

PARENTS AND STUDENTS

Welcome to the 2025-2026 school year at Robbinsville Elementary School. We are pleased that you are part of our school! We are here to serve you and to provide a comprehensive, balanced educational program that will enable each student to reach his/her full potential. It is our desire for every student to be successful! We believe in creating a school environment that is committed to the principles of good character and citizenship.

This handbook outlines the major procedures and rules. Please review the handbook thoroughly with your child. We hope this handbook answers many questions about how we operate and that each of you will help us serve you by cooperating in these matters. As you read this handbook, if there are questions, feel free to ask a teacher or call the school office. Our number is 828-479-9850. We will welcome your call and we look forward to serving you! Our hope is that the memories and experiences that your child takes from this school year will be cherished for the rest of their lives.

Sincerely,
Brandy Carpenter, Principal

MISSION

Respect, effort, and self-control; this is how we reach our goals!

SCHOOL BELIEFS

We, the faculty and staff of Robbinsville Elementary School are dedicated to the purpose of educating children according to their individual abilities to the highest level, and to be self-sufficient members of a changing society. We seek to provide a nurturing environment that develops and maintains sound mental, emotional, physical, and social health through positive attitudes and curiosity for learning. We will strive to provide a school conducive to educating the whole child in an atmosphere where they feel safe, accepted, motivated, challenged, and rewarded. It is our belief that every child should experience success and a feeling of self-worth. We feel that a very essential ingredient to a successful education is cooperation and communication between home and school. The ultimate goal of our program is to establish the idea with the young child that learning is a lifelong process, and that every child can learn.

NOTICE TO PARENTS AND STUDENTS

Under the Family Educational Rights and Privacy Act, parents of students, or students if they are at least 18, have the right to inspect records kept by the school about the student and to correct an inaccuracy in that record. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student.

SCHOOL-BASED HEALTH CLINIC

School nurses facilitate the well-being and educational success of our youth through services directed toward keeping students healthy, in class and ready to learn. Robbinsville Elementary has a proactive school nursing program led by Ms. Becky Foster. Graham County Schools is continually searching for ways to assist students who need continued care beyond the scope of school nursing and is in the initial phases of negotiating with a health system to reopen our school-based health center. More information will be provided later.

Title I Parents' Right to Know

Robbinsville Elementary School receives federal funds for Title I, Part A programs. As a parent of a student in a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires the school to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the teacher assistant(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a teacher assistant, then our district or school is able to provide you with the following information:

1. Whether the teacher assistant has completed at least two years of study at an institution of higher education.
2. Whether the teacher assistant has completed an associate's degree (or higher).
3. Whether the teacher assistant has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the teacher assistant has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics and other support as appropriate.

Please send your professional qualification inquiries to the Graham County Human Resources Department at (828)479-9820, or email at kcable@graham.k12.nc.us. For general questions about this or any Title I issue, please contact Kristy Cable, Title I Director at 828-479-9820 or kcable@graham.k12.nc.us.

ROBBINSVILLE ELEMENTARY SCHOOL

Attendance Policy

I. General Policy Statement

First and foremost, parents must be oriented to the fact that the responsibility of school attendance is that of the home. The school should cooperate in every way possible with the parents. Time spent on learning in the classroom cannot be replaced. Regular attendance and promptness are two important characteristics of a successful student!

In accordance with G. S. 115C-378, every parent, guardian, or other person in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause such student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any such student to be unlawfully absent from school.

1. Students, parents, and teachers are encouraged to work together to make this attendance policy successful in order to meet State Accreditation Standards. We must maintain our present attendance rate.
2. An absence will be coded as: #1 - Lawful, 2# - Unlawful, or #3 - Suspension.
3. The school personnel will determine if an absence is lawful or unlawful.
4. In accordance with G. S. 115c-378, the principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six unlawful absences, the principal or his designee shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him if he believes that a home visit is necessary.
5. After 10 accumulated unexcused absences in a school year, the principal or his/her designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the students' parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. Depending on the circumstances, the principal must then notify the district attorney or file a complaint with the juvenile intake counselor. (G.S. 115C-378).

R.E.S. Attendance Policy 2025-2026

Students at Robbinsville Elementary School with a good attendance record will be recognized/rewarded throughout the school year.

- * **According to compulsory attendance law, all students may have no more than 10 unexcused/undocumented absences in a school year.**
- * **After the 10th unexcused/undocumented absence, an attendance petition will be filed in the court system.**
- * **Doctor's notes, court required attendance, and death in the immediate family are considered excused absences.**
- * **No parent notes will be accepted as an excuse for a student absence.**
- * **Up to three (3) absences per school year may be excused for an educational opportunity, cultural experience, and/or religious observance.**
- * **Educational opportunities, cultural experiences, and/or religious observances must be pre-approved by school administration.**
- * **Doctor's excuses coming into the school, must be submitted to your child's homeroom teacher who will code the absence.**
- * **Summer school is not an option for poor attendance.**

II. Robbinsville K-5 Tardy and Early Dismissal Policy

Accurate records of student absences and tardies are the responsibility of the classroom teacher. The teacher must keep daily records for each class. Absences will be reported on the student's report card and permanent record.

The school day at Robbinsville Elementary School begins at 8:00 each day. Students arriving late will be counted as tardy. Records of tardies to school and early dismissals from school will be maintained by the school receptionist.

More than three total unexcused tardies and/or early dismissals in one nine weeks will result in the student losing the opportunity to go on their grade level reward trip.

The Right to Appeal

Any student who feels he has been treated arbitrarily or unfairly has the right to appeal to a higher authority. The chain of appeal is: Teacher, Principal, Superintendent, and the School Board.

Promotion Policy K-5

1. The school principal has ultimate responsibility for promotion/retention decisions in accordance with P.L. 94-142 and local and state regulations.
2. Teachers are responsible for early identification of students who are at risk of not meeting local or state promotion standards.
3. If promotion is questionable, two written notices must be given to the parent(s)/guardians. The first notice must be sent by the end of the fourth week of the third grading period. A conference request (phone/mail) will be done by the teacher within two weeks following the date of the first notice. The second written notice must be sent by the end of the fourth week of the last grading period.
4. Students will be promoted based upon successful completion of state and local standards.
5. Progress reports will be sent at the midpoint of each grading period to parents of all students K-5.
6. Promotion standards:
 - * Grades 1 and 2: Each student in grades 1 and 2 must attain passing grades in language arts and mathematics.
 - * Grades 3 and 4: Each student in grades 3 and 4 must attain passing grades in language arts, mathematics.
 - * Grade 5: Each student in grade 5 must attain passing grades in language arts, mathematics, science, and social studies.

Grading Scale

A = 90-100

B = 80-89.4

C = 70-79.4

D = 60-69.4

F = Below 60

Student Promotion and Placement

A. Purpose

Believing that all students can learn, the Graham County Board of Education holds high expectations for staff, students, parents and community. The Board of Education believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. Graham County students shall meet local promotion standards in addition to the Student Accountability Standards as established herein.

B. Standards

The Superintendent will establish standards and a process for determining a student's readiness to progress to the next level of study. The principals will ensure that teachers are assessing each student's readiness to progress to the next level using the established standards.

Grade placement is the responsibility of the principal. The principal shall make local retention decisions with input from the student's teachers and parents. If necessary, students can be retained once in the K-2 grade span and twice in the 3-5 grade span.

Grades K-3

As required by the State Board of Education, Graham County Schools have implemented assessments at grades K, 1, 2, and 3 that include documented, on-going individualized assessments throughout the school year and a summative evaluation at the end of the year. These assessments monitor achievement of benchmarks in the North Carolina Standard Course of Study (Common Core Standards) adopted by the N.C.D.P.I. The intended purposes of these assessments are : (1) to provide information about the progress of each students adaptations and early interventions; (2) to provide the next year teachers with information about the status of each of their incoming students; (3) to inform parents about the status of their children relative to grade level standards at the end of the year; and (4) to provide the school and school system information about the achievement status and progress of groups of students in grades K, 1, 2 and 3.

Grade 3

In addition to meeting local promotion standards, students in grade 3 must achieve at or above a Level III on the North Carolina End-of-Grade tests in both reading and mathematics. Students scoring at Level III or above and meeting all local promotion requirements shall be promoted to grade 4. Students in the 3rd grade not scoring proficient (3 or 4) on the Reading End of Grade exam will be retested then be required to follow all procedures established by the N.C.D.P.I. in the “Read To Achieve” program if the student continues to score below proficient (1 or 2) on the End of Grade Reading exam. This state requirement is part of the Excellent Schools Act, which became law as of the 2013-2014 school year.

Grade 4

In addition to meeting local promotion standards, students in grades 4 must achieve at or above a Level III on the North Carolina End-of-Grade tests in both reading and mathematics. Students scoring at Level III or above and meeting all local promotion requirements shall be promoted to grade 5.

Grade 5

In addition to meeting local promotion standards, students in grade 5 must achieve at or above a Level III on the North Carolina End-of-Grade tests in reading, mathematics, and science. Students scoring at Level III or above on reading, mathematics, and science, and meeting all local promotion requirements, shall be promoted to grade 6.

C. Remediation Strategies for Students Not Meeting Standards

The teacher shall conference with the parent(s) or guardian(s) of students not meeting test standards. Parental contact will be within (3) days of the teacher’s receipt of test results. The teacher shall discuss with the parent(s) or guardian(s) remediation opportunities, grade retention, tutoring sessions, or other options provided by the school.

D. Students with Disabilities

1. To the extent possible, all students with disabilities shall participate in the student accountability promotion standards program.
2. Students with disabilities may be exempted from the student accountability promotion standards program by the Individualized Education Program Team, including the principal or school district representative, if it is determined by the team that the students do not have the ability to participate in the State Standard Course of Study. However, they shall be enrolled in a functional curriculum and demonstrate acceptable outcomes on alternative assessments. The parent/guardian will be informed that these students may receive a certificate of achievement or graduation certificate.
3. All interventions/remediation and other opportunities, benefits, and resources that are made available to students without disabilities shall be made available to students with disabilities who participate in the student promotion standards. All services that are offered are in addition to the special education services provided to the student.

E. Intervention Strategies

The Board of Education acknowledges the need for thoughtful decisions in the matter of retaining students. Teachers are responsible for the early identification of any student considered at risk. By the end of the first grading period, students who are falling behind should be identified for possible retention and provided with appropriate intervention strategies. Parents will be notified in writing at the time of identification.

Each school will develop and provide intervention strategies specifically designed to increase grade level proficiency. Strategies may include special homework, smaller classes, flexible grouping, tutorial sessions, after-school programs, summer school instruction, alternative learning programs, or retention.

F. Student Academic Accountability Strategies

Any student who receives three (3) zeros and/or is failing any class to which they are assigned will be sent to the academic recovery room until the missing assignments and/or failing grades are made up or remedied. Additionally, if a student is assigned to after school detention for any reason, they will not be allowed to attend any sports practice (school or recreation league) until after school detention has been complete; which is either 5:00 p.m. for students assigned after school detention for behavioral misconduct, or until their missing assignments are completed with adequate effort and ready to turn into their teacher. For students who are absent, they have two days for every day of absence to make-up their missing work. After school detention will not be assigned for make-up work due to a student absence until the time period is passed for make-up work to be turned in. When students require after school detention due to zeros, the teacher will contact the parent to make them aware of the after school detention requirement. After school detention must be assigned Monday-Thursday on the day the student obtains the third zero. If the third zero is obtained on a Friday, after school detention will be required for the following Monday.

Dress Code

Students are expected to dress appropriately when coming to school. Tee-shirts with inappropriate language or pictures will not be permitted. Questionable student attire will be addressed by staff and parents may be required to bring a change of clothing to school for their child.

Hats are optional and can be worn as long as the classroom teacher approves the wearing of hats. Students that don't do as their teachers ask will be punished accordingly.

Responsibility Centered Discipline

At Robbinsville Elementary School, we will strive to create a safe, fun, learning environment for each child. We believe dealing with classroom discipline issues provides an extremely valuable opportunity for teaching and learning to occur. We believe that focusing on the positive helps decrease less desirable behaviors.

We will be using the "Responsibility-Centered Discipline" approach to classroom management. A component of this program is a five-step guided conversation, called "Give 'em Five" which will be conducted privately between the student and staff member when undesirable behaviors do occur.

Disciplinary Measures Grades K-5

Minor Behaviors to be addressed by classroom teachers:

- Running inside the building
- Horseplay/Unsafe/Rough Play
- Minor Disruptions in classroom or during transitions
- Name Calling/Teasing
- Breaking Classroom/Playground Rules
- Non-directive profanity
- Minor misuse of technology
- Disrespect/Off-task behavior
- Dress code violation
- Other minor behaviors that may arise

Teachers contact parents/guardians if deemed necessary or after multiple occurrences. Consequences for these offenses vary by teacher.

*****Repeated behaviors can be considered insubordination and an office referral.**

Administration Disciplinary Measures Grades K-5

Class I (Alcohol, Drugs, & Weapons) Offenses: Offenses are cumulative for all years enrolled in R.E.S. (School Board Policy)

***** Possession or Use**

1st Offense: Ten days OSS; referral to and completion of counseling; referral to law enforcement; and follow up counseling by school counselor when student returns to school.

2nd Offense: Suspension for one full year; referral to counseling; referral to law enforcement; and follow up counseling by school counselor when student returns to school.

3rd Offense: Expulsion from Graham County Schools and referral to law enforcement.

***** Sale or Distribution**

1st Offense: Suspension for one full year; referral to counseling; and referral to law enforcement.

2nd Offense: Expulsion from Graham County Schools; and referral to law enforcement.

***** Weapons**

1st Offense: Suspension for one full year; referral to counseling; and referral to law enforcement.

2nd Offense: Expulsion from Graham County Schools; and referral to law enforcement.

Class II Offenses: These are considered to be the most serious in terms of disrupting the school environment and may result in a referral to law enforcement.

- * Spitting/projecting bodily fluids on to others
- * Physical or verbal abuse to school employee
- * Physical or verbal abuse to another student
- * Sexual Harassment
- * Possession of weapons or other dangerous instruments
- * Hazing
- * Bullying
- * Theft or damage/destruction to school property.
- * Simulating/Pretending Drug Use
- * Misuse or improper possession of medicine
- * Inappropriate use of technology to view sexualized content
- * Fleeing Campus/Skipping School
- * Assault

1st Offense: Immediate suspension from school up to three days or ISS up to 3 days. If simulating or pretending drug use, student must take a drug test at the expense of the parent/guardian. If drug test is negative, consequences remain as 1st given. If drug test is positive, district drug policies will be applied.

2nd Offense: Immediate suspension from school up to five days or ISS up to 5 days. If simulating or pretending drug use, school will refer to law enforcement, and student must take a drug test at the expense of the parent/guardian. If drug test is negative, consequences remain as 1st given. If drug test is positive, district drug policies will be applied.

3rd Offense: Suspension from school five to ten days (OSS), and if simulating or pretending drug use, school will refer to law enforcement, student must take a drug test at the expense of the parent/guardian. If drug test is negative, consequences remain as 1st given. If drug test is positive, district drug policies will be applied.

4th Offense: Referral to law enforcement, and if simulating or pretending drug use, school will refer to law enforcement, student must take a drug test at the expense of the parent/guardian. If drug test is negative, consequences remain as 1st given. If drug test is positive, district drug policies will be applied.

Robbinsville Elementary will adhere to the Prohibition Against Discrimination, Harassment, and Bullying Law set forth by the state of North Carolina and outlined by the Graham County School Board Policy Code # 1710/4021/7230.

- * **Discipline procedures may be altered at administration's discretion.**

Class III Offenses: These offenses are considered serious and will not be tolerated and may be considered disorderly conduct, if repetitive.

- * Fighting
- * Insubordination
- * Disrespect for authority
- * Inappropriate language or gestures
- * Harassment of another student
- * Vandalism
- * Inappropriate use of technology

1st Referral: ISS up to 3 days or after school detention.

2nd Referral: ISS up to 5 days or after school detention.

3rd Referral: Suspension from school up to three days.

Subsequent offenses will result in up to ten days suspension from school.

- * **Discipline procedures may be altered at administration's discretion.**

Class IV Offenses: These offenses are considered disruptive and will not be tolerated. These behaviors may also be considered disorderly conduct if repetitive.

- * Disturbing the orderly operation of class or school.
- * Cheating/Dishonest Behavior
- * Inappropriate Display of Affection
- * Tobacco violation
- * Vaping
- * Improper cafeteria behavior
- * Other Knight's Code Violation
- * Improper playground behavior

1st Referral: Warning, parent conference, one day ISS, or after school detention.

2nd Referral: ISS up to 3 days or after school detention

3rd Referral: ISS up to 5 days or after school detention

4th Referral: ISS up to 10 days or after school detention

5th Referral: Three to five days out of school suspension.

- * **Discipline procedures may be altered at administration's discretion.**

School Bus Expectations/Offenses

Bus riding is a privilege that may be revoked. School administration, by N.C. law, has the authority to terminate a pupil's privilege to ride the bus for any length of time.

School Bus Expectations:

- Stay seated at all times unless directed otherwise by the bus driver.
- Conduct yourself with appropriate behavior and language at all times and respect personal space.
- Respect the bus driver and other bus riders.
- Respect School Property: No vandalism such as cutting/tearing or writing on bus seats, do not extend body parts or throw other objects out of the bus windows.
- Follow any additional rules directed by the bus driver.

School Bus Offenses:

1st Offense: Probation/Warning, conversation with bus driver and/or administration to reteach bus expectations

2nd Offense: ISS for 1- 2 days or after school detention

3rd Offense: ISS for 2 days and/or 2-5 days bus suspension.

4th Offense: ISS for 3 days and/or 5 day bus suspension

5th Offense: Bus suspension for the remainder of the semester

- * **After-school-detention may be used with all K-5 students.**
- * **Discipline procedures may be altered at administration's discretion.**

Administrative Clauses

- * Specific offenses not listed will be dealt with according to the administration's discretion.
- * Students who refuse to go to teacher assigned class isolation will be subject to ISS up to 3 days.
- * Students who are suspended from school shall be allowed to make up all classwork and test. Students get 2 days for every 1 day of suspension to turn in make-up work.
- * After-school-detention and ISS may be used with all K-5 students.
- * After School Detention will be Monday-Thursday until 5pm. If students are not picked up by 5:30pm law enforcement will be called to take the student home.
- * Excessive office referrals of 10 or more will be dealt with according to the administration's discretion.
- * Cheating/Dishonest Behavior on assignments will result in an automatic zero on the assignment.
- * **Discipline procedures may be altered at the administration's discretion.**

Cell Phone Policy

Having a cell phone at school is a privilege. Like any privilege it can be taken away.

Unless cell phones are being used for educational purposes or students are given teacher permission, cell phones are not allowed to be turned on or visible anytime during the regular school day. This includes phones that are on silent mode or vibrate mode.

Additionally, students who use technology (any personal device, including a cell phone) inappropriately causing a disruption to the orderly operation of school (for example, an inappropriate social media post that may happen at home, but causes a disruption/problems at school), the student will automatically receive consequences described on the 3rd offense for cell phone offenses listed below. On the second offense of inappropriate cell phone use that disrupts the orderly operation of school, administration will abide by the last offense listed below.

Cell Phone Offenses:

1st Offense: Warning will get phone back at the end of the school day.

2nd Offense: Warning and parent must pick up the phone.

3rd Offense: 1 Day ISS and parent must pick up the phone.

Additional Offenses: 2 Days ISS and parent must pick up the phone.

(Not allowed to have phone at school for remainder of the school year)

Use of Office Phones

Students needing to use office phones must have permission from a teacher.

Sexual Harassment

In order to protect the individual dignity of students, the board has adopted a stringent policy prohibiting sexual harassment in the school system. This policy defines the actions that may be adjudged to be sexual harassment and establishes a procedure for addressing any complaint of sexual harassment.

Suicidal, Self-Destructive Behavior or Perceived Threat to Others:

*The Graham County Board of Education has adopted policies and procedures for dealing with students that make threats to self or others during school hours, school activities, and on school property. These policies and procedures are put into place to ensure the safety of all students and staff. When disclosures of suicide, self-destructive behavior, or perceived threats towards others are made; school officials will make contact with the parent, and will require an evaluation by a mental health professional.

Help Your Child Get Off To a Good School Day

Your child should:

- * Get plenty of sleep. Ten to twelve hours is recommended for children this age.
- * Eat a good healthy breakfast.
- * Get up in plenty of time for school, so your child is wide awake when school starts.
- * Wear neat, clean, comfortable clothes.
- * Get to school at the proper time-not too early (before there is adequate supervision) and not too late, as classes begin promptly at 8:00 a.m. Students arriving after this time miss valuable instruction and will begin the day behind the other students in their classes.

100% Tobacco Free Schools Policy

The Graham County Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school-related events is detrimental to the health and safety of students, staff, and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the Board recognizes that it has a legal authority and obligation pursuant to G.S. 115C-407 *Policy prohibiting Tobacco Use in School Buildings* as well as the federal *Pro-Children's Act*, *Title X of Public Law 103-227* and the *No Child Left Behind Act*.

Tobacco Use Prohibited

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

- in any building, facility, or vehicle owned, leased, rented or chartered by the Graham County Schools
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Graham County Schools
- at any school-sponsored or school-related event on campus or off campus

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property, or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel. Tobacco products may be included in instructional research activities in public school buildings if the activity is conducted and supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Technology Fee

Each student that is issued a device at Robbinsville Elementary School will be charged a \$30.00 technology fee to help cover the cost of maintaining and servicing the Chromebooks that are part of our 1-to-1 technology initiative. Details about this initiative along with policies and procedures will be sent home with each student either during open house or on the first day of school.

Chromebook Misuse and Damages

Students are responsible for their usage of the Chromebook and damages that happen to the Chromebook to which they are assigned during their time of usage. The first incident of accidental damage is excused. Any additional incidents of damages, accidental or purposeful, students and their families are responsible for the charges resulting from the damages. Chromebook misuse is considered a Class IV disciplinary offense.

***Discipline procedures may be altered at the administration's discretion.**

Health Policy

General Statute (G.S.) 130A-440 requires every parent, guardian, or person standing in loco parentis to submit proof of a health assessment for each child who is presented for admission into K-12 grades in the NC public schools for the first time. The health assessment shall be made no more than 12 months prior to the date of school entry the child would have first been eligible for initial entry into the public schools. No child shall attend kindergarten after 30 calendar days of a child's first day of attendance in the public schools, unless a health assessment transmittal form, developed pursuant to G.S. 130A-441, indicating that the child has received the health assessment required by this section and is presented to the school principal. The only health assessment transmittal form utilized by public schools shall be the form developed pursuant to G.S.

130A-441(January 2016). If a health assessment transmittal form is not presented on or before the child's first day of attendance, the principal shall present a notice of deficiency to the parent, guardian or responsible person standing in loco parentis. The notice of deficiency shall include at least the following information: (i) the health assessment transmittal form must be presented to the principal within 30 calendar days of the child's first day of attendance or the child will not be permitted to attend school until the form is submitted and (ii) an explanation for how the child may make up work missed in accordance with G.S. 115C-390.2(l). The parent, guardian or a responsible person standing in loco parentis shall have 30 calendar days from the first day of attendance to present the required health assessment transmittal form for the child.

Please do not send your child to school if you suspect they are ill.

If your child has any of the following, they should remain home or seek treatment from a medical provider:

- Fever: temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free (without the use of fever-reducing medication) for 24 hours before returning to school.
- Vomiting: Your child can return to school when vomiting has been resolved for 24 hours and he/she can eat solid foods.
- Diarrhea: Your child can return to school when diarrhea has been resolved for 24 hours.

These conditions may require your child to be seen by a healthcare professional for treatment and/or an excused absence note. School nurses are NOT allowed to excuse absences unless they are the ones assessing the child at school.

Prevention and Control of Communicable Diseases

Students are excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent/guardian to take the child to a medical provider for verification and treatment before that student can return to school.

The following are some common communicable diseases for which school health staff provide recommendations, this is not a comprehensive list:

1. Varicella (Chicken Pox): Student is excluded until all blisters are scabbed over and dry.
2. Pediculosis (Head Lice): See Head Lice Policy below.

3. Body Lice (Scabies): Student is excluded until one (1) treatment with prescription medication for 24 hours has been completed and a physician's note must be provided.
4. Conjunctivitis (Pink Eye): upon diagnosis by a medical provider, student must be excluded for 24 hours after treatment begins.
5. Impetigo: Student is excluded from school if he/she has more than three to four sores and until seen by a healthcare provider and treated with antibiotics for 24 hours. If returning to school prior to lesions crusting, they must be covered and kept dry to keep from contaminating other students.
6. Streptococcal and Staphylococcal Infections (Strep throat, scarlet fever MRSA, etc.): Student is excluded from school until treated with a prescription antibiotic for 24 hours.
7. Ringworm: student excluded until treatment is started, lesions must be covered if possible while at school.
8. Coxsackie viral infection (Hand, Foot, and Mouth Disease): if rash and fever are present, exclude until fever free 24 hours without the use of fever-reducing medications and cleared to return by healthcare provider.
9. Erythema Infectiosum (Fifth's Disease): if rash and fever are present, exclude until fever free 24 hours without the use of fever-reducing medications and cleared to return by healthcare provider.
10. Mononucleosis (Mono): Exclusion not required unless ordered by healthcare provider
11. Measles, Mumps, or Rubella: excluded until healthcare provider clears for return.
12. Tuberculosis: excluded until healthcare provider clears for return.
13. Pertussis: student is excluded until five (5) days of antibiotic therapy has been completed.

The school nurse maintains a list of students who have not been vaccinated due to religious and/or medical exemptions or who have immunosuppressed illnesses, so that appropriate action can be taken to protect these individuals if a communicable disease outbreak occurs.

Any communicable disease not listed will be handled in accordance with recommendations as per Center of Disease Control (CDC) guidelines.

Head Lice Policy

1. The Graham County School system has established a control program for head lice that includes education, screening and treatment components, and the criteria for being present in school.
2. If a teacher or staff member suspects that a child may have lice due to excessive scratching and itching of their head, then the student will be sent to the school nurse or trained designee and will be checked for the presence of live bugs and nits. If the student is found to have head lice, then parents/guardians should be contacted, and the student should go home with written recommendations for treatment procedures. If only nits are found in the student's hair, he/she can remain in school. Nits that are within 1/4" of the scalp are considered viable and parent/guardian contact should be made to discuss the need for removing nits to prevent lice infestation.

The student that is sent home for head lice may return to school the next day provided that:

- (1) A pediculicide shampoo treatment is completed by the parent/guardian for the student sent home with head lice.
- (2) The school nurse or designee will re-evaluate the student with the parent/guardian present to ensure the absence of live head lice pursuant to school policy.
- (3) If the nurse/designee sees no head lice, then the student may return to school. The student may also bring in a note from a medical provider stating that the student does not have head lice.

3. Absences

- a. The goal is that the student misses the least number of school hours possible.
- b. Absences related to treatment for head lice are excused for the day of treatment and up to 1 day beyond the day of treatment if live lice are still present, unless a medical provider approves absences beyond this time period. There must be a written excuse by a medical provider explaining the need for more than two missed school days in order for the absences to be marked as excused.

Health Screenings

Health screenings of various types may be conducted throughout the school year. Health screening programs will be primarily coordinated by the school nurse, however volunteers/non-medical personnel may be used to help as needed. Outside agencies may come into the school for screening purposes with permission of the local school agency administration. Screenings allow us to potentially identify conditions early, screenings conducted at school are for detection purposes only. It is up to a physician or dentist to provide diagnosis and treatment options. A consent form for all screenings will be sent home annually and must be signed by a parent/guardian for the student to participate in school screenings. For any screenings conducted by an outside agency, an additional consent form will be sent home prior to the screening. Parents will be notified of findings from the health screenings. Referrals may need to be made based on the findings.

Immunization Requirements for North Carolina Public School Attendance

General Statute (G.S.). 130A-1552 requires that every child be immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, red measles, mumps, rubella, Haemophilus influenza type B (Hib), hepatitis B, and varicella.

No student may attend any grade (PreK-12) without presenting a certificate of immunization. If a certificate is not presented on the student's first day of attendance, a notice, preferably in writing, must be given to the parent/guardian. The parent/guardian has 30 calendar days from the student's first day of attendance to show proof of the required immunizations. For specific immunization requirements, refer to <http://www.immunize.com>.

By the end of this 30-day period, the student must show proof of completed immunizations. If the required immunizations have not been completed, the student must be in the process of completion. The health care provider administering the immunizations to the student must verify this in writing. This verification should include the date of the last vaccine given and the date of the next scheduled vaccine. Upon termination of the 30

calendar days or the extended period, the principal shall not permit the student to attend school unless he/she is immunized.

Religious or medical exemptions from this law require that a statement be on file at school in the student's cumulative record. The medical exemption must be written by a licensed medical provider and shall state the basis of the exemption, the specific vaccine(s) the individual should not receive, and the length of time the exemption will apply for the individual. With regard to religious exemption, if the bona fide religious beliefs of an adult or the parent, guardian, or person in loco parentis of a child are contrary to the immunization requirements, the student shall be exempt from the requirements upon submission of a written statement of the beliefs and opposition to the immunization requirements.

The school shall maintain on file information required for a certificate of immunization. These immunization records shall be open to inspection by the local health department (N.C.G.S. 130A 153-155).

Medication Administration

No medication including but not limited to oral, inhaled, topical, or injection shall be administered to any child without specific written instructions from the child's parent/guardian and healthcare provider. Any medication (prescription or over the counter) must have written permission to be administered by a healthcare provider. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home. (Local Board Policy Code 6125)

1. Conditions for Administering Medication:

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.

b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.

c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The Board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Any medication must be signed in at the school by the parent/guardian. **DO NOT SEND MEDICATION IN YOUR CHILD'S BACKPACK OR BY YOUR CHILD TO SCHOOL.** If medication is brought in by student, it will be returned home.

3. The medication will not be given unless all of the proper documentation has been filed by everyone involved.

Graham County Child Nutrition Program 2025-2026

The Graham County Schools Child Nutrition Program is mandated by state and federal guidelines. In order to receive any state or federal money we must feed the students first and our goal is to offer each student a nutritious meal every day.

For the 2025-2026 school year, **all students in Graham County Schools eat free breakfast and lunch** due to our status as receiving community eligibility. However, snack items are not part of the community eligibility status. Students who choose a snack will be charged accordingly.

Denise Moody, Child Nutrition Director is available to answer questions about the program, if you need to speak to someone about your child's account, please call the cafeteria manager of the child's particular school. The cafeteria hours are from 6:30am to 2:30pm and you may reach Robbinsville Elementary, and Robbinsville High & Middle Manager at (828)479-9850.

The Child Nutrition Staff would like to thank each family for your continued support.

Notice of Compliance

Title IX and 504 of the Education Amendments of 1972

Title IX of the Amendments of 1972 states: “No person in the United States shall, on basis of sex, race, religion, national origin, or handicapped condition be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

The Graham County Board of Education operates in compliance with the law. David Matheson has been designated by the Superintendent and the Graham County Board of Education to coordinate the compliance policies and the law requirements of Title IX. Questions concerning the policies and procedures of the Graham County Board of Education to assure compliance with Title IX and 504 should be directed to:

Mr. David Matheson
dmatheson@graham.k12.nc.us
 828-479-9820 ext. 1012
 52 Moose Branch Rd.
 Robbinsville, NC 28771

Civil Rights

Robbinsville Elementary School is committed to the principle of equal opportunity. It is the policy of this school not to discriminate on the basis of race, sex, color, national origin, religion, gender orientation, or handicaps with regard to its students and employees. Such discrimination is also prohibited by federal law.

Notice to Parents and Students

To all parents of students currently attending the Graham County School System and all students currently attending the system who has reached the age of 18, the Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students if that are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or student. The Graham County School System has adopted a written policy governing the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent’s office and in the principal’s office of each school within this system.

The Graham County School System classifies the following as directory information: Student name, address telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing to the principal of the school where the records are kept by September 1 of this school year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 1 of this school year, the information will be classified as directory information until the beginning of the next year.

Complaints about failures of the Graham County School System comply with the Family Educational Rights and Privacy Act may be made, in writing to:

FERPA Office
 Department of Health, Education, & Welfare
 330 Independence Ave., S.W.
 Washington, DC 20201

AHERA NOTIFICATION

In 1986 Congress established the Asbestos Hazard Response Act. This required all public and private school buildings (grades K-12) be inspected for asbestos and a management plan designated for addressing the asbestos found in schools to provide a healthy and safe environment for the students, faculty, and school community.

The management plan for Robbinsville Elementary School is available for viewing in the Administrative Office of the school during regular school hours. We are required by AHERA to send this notification to all parents or legal guardians of students, employees of Robbinsville Elementary School, and the Graham County Board of Education.

STANDARDS FOR DEFINING DIRECTORY INFORMATION

Directory information, or education record information that can be disclosed without parent's written permission, as defined in Section 99.3 of the original FERPA regulations includes: "The student's name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, (diploma) and awards received, the most recent educational institution attended by the student, and other similar information. Information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." Additionally, the Family Policy Compliance Office states that a school district could include a student's photograph and class schedule as directory information. However, personal identifiers, such as student identification numbers or social security numbers, cannot be designated as directory information. Within these guidelines, each school district may be as inclusive or restrictive as it wishes, However, failing to identify any personally identifiable education records as directory information would require written permission of the parent in every request to disclose information from the educational records of their child to a third party, who is not identified as a school official.

ANNUAL NOTIFICATION OF PEST MANAGEMENT PROGRAM 2025-2026

In compliance with the N.C. School Children's Health Act, Graham County Schools has adopted an Integrated Pest Management (IPM) Policy to comply with this law. The IPM policy, including the request form for notification before pesticide applications, and the RES pesticide application schedule for 2025-2026 is posted on the Robbinsville Elementary School website and on the following page.

RES Pesticide Application Schedule 2025-2026

Date	Location	Product	Purpose
7/22/2025	Football Stadium Field	Target 6 Plus	Weed Control
7/22/2025	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
7/24/2025	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
9/9/2025	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
9/10/2025	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
12/30/2025	Football Stadium Field	Princep Liquid	Weed Control
2/5/2026	Football Stadium Field	Princep Liquid	Weed Control
2/10/2026	Football Stadium Field	Roundup Custom For Aquatic & Terrestrail Use	Weed Control
3/4/2026	Football Stadium Field	Roundup Custom For Aquatic & Terrestrail Use	Weed Control
3/25/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
3/22/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
4/16/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
4/29/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
5/13/2026	Football Stadium Field	10-10-10/34-0-0 Fertilizer	Growth Enhancement
5/20/2026	Football Stadium Field	Target 6 Plus	Weed Control
6/7/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
6/10/2026	RES Campus/ Baseball Field	Roundup Custom For Aquatic & Terrestrail Use	Edging
6/17/2026	Football Stadium Field	10-10-10/34-0-0 Fertilizer	Growth Enhancement