical authority (which includes a physician's assistant or nurse practitioner) must sign the form.** A properly signed and completed Medical Statement is required before The Public Schools of Robeson County can modify a student's meals.

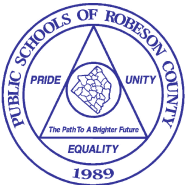
Please note that special dietary needs for students **without an IEP or 504 Plan** are accommodated at the discretion of the Child Nutrition Administrator and according to the policies of our school district. A completed Medical Statement is not a guarantee that the modified diet will be provided for students without a documented disability that impacts their performance at school.

It would greatly enhance care if all health care providers in your practice would use this process and these documents in order to facilitate timely, safe, and accurate meal substitutions for students who require them.

Thank you in advance for your support and collaboration. We hope to work together on future efforts for children with special needs requiring modified diets, as well as on other health care issues that need to be addressed in school. If you have any questions about the process or documents for meal modifications at school, please contact Ms. Charlene Locklear, Child Nutrition Director at 910-827-2341.

Thank you for your cooperation.

PSRC Child Nutrition Director



Public Schools of Robeson County

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

Office of the Superintendent

Date _____

Dear Parent:

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

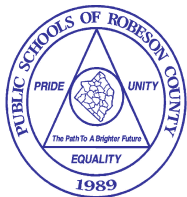
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage,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

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

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

Thank you for your cooperation.

(Revised 7-20)



Office of the Superintendent

Public Schools of Robeson County

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Request for Medication Administration in School

To Be Completed by Physician (One medication per form)

Student _____ DOB _____ School _____

Medication _____ Dosage _____

Purpose of Medication _____

Time(s) Medication is to be given _____

Administration Dates: Begin _____ Stop _____

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

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

- _____ 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 requirements stated in G.S. 115C-375.2

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

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

Physician's Signature

Date

Telephone

Physician's Address

PARENT'S PERMISSION

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

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____

Principal's Signature

Date

Reviewed by: _____

School Nurse's Signature

Date

Revised 07/20

Medical Statement for Students with Special Nutritional Needs for School Meals

When completed fully, this form gives schools the information required by the U.S. Department of Agriculture (USDA), U.S. Office for Civil Rights (OCR), and U.S. Office of Special Education and Rehabilitative Services (OSERS) for meal modifications at school. See "Guidance for Completing Medical Statement for Students with Special Nutritional Needs for School Meals" for help in completing this form.

PART A (To be completed by Parent/Guardian)

Name of Student: (Last) _____ (First) _____ (Middle) _____
Date of Birth _____ Student ID # _____ School _____ Grade _____

Will student eat breakfast provided by the school cafeteria? ☐ Yes ☐ No
Will student eat lunch provided by the school cafeteria? ☐ Yes ☐ No
Will the student eat a snack provided by the After School Snack Program? ☐ Yes ☐ No

Printed Name of Parent/Guardian: _____
Mailing Address: _____ City: _____ State/Zip: _____
Phone number(s): _____
(Work) (Home) (Cell)
Email Address: _____

What concerns do you have about your student's nutritional needs at school?

What concerns to you have about your student's ability to safely participate in mealtime at school?

Does the student have an identified disability and an Individualized Education Program (IEP) or 504 Plan?

☐ Yes ☐ No

If *Yes* and you have concerns about nutritional needs, have a licensed physician complete Part B, page 2, of this form and sign it. Return completed form to _____.

If *No* and you have concerns about nutritional needs, have a licensed physician or recognized medical authority complete Part B, page 2, of this form and sign it.

Return completed form to _____.

NOTE: Special dietary needs for students without an IEP or 504 Plan are accommodated at the discretion of the Child Nutrition Administrator and policies of the school district.

Parental/Guardian Consent: I agree to allow my child's health care provider and school personnel to discuss information on this form.

Parent/Guardian Signature: _____ Date: _____

"The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities).

Under the Federal Child Nutrition Program and USDA policy, discrimination is prohibited under the basis of race, color, national origin, sex, age or disability.

If you wish to file a Civil Rights complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing 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."

PART B (To be completed by Licensed Physician)

Student Diagnosis or condition:

Check major life activities affected:

- ☐ Walking ☐ Seeing ☐ Hearing ☐ Speaking ☐
Breathing ☐ Working ☐ Learning ☐ Other _____ ☐
Performing manual tasks ☐ Caring for self (including eating)

Specify any dietary restrictions or special diet instructions for school meals:

Designate consistency requirements for food:

- | | |
|---|---|
| ☐ Clear Liquid | ☐ Pureed |
| ☐ Full Liquid | ☐ Mechanical Soft |
| ☐ Blenderized liquid | ☐ No change needed |

Designate consistency requirement for liquids:

- | | |
|--------------------------------------|---|
| ☐ Thin | ☐ Spoon-thick |
| ☐ Nectar-like | ☐ No change needed |
| ☐ Honey-like | |

List any foods causing food *intolerance* that should be avoided: _____

List any foods causing food *allergies* that should be avoided: _____

If student has **life threatening allergies***, check appropriate box(es): ☐ ingestion ☐ contact ☐ inhalation

* Students with life threatening food allergies must have an emergency action plan in place at school.

For *any* special diet, list specific foods to be omitted and substitutions; you may attach a separate care plan.

a. Foods To Be Omitted

b. Recommended Substitutions

Indicate any other comments about the child's eating or feeding patterns, including tube feeding if applicable:

If a nutritional/feeding care plan has not been developed prior to completion of this form an additional assessment is required, please refer student for feeding and nutritional assessment in your community. School-based personnel do not routinely have instrumentation and/or training for a comprehensive nutrition and feeding assessment.

Signature of Physician/Medical Authority*

Printed Name

Phone Number

Date

* A licensed physician's signature is required for students with a disability. For students without a disability, a licensed physician or recognized medical authority must sign the form.

PART C (To be completed by Child Nutrition Services)

Child Nutrition Services Notes:

CN Administrator Signature: _____ **Date:** _____

Guidance for Completing the Medical Statement for Students with Special Nutritional Needs for School Meals

Parent/Guardian:

The *Medical Statement for Students with Special Nutritional Needs for School Meals* helps schools provide meal modifications for students who require them. Completion of all items will allow your child's school to create a plan with you for providing safe, appropriate meals to your child while at school.

Your participation in this process is very important. The sooner you provide this signed and completed form to your child's school, the sooner the Child Nutrition Program or school staff can prepare the food your child requires. Your signature is required for your school to take action on the medical statement. The school staff cannot change food textures, make food substitutions, or alter your child's diet at school without all the information filled in on this form.

Please follow the steps below to get started:

- 1) Complete all items of **PART A** of the Medical Statement.
- 2) Take the Medical Statement to your child's pediatrician or family doctor and have him/her complete **PART B**.
- 3) Return the properly signed Medical Statement to your child's teacher, principal, nurse, Special Education case manager, or Section 504 case manager, Child Nutrition Administrator, or the school staff person who gave you the blank form.
- 4) Ask the school when a team, including you and the school system's Child Nutrition Administrator, will meet to consider the information provided on the form. You may invite people from the community who are knowledgeable about your child's feeding and nutrition issues to the meeting. These would be people who could help school staff design a school mealtime plan for your child, like your child's pediatrician, nurse, speech-language pathologist, occupational therapist, registered dietitian or personal care aide.

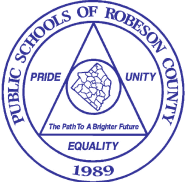
Physicians and Medical Authorities:

This form helps schools provide meal modifications for students who require them. Completion of all items will streamline efficient care of the student.

The school cannot change food textures, make food substitutions, or alter a student's diet at school without a proper statement from you. Meal modifications are implemented based on medical assessment and treatment planning and must be ordered by a licensed physician or recognized medical authority.

Please consider the following as you complete **PART B** of the Medical Statement:

- 1) Complete all items of **PART B**. *(Note: A licensed physician's signature is required for students with a disability. For students without a disability, a licensed physician or recognized medical authority must sign the form. Recognized medical authorities include physicians, physician assistants, and nurse practitioners.)*
- 2) Be as specific as possible about the nature of the child's disability and life activities that the disability limits. In the case of food allergy, please indicate if the student's condition is a food intolerance, an allergy that would affect performance and participation at school (e.g., severe rash, swelling, and discomfort), or a life-threatening allergy (e.g., anaphylactic shock).
- 3) If your assessment of the child does not yield sufficient data to make a determination about food substitutions, consistency modifications, or other dietary restrictions, please refer the child/family to the appropriate feeding, nutrition, or allergy specialists for completion of the Medical Statement. Schools do not routinely have instrumentation and/or staff trained for a comprehensive nutrition and feeding assessment and must partner with community providers to meet a student's special feeding and nutrition needs.
- 4) Attach any previous and/or existing feeding/nutrition evaluations, care plans, or other pertinent documentation housed in the student's medical records to the Medical Statement for parent/guardian delivery to the school.
- 5) Consider being available to consult with the child's school team as it implements the feeding/nutrition care plan.



Public Schools of Robeson County

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

Office of the Superintendent

Date: _____

Dear Parent(s)/Guardian(s),

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

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

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

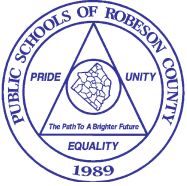
- Fever
- Strep throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

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

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

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

Sincerely,



Office of the Superintendent

Public Schools of Robeson County

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

Fecha: _____

Estimados Padres/Guardianes,

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

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

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

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

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

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

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

Sinceramente,



NORTH CAROLINA HEALTH ASSESSMENT TRANSMITTAL FORM

This form and the information on this form will be maintained on file in the school attended by the student named herein and is confidential and not a public record.

(Approved by North Carolina Department of Public Instruction and Department of Health and Human Services)

PARENT to COMPLETE THIS SECTION

Student Name:

(Last) (First) (Middle)

Birthdate (M/D/YYYY): **School Name:**

Home Address: City: State: County:

Parent Information: Name of Parent, Guardian, or person standing in

loco parentis:

Telephone(s)

Home:

Work:

Cell Phone:

Health Concerns to be shared with authorized persons (school administrators, teachers, and other school personnel who require such information to perform their assigned duties):

HEALTH CARE PROVIDER TO COMPLETE THIS SECTION

Medications prescribed for student:

Student's allergies, type, and response required:

Special diet instructions:

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

Vision screening information:

Passed vision screening: Yes No

Concerns related to student's vision:



Public Health
HEALTH AND HUMAN SERVICES



PUBLIC SCHOOLS OF NORTH CAROLINA

State Board of Education | Department of Public Instruction

January 2016rev

Hearing screening information:

Passed hearing screening: Yes No

Concerns related to student's hearing:

Recommendations, concerns, or needs related to student's health and required school follow-up:

School follow-up needed: Yes No

Medical Provider Comments:

Please attach other applicable school health forms:

Immunization record attached:

School medication authorization form attached:

Diabetes care plan attached:

Asthma action plan attached:

Health care plans for other conditions attached:

Health Care Professional's Certification

I certify that I performed, on the student named above, a health assessment in accordance with G.S. 130A-440(b) that included a medical history and physical examination with screening for vision and hearing, and if appropriate, testing for anemia and tuberculosis. I certify that the information on this form is accurate and complete to the best of my knowledge.

Name: Title:

Signature: _____ Date (m/d/yyyy):

Date of Exam (if Different):

Practice/Clinic Name:

Practice/Clinic Address:

Practice/Clinic City:

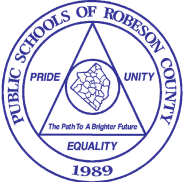
State:

Zip:

Phone:

Fax:

Provider Stamp Here:



Office of the Superintendent

Public Schools of Robeson County

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

STUDENT HEALTH REFERRAL FORM

DATE: _____

STUDENT: _____ DOB: _____

TEACHER: _____ GRADE: _____

Reason for referral:

Parent/Guardian: _____ Phone: _____

RESPONSE TO TEACHER/PARENT

DATE: _____ Time In: _____ Time Out: _____

To Teacher: _____ Temperature (if taken) _____

My observations and findings are:

- ☐ No evidence of ailment
- ☐ Evidence mentioned present
- ☐ Other

Referred to:

Health Care Provider

Other

Comments:

School Nurse

Revised: June 2025

Privacy Protection Act Form

The Public Schools of Robeson County (PSRC) is providing students with Google Apps for Education (GAFE) accounts. GAFE accounts include free, web-based programs including email, document, spreadsheet, presentation, calendar and collaboration tools for students and teachers. This service is available through an agreement between Google and the PSRC.

Google Apps for Education (GAFE) runs on an Internet domain purchased and owned by the district and is intended for educational use only. This permission form serves to obtain parental consent and notification of the Children's Online Privacy Act (COPPA) described below.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. For more information about COPPA, please consult <https://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online>.

The PSRC K-12 Google Apps for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student Agreement

Every student, regardless of age, must read and sign below: I have read, understand and agree to abide by the terms of the foregoing Acceptable Use, Internet Safety Regulation, and Google Apps for Education Notification. Should I commit any violation or in any way misuse my access to the PSRC technology resources, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

If I am signing this Regulation when I am under 18, I understand that when I turn 18, this Regulation will continue to be in full force and effect and agree to abide by this Regulation.

*By typing your name, you are agreeing to and electronically signing the PSRC Internet Acceptable Use & Safety Regulation Form and the Student Digital Learning Pledge for the 2025-26 school year.



Union Chapel Elementary School
Home of the Tigers
2025-2026 Testing Calendar



Fall Semester

Test	Administration Date
K WIDA Screener/WIDA Screener	By 30 Days of Initial Enrollment
<i>Amplify</i> BOY	Sept 3 - 23, 2025
<i>Classworks</i> Grades K-6	Sept 15 - 30, 2025
Grade 3 BOG	September 4, 2025
RTA Grade 4 Transition Students	October 21, 2025
NC Check Ins #1: (3-6 Read/3-6 Math/5 Sci-L)	October 27 - 31, 2025
<i>Classworks</i> Grades K-6	December 1 - 12, 2025

Spring Semester

Test	Administration Date
<i>Amplify</i> MOY	January 7 - 30, 2026
ACCESS for ELLs 2.0	January 12 - March 13, 2026
NC Check-Ins #2: (3-6 Read/ 3-6 Math/ 5 Sci-E)	February 2 - 6, 2026
NC Check-Ins #3: (3-6 Read/ 3-6 Math/ 5 Sci-P)	April 20 - 24, 2026
<i>Classworks</i> Grades K-6	April 13 - 30, 2026
<i>Amplify</i> EOY	May 1 - 22, 2026
NC EOG Math, Reading & Science K-6	May 27 - June 9, 2026
NCEXTEND1 (3-6)	May 27 - June 9, 2026
Grade 3 Read To Achieve Test	June 2, 2026
All assessments are required online unless otherwise noted.	

Amplify is the State Approved K-3 Literacy Assessment for the 2025-2026 school year.