

MISCELLANEOUS GUIDELINES/POLICIES

A. Cafeteria Policies

1. All students who eat in the cafeteria will receive a lunch number.
2. The students who pay full price for their meals will give their number to the cashier and pay the required amount.
3. The students who are approved for free meals will give their number to the cashier and receive their meals at no cost.
4. The students who are approved for reduced meals will give their number to the cashier and receive their meals at the reduced price.

Cafeteria Expectations

5. Movement to and from the cafeteria will be quiet and orderly. **Students will move in single file.**
6. **Socialization/talking should not take place in line.** These are to take place once students are seated in the cafeteria and only while they are seated.
7. Students will complete their meals in the cafeteria. No food will be taken out of the facility.
8. Students will clean the table and floor of food and litter that they may have been inadvertently placed there by them.
9. Students will return reusable cafeteria items to the proper places. (i.e. tray, fork, spoon, etc.).
10. Students must have a lunch number and the appropriate amount of money in order to eat.

Lunch Prices

Full Price — \$1.65
Reduced — 0.40
Adults — A la Carte

Breakfast Prices

Full Price — .90
Reduced — .30
Adult — A la Carte

B. Assembly Programs

Because of large numbers, it is important that students observe the very highest standard of courtesy and conduct during assemblies. Conduct during assemblies is probably the best indicator available to us of the quality of students who attend Prospect Elementary School. If a student is asked to leave the assembly program due to improper conduct, he/she may not be allowed to attend any program for the remainder of the year. Such students will be placed in ISS for all subsequent assemblies.

C. Textbooks

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

D. Lost and Found

Lost and Found items are kept in the teachers lounge on North Hall or ISS.

E. Hall Pass

Students will need a pass for permission to leave the classroom.

F. Borrowing Money

Students are not allowed to borrow money from the office, from teachers, and should not borrow from other students. Students who forget or lose lunch money may charge the price of the meal in the cafeteria. **Payment for the cost of the meal should be made the next school day.**

G. Chewing Gum

Students will not be allowed to chew gum or eat candy during the regular school day. On occasions when candy is a part of a reward, only then will it be permissible.

H. Accidents at School

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

I. School Safety

Students are urged to observe good safety practices while at school. Serious injury could occur as a result of running in the hallways. Avoid yelling, loud talking, horse-playing, and littering while moving through the school building.

J. Student Insurance Program

At the beginning of each school year, a group accident insurance policy shall be made available to all members of the student body at a nominal cost.

K. Inoculations

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

L. Use of Medicine

The school cannot **By Law** give medicine of any kind to students, not even with the parent's permission. This includes Aspirin and Tylenol.

M. Pediculosis (Head Lice)

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

N. Dispensing of Medication

If under **exceptional circumstances** a child is required to take medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, principal, or his designee (restricted to secretaries, teachers) may administer the medication in compliance with the regulations that follow:

1. Written instructions signed by parent and physician will be required and will include:
 - A. Child's name
 - B. Name of medication
 - C. Purpose of medication
 - D. Time to be administered
 - E. Dosage
 - F. Possible side effects
 - G. Termination date for administering the medication

The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication. Parents are expected to remove medication from school premises when use is discontinued.

1. If the child has any medical problem that might necessitate emergency planning, it is the parent's responsibility to devise an emergency plan with the teacher subject to the physician's approval.

Example: bee sting, allergic reaction, seizures, etc.

2. The school will:
 - A. Keep a record of the administration of medication.
 - B. Keep medication in a secured location.
3. The school retains the privilege to reject requests for administration of medicine.
4. A copy of the regulation will be provided to parents upon request for administration of medication in the schools.

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.robesson.k12.nc.us/Garrett>. A paper copy of this information may be obtained by contacting the school nurse or the school office.

Health Screening Programs

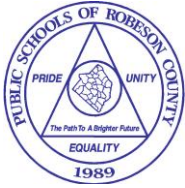
The Public Schools of Robeson County Health Services Program maintains vision and hearing conservation programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. Distance visual acuity screening is conducted annually by school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

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

Parent Notification of North Carolina Immunization Law

This is to inform you of 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.

Revised 7-10



Office of the Superintendent

Public Schools of Robeson County

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

Date _____

Dear Parent:

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

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

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

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

Thank you for your cooperation.

(Revised 7-10)



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(910) 671-6000

Request for Medication Administration in School

To Be Completed By Physician (One medication per form)

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

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

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

FOR SELF-ADMINISTRATION – Please complete this section:

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

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

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

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

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

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

Physician's Signature

Date

Telephone

Physician's Address

PARENT'S PERMISSION

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

Parent/Guardian Signature

Phone Number(s)

Date

Approved by: _____

Principal's Signature

Date

Reviewed by: _____

School Nurse's Signature

Date

Revised 9/08

O. Fire Drills

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

1. One (1) sustained sounding of the bell is the signal for a fire drill.
2. Avoid stopping for personal items (coats, book bags, etc.).
3. Please leave the building by walking fast in a single file line—**avoid running**.
4. Class roll will be taken outside the building.

P. Tornado Drills

The following procedures should be followed:

1. Code “Gray” will be the announced signal for a tornado drill
2. All students and staff will immediately proceed to the area assigned for tornado protection.
3. When students are in their protection area, teachers will check the roll.
4. All students and staff will face the interior wall when danger is imminent. On the command “Everyone Down!” crouch on elbows and knees with hands over back of head. It is essential that this command be instantly understood and obeyed.

Q. Parent - Teacher Conferences

Parent-teacher conferences are vital to a student’s school progress. Therefore, these conferences should be carefully planned. Parents should arrange a time for a conference in advance.

R. Withdrawal or Transfer

Students withdrawing from school are responsible for clearing books, fees, and other school items before the transfer can be completed.

S. Food or Drink

Carbonated sodas are not allowed in the cafeteria. Bottle drinks/glass are not allowed on campus or buses. No food or drink will be taken out of the cafeteria.

T. Sports Bottles

Sports bottles are not allowed on campus!

U. Destroying or Abusing School Property

Any student destroying or abusing school property will be required to pay for the repair or replacement of the property in question. The student may also face administrative action.

V. Music Player and Cell Phones

Radios, iPods, mp-3 players and cell phones, etc. will not be permitted on school campus. These items will be taken and returned at the end of the day. Subsequent violations will require parents to pick up the devices. This means any type of radio, tape player, or disc player, etc.

W. Class Interruptions

No one is permitted to interrupt classes for any reason without special permission from a staff member or the administration. **No student will be called from class to receive calls. Students will not be permitted to use the school phones for personal calls.** All phone messages for staff will be taken by the office staff and placed in their mailboxes.

X. Lockers

Prospect furnishes lockers and locks for grades 7-8. No student may use a personal lock. Keep your locker locked at all times. Never leave your pocketbook or any valuable items unattended. **Do not leave valuables in your locker at any time.**

Y. Sleeping in Class

No student shall be permitted to sleep in class. If a student is too ill to remain in class, the illness should be reported to the classroom teacher or to the office and arrangements will be made for the student to be taken home.

Z. School Publications

Any publications sponsored or in any way funded by the school shall be known as school publications and shall be assigned to faculty advisors.

Independent student or off-campus publications shall not be published or circulated on school premises except upon approval of the principal. No posters pertaining to non-school activities may be displayed on the school campus except with the approval of the school administration.

AA. Clubs

All clubs shall establish club dues and restrict their activities to the confines of those dues. All club meetings are to be scheduled after school, unless otherwise directed by the principal.

BB. Students Who Become Ill

Students who become ill at school are to report to their assigned teacher, report the sickness, and follow the teacher's instructions.

The administration cannot assume responsibility for allowing students who become ill to leave school sick. Contact must be made with a responsible adult (parent or legal guardian if possible) prior to a student who is ill being permitted to leave and go home or being left at home by school personnel. **No** student who is ill shall be left at any location away from school without supervision. School personnel may not administer medication without prior approval of the principal.

CC. Visitors

Students who wish to bring a visitor must request approval from the principal in advance. If the request is approved, a visitor's pass will be issued. Students are not to bring any child or grade school student to school without prior approval of the principal. All visitors to school must report to and remain in the main office unless authorized to go elsewhere on campus. All unauthorized visitors or persons on the school campus will be asked to leave the campus immediately or be subject to arrest for trespassing.

DD. Primetime Afternoon Care

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

Afternoon care: The cost to enroll for afternoon care is a weekly fee of \$22.00 (for one child), \$32.00 (for two children), \$42.00 (for three or more children from the same household), and \$5.00 (per day for emergencies)