

South Robeson Middle School
2025-2026 Parent/Student Handbook

3268 South Robeson Road
Rowland, NC 28383



Mr. Avery Brooks, Principal
Mrs. Nakecia Clark, Assistant Principal
Mrs. Tinaisa Abrilz-Langley, Assistant Principal
Home of the Mustangs

A Message from the Principal

Dear Mustang Families,

Welcome to a brand-new school year at South Robeson Middle School! Whether you are returning or joining us for the first time, we are thrilled to have your family as part of our learning community. We look forward to a year filled with meaningful growth, strong relationships, and shared success.

At SRMS, we believe that every child is capable of greatness. Our mission is to provide a safe, supportive, and challenging environment where all students can thrive academically, socially, and emotionally. We are committed to helping students become confident problem-solvers, responsible citizens, and lifelong learners.

This Student & Parent Handbook has been prepared to serve as a resource for the policies, expectations, and routines that help our school run smoothly. We encourage both students and parents to review it together and keep it handy for reference throughout the year.

We know that a successful school experience depends on strong partnerships between school and home. We invite you to stay involved—whether by attending school events, communicating regularly with teachers, or simply checking in with your child about their daily learning. Your support makes a tremendous difference.

Our theme this year is:

"Stronger Every Day—Driven by Data, Led by Heart."

This reflects our commitment to using data to guide instruction, and the deep care we have for every student's individual success and well-being.

Please don't hesitate to reach out if you have any questions or need support. We are excited about the year ahead and can't wait to celebrate all the milestones and accomplishments with you.

Let's make it a great year!

Warm regards,

John Avery Brooks

Principal, South Robeson Middle School

910-422-3987 john.brooks@robeson.k12.nc.us

MEMORANDUM

TO: Staff, Parents/Guardians, and Students of South Robeson Intermediate School

FROM: Mr. Avery Brooks

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

DATE: August 2025

The Board of Education of the Public Schools of Robeson County as part of the requirements of the Asbestos Hazard Emergency Response Act, has submitted an Asbestos Management Plan to the North Carolina Department of Human Resources in Raleigh. This plan contains all the information as required by this Act.

You may review the management plan or obtain for a minimal cost by contacting the school office or the Board of Education of the Public Schools of Robeson County during normal working hours. Please feel free to contact my office if you wish additional clarification concerning this matter.

South Robeson Intermediate School is in compliance with all regulations governing this plan and exposed asbestos has been removed.

PSRC Mission Statement

The mission of the Public Schools of Robeson County is to educate all students by building a foundation for lifelong learning.

South Robeson Middle School Mission Statement

To cultivate a safe and kind-hearted environment where students are equipped with the tools to conquer rigorous educational lessons with the goal of fostering each student's growth in knowledge, self-discipline, and citizenship in an ever-changing society.

Vision Statement

You Must Have a Vision In order to accomplish your mission (goals)

To create an environment where students are being **P**roductive with every task, remaining **R**espectful at all times, displaying **I**ntegrity throughout the school and **D**etermined to strive for **E**xcellence. Mustang **P**RIDE!

Our staff will maintain a spirit of harmony, cooperation, and teamwork with peers, parents, and community to bolster a sense of pride and preservation of cultural heritage among all educational stakeholders.

South Robeson Middle School Believes...

In a safe and orderly environment;

In open communication between the school and parents;

In protecting instructional time;

In constantly monitoring the progress of students; and

That high expectation develops a bright outlook.



Our General Rules

The PSRC Student Code of Conduct will be the basis of the official discipline plan for South Robeson Intermediate School. It is the responsibility of each student to maintain self-discipline at all times. The following rules serve as the basic expectation of all students

- Respect yourself, respect others, and respect school property.
- Know where you are supposed to be and be there at all times.
- Follow verbal instructions and directives from teachers and other staff.
- Speak appropriately. (no vulgar, offensive, or inappropriate language)
- In the event of a fight, remain calm and solicit the assistance of an adult on campus.
- Bring only allowable items to school. Check your book bag daily. Inappropriate items brought on the campus will be confiscated.
- Raise your hand when you want to be recognized in class
- Keep your hands, feet, and objects to yourself.

- Dress appropriately for school and wear clothes in an appropriate manner in accordance with Board Policy. (No saggy pants, tank tops, short shorts or skirts, etc.)
- Gang activity and affiliation, display of gang signs and/or symbols, gang solicitation or gang communication will not be tolerated.
- If you have a problem, talk to your teacher, peer mediator, guidance counselor, resource officer, or another faculty member. If the appropriate person is not available, talk to the principal.
- Remain seated while on the school bus. Talking should not disrupt the driver or other students.
- Students creating a disruption on the bus will be removed and suspended. Remember, riding a school bus is a privilege.

SRMS STUDENT RIGHTS AND RESPONSIBILITIES 2023-24

Behavioral Expectations of Students

The Public Schools of Robeson County intends that all students, teachers, administrators, and parents have access to and an understanding of the state laws, statutes, and codes that govern student rights, responsibilities, student discipline, and due process. This handbook provides some of the laws and regulations, along with a summation of district policy. The complete policies are contained on the PSRC website. Students in our schools generally exhibit positive behavior. We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school sponsored activities, or any other aspect of the educational process.

School jurisdiction and authority include student conduct to and from school, at school, at bus stops, on buses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.

- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Responsibilities

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Accidents on Campus

- In the event of a serious accident, or injury occurring on campus to a student or visitor, the office must be notified so an accident report can be completed. The report must be completed within a 24-hour period and signed by the witnessing teacher and principal. Forms may be obtained in the main office.

Advisory Council • (See attachments)

Arrival on Campus - Car Riders & Walkers

- Students may be dropped off in the front of the building beginning at 7:30am. Students who arrive on campus will go to the cafeteria for their grab-n-go breakfast.
- We ask that students only enter and exit vehicles from the main front office entrance. This will ensure pick up and drop off is time efficient for parents and students.
- Students living close to the school may choose to walk to and from school. Students will only be allowed to walk to their own personal address as noted in PowerSchool. Parents assume all risks involved in crossing major roads and highways when their child is a walker.

Athletics - Eligibility for Interscholastic Sports

- Only students in grades 7 and 8 are eligible for football. Students in grades 6-8 are eligible for all other sports.
- Students who will be 15 years of age on or before August 31 will be ineligible.
- Grade requirements. Students must pass three of four core subjects (science, social studies, math, and language arts in the previous semester).

- Physicals are required to try out for all interscholastic sports. Students must show proof of insurance. Physicals are good for one year from the date they are given.
- Students will be removed from extracurricular activities if they do not abide by school rules.
- Students must be in attendance at least 85% of the previous semester.

Attendance

- Regular school attendance is imperative for student achievement. Students are expected to be in attendance each day school's in session except for personal illness or exempt holidays. **A student must be present for 199 minutes of the school day to be counted present for the day.** It is very important for your child to develop good attendance habits. However, if it is necessary to be absent, the following procedure should be followed:
 - If possible, notify the teacher before your child is absent. In the case of an unexpected absence, parents may notify the school in the morning.
 - Upon the student's return to school, he or she **must bring a note** signed by a parent or guardian indicating the exact reason for their absence (including type of illness) and the date(s) absent. The note must be turned in **within three days of the absences(s), to the homeroom teacher.** This documentation is required by the State and enables the school and the parents to work together for the best interest of the child.
 - A student is expected to make up for missed work when absent. Students have **three days from the time they return to school to complete any make-up work** unless otherwise arranged with a teacher or administrator.
 - School dismissal time is 3:08 pm. Early checkouts are sometimes unavoidable, but please make every effort not to check your child out on a regular basis. This disrupts the end of the day and interferes with instructional time the teachers are using. Messages will not be delivered to students after 2:45pm, and students will not be allowed to sign out after 2:45pm.

Because attendance is essential for student success, students who accumulate 10 absences will be required to meet with the school social worker to develop an attendance plan.

Authority of School Personnel

The principal has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules that if violated could result in short-term or long-term suspension or expulsion.

The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the board, superintendent and school principal. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds or at any school-sponsored activity.

Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations within the school building. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. To correct students
2. To quell a disturbance threatening injury to others
3. to obtain possession of a weapon or other dangerous object on the person, or within the control, of a student
4. for self-defense
5. for the protection of persons or property

6. to maintain order on school property, in the classroom, or at a school-related activity whether on or off school property

Except as restricted by G.S. 391-1.1, school personnel may use appropriate seclusion and restraint techniques reasonably needed in the circumstances described above as long as such use is consistent with state law and applicable board policies and procedures (see policy 4302, School Plan for Management of Student Behavior).

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

Tardies

- We ask that students arrive at school before 8:00 am to avoid interruptions in the instructional day. If a student arrives late, he/she must be signed in by a parent or guardian and pick up a tardy slip before proceeding to class. ***A student must be in the classroom by 8:00 am in order not to be counted as tardy.***

Excused Absences and Tardies

- Valid conditions for excused absences or tardies include: illness and injury of the student, death of immediate family, doctor's appointments, family emergencies, and court proceedings.

Unexcused Absences and Tardies

- Unexcused absences and tardies include, but are not limited to: family trips, car trouble, lack of heat or electricity, missing the bus, babysitting, oversleeping, truancy, no written excuse, cutting class, or work-related issues for parents. Students whose absences are deemed unexcused by the school administration may lose the privilege to make up work missed.

Birthdays

- Birthdays are important events to middle school students. If you wish to provide a small snack for the students in your child's classroom, please discuss it with the teacher ahead of time. He or she will let you know what is appropriate to send and what time of day is best. ***NO homemade baked goods are permitted in accordance with the state child nutrition laws. All food for student parties, socials, etc. must be purchased from a grocery/department store.*** Also, please remember that students may not receive deliveries of balloons, flowers, etc. at school.

Bus Expectations

- The Public Schools of Robeson County provides transportation to and from school for SRIS students living in the district. Students and parents should recognize that riding a school bus is a privilege, not a right. Failure to behave in a safe and orderly manner on the bus will result in students losing that privilege for days or possibly permanently. **Out of district students will NOT be assigned to a South Robeson Middle School bus.**
- **Students are only allowed to ride the bus they are assigned.**
- **Bus Rules are as follows:**
 - Remain seated (bottom to bottom, back to back) in your assigned seat at all times.
 - All parts of the body must remain inside the bus at all times.
 - No profanity allowed.
 - **NO FOOD, DRINK, OR GUM ALLOWED ON THE BUS.**
 - In the morning, students are expected to be at their assigned bus stop at least 5 – 10 minutes before the bus normally arrives. Students who are not at their stop when the driver arrives *may* be left behind. Consideration is given on extreme weather days (rain, extreme cold, etc.).

Buying or Selling

- Any sales not connected in any way with SRMS are prohibited. Items illegally placed on sale will be confiscated without consideration of monetary loss.

Cancellation of School

- Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, etc. Central office personnel and administrators are aware of the hardships which can be caused by an abrupt cancellation. If school is closed or dismissed early for the day, an announcement will be made on the local radio and television stations, the system's website (www.robesson.k12.nc.us) and/or a social media site. Please listen for the announcement and **DO NOT** call the school. Be certain you and your child have made emergency plans in advance.

Change of Address or Telephone Number

- It is important that the school always has the correct address and telephone number for each student for use in an emergency. *Please update PowerSchool throughout the year as your numbers or addresses change.*

Cheating/Honor Code

South Robeson Middle School students are encouraged to maintain high standards of academic integrity and honesty. In an effort to clarify expectations, the following list provides examples of unacceptable acts of cheating:

- The Honor Code of SRMS shall deal specifically with cheating or attempting to cheat, plagiarism, lying, and stealing.
- **Cheating** encompasses the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students by means including, but not limited to, fraud, duress, deception, theft, trickery, talking, signs, gestures, copying from another student, and the unauthorized use of study aids, memoranda, books, data, or other information.
- **Plagiarism** encompasses presenting as one's own works, the work or opinions of someone else without proper acknowledgement or borrowing the sequence of ideas, the arrangement of material, or the pattern or thought of someone else without proper acknowledgement.
- Looking at another student's paper during a quiz, test or exam.
- Revealing items to a student who has not yet taken a quiz, test, or exam.
- Copying other students' assignments designated as independent work (homework, worksheets, essays, research papers, test answers and lab reports).
- Referring to unauthorized notes and materials during a quiz, test or exam.
- Positioning your paper so that another student can see it during a quiz, test or exam. ● Using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam.
- Using technological devices to secure work from another student's project.
- Obtaining an unauthorized copy of a quiz, test or exam.
- Plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and/or plagiarizing work from another student's project.
- Cheating will be handled at the discretion of the teacher/administration.
- **Lying** encompasses the willful telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work.
- **Stealing** is taking or appropriating without permission to do so and the intent to keep or to make use of wrongfully, property (academic) belonging to any member of the SRMS community or any property located on the campus.

Child Nutrition • The Public Schools of Robeson County participates in the National School Breakfast and Lunch programs sponsored by USDA. South Robeson Intermediate School serves breakfast and lunch to positively impact student health and learning. Meals are designed to provide adequate calories, nutrients and dietary fiber while limiting fat, cholesterol, sodium, and sugar. Students who choose to bring meals from home must eat them in the cafeteria. **School guidelines do not permit restaurant food or soft drinks in the cafeteria.** Students must leave tables and chairs neat and clean. Food and utensils should remain in the cafeteria or designated area. Improper behavior will result in disciplinary action. Menus are posted in Homebase/PowerSchool. Students who have special dietary needs (not preferences) and/or allergies should complete a Medical Statement for Students with Special Nutritional Needs form and return it to the Child Nutrition Manager. This form may be obtained from the front office or cafeteria. Please note that medical statements must be updated annually.

Closed Campus

- SRMS operates under a closed campus policy. Students are to remain on the campus from the time they arrive at school until they are properly dismissed. A student may be signed out of school only by the parent/guardian with legal custody of the student or other adults designated on the student's information sheet. All visitors are required to report to the front office to receive a visitor's pass.

Clubs/Sports/Organizations

- SRIS offers a variety of clubs and athletic events.

Activity	Contact Person/Advisor/Coach	Time Period
Football		Fall
Volleyball		Fall
Cheerleading		Fall/Winter
Basketball (Boys)		Winter
Basketball (Girls)		Winter
Softball		Spring
Baseball		Spring
Beta Club	Jamie Burney	Entire School Year
Battle of the Books	Tysheick Stephens/Jamie Burney	Fall/Winter/Beginning of Spring
Native American Student Association	Norma Richardson Locklear	Year Long

Conferences

- Parents are encouraged to call the school to request a conference with their child's team of teachers, counselor, or an administrator at any time to discuss how best to work with their child to meet their needs. During the regular school day, teams of teachers have a scheduled team planning time.
- Teachers may also be available before and after school. After conferences, parents should talk with their child about the result of the meeting and make follow-up appointments as needed. If a problem arises, please make first contact with the teacher. If this contact is unsatisfactory, you should then contact the appropriate administrator. Often students misunderstand situations, and communication between the teacher and parent can resolve the issue. To set-up a conference, please call the school at (910) 422-3983 or e-mail your child's teacher.

Counseling Program and Student Services

- The Counseling Program offers many services and resources for students, families, and school staff. The school counselor offers individual counseling and small group counseling for students, in addition to visiting each classroom on a regular basis to assist teachers in implementing the North Carolina Guidance

Curriculum. Please feel free to contact the counselor if you have any questions or concerns about your student(s) throughout the year.

Custody

- When one parent has exclusive custodial rights granted by the court, a copy of the court documents must be filed in the office. If there are special requests regarding custody, make these requests known on the Student Information Card and directly to the teacher and the office. It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. **South Robeson Middle School staff cannot legally prohibit the biological parent from picking up their child unless specified in legal court or DSS documents.**

Equal Education Opportunity

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

Leg ref.: Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973.

Facility Care/Use - We have a beautiful school and we must take care of it.

- Students should take care of furniture, equipment, materials, restrooms, etc.
- Students should check desks before leaving school in the afternoon to make sure that they have books and personal items.
- Students should keep their desks clean.
- Students are not to jump up in order to hit ceiling tiles or exit signs with hands or objects.
- Students are not to put up posters or signs unless they are permitted by an administrator and signed by a sponsoring teacher and/or an administrator.
- Student's family will provide restitution (pay for the damage and/or repair), if applicable.

Feeder Schools

South Robeson Middle School's eighth grade students will attend either Fairmont High, Lumberton High, or Purnell Swett High depending upon where they live.

Field Trips/Incentive Trips

- Teachers may schedule field trips to reinforce and enrich the basic curriculum plan. Parents will receive field trip information in a timely manner and be given ample opportunities to make payments and turn in permission slips. Please turn in these forms and field trip money to your child's first core teacher.
- Field trip participation is subject for review based on behavior.
- All parents wishing to volunteer to attend field trips must fill out an SRMS volunteer form and be approved at least 2 weeks in advance prior to the trip. ***ABSOLUTELY NO YOUNGER SIBLINGS WHO DO NOT ATTEND SOUTH ROBESON MIDDLE SCHOOL ARE ALLOWED TO GO ON A SCHOOL FIELD TRIP.*** If you would like to bring a child who is attending South Robeson Middle but is in a different grade level or class, the student will receive an unexcused absence for the day.
- Field trips have educational goals and are under the supervision of the classroom teacher. Field trip travel is by bus, and all students are required to ride the ***bus both to and from*** the field trip destination, even

though the parents may accompany the trip in their car. Students may be signed out by a parent/guardian only (identified on the Emergency Contact List) if the field trip is ending after 11:30am.

Fighting

Fighting will not be tolerated. If a student has instigated, contributed to, or been a direct party to the reason for a fight, the student is subject to disciplinary action. Every student has the responsibility to prevent fights from occurring and to take reasonable steps to prevent them by notifying a faculty member or administrator of the problem. After a thorough investigation, juvenile or criminal petitions may be filed against those students involved in the incident. **First Offense: 3 days OSS: Second Offense: 5 days OSS : Third Offense: 10 days OSS for recommendation for long term suspension. With all discipline, administration will use their discretion when de**

Grading Scale 90-100 = A 80-89 = B 70-79 = C 60-69 = D 59-below = F

Health Issues

- **Head Lice:** Students found to have head lice and/or their nits (eggs) are to be excluded from school until treated and nits are removed from the hair. The absences accrued from exclusion due to lice infestation shall be excused for the day the lice were discovered and the following day ONLY. However, if lice are found on Friday or the day before a holiday, students are expected to return to school on the next instructional day. Designated personnel in each school will be trained in the identification of head lice and the appropriate execution of school policy and procedures. Parents are required to accompany a child returning to school, so that the child can return home if additional nits or lice are found. Chronic cases are subject to be reported to the County Health Department and the Department of Social Services. **South Robeson Middle School has a no-nit policy, meaning students with live head lice OR nits are not allowed in school.**
- **Illness:** Should a student become ill during the school day, parents will be notified and asked to come to take the student home. Students must be fever free for 24 hours before returning to school. Emergency numbers will be kept on file in the school office. **It is crucial that the school be given a telephone number where the parents or other designated adult may be reached in case of an emergency or illness.** If your child has a chronic illness (asthma, diabetes, allergies, bladder infections, etc.), please notify his/her classroom teacher and our school nurse. This will assist us in helping, treating, and understanding your child.

Homework/Make-up Work

- Homework is important as an extension of the learning that takes place in school. The student planner is a vital communication tool between school and home as it relates to homework. If your child is absent and you desire the make-up work to be completed at home, please contact the office by 11:30am so that the assignments may be picked up after 3:08 pm.

Inspection of Student Records

- **Records:** Parents have the right to inspect all student records for their child kept by the Public Schools of Robeson County- South Robeson Middle School. These records include such information as grades, attendance, activities, health data, test data, and participation in special services programs. A student 18 years or older has all the rights afforded parents concerning student records.
 - If you are interested in reviewing your child's records, you may do so by calling the guidance counselor. The counselor will set up an appointment for you to review the records within ten school days of your request. A school staff member will be present to help you interpret information contained in the records.

- If the contents of your child's records do not meet with your approval, a review procedure is available. You may request a conference with the principal. If the outcome of this conference is not satisfactory, you may request a conference with the office of the superintendent. If the outcome of this conference is not satisfactory, you may request a hearing before the school board of education.
- School system staff and certain local, state and federal officials of educational agencies have access to your child's records without your consent. However, you must give your written permission to any other individual or agency that wishes to review the records.
- South Robeson Middle School may publish the following directory information, which may be released without prior written consent: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, graduation status, and awards received. If you object to having this information released, please notify the principal, in writing, within ten days of the start of the new school year.

Initiating A Fight

Boosting a fight, carrying news, causing dissension: any student who encourages, aids, or abets any conduct which may result or does result in physical violence against any person. Law Enforcement may be called. If it can be determined by clear and convincing evidence who instigated a fight, that person may be punished to a greater degree than other others involved in the fight. The amount of punishment will be at the principal's discretion. This does not absolve any parties in the fight from their role.

All parties involved in a fight will be disciplined. First Offense: 3 days ISS; Second Offense: 3 days OSS; Third Offense: 5 days OSS; Fourth Offense: 10 days OSS

Interim/Progress Reports/Parent Communication

- Communication with parents/guardians by means in addition to formal report cards is encouraged. This may include scheduled parent/teacher conferences, notes or letters, telephone calls, home visits, proficiency reports, samples of student work, and listing of grades in the student planner. Particular emphasis will be placed on contact with parents or guardians of students who experience difficulty in the school environment. We encourage parents and guardians to get to know their child's teachers and to become active in their child's education.

Lost and Found

- Items that are lost should be turned into the "lost and found". If a student loses an item, he/she may check at the lost and found between classes (this is not an excuse to be late to class), before or after school, and at lunch. Valuable lost items such as glasses, purses, jewelry, and band instruments should be turned into the office and claimed there.

Medication

- **Students are not to have any over-the-counter (antacids, ibuprofen, aspirin, etc.) or prescription medication in their possession at school.** If medication is required, the proper form can be found in the office and must be completed by the parent/guardian **and** a doctor. The form and medication will be stored and distributed through the office. **According to PSRC Board Policy, no medications will be distributed without a physician's authorization and signature. No over-the-counter medication will be distributed by school personnel unless authorized and signed for by a physician.** Students found in possession of any type of medication may be subject to disciplinary action.

Messages

- Please remember to make arrangements for your child's transportation home before the school day begins. A telephone call to make arrangements once the school day has begun interrupts the instructional day for all

students. We will take emergency messages for students but not call them to the telephone. No messages will be delivered to students after 2:45 pm.

Parent Responsibilities

- To help schools maintain a safe and orderly learning environment, parents/guardians are requested to be responsible partners with the school system.
- 1. All school visitors during the school day must report immediately to the administrative office at the school.
- 2. All school visitors are expected to comply with all school rules and school board policies.
- 3. Persons, who are Registered Sex Offenders, must comply with the PSRC's board policy.
- 4. Adults, not employed by PSRC, may not board a yellow school bus.
- 5. All school visitors must comply with acceptable and prohibited uses of technology.
- 6. Parents are encouraged to monitor student progress through Home Base (PowerSchool)

Positive Behavior Intervention and Support (PBIS)

South Robeson Intermediate School PBIS Behavior Matrix

G R A D E M U S I C I A N		P PRODUCTIVE	R RESPECTFUL	I INTERGITY	D DETERMINATION	E EXCELLENCE
	Hallway	Walk single file Walk face forward	Keep hands and feet to self Hold doors for others	Follow directions Stay quiet - classes are in progress	Go directly to your destination Keep to the RIGHT side of the hallway	Set a good example Keep hallways clear and clean
	Restroom	Wait your turn Throw trash in the trash can	Respect privacy Use kind words and actions	Report problems to an adult Use supplies properly Wash hands	Walk at all times Keep water in sink	Go, flush, wash Use time wisely
	Assembly	Sit appropriately Be a team player or problem solver	Keep hands and feet to yourself Eyes and ears on speaker	Follow directions from adults Stay in designated area	Walk at all times Enter and exit quietly	Participate Use appropriate applause
	Gym	Take turns Play Cooperatively	Use kind words and actions Invite others to play	Report problems to an adult Use equipment appropriately	Line up when you are called Walk to and from building Try your best	Set a good example Play by the rules
	Cafeteria	Use an indoor voice Raise your hand for help Get all that you need when you go through the line	Respect other's space Use kind words and actions	Follow directions from adults Eat only your food	Walk at all times Sit with feet under table	Leave a clean table, chair and floor Use good manners
	Library	Stay on task Put things away in their proper place	Respect others trying to read and learn Be self-sufficient	Follow directions from adults Take care of books and equipment	Return materials on time Walk at all times	Be quiet Use time wisely
	Classroom	Raise your hand to speak Stay on task	Pay attention to your teacher Use kind words and actions Keep hands, feet and objects to yourself	Follow instructions Use classroom materials appropriately Accept consequences without arguing or complaining	Walk at all times Be ready to learn Try your best	Complete your work Organize Participate
	Bus	Watch for traffic when entering/exiting Listen for your stop	Keep noise down Use kind words and actions Keep hands and feet to yourself	Report problems to adult Keep track of your belongings Sit where you are assigned	Stay seated face forward Remember your bus number Keep your backpack closed	Listen to bus driver No eating or drinking Keep track of your belongings

PowerSchool

- PowerSchool will be updated yearly before school starts. If there are any changes throughout the year to your phone number, address, or contacts (who can pick up students from school), it should and can be updated through PowerSchool anytime of the year.
- Parent/guardian name
- Complete and UPDATED address
- Home phone number
- Work phone number of parent/guardian
- Emergency contact person and phone numbers
- Any medical alert information
- The school should be notified if there are any custodial rights or legal responsibilities in regards to our students.

Public Displays of Affection

- Actions such as holding hands and kissing are not appropriate at any time during the school day or at any school-related event. Such actions will be addressed through normal school disciplinary procedures. First

Offense: Warning and parent notification: Second offense: 1 day ISS and parent notification: Third offense: 2 days ISS and parental notification.

Refunds When Suspended

Students who have paid to participate in an activity, but are suspended (OSS/ISS) for disciplinary reasons at the time of the activity, will not receive a refund. Activities include field trips and on-campus activities.

School Telephone

- The school telephone is necessary for the efficient operation of the school. Students are permitted to use the telephone only if there is an emergency or if a school related event is cancelled.
- Phone calls to teachers should be made either before or after regular school day hours or during planning periods. The teacher will return your call during his/her scheduled planning periods or after school. It is very important that you follow these procedures so classroom interruptions will be minimal.

Skipping Policy

If a student arrives to class late and without a hall pass he/she is considered skipping. (A teacher or member of the staff determines the validity of passes/excuses. Administration has the final authority to determine validity of hall passes/tardies/excuses.) Students are also considered skipping if they arrive or leave campus illegally or are in an unauthorized area.

Smoking/Use of Tobacco/Vaping

- The PSRC Board of Education has adopted a policy that prohibits the use of tobacco products on school grounds. This policy applies to sporting events and the car rider line. The support and adherence of all individuals is mandated.

Student Code of Conduct and Discipline

One of the most important lessons education should teach is discipline and self-control. The word discipline means to teach. So in essence, disciplinarians teach others in a specific area. In the schools, administrators deal with behaviors and choices. Our goal is to teach appropriate behaviors and the process of making good choices. While it does not appear as a subject, discipline underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to acceptable conduct and proper consideration for others. With an understanding of the purpose of discipline at South Robeson Intermediate Middle School you will form a positive attitude towards discipline and not only do your share in making YOUR school an effective place of learning you will develop the habit of self-restraint which will make you a better person.

All decisions related to student behavior are guided by the Public Schools of Robeson County's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish:

- (1) expected standards of student behavior
- (2) principles to be followed in managing student behavior
- (3) consequences for prohibited behavior or drug/alcohol policy violations
- (4) required procedures for addressing misbehavior

A range of consequences has been developed to assist principals, school officials in determining appropriate disciplinary consequences for student behavior. Conduct in violation of board policies, rules of the local school, and federal or state law will result in disciplinary consequences. It is important for parents and students to understand that a range of consequences may be available. **School administrators may choose from the range of consequences based on mitigating and aggravating factors unless specific consequences are required by law.**

Student Responsibility Code

Students should strive to be considerate of others. The primary purpose of South Robeson Intermediate School is to promote a wholesome learning process. The Student Responsibility Code is a guide for students on the expected standards of behavior. The code of behavior, if violated, may invoke disciplinary penalties. The penalties may range from conferences for lesser offenses to suspension or expulsion for severe infractions. The following are some infractions that may warrant disciplinary action:

- Being insolent or disrespectful
- The use of vulgar or profane language or gestures
- Fighting
- Inappropriate displays of affection
- Making noises or other disturbances in the hall which disturbs classes
- Rowdy behavior, such as pushing, shoving, horse playing or throwing objects (pencils, spitballs, paper wads, etc.)
- Skipping class
- Leaving the room without permission
- Vandalism, damaging, or stealing school or private property
- Electronic games, cell phones, radios, sports equipment, playing cards, dice, and nuisance items. Parents must pick up these items from the main office.
- Failure to follow the school schedule
- Loitering in the halls and on grounds between the changing of classes
- Bringing or inviting visitors on campus
- Possession of tobacco products, lighters, matches, cigarette, wrapping paper or any item that can be used in smoking
- Hats, caps, turban, toboggans, bandanna, combs, picks, headbands, and sunglasses are not to be worn inside the building
- All drugs, prescription or otherwise, will be dispensed from the office upon the receipt of doctor's statement
- Playing tabletop football, pencil fighting or card playing
- Out of class without a pass
- Keep to right of the hall in a single file (usually on the blue line)
- No running in the hall or breezeway
- Avoid gathering in the hall causing the traffic to be blocked
- Students will not be permitted to receive flowers at school
- Belts are to be worn. **Sagging clothes are not permitted.** Parents will be called in for a conference if **sagging continues**. May result in further disciplinary action.

CLASSIFICATION OF VIOLATIONS

Violations of the Student Behavior Guidelines are grouped into three classes – minor, intermediate, and major. Class I offenses will generally be dealt with by teachers or team disciplinary actions, Class II offenses will generally require more severe disciplinary actions, such as in-school or out-of-school suspension, Class III offenses are of an extremely serious nature and generally will warrant a recommendation for an external school suspension or expulsion. It is important to note that repeated violations or special circumstances may warrant a recommendation from the principal for more severe disciplinary action, up to and including expulsion.

CLASS I (SCHOOL RULES AND REGULATIONS)

Disorderly conduct a)

Class disruption

b) Minor disruption

c) Misconduct at a school activity

- d) Acting in an inappropriate manner
- e) Being in an unauthorized area
- f) Quarreling/name calling
- g) Horse playing/tussling
- h) Cheating/lying/gambling
- i) Running/pushing/shoving/kicking in the halls
- j) Not being prepared for class
- k) Truancy
- l) Littering
- m) Food/drink in unauthorized area
- n) Not following the directions of persons in authority
- o) Failure to follow proper sign in/out procedures
- p) Throwing paper
- q) Chewing gum
- r) Tardiness
- s) Dress code violation
- t) Loitering
- u) Graffiti
- v) Other minor violations of rules which administration/staff deem necessary to ensure a safe and orderly school climate.

CLASS II – HARMFUL MISCONDUCT (Could warrant ISS/OSS)

- 1. Horseplay/tussling not resulting in injury
- 2. Inappropriate/vulgar language directed toward any school employee, student or any other person in school
- 3. Skipping class
- 4. Leaving school without permission
- 5. Smoking/possession of tobacco products
- 6. Bus misconduct
 - a. Failure to follow directions of bus driver
 - b. Throwing objects
 - c. Failure to follow established safety rules
- 7. Threats or perceived threats – words or acts toward another student
- 8. Disrespect to a member of school staff
- 9. Providing false information
 - a. False identification
 - b. Forgery
- 10. Pornography
- 11. Open display of affection
- 12. Repeated violations of Class 1 (3 to 5 incidents)

CLASS III – SEVERE MISCONDUCT

(These could warrant OSS or Expulsion. These may be chargeable offenses.) 1.

Fighting

- 2. Felony conviction – where actions of student pose a threat to the safety of others
- 3. Assault
- 4. Weapons/dangerous instruments
- 5. Possession of firearms

6. Narcotics/alcoholic
7. Extortion
8. Threatening, insulting, abusive, or discourteous words or sign, profanity, language of a racial nature or other acts
9. Breaking/entering/vandalism
10. Breaking/entering/vandalism

11. Bomb threat or hoax
12. Hazing
13. Student demonstration
14. Sexual Misconduct [Chargeable Offenses – G.S. 115C-288(g)]
 - a. Battery
 - b. Attempted rape
 - c. Harassment
 - d. Other sexual misconduct which may not be chargeable (exposure, proposition, sexual remarks)
15. False fire alarm
16. Repeated violations of Class II (3 to 5 incidents)

CHARGEABLE OFFENSES

When a school official learns or suspects that any student has violated a Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina. He/she shall immediately report such violation to the law enforcement for investigation and prosecution. The school principal must report immediately to law enforcement officials the following acts when they occur on school grounds, regardless of the age or grade of the perpetrator or victim: a.

- a. Assault resulting in serious injury
- b. Sexual assault
- c. Sexual offense
- d. Rape
- e. Kidnapping
- f. Indecent liberties with a minor
- g. Assault involving a firearm in violation of the law
- h. Possession of a weapon in violation of the law
- i. Assault involving the use of a weapon
- j. Possession of a controlled substance in violation of the law
- k. Assault on school officials
- l. Homicide, including murder, manslaughter and death by motor vehicle

In such cases, school officials shall cooperate fully with the law enforcement agency; however school disciplinary proceedings shall proceed independently from the criminal investigation. Legal Ref.G.S. 115C-288(g).

Testing

- End of Grade (EOG) Testing and Common Exams are a key factor in determining how much a child has progressed during the year. Students must be in attendance for testing in May. All students in grades 6, 7, and 8 must participate in this test. Other tests may be required by the Public Schools of Robeson County and by federal and state law.

Visitors

- We love to have Parents/Guardians and visitors on our campus. In order to maintain the educational environment and to maximize the safety of students, all visitors must check in at the school office to secure

a visitor's pass. Students from other schools are not permitted to visit school during the school day unless the visit is part of an educational program approved in advance.

- **All visitors are asked to report to the office to receive the proper identification prior to entering the halls or classroom area. These visitor tags must be visible the entire time the visitor is on campus.**
- Under no circumstances are visitors permitted to disrupt the orderly educational atmosphere of the school or classroom. Individuals not following the rules and regulations of the school or disrupting the educational processes of the school will be asked to leave school property.

Volunteers

- SRMS welcomes volunteers to our school as a valuable resource to our students and teachers. Anyone interested in volunteering should contact the school counselor – Ms. Tonya Williams. The process takes approximately 2-3 weeks to finalize an individual as an SRMS approved volunteer. Volunteers must sign in at the office upon arrival at the school.

Withdrawing Students

- In the event that your child will be leaving our school to attend another place of learning, please contact us so that we can make sure all of your child's paperwork is in order (books returned, fees paid, etc.). Once you go to the new school, they will contact us to send them the cumulative records.

****Pictures and/or Video of Students of the PSRC**

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

Open House/PTSA Schedule

The following is a tentative schedule for PTSA Meetings for the 2023-24 school year. These meetings are subject to change. Should it become necessary to make a change, we will make every effort to let you know well in advance. Please support the PTSA by attending meetings and assisting with all activities. All PTSA Meetings will be at 4:00 pm, unless notified differently, and will be held in the Cafeteria.

August 24, 2023

September 26, 2023

November 28, 2023

February 12, 2024

April 23, 2024

Public Schools of Robeson County

Required Annual Health Status Update Form

School Year _____

Dear Parent/Guardian:

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

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

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

Student's dentist: _____ Phone: _____

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

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

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

Health Condition	Yes	No	Explanation if "Yes"
Severe Allergies (that require emergency medical intervention)			Check type of allergy(s) that apply:
			Medication Food Bees/Insects Other
			Identify specific allergy(s):
			Does your child require an Epipen? Yes No
Asthma			Date of last asthma attack:
			Medication for asthma:
			Does your child need this medicine at school? Yes No
Diabetes			Type 1 (Insulin Dependent) Type 2 (Oral medication) or Prediabetes
			Medication for diabetes:
			Does your child need this medicine at school? Yes No
Seizure Disorder			Date of last seizure:
			Medication for seizures:
			Does your child need this medicine at school? Yes No
Heart Condition			Specify: Treatment:
Hemophilia/Bleeding Disorder			Specify: Treatment:
Sickle Cell Anemia			Treatment:
Bowel/Bladder Issues			Specify:
Migraine Headaches			Triggers: Treatment:
Bone/Muscle Problems			Specify: Activity Restrictions:
Concussion			Specify: Activity Restrictions:
Mental Health/Behavioral Issues ADD/ADHD			Specify:
			Treatment/Medication:
Wears Glasses/Contacts			Glasses Contacts → For Distance For Reading
Hearing Loss			Hearing Loss Right Ear Hearing Loss Left Ear
			Does your child wear a hearing aid(s)? Yes No
Other Serious Illness or Injury			Specify: Date of Onset:
Medication (Prescription or OTC) taken on a regular basis			List (if not already listed above):

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

Parent/Guardian Signature

Printed Name

Date

Escuelas Públicas del Condado de Robeson
Formulario Requerido Anualmente del estado de Salud Actualizado del Estudiante
Año Escolar _____

Estimado Padre/Guardián:

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

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

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

Nombre del dentista del estudiante: _____ Teléfono: _____

Tiene su hijo/a seguros como Medicaid, Health Choice o Seguros de otro compañía? ☐ Si ☐ No?

Si su respuesta es “no” tenemos información sobre seguros gratis o reducido si gusta tener lo? ☐ Si ☐ No?

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

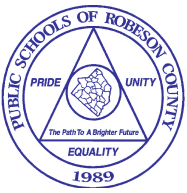
Condicion de la salud/Health Condition	Si/Yes	No	Explique si contesto que si
Alergias Severas			Cheque las alergias que aplican
			Medicamentos Comida Abejas/Insectos Otros
			Identifique las alergias específicamente
			¿Su hijo(a) requiere un Epipen? si no
Asma			Fecha del ultimo ataque de asma:
			Nombre del medicamento para el asma:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Diabetes			Tipo 1 (Depende de Insulina) Tipo 2 (Medicamento Oral)
			Medicamento para la diabetes:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Trastornos Epilépticos			Fecha del ultimo Trastorno Epiléptico:
			Medicamento para la Epilepsia:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Problemas de Corazón			Especifique: Tratamiento:
Hemofilia/Trastornos de sangrado			Especifique: Tratamiento:
Anemia de Hoz celular			Tratamiento:
Intestino/Problemas de la vesícula			Especifique:
Migraña /dolores de cabeza			Que la ocasiona: Tratamiento:
Huesos/Problemas musculares			Especifique: Restricciones en actividades:
Concussion			Especifique: Restricciones en actividades:
			Date of last concussion:
Salud Mental/Problemas de comportamiento Síndrome de Déficit de Atención (ADD)/ Síndrome de Déficit de Atención con Hiperactividad (ADHD)			Especifique:
			Tratamiento/Medicamento:
			Medicamento para ADD/ADHD:
Usa lentes// Contactos			Lentes / Contactos → Para distancia Para leer
Pérdida del oído			Pérdida del sonido en el oído derecho
			Pérdida del sonido en el oído Izquierdo
			¿Su hijo(a) usa una prótesis de oído? si no
Otras enfermedades de cuidado			Especifique: Fecha de inicio:
Lesión Seria			Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis			Anote (si no ha sido antes mencionado):

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

Firma del Padre/Guardián

Nombre en letra de molde

Fecha



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:

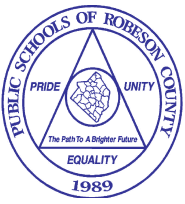
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage,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



Public Schools of Robeson County

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

School Name: _____
School Fax: _____

Office of the Superintendent

Request for Medication Administration in School

To Be Completed by Physician (One medication per form)

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

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

- _____ 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

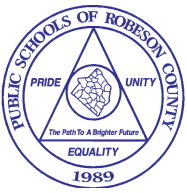
I hereby give my permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This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



Public Schools of Robeson County

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

Office of the Superintendent

School Name: _____
School FAX: _____

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

To Be Completed by Physician (One medication per form)

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

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

- _____ 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

PARENT'S PERMISSION

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

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____

Principal's Signature

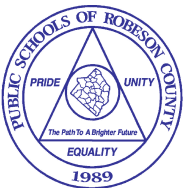
Date

Reviewed by: _____

School Nurse's Signature

Date

(Revised 7/19)



Public Schools of Robeson County

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

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

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:

- | | |
|---|---|
| <input type="checkbox"/> Clear Liquid | <input type="checkbox"/> Pureed |
| <input type="checkbox"/> Full Liquid | <input type="checkbox"/> Mechanical Soft |
| <input type="checkbox"/> Blenderized liquid | <input type="checkbox"/> No change needed |

Designate consistency requirement for liquids:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Thin | <input type="checkbox"/> Spoon-thick |
| <input type="checkbox"/> Nectar-like | <input type="checkbox"/> No change needed |
| <input type="checkbox"/> 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.

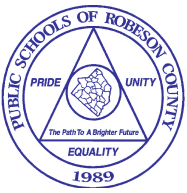
Physicians and Medical Authorities:

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:

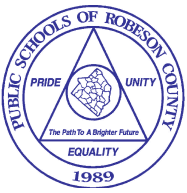
- Fever
- Strep throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

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,



Escuelas Públicas del Condado de Robeson

Post Office Drawer 2909
Lumberton, NC 28359
910-671-6000

Office of the Superintendent

Fecha: _____

Estimados Padres/Guardianes,

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

¿Cómo sabes si su niño es contagioso? Catarros son un poco difícil, como su niño lo puede pasar a otros antes se aparecen los síntomas, como tos, moqueo nasal, estornudos. El periodo contagioso para un catarro dura solamente por como 3 a 4 días al 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:

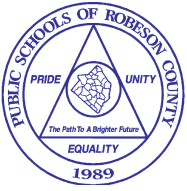
- Fiebre
- Faringitis
- Vómitos y/o diarrea
- Infecciones de los ojos o la piel
- Infecciones parasitarias como piojos o sarna

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,



Public Schools of Robeson County

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

Office of the Superintendent

Garrett's Law

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

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

Health Screening Programs

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

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

Parent Notification of North Carolina Immunization Law

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

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

North Carolina Health Assessment Transmittal Form

Effective 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.robesson.k12.nc.us/Garrett>. Usted también puede solicitar una copia de esta información a la enfermera de la escuela o en la oficina de la recepción.

Programas de Evaluación Médica

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

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

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

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

Formulario de Evaluación de Salud y Transmisión de Carolina del Norte

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

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

Airpods/earbuds and cellphones

Cell phones and earbuds are to be kept out of sight during the instructional day. A teacher has the right to ask you for the device if it is in plain sight. Refusal to give the device to the teacher or school employee is a three day suspension.

Consequences if handed over and taken are as follows.

- First offense– the device will be given back to the student at the end of the period in which it was taken by the teacher.
- Second offense–The school employee will sign the phone over to the main office and the student will receive the phone/electronic device at the end of the day (unless they were recording) after meeting with administration
- 3rd Offense–ISS for one day with a parent conference.
- 4th Offense–OSS for one day with a parent conference.
- 5th Offense–OSS for three days with a parent conference.
- 6th Offense–OSS for a minimum of five days with a parent conference.

Dress Code

- **No sagging pants allowed. Pants must be around the waist.**
- **Sunglasses, hats, caps, scarves or head covers of any description are not to be worn inside buildings,** except when worn because of recognized religious beliefs, a matter of health or safety, or in connection with a school-sponsored program. If we see it inside the school building, we will confiscate it.
- **Bedroom shoes are not to be worn during the school day**
- Distractive/scanty clothing such as: Midriff blouses, halter tops, low-cut tops, tank tops and “spaghetti” strap shirts Short pants, miniskirts, short shorts Noticeably tight or transparent clothing OR any clothing which allows undergarments to be revealed is not permissible. Clothing which is offensive, vulgar, profane, or which advertises or endorses drug or alcohol use is prohibited.
- Jeans/pants with holes that reveal skin must also meet the fingertip rule (must have something underneath to cover skin- .ex. leggings, tights, etc.)
- Any clothing/items that could be perceived as gang affiliation.
- Blankets are not allowed in school.

The Discipline regarding the dress code is as follows:

- **1st Offense – Verbal Warning/ISS to correct violation/sent home if needed**
- **2nd Offense- Parent Contact & Administrative Action**
- **3rd Offense – Parent Conference & Administrative Action**

The Student Dress Code Specifics... *This policy is in effect during school and at all school activities.*

Out of Area

Students are expected to change classes and be only where they are expected to be by staff. Students are assigned a restroom by grade level. Students are not to use any other restroom they are assigned to unless during their resource period.

By signing below, both parents and students are acknowledging that they have read and understand the rules to follow for South Robeson Middle School for the 2023-2024 school year and that they have read the Student Handbook and agree to follow all information in that handbook.

There must be a copy of this sheet on file for ALL students. Refusal to sign and return this form to the homeroom teacher will result in the student being ineligible to participate in school activities, field trips, incentives clubs, and athletics..

Parent Signature _____ Date _____

Student Signature _____ Date _____