

# *Fairmont Middle School*

402 Iona Street

Fairmont, NC 28340

Phone: (910) 628-4363 ~ Fax: (910) 628-0335

*Accredited by the Southern Association of Colleges & Schools*

**Mr. John Avery Brooks**  
brooksja.fms@robeson.k12.nc.us  
Principal

**Mr. Ernest Barny**  
barnye.fms@robeson.k12.nc.us  
Assistant Principal

## **Student Handbook 2011-2012**



***Step up, No Excuses! Creating leaders of tomorrow by demanding excellence today.***

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## INTRODUCTION

Please read this student handbook very carefully. This handbook will explain the rules and regulations that must be followed at Fairmont Middle School. Failure to read this handbook and to fully understand its contents may cause you to violate a school rule. The administration will assume that all students understand all that is contained herein once handbooks are distributed and discussed. It will be the responsibility of each student to secure a copy of this handbook and to keep it for reference should the need arise.

The value of this handbook will be determined by the extent to which it is used and understood by our students and parents. Proper use and understanding of this handbook will be instrumental in the formation of an informed school community with a sense of purpose and direction.

Parents are encouraged to read this handbook and discuss/clarify school policies with their children. The administration retains the right and privilege to amend, to supplement, and or to delete any provisions in this handbook should situations and circumstances so dictate. Be it understood that such changes will always be undertaken in the best interest of Fairmont Middle School. Should you have any questions, please contact the school at (910) 628-4363.

Avery Brooks

## Welcome

I am looking forward to working at Fairmont Middle School and foresee a great school year. I hope to continue improving the education of the students of Fairmont Middle School. It is my belief that high expectations are a must in order for children to succeed.

I have an open door policy at FMS and will be happy to discuss any concerns you might have. I believe school safety is the first key ingredient to having a successful school and this handbook will help relay the school's expectations. Consequently, the rules and regulations contained within this handbook have been carefully developed and will help to insure school safety and order. You will discover that it was necessary to include additional rules governing student behavior. Please take the time to review this handbook with your child and don't hesitate to contact me with any concerns.

Thank you for your support this school year.

Mr. John Avery Brooks  
Principal

## General Information of School Day

The school day begins at 7:50 **a.m.** and ends at 2:40 p.m. (unless otherwise stated). School buses begin to depart at approximately 2:50 p.m. Students must ride their assigned bus at all times and will not be allowed to **change buses unless it is an emergency**. In the case of an emergency, contact the principal or assistant principal and we will make a decision as to whether or not it is an emergency. Please follow this policy, as we want to insure absolute safety for your child. The tardy bell rings at 8:00. All students who arrive after 8:00 are considered tardy. The parent must come in and sign in their child. Please be informed that consistent tardiness could result in a child being sent to **ISS** until that period is over.

### Bringing Students Early

We realize that some parents have early work schedules and feel it is necessary to bring their children to school early. However, there is no one at school before 7:15 a.m. to supervise your child. Students left at school unsupervised before school hours can present serious problems for you and your child. Cafeteria and custodial workers are not responsible for student supervision.

We are asking for your help and support to see that this situation does not apply to you and your child, as our only concern is for the safety and protection of your child. Please do not bring your child to school before 7:15 a.m. The building will be locked and your child will be left unsupervised outside the building.

### After School Release

**School is dismissed at 2:40** p.m. daily. Students are expected to leave campus immediately unless they are participating in an extracurricular activity. Recreational ball is not a responsibility of the school. School personnel are not responsible for supervision of those students after school hours. The person assigned through the recreational department is the person responsible for supervision. Unless the school is notified we are not aware of schedules or cancellations of games or practices.

### Early Release

All parents or legal guardians requesting early release of a child prior to the dismissal time must sign their child out in the front office. At this time, the student will be called to the office. Parents are not allowed to pick up a child at the classroom. All visitors must report to the office upon arrival on campus. Students are released only to parents or legal guardians unless previous arrangements have been made by the parent with the principal or assistant principal. **With our new checkout system, you will have to use ID to check out a student.** Parent pick- up ends at 2:30 pm. Parents arriving on campus after 2:30 pm must pick up their child in the designated area for student pick- up (circle drive) unless it is an emergency.

### School Closing

In the event of inclement weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio stations: WEWO-Laurinburg, (1460 AM) and TV channels **3, 6, and 13**. If no report is heard, it may be assumed that school will be opening on time. Please use all available resources before calling the school. **Please discuss with your child, in advance, what procedures to follow should school dismiss early.**

### Visitors

Parents are always welcome in our school. When you do visit, we ask that you stop by the office immediately upon arrival. You will be issued a Visitor's Pass, which must be worn during your visit. Parents or guardians are allowed to visit the classrooms. However, we ask for 24 hour prior notice for safety reasons. Siblings, cousins, or friends are not allowed to visit the classrooms.

Students should not bring a guest to school unless the principal or assistant principal has approved arrangements in advance.

### **Address Changes**

It is mandatory that the school has a 9-1-1 Address on all students. You should make sure your child's homeroom teacher has this information the first week of school. Please report any change of address or telephone number to your child's teacher and the office immediately. It is imperative that the school has at least one phone number where we may reach you, in case of emergency. Please keep us informed!

### **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital.

*Remember an emergency telephone number where parents or a guardian can be reached must be on file at the school. Please list at least two numbers in the order in which they are to be called.*

### **Telephone**

The telephone in the office is for **school business only**. Students will not be allowed to accept or return phone calls. If you would like a message delivered to your child, or your child's teacher, please talk with the secretary. If a student becomes ill during the school day, **the office staff will contact the parent/guardian**. You should also make sure your child knows what procedure to follow should a ballgame or after school activity be cancelled.

## Lunch/Breakfast Program

The school cafeteria operates a grade “A” program. Students should be encouraged to eat in the cafeteria daily. The cafeteria is both a nutritional and educational center and is recognized as an essential part of a well- rounded school program!

Breakfast will be served daily from 7:30 – 7:50 a.m.

**Students tardy to school will not be given extra time to eat breakfast. The only students that will be accommodated are those students who arrive on a late bus.** Lunch and breakfast prices for the school year are listed below.

Paid Breakfast	.90 cents ..
Reduced Breakfast	.30 cents
Paid Lunch	1.65 cents
Reduced Lunch	.40 cents
Adult Lunch	3.00 dollars
Adult Breakfast	1.00 dollar

Lunch and breakfast may be paid for on a daily or weekly basis. This must be paid to the cashier in the cafeteria. A choice item price list will be placed in the cafeteria for adults to purchase single servings.

**Lunch applications must be completed for each child and filed in the office during the first five days of school.** The deadline for completing lunch applications will be announced to the students. Any child without an application on file after the deadline will be required to pay for their meals.

It has been a practice to allow students to charge lunch, breakfast, or individual items. This practice will continue with the following guidelines:

- Students owing charges from the previous year will not be allowed to charge until that bill is paid
- Students will only be allowed to charge a maximum of \$5.00
- All accounts should be paid in full by the end of each month.

## School Fees/Insurance

School insurance will be available for all students this year. Parents will receive additional information as soon as possible concerning insurance fees. The cost is small compared to the potential cost of medical care. Parents are strongly encouraged to take advantage of this service. Each participant in any field trip must be covered either through school system insurance they have purchased **or through** comparable insurance carried by the parent. If you currently **do not** carry insurance on your child, **it would wise to purchase school insurance.** This way, your child will be allowed to participate in all field trips sponsored by his/her class, and will have medical coverage should an accident occur at school. Please note that the school itself does not carry insurance on students.

## Conferences

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

## Withdrawal Procedures

If a student is moving, a parent/guardian must come to the office to request a withdrawal form that the office staff will assist in completing. **ALL TEXTBOOKS AND MONIES OWED MUST BE CLEARED before the student secures a transfer record to another school.** In order to enroll in another school, you must check out through our office before-hand. If all monies owed have not been paid, the principal may withhold records until payment is made.

## Textbooks

According to the state law, students/parents are responsible for textbooks issued to a student. When the books are collected at the end of the school year, they should reflect normal use. If they are in any other condition, you will be charged accordingly. Please keep books covered and don't let them get marked up, left out in the rain, etc. A lost textbook must be paid for before another is issued. Books are not to be left in the halls, on the top of lockers, in the gym, or in the cafeteria. Books are the responsibility of those students to whom they are assigned.

Most materials necessary for your public education are provided by the state of North Carolina. Textbooks are school and state property. When lost or damaged, they must be paid for: The following guidelines will be used in assessing the value of a lost book:

1. New book                                      full price
2. One year old                                    80%
3. Two or more years old                      60% or prorated

## Homework Policy

Homework is an integral and relevant part of every student's instructional program. It is used consistently throughout the grades and classes. Homework has two important purposes: (1) to provide opportunities for vital parent/school communication and awareness (2) to reinforce skills taught by the teacher, increasing student acquisition of skills. The Board of Education for the Public Schools of Robeson County encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence, increase learning, and create and stimulate interests.

A pattern of meaningful homework assignments is established by each classroom teacher so that students and parents may plan accordingly. Homework is intended to be completed after school and only a limited amount of classroom instructional time is devoted to completion of homework.

Homework is not used as punishment and does not usually require the use of reference material not readily available in most homes or school libraries.

The purpose of all homework assignments should be clearly understood by both teacher and the students. Appropriate follow-up activities, grading, or review of homework assignments should always occur. Parents are highly encouraged to monitor their child's homework nightly.

## **Prescription Medicine**

If it becomes necessary for your child to be administered prescription medicine during the school day, parents must submit the enclosed form that has been completed by a doctor and returned to the School office. This form is the **Request for Medication Administration during School Day**. Once this form is returned to school, we will then be able to work with you in handling this matter. This is required by school board policy and must be completed by your physician before the school can dispense any medication. A new form must be filed with the office each year for those students who took medication at school the previous year.

The parent must assume responsibility for informing the school each year of medical needs, and any change in the child's health or change in medication. Parents are expected to remove medication from school premises when its use is discontinued, as well as at the end of the year.

If the child has any medical problems that might necessitate emergency planning, it is the parents' responsibility to devise an emergency plan with the teacher subject to the physician's approval: bee sting, allergic reaction, seizures, etc.

## **Delivery of Flowers**

The Robeson County School Board has adopted a policy that prohibits **any student** from receiving flowers/balloons delivered to the school during the school day. Please help us by cooperating with this policy.

## **Fund Raising Activities**

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

- A. School Pictures- Fall, Spring, School wide (TBA)
- B. PTO Sponsored Events

As always, we appreciate your support of our fund raising projects. Your support helps us to provide necessary materials for our school. These monies are used to paper, books, audio-visual equipment, etc. Please remember your help is greatly needed to earn monies for our school.

## **ATTENDANCE**

Good attendance is essential to the academic success of students. Though assignments missed can often be made up, much insight is lost when a student misses class.

To be considered in attendance, a student must be present in the school for at least one half of the school day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. These activities include:

1. Field trips sponsored by the school.
2. School-initiated and scheduled activities.
3. Athletic events requiring early dismissal from school.
4. Serving as a page for the governor or legislature.
5. In-school suspension.
6. Attendance at a state or national event approved by the Superintendent.

## Grading Policy

Students are individuals who learn and progress at different rates, but who share physical, intellectual, emotional, and social needs. Therefore, all practices of teaching and learning should promote positive development in these four areas. Assessment practices should report to the child of the parents and to the larger community a valid assessment using consistent, grade-appropriate report cards. Recognizing that grading is inherently subjective; a variety of testing and evaluation procedures will be used at all grade levels.

Letter grades will be used with the range for D being 1.0-1.4999...

A=4.0

B=3.0

C=2.0

D=1.0

F=0

IP=In Progress

There will be four nine-week grading periods. Mid-term reports will be issued each nine weeks to allow you to assess your child's progress. An "N" indicates the end of the nine weeks on the school calendar. Please mark your calendar and remind your child that you will be expecting their report card on the appropriate day.

Parents are strongly encouraged to schedule a conference with teachers at each reporting period. Parents are also encouraged to keep in contact with the child's teacher throughout the school year.

## General Policies for Promotion-Retention

1. The school principal has the ultimate responsibility for promotion-retention decision accordance with Public Law 94-142, State and Local regulations.

2. Teachers are responsible for early identification of students who are at risk of not meeting State or Local promotion standards and for seeking assistance of appropriate resource personnel.

3. The promotion policies for the state, the System, and the school will be sent to all parents at the beginning of each school year.

4. If retention is a responsibility, two written notices must be given to the parent(s) or guardian(s). The first notice must be sent by the end of the second nine-week grading period. A conference must be scheduled with the parent(s) within the two weeks following the date of the first notice. The second written notice must be sent by the end of the third nine-weeks grading period with a second parent conference schedule. The teacher(s) and parents must conference about the child's progress and then appropriate grade placement for the following year.

5. In order to be promoted from one grade to the next, a student must satisfy all State and Local requirements.

## Opportunities

### A. Clubs and Organizations

All clubs and organizations operating within the school must be **approved by the principal**. The following clubs and organizations are approved for Fairmont Middle School:

· **Student Council** Members of Student Council are elected representatives from the classrooms. The organization provides leadership opportunities for students Grades 5 -8.

· **Jr. Beta Club** Students who maintain grade averages of 3.2 and higher with appropriate school behavior are invited to belong to the Jr. Beta Club. The group promotes academic excellence service projects Grades 7-8.

### B. Reading Program

At Fairmont Middle School there are many opportunities to show your love of Reading and/or to improve your reading ability.

### C. Interscholastic Sports

Seventh and eighth grade boys and girls may participate in football and basketball. Softball is offered in the spring for girls and baseball for boys. Students must maintain passing grades in five subjects and behave appropriately to play.

### D. Band

Band is offered as one of the activities during Exploratory for grades 5 -8. Band is offered for grades 5 -8 during exploratory.

## **Conduct**

Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. The staff of the Public Schools of Robeson County shall help students to achieve maximum development of individual knowledge, skills, and competence. Students should learn behavior patterns, which will enable them to be responsible, contributing members of society.

All professional staff members have the responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere. Students are expected and required to act with due regard for the supervisory authority vested by the board in its employees: to respect the rights of other students and to protect school property.

In order for maximum learning to take place in the classroom, we must maintain effective discipline at all times. Please stress to your child the importance of good behavior and respect for his/her teachers. Parents are highly encouraged to work closely with the teacher to correct any discipline problems that may arise. The school must have the cooperation of all parents in trying to provide a learning environment that is safe for all students and staff.

## **Behavior Code**

A safe and orderly environment is a high priority for parents, students, and staff. The School Board earnestly solicits the cooperation of every student, parent and the community at large in its efforts to maintain order and safety in the schools.

All students in the Public Schools of Robeson County were given copies of the Code of Conduct they were to keep last year. This book discusses the responsibilities of parents/guardians, students, teachers, and administration. These books are not reissued every year. If you do not have one, please let your child's teacher know; we will have some in the office for new students and those who do not have one.

In this book, violations of the behavior guidelines are grouped into three classes; Class I, Class II, and Class III.

- Class I violations are minor and are generally dealt with by the teachers. Examples of Class I misconduct are minor class disruption, minor disrespect, horseplay, dress code violations, etc.
- Class II violations which are more severe than Class I may result in In-School -Suspension and/or Out-of-School-Suspension. Repeated violations of Class I are referred to the administration and then they become a Class II violation. Examples of Class II misconduct are: skipping school, threats or perceived threats, disrespect to a member of the school staff~ etc.
- Class III offenses are of extremely serious nature and are generally tied to School Board Policy. The violation of Class III policies could warrant Out-of-School-Suspension or Expulsion. These may be chargeable offenses and are included in the board policy section of this handbook.

Fairmont Middle School is fortunate to have a School Resource Officer assigned to our campus. This officer will work with the staff, students, and administration to help maintain a safe and orderly environment. Where students have committed a Class III offense, the resource officer will meet with the parents and the administration.

Students must be made to understand that in order to have a safe and orderly learning environment, rules ~ be followed. Please encourage your child to think carefully about appropriate behavior and stress that they make the right choices about their own actions.

Students who choose to break school rules will be dealt with immediately with the strictest punishment applied. Fairmont Middle cannot allow the bad behavior of some students to keep other students from learning. Please help us by stressing the importance of good behavior at school. Parents will be contacted when discipline problems arise.

Sometimes it is requested that a parent come to school immediately when there is a problem. Please be prepared if this should happen. We need your help and support in order to provide a safe and orderly learning environment for all students.

## **Team Discipline**

Each team of grade level teachers will share their rules and guidelines with the students the first day of school. Teams may use isolation, detention, parent conferences, student-teacher conferences, denial of privileges, students-team conferences, etc. as some of the consequences for violations of Code 1 misconduct.

### **In-School Suspension Program**

The In-School Suspension program (ISS) is designed to assist students in correcting their behavioral offenses as an alternate to an out-of-school suspension. Students assigned to ISS must report there immediately after the bell sounds. Students are required to complete assignments given for that day.

- There will be no oral or written communication between students in ISS.
- Students will be isolated from the regular school population.
- Students will work on assignments provided by the subject teacher.
- Students will eat lunch at an assigned time in the ISS room.
- Students will be required to bring the necessary materials to ISS to complete assignments.
- Students in ISS cannot attend any school-sponsored activities that occur during their assignment, both during the day and after school.
- Any violation of school regulation can lead to automatic out of school suspension.
- Students suspended for violation of ISS rules will be required to complete their stay in ISS after their suspension is complete.

### **Out of School Suspension**

The principal of a school, or his designee, shall have the authority to suspend for a period 10 days or less, any student who willfully violates policies of conduct established by the local board of education. Students are allowed to make up the work missed during the suspension time period. It is the student's responsibility to contact the teacher to get the assignments. Assignments should be completed immediately upon return (five days maximum).

### **School Board Policy**

Selected Board Policies has been included on the following pages. The entire policy manual is available online via the Fairmont Middle School website and via the Public Schools of Robeson County website. For your convenience, the manual is also available in our media center.

### **Complaints and Grievances**

It is the policy of the Board of Education for the Robeson County Public Schools that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination; it is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student neither does nor process his/her grievance within the set time limit, it shall be considered settled and not open to appeal.

### **Student Grievance Procedure**

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspensions. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

#### **A. Initiation**

A student may initiate a grievance proceeding when either the student or his/her parent or guardian believes that a violation, misapplication of School Board Policy or state or federal law or regulations has occurred.

B. The procedure for initiation and conduct of a grievance shall be:

#### **Step I. Principal Conference**

A student, parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution.

The following guidelines shall be observed in step 1:

1. A grievance shall be filed as soon as possible but in no event longer than thirty (30) days of disclosure of the facts giving rise to the grievance.
2. The principal shall grant the conference within five (5) school days following receipt of the request.
3. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
4. The principal will state his position of the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in loco-parents shall be permitted to join or represent the student in the conferences with the principal.

### **Step 2- Appeal to the Superintendent**

If the grievance is not resolved at Step 1, the student may appeal the principal's decision in writing to the superintendent. The appeal must be made within five (5) school days following receipt of principal's position statement on Step 1. The Superintendent or his/her designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the Superintendent or his/her designee within ten- (10) school days following the Superintendent's review.

### **Step 3-Appeal to the Board of Education**

If the grievance is not resolved at Step 2, the student may appeal the Superintendent's decision to the Board of Education for the Public Schools of Robeson County in writing within ten (10) school days following the response from the Superintendent at Step 2. The Board, through the office of Chairman, shall designate a Board Committee to receive, review, and make a determination of the appeal from the Superintendent's decision. The designated committee shall meet within ten (10) school days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance; the principal and Superintendent also have the right to be present.

### **Dress Code**

Good judgment in selecting dress is expected of all students. Students are expected to dress in a manner, which is neat, clean, and proper for a learning environment. Clothing styles are constantly changing; therefore, it is impossible to list all dress and grooming trends that are inappropriate for school wear. Following are examples of dress that are considered unbecoming for school wear. This list is not intended to be all-inclusive. Schools may formulate additional rules, as they deem necessary. **The interpretation of inappropriate clothing rests with local school administration.**

**Students shall not wear clothing, piercings, jewelry or hairstyles which distract other students or which interfere with the classroom participation of other students or which present a health or safety hazard**

- A. Shoes or sandals are to be worn at all times during the school day. All sandal type shoes should have some type of strap that wraps around the heel of your foot. Flip-flop type shoes are not permissible.
- B. Sunglasses, hats, caps, headscarves, or head covers of any description worn inside a school building are not permissible unless authorized by the school for a special reason or school activity. (Head covers refer to hats, caps, doo rags.) Hats are not to be brought to school unless it is sport related.
- C. Clothing that may be offensive to any group is not permissible.
- D. Clothing with vulgar language, inserts, signs, or clothing advertising drugs or alcoholic beverages are not permissible.
- E. Distractive, scanty clothing, tank tops, halters, low-cut tops, mini-skirts, midriff blouses, or noticeable tight or transparent clothing is not permissible. (no sleeveless shirts period)
- F. Belts if worn must be kept on and tied or buckled at all times. No belt buckle shall exceed the width of the belt by more than one inch. This rule has been established to eliminate the wearing of big buckles that could be used as a weapon.
- G. Pants waistbands are expected and expressively required to be worn on the waist, those waistbands observed worn on the hips will be addressed, and the student(s) are expected to correct themselves promptly.
- H. Students will be permitted to wear shorts to school. Shorts should be modest and of sufficient length (no shorter than three inches above the knees). This guideline should also be followed when choosing a skirt or dress.
- I. Baggy pants will not be tolerated on campus. Students that choose not to wear a belt must wear pants that fit them securely about the waist. Failure to do so will result in the student's pants being corrected *by* the use of a tie strap. A student that removes a tie strap that has been placed on their pants will be subject to disciplinary action.
- J. Pants several sizes too large will not be accepted on campus. This type of clothing is not suitable.
- K. Clothing which displays mobsters, gangsters, hustlers or any other characters not suitable for role models.
- L. Students will not be allowed to hand any dangly objects from their belt loops.
- M. Students will not be permitted to wear necklaces that have charms larger than 1.5 inches in diameter.
- N. Students will not be permitted to wear clothing which displays writing across the buttocks.
- O. Jeans with holes located above the knee must have some type of clothing worn under the jeans. Principal discretion will be used with jeans with holes located well above the knee.

\*Students dressed inappropriately will be instructed to correct themselves, if possible.

Otherwise, the student must call home for a change of clothing and wait in ISS until such time that they are able to comply with the dress code.

\*Continued offenses will warrant administration's discipline based upon severity of the situation and the appropriate punishment within guidelines established by the Dress Code policy.

FAIRMONT MIDDLE SCHOOL STAFF  
2011-2012

John Avery Brooks, Principal  
Ernest Barny, Assistant Principal

**Fifth Grade**

Amanda Harris  
Miriam Coker  
Tammy Lewis  
Beatrice Gerald

**Seventh Grade**

Kathleen LaBarge  
Galvin Floyd  
Starlette Jacobs  
Michelle Barnes

**Exceptional Children**

Nancy Baxley  
Marla Townsend  
Earline McClary  
Dale Locklear  
Barry Belles

**Resource Personnel**

Elizabeth Epps-Counselor  
Annette Locklear-Media Specialist  
Laurel Hodges-School Nurse  
Sally Oxendine-YDS  
Denise Ward-School Resource Officer  
Mary Baker-ISS

**Teacher Assistant**

Denise Hunt  
Judy Lewis  
Glenda Jackson  
Barbara Currie  
Neil Leggett

**Sixth Grade**

Kristy Oxendine  
Heather Cameron  
Andrew Davis  
Nicolette Hunt  
Alicia Thompson

**Eighth Grade**

Gaye Cushing  
Katherine Locklear  
Shameicha Wade  
Ellen Hunt

**Exploratory**

Amanda Martin-ART  
Katie Byrd-PE  
Rio Kirkland-CTE  
Jeremy Powell-Band  
Sammy Shropshire-Project Hope  
Tammy Locklear-PE  
Betty Wilson-PE

**Office Staff**

Sarah Walters-Secretary/Bookkeeper  
Nichole Hunt-NC WISE Coordinator

**Custodians**

Glendell Hunt  
Barry Hunt  
Jeffrey Andrews  
Michelle Scott

**Cafeteria**

Diane Seals-Manager  
Amanda Hunt  
Patricia Butler  
Susan McLellan  
TBA  
TBA

**Advisory Council  
2011-2012**

Ronald Jackson  
Carolyn Manning  
Mavis Livingston  
Gary Locklear  
Samantha Groome

**PTO Officers  
2011-2012**

Heather Cameron - President  
Anverdale Locklear –Vice President  
Malinda McKoy- Secretary  
Elizabeth Epps- Treasurer

PTO meetings will begin at 6:00 pm. They will be held in the cafeteria.  
The Advisory Council will meet at 5:30 pm before each of the PTO meetings.  
Meeting will be held in the office conference room.

**Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals and Drug  
Paraphernalia or Stimulant Drug**

No student shall possess, distribute, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other drug or substance, pursuant to Chapter 90 of the North Carolina General Statutes or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or inhale or digest any chemicals otherwise altering the student's mood or behavior. Provided, however, that the possession or use of a drug authorized by valid medical prescription from a registered physician will not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed, and is dispensed by a school employee from the office.

Failure to comply with this rule will result in the following penalty:

- Selling of drugs or alcohol: The first offence will result in long-term suspension, with a recommendation for expulsion if the student is convicted of committing a felony.
- Use, transmission, or possession of drugs, drug paraphernalia or alcohol: The first offense will result in long-term suspension. This will be reduced up to three (3) days if the student and parent/guardian attend an approved education program.
- A second or succeeding offense will result in long-term suspension without the opportunity for shorter suspension by attending drug rehabilitation program.

**Hazing**

Hazing is prohibited. No group or individual shall require any student to wear abnormal dress or costume on campus, annoy another student, play an abusive or ridiculous trick on him/her, frighten, scold, beat, or harass him/her or subject to personal injury.

**Other Illegal Activities**

A student shall not engage in any conduct at school which violates any law of the United States, the state of North Carolina or any political subdivision of North Carolina in which the conduct occurs and which is detrimental to the maintenance of good order and discipline in the school.

Failure to comply with the previous two rules will result in the following penalty.

- Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the Board of Education.

**Fighting**

No student shall intentionally hit, shove, scratch, bite, block the passage of or throw objects at another student or other person. No student shall take any action or make any comments or write any message to cause others to fight, or which might reasonably be expected to result in a fight. Principal discretion can be used in all aggressive types of behavior.

Failure to comply with this rule will result in the following penalty.

- First Offense-.....3-5 days OSS
- Second Offense..... 5-10days OSS
- Third Offense.....10 days OSS and recommendation for long term

**Felony Conviction and Threat to Safety**

Any student fourteen (14) years **old or older who** has been convicted and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school, recommendation of the principal and upon approval of the Board under G>S> 11 5C-39 ID

**Extortion**

No student shall, by threatening or abusive action, exert money or attempt to exhort money. personal property or services from any student.

Failure to comply with this rule will result in the following penalty:

- First Offense:..... Short term suspension
- Second Offense:.....Recommendation for long-term suspension

**Disruption of School**

No student shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, intentionally cause disruption of any lawful function, mission, or process of the school to which he is assigned or any other school in the school system, nor shall any student urge any other student to engage in such conduct.

**Threatening, Insulting, Abusive, or Seriously Discourteous Words or Signs. Profanity or Language**

No student shall direct toward any school employee, toward any other student or toward any other person in school, any language, sign or act which threatens force, violence, or abuse.

**Breaking In, Theft, Damage to Property**

No student shall break in and enter a school building, commit arson, vandalize, attempt to steal or intentionally damage or attempt to damage school property when the private property is under school jurisdiction. Students will be required to make restitution for damages. Parents are held responsible for the actions of their minor children

**Student Demonstration**

No student or students shall, on or off school premises, engage in any protest, march, picket, sit-in, boycotts, walkouts, or any similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned. This also applies when a Fairmont Middle School student is a guest on another school campus within the Public Schools of Robeson County.

**Bomb Threats or Hoax**

No student shall by any means of communication make a report, knowing or having reason to know the report is false, that there is located on any school premises a device designed to cause damage or destruction by explosion, blasting, or burning. No student shall place on any school premises, with the intent of perpetrating a hoax, any device that would appear to a reasonable person to be a bomb or similar instrument capable of causing injury or damage.

Failure to comply with the last five rules will result in the following penalty:

- + First Offense:.....Short term Suspension
- Second Offense:.....Recommendation for long-term suspension.

**Tobacco//Tobacco Products**

No student shall bring onto school grounds tobacco, tobacco products, matches, lighters, pouches, rolling papers, pipes, or any other items that could reasonably be considered for

the purpose of using tobacco products.

Failure to comply with this rule is as follows:

- First Offense.....Parent conference/2 days of ISS
- Second Offense.....3 Days ISS
- Third Offense .....Parent conference/Short term suspension
- Fourth Offense.....Parent conference/Short term Suspension
- Fifth Offense.....Parent conference/Short term Suspension  
/Recommendation for long terms suspension

### **Searches**

It is crime to possess any weapon on school grounds or in school buildings. Any person on school sites in the Public Schools of Robeson County may be required to submit to a metal detector scan and to a personal search, if necessary. Bags and parcels may also be searched by means of metal detecting devices, by personal inspection or otherwise.

Persons entering school buildings or entering athletic facilities may be scanned in accordance with Board of Education policy. Refusal to submit to a personal search will result in the denial of entry, and for students, may result in disciplinary action including suspension from school.

### **School Bus Conduct and Safety**

We know that you share our concern for the safety of every student who rides a school bus. We ask you to impress upon your child that is absolutely necessary to follow the rules and obey the bus driver.

### **Responsibilities of Students**

- Obey the bus driver promptly concerning conduct on the bus
- Observe classroom conduct, except for ordinary conversation, while getting on and off, and while riding on the school bus.
- Distracting objects such as knives, chains, sticks, rocks, etc. are not allowed on the school bus.
- Be at the place designated both morning and afternoon ready to board the bus at the designated time.
- The driver is responsible for maintaining a schedule and cannot wait for tardy pupils.
- Help keep the bus clean, sanitary, and orderly and refrain from damaging or abusing the cushions or other bus equipment. Students will be required to pay for damages.
- Eating is not permitted on the school bus.
- In case of emergency, ask the driver to stop the bus.
- The use of drugs, alcohol, tobacco and profane language is absolutely prohibited.
- Students are not permitted to use recording devices and radios on the buses.
- Students are to sit in their assigned seats.
- Students should not yell, scream, spit, etc. or throw objects from the Windows.
- Students should remain seated at all times.

### **Safety Rules**

Stay off the roadway while waiting for the bus.

Wait until the bus has come to a complete stop before attempting to get on or off

Leave the bus only with the consent of the driver.

Enter or leave the bus only by the front door, except in case of emergency.

Do not lean out of windows. Keep head and hands inside the bus.

Make sure the bus is stopped, the door is open and stop signal is out.

Look both ways and do not run **across** the street **or road**.

**Under General Statute 115C&245, the principal may take away a student's bus riding privilege for:**

- Fighting, smoking, drinking, using or possessing drugs, using profanity or refusing to obey the driver
- Entering or leaving the bus without permission of the driver
- Refusing to be seated or not allowing others to be seated
- Using the emergency exit when there is not an emergency
- Not leaving the bus at the right time and place
- Delaying the bus schedule
- Distracting the bus driver, or
- Participating in any inappropriate behavior while riding the bus

**Under General Statute 1 15C-399, the principal may Prosecute a student or parent for:**

- Willfully trespassing upon or damaging a school bus
- Entering a school bus or school activity bus after being forbidden to do so; or
- Refusing to leave a bus upon request

**Beepers/ Cell phones/Electronic Devices**

- Beepers cell phones and other electronic devices are not allowed on school grounds in the possession of a student. When a beeper or cell phone is found on a student, school personnel will confiscate it and the following consequences will apply.
- First Offense.....Confiscation/Returned to parent/Warning (made aware of consequences for next offense)
- Second Offense.....Confiscation/Returned to parent/2 days of ISS
- Third Offense.....Confiscation/Returned to parent/Short term suspension
- Any student who refuses to give up their cell phone or electronic device will be receiving a short term suspension.

**Locks/Lockers**

- Lockers are available to sixth, seventh, and eighth grade students
- Lockers are assigned by the homeroom teachers
- Students are held responsible for what is placed into their lockers.
- Every sixth, seventh, and eighth grade student will be assigned a locker
- The cost of the lock/locker rental is \$5.00
- The locks or those not returned will cost \$5.00 each.
- The lockers are not to be considered private property and are subject to be searched at any time by the administrative staff.
- Personal items such as locks, signs, labels, pictures, stickers, seals, tags, etc. are not to be placed on lockers.

**Book Bags/Gym Bags/Bags**

All students in the Public Schools of Robeson County are required to have book bags/gym bags that are clear or nylon mesh only. Students who bring bags to school that do not meet the requirements will be asked to leave them with the office. At the end of the day the bag will be returned to the student. The student will be reminded of the book bag requirements. Students will not be reminded more than one time. The second offense will result in ISS for 1day.

### System Corporal Punishment Policy

Public Schools of Robeson County School Board policy requires that all parents should be made aware of the policy on corporal punishment at the beginning of each school year. Please review the attached policy and should you have any questions, please do not hesitate to call the school.

In order to maintain an orderly atmosphere and control student behavior, corporal punishment is one of several options available to teachers and principal. However, corporal punishment should be regarded as a last resort and should be employed only in cases where other means of securing cooperation from the student have failed.

Only a teacher, principal, or assistant principal may administer corporal punishment and may do so only in the presence of a principal, assistant principal, teacher, substitute teacher, teacher aide or assistant or student teacher. The following shall apply:

- The principal shall annually review the guidelines for administering corporal punishment with all teachers in the school and provide an opportunity for interaction to assure uniform understanding. Board policy regarding corporal punishment must be available to all students and their parents or guardians at the beginning of each school year. The student body shall be informed beforehand what general types of misconduct could result in corporal punishment. Corporal punishment shall not be administered in the presence of other children. Minimal procedural due process shall be accorded the student in cases where corporal punishment is administered. Minimal due process shall include confronting the student with the charges and allowing the student's defensive responses.
- Corporal punishment shall not be used unless the child has been warned that corporal punishment may be the result of further misbehavior
- Corporal punishment should not be used unless other lesser punishments have been tried first.
- Corporal punishment shall be applied upon the buttocks only. Slapping or striking a child about the head or face is strictly forbidden, as is the vigorous shaking of a child by the shoulders.
- The staff member who administered the corporal punishment shall document the reason for the punishment, lesser punishments tried first, and the name of the second school official who was present. A copy of the documentation shall be given to the principal by the end of the school day on which the punishment was administered. A copy of the documentation shall also be mailed to the child's parent or guardian, upon request, and to the Superintendent within twenty-four (24) hours of administering the punishment
- Notwithstanding this policy, school personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:
  1. To quell a disturbance threatening injury to others
  2. To obtain possession of weapons or other dangerous objects on the person, or within the control of a student.
  3. For self-defense
  4. For the protection of persons or property
  5. In the exercise of lawful authority to restrain pupils and maintain order. Legal Ref GS 115C-391

# Fairmont Middle School

402 Iona Street

Fairmont, NC 28340

Phone: (910)628-4363 Fax: (910)628-0335

*Accredited by the Southern Association of Colleges & Schools*

**Mr. John Avery Brooks**  
Principal

**Mr. Ernest Barny**  
Assistant Principal

TO: Parents/Guardians, Faculty, and Staff

FROM: Mr. John Avery Brooks, Principal

DATE: August 25, 2011

SUBJECT: Asbestos Management Plan

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

You may review the Management Plan or obtain a copy for a minimal cost by contacting the school office or the Public Schools of Robeson County Central Office.

## **Reproductive Health and Safety Education Parent Letter**

August 25, 2011

Dear Parents and Guardians:

According to G.S. 115C-81 (e1), each year before students participate in reproductive health and safety education or other separate instruction on the prevention of sexually transmitted diseases, including HIV/AIDS, or the avoidance of out-of wedlock pregnancy, parents must be notified of the opportunity to review the materials and objectives that will be used in instruction.

Please receive this letter as official notice that beginning on the first day of school, all materials will be available for sixty (60) days in the school's library.

Parents may withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as sexually transmitted diseases, the effectiveness and safety of contraceptive methods, and awareness of sexual assault and sexual abuse. Any parent who wishes to withhold consent must do so in writing to the Principal.

If you have any questions or concerns, please contact the Principal or Sandra Evans, Health Coordinator at 735-2362.

Sincerely,

Avery Brooks, Principal

## Student Information Sheet

Student Name \_\_\_\_\_ NC Wise # \_\_\_\_\_

Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

(Check one)  Car Rider  Walker  Bus Rider \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

911 Address \_\_\_\_\_

Workplace \_\_\_\_\_ Telephone \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

911 Address \_\_\_\_\_

Workplace \_\_\_\_\_ Telephone \_\_\_\_\_

Student lives with

IN CASE OF EMERGENCY LIST THREE (3) ADULTS WHO WILL BE ABLE TO CONTACT YOUR FAMILY.

1. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

2. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

3. NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

Medical Problems \_\_\_\_\_

Medications taken daily (prescribed by doctor) \_\_\_\_\_

Special Information \_\_\_\_\_

Please complete this form and return it to your child's teacher. All students must have this form on file. Thank you.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
(FERPA)

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

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

## **DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE**

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The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of the board policy, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

### **A. DEFINITIONS**

#### **1. Alleged Perpetrator**

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

#### **2. Complaint**

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

#### **3. Complainant**

The complainant is the individual complaining of being discriminated against, harassed or bullied.

#### **4. Days**

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

#### **5. Investigative Report**

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

#### **6. Investigator**

The investigator is the school official responsible for investigating and responding to the complaint.

#### **7. Report**

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

### **B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES**

#### **1. Mandatory Reporting by School Employees**

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of board policy, Prohibition Against Discrimination, Harassment and

Bullying must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

**2. Reporting by Other Third Parties**

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

**3. Anonymous Reporting**

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

**4. Investigation of Reports**

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

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

**1. Filing a Complaint**

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

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment; or
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

**2. Time Period for Filing a Complaint**

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

**3. Informal Resolution**

The board acknowledges that many complaints may be addressed informally

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

**D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING**

**1. Initiating the Investigation**

- a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:
  - i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
  - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
  - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
  - iv. If the alleged perpetrator is the assistant superintendent for human resources, the superintendent or designee is the investigator.
  - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
  - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504 or ADA coordinator of the complaint, and, as appropriate, may designate the

- coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
  - d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with board policy.
  - e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.
- 2. Conducting the Investigation**

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of board policy, Prohibition Against Discrimination, Harassment and Bullying. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with board policy, Prohibition Against Discrimination, Harassment and Bullying.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

**3. Investigative Report**

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504 or ADA coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
  - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
  - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
  - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in board policy, Prohibition Against Discrimination, Harassment and Bullying. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

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#### **4. Appeal of Investigative Report**

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent for human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to board policy. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### **E. TIMELINESS OF PROCESS**

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

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the

specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

**F. GENERAL REQUIREMENTS**

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

**G. RECORDS**

Records will be maintained as required by board policy, Prohibition Against Discrimination, Harassment and Bullying.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education

Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274, (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.10; State Board of Education Policy HRS-A-007

Adopted: **December 8, 2009.**

## Public Schools of Robeson County 2011 - 2012 School Calendar

M	T	W	T	F
<b>August</b>				
1	2	3		
8	9	10		
15	16	17	18	19
29	30	31		

M	T	W	T	F
<b>September</b>				
12	13	14	15	16
26	27	28	29	30

M	T	W	T	F
<b>October</b>				
17	18	19	20	21
31				

M	T	W	T	F
<b>November</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

M	T	W	T	F
<b>December</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
<b>January</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	T	F
<b>February</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

M	T	W	T	F
<b>March</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
<b>April</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

M	T	W	T	F
<b>May</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	T	F
<b>June</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*Board Approved February 8, 2011*

### First and Last School Days

August 19, 2011—First Day for Teachers  
 August 25, 2011—First Day for Students

June 7, 2012—Last Day for Students

### Periods

*reports will go home five working days after the end of each nine weeks.*

March 22, 2012  
 June 7, 2012

### Student Holidays

September 5, 2011  
 November 11, 2011  
 November 23—25, 2011  
 December 21—January 2, 2012  
 January 16, 2012  
 April 9—13, 2012  
 May 28, 2012

### Calendar Key

- Required Teacher Workdays
- Optional Teacher Workdays
- Holidays
- Annual Leave Days
- Staff Development Day (1/2 Day for Students)
- End of the Nine Weeks
- W** Weather Makeup Days
- ER** Early Release Days for Students

## **Tobacco-Free School Policy**

### **Tobacco-Free School Policy For The Board of Education for the Public Schools of Robeson County**

*The Board of Education for the Public Schools of Robeson County* 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 in school buildings, in school facilities, on school campuses, and in or on any school property owned or operated by the Public Schools of Robeson County or at school-related or school-sponsored events at any location when in the presence of students or school personnel 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, Grounds, and at School Sponsored Events*, 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 Public Schools of Robeson County
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by the Board of Education for the Public Schools of Robeson County; or
- 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 or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

#### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**Signage**

Signs will be posted in a manner and location that adequately notify students, staff and visitors of/about the 100 percent tobacco-free schools policy.

**Compliance for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Public Schools of Robeson County's Student Code of Conduct. The administration supports sanctions that offer education, counseling or cessation support as an alternative to suspension. Parents/guardians will be notified of all violations and actions taken by the school. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.

**Compliance for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

**Opportunities for Cessation**

The administration will provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

**Prevention Education**

The administration will provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. The administration will insure, per G.S. 115C-81(a)(11), that the North Carolina Healthful Living Education Standard Course of Study for grades K-9 be taught using sequential, age appropriate, current, accurate, evidenced based curricula and a skills based approach.

**Procedures for Implementation**

The administration will develop a plan for communicating the policy to students, staff, parents and the general public. The plan may include providing information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A compliance protocol, which identifies procedures for reminding students, staff, parents and the general public of the policy and that outlines consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff, parents and the general public.

### **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.roberson.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 5<sup>th</sup> 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

**REGISTERED SEX OFFENDERS**    *Policy Code:*    **5022**

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The board is committed to the safety of students and other persons on school property. In order to maintain a safe school environment, the superintendent and all school personnel shall enforce the provisions of this policy at all times.

**A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY**

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of any sexually violent offense or any offense in which the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, sex offenders subject to G.S. 14-208.18 may not attend or be present at any student function or field trip on or off school property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the school system.

**B. PERSONS PROHIBITED FROM SCHOOL PROPERTY**

The superintendent or designee shall consult with the board attorney and create and maintain a list of the criminal offenses that subject a person to the requirements of section A above.

**C. ENFORCEMENT**

All school personnel must immediately report to a school administrator the presence or suspected presence of a known or suspected registered sex offender on school property. School administrators and other supervisory personnel shall report to the superintendent and law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event.

School administrators also shall notify the superintendent or designee of any known student or parent or guardian of a student at their school who is suspected to be a registered sex offender.

**D. EXCEPTIONS**

A person who is banned from school property under G.S. 14-208.18 may be on school property only under the following circumstances.

1.     **Students**

Students who are subject to G.S. 14-208.18 may be on school property only in accordance with policy 4260, Student Sex Offenders.

2. Voters

Voters who are subject to G.S. 14-208.18 and are eligible to vote may be present on school property for the sole purpose of voting if the school property is being used as a voting place. The voter must notify the principal of the school that he or she is registered under the Registry Program and the voter must remain at all times in the portion of the school being used as the polling place. The voter must leave school grounds immediately after voting.

3. Parents or Guardians

- a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:
  - 1) to attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
  - 2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.
- b. For each visit authorized by the principal in accordance with subsection (a) above, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and notice of his or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit.
- c. For each visit authorized by subsection (a) above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.
- d. For each visit authorized by subsection (a) above, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.

**E. CONTRACTUAL PERSONNEL**

In order to ensure compliance with this policy, each contract executed by the board must include a provision that requires the other party to the contract to conduct an annual check of the State Sex Offender and Public Protection Program and the State Sexually Violent Predator Registration Program on all employees who may be sent to perform tasks on or deliver products to school property. Persons who are subject to section A of this policy may not be sent onto school property for any reason.

In addition, each time the board enters into any contract or agreement for contracted services that involve direct interaction with children, the contract must include a provision that requires the other party to the contract to conduct an annual check of the National Sex Offender Registry on all contracted employees who may have direct contact with children.

No contractor or employee of a contractor registered with the State Sex Offender and Public

Protection Program, the State Sexually Violent Predator Program or the National Sex Offender Registry may have direct interaction with children. This provision applies to contracts with a single individual.

Legal References: G.S. 14-208.18, -208.19; 115C-332, -332.1

Cross References: School Safety (policy 1510/4200/7270), Student Sex Offenders (policy 4260), Visitors to Schools (policy 5020), Recruitment and Selection of Personnel (policy 7100)

Adopted: July 12, 2011



# 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 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)



**FAIRMONT MIDDLE SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS  
2011-2012**

**Seventh and eighth grade students interested in participating in athletics in the 2011-2012 school years should familiarize themselves with the following eligibility requirements and athletic policies. Listed below are the sports seasons and the athletic programs during that season.**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Cheerleading	Softball – girls
Football	Basketball (boys & girls)	Baseball
Volleyball – girls		

**2011-2012 Sport Season Dates**

- **Fall Sports Season** - The first tryout-practice day is August 25, 2011, and must begin by September 3, 2011. The first regular season playing date is the week of September 20, 2011 depending on the conference and the sport.
- **Winter Sports Season** – The first tryout/practice day is November 16, 2011 for B Conference Schools. The first regular season date is December 1, 2011.
- **Spring Sports Season** – The first tryout/practice day for B Conference schools is February 2012. The first regular season playing date is the week of March 7, 2012, depending on the conference and the sport.

**Eligibility: In order to be eligible for any athletic activity, the athlete:**

1. Must **meet all eligibility requirements** prior to the first tryout/practice date.
2. Must have a **completed and signed Middle School Athletic Participation Form** prior to the first tryout/practice date.
3. Must not participate if he/she becomes **15 years of age on or before October 16, 2012**.
4. Must receive a **medical examination once every 365 days** by a licensed medical physician or family practitioner in the United States.
5. Must **meet promotion requirements to be eligible for fall semester**. Students retained by the school will be ineligible for the fall semester.
6. **4 Semester Rule** – No student may be eligible to participate at the Middle School level for a period lasting longer than **4 consecutive** semesters beginning with the students' **first entry into 7<sup>th</sup> grade**. The principal shall have evidence of the date of each player's entry into the 7<sup>th</sup> grade.
7. Must **earn passing grades (C or better)** in one less course than the required core courses each semester to be eligible for participating during the succeeding semester. Passing grades must be attained in language arts and mathematics. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed.
8. Must not have more than **14 total absences (85% attendance requirement)** in the semester prior to athletic participation. This is a State Board of Education requirement. According to Board Policy 6860, students who participate in interscholastic athletics must meet all requirements of the State Board of Education.
9. Must **purchase regular school accident insurance or provide proof of insurance coverage** by filling out the insurance information waiver on the Middle School Athletic Participation Form.
10. Must **not participate** (practice or play) if **ineligible**.
11. Must **not participate** (practice or play) in any athletic event if **suspended** or is actively serving in the **in-school suspension program for that day or days**.
12. Must be **present in school** the entire day in order to participate in practices or games.
13. Must **live with a parent or legal custodian** within the Robeson County Public School System administrative unit (Fairmont area). (Must notify the athletic director if not living with a parent or legal custodian.)
14. **A student upon first entering grade seven (7)** is academically eligible for competition on middle school teams. All requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation in the second semester (spring).
15. A player **must practice** a total of six (6) days before playing in a game in all sports except football, where a player must practice nine (9) days.
16. **A player injured requiring medical attention** and/or absent due to illness must meet eligibility requirements and must have practiced the required number of days above (#1). This player may not participate in practice or a contest without a doctor's note. Students absent from athletic practice 5 or more days due to illness or injury shall receive a medical release by a licensed physician before re-admittance to practice or play.
17. If **school is not in session or school closes early**, no practice or game will take place. There will be no practice on Sundays (this includes year round schools), holidays, or vacation days.
18. Game Times: **4:30 – Football (At Fairmont High School)**  
**4:00 – Volleyball, Basketball, Baseball and Softball (At Fairmont Middle School).**

**Sammy L Shropshire, AD**

# The Internet

The Internet, an electronic highway connecting thousands of computers, computer networks, and individual subscribers around the world, offers information and resources previously unavailable to our schools.

## GOALS FOR USING THE INTERNET:

- To support the Public Schools of Robeson County Performance Standards and the North Carolina Standard Course of Study.
- To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking.
- To promote lifelong learners.

## ACCESS INCLUDES:

- Information, news, and resources from libraries, libraries, educational institutions, government agencies, research institutions and a variety of other sources.
- Telecommunications with individuals and groups from around the world.
- Blogs and Podcasting
- Public domain software and shareware software
- E-mail for students.

Because the Internet provides access to computer systems located all over the world, users (and parents of users under 18) must understand that the Public Schools of Robeson County or any other online service cannot control the content of information available. Some of the information is controversial and sometimes offensive. However, we believe the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The Public Schools of Robeson County does not combine the use of such materials and takes reasonable precautions to prevent access to this material.

School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by their school and/or the Public Schools of Robeson County.

## INTERNET USE POLICY FOR ROBESON COUNTY SCHOOLS

1. **Acceptable Use:** The Internet is to be used in a responsible, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of the Public Schools of Robeson County. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following:
  - Violating copyright laws
  - Reposting (for wanting) personal communications without the author's prior consent
  - Using threatening or obscene material
  - Distributing material protected by a trade secret
  - Utilizing the online service for commercial purposes
  - Providing political or campaign information

2. **Netiquette Rules:** Users must abide by network rules. These rules include, but are not limited to, the following:
  - No polite - rudeness is never acceptable
  - Use appropriate language - do not swear or use any other abusive or inappropriate language
  - Do not reveal your personal address or phone number or those of anyone else
  - Do not disrupt the use of the network
  - Assume that all communication and information accessible via the network is private property.

3. **Privileges:** The use of the Internet through an online service is a privilege, not a right. Improper use will result in limitation or cancellation of user privileges.

4. **Disclaimer:** The Public Schools of Robeson County and the contracted Internet Service Provider (ISP) will not be responsible for any damages suffered including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Internet or electronic mail.

5. **Security:** Attempts to login to the system as another user or to share a password will result in cancellation of user privileges. If you identify a security problem, you must notify an administrator at your school. Do not demonstrate the problem to other users. Note that electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

6. **Vandalism:** Vandalism will result in cancellation of all user privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

## Rules Governing the Use of Computers for Business Purposes

Students may use portions of lawfully acquired copyrighted works in their academic multimedia projects with proper credits and citations. They may also retain them in personal portfolios as examples of their academic work.

### TEXT

- Up to 10% or 1000 words of copyrighted material (whichever is less)
- Poems
  - Entire poem if less than 250 words
  - 250 words or less if longer poems
- No more than 5 poems (or excerpts) of different poems from an anthology
- Only 3 poems (or excerpts) per poet

### Media

- Up to 10% of a copyrighted work or 3 minutes (whichever is less)
- Clip cannot be altered in any way

**Internet & Media Acceptable Use Policy Agreement**

I have read the Rules and Regulations regarding the Acceptable Use Policy for Internet and Media in the Public School of Robeson County and I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my compliance with the above Rules and Regulations and hereby agree to abide and ensure that my child is also in compliance. I further understand that any violation will result in loss of access privileges and is also subject to student behavior guidelines of the Public Schools of Robeson County, and local, state, and federal laws.

Please return this card to your child's teacher and keep the Internet & Media Acceptable Use Policy brochure for your records. I hereby grant permission for my child for each of the areas.  
**PLEASE CIRCLE**

- YES NO I hereby give permission for my son/daughter to have Internet access privileges.
- YES NO I hereby give permission for my son/daughter to have electronic mail privileges for collaboration within the class and any approved electronic pen-pal programs.
- YES NO I hereby grant permission for my son/daughter's picture and/or video/audio to be taken for use within the school, school website, or local newspaper. I understand that no student last names will be listed with pictures/video on the Internet.
- YES NO I hereby give permission for my son/daughter's work samples to be posted on the Public Schools of Robeson County's website. All work submitted by students for posting will be listed by first name and/or teacher and grade.

Parent Name (Print)	Phone
Parent Signature	Date
Student Name (Print)	Grade
Student Signature	Date
Homeroom Teacher	

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Parent Name (Print)	Phone
Parent Signature	Date
Student Name (Print)	Grade
Student Signature	Date
Homeroom Teacher	

**Public Schools of Robeson County  
2011-2012**

**Character Education Word of the Week**

<b>Week of:</b>	<b>Word</b>	<b>Definition</b>
<b>August 22, 2011</b>	<b>School Pride</b>	<b>Care and satisfaction in your school's achievement and success</b>
<b>August 29, 2011</b>	<b>Perseverance</b>	<b>Working hard without giving up</b>
<b>September 5, 2011</b>	<b>Diligence</b>	<b>Consistent attention to quality work; remaining focused on your goal</b>
<b>September 12, 2011</b>	<b>Conscientious</b>	<b>The sense of one's own conduct, intentions, or character with a feeling to do right or be good.</b>
<b>September 19, 2011</b>	<b>Sportsmanship</b>	<b>Ability to take winning and losing without gloating or complaining</b>
<b>September 26, 2011</b>	<b>Independent</b>	<b>Not requiring or relying on others</b>
<b>October 3, 2011</b>	<b>Polite</b>	<b>Courteous behavior towards others in words and actions</b>
<b>October 10, 2011</b>	<b>Reliable</b>	<b>Deserving of trust and confidence</b>
<b>October 17, 2011</b>	<b>Leadership</b>	<b>Capacity to lead</b>
<b>October 24, 2011</b>	<b>Obscure</b>	<b>Not clearly seen or easily distinguished</b>
<b>November 7, 2011</b>	<b>Courageous</b>	<b>Mental or moral strength to resist opposition and danger; brave</b>
<b>November 14, 2011</b>	<b>Honor</b>	<b>A sense of what is right, just, and true</b>
<b>November 21, 2011</b>	<b>Gratitude</b>	<b>A feeling of thankful appreciation for benefits received</b>
<b>November 28, 2011</b>	<b>Thankfulness</b>	<b>Feeling of gratitude; benefits received</b>
<b>December 5, 2011</b>	<b>Courtesy</b>	<b>Polite behavior</b>
<b>December 12, 2011</b>	<b>Remembrance</b>	<b>An act of recalling to mind</b>
<b>December 19, 2011</b>	<b>Generosity</b>	<b>Willingness to give and share unselfishly your time and talents</b>
<b>December 26, 2011</b>	<b>Joyfulness</b>	<b>Causing or showing great pleasure or delight</b>
<b>January 2, 2012</b>	<b>Self-Confidence</b>	<b>Positive attitude about, and trust in one's self; sense of security and self-assurance</b>
<b>January 9, 2012</b>	<b>Determination</b>	<b>The inner strength to pursue a goal or task; will power</b>
<b>January 16, 2012</b>	<b>Enthusiasm</b>	<b>Strong excitement of feeling</b>
<b>January 23, 2012</b>	<b>Acceptance</b>	<b>Recognition of the diversity of others, their opinions, practices and culture</b>
<b>January 30, 2012</b>	<b>Tolerance</b>	<b>Allowable endurance from one's own beliefs</b>
<b>February 6, 2012</b>	<b>Attentive</b>	<b>Offering attention to the comfort of others</b>
<b>February 13, 2012</b>	<b>Affectionate</b>	<b>Showing fondness or warm regard</b>
<b>February 20, 2012</b>	<b>Friendship</b>	<b>One who shows kindness toward another</b>

<b>February 27, 2012</b>	<b>Jovial</b>	<b>Good humored, cheerful disposition</b>
<b>March 5, 2012</b>	<b>Motivation</b>	<b>The desire to move towards a goal</b>
<b>March 12, 2012</b>	<b>Honesty</b>	<b>Truthfulness and sincerity</b>
<b>March 19, 2012</b>	<b>Gullible</b>	<b>Easily deceived or cheated</b>
<b>March 26, 2012</b>	<b>Flexibility</b>	<b>Capability to adapt to new, different, or changing requirements</b>
<b>April 2, 2012</b>	<b>Forgiveness</b>	<b>Benefitting yourself and others by ceasing to feel resentment towards others</b>
<b>April 16, 2012</b>	<b>Judgmental</b>	<b>A tendency to harshly form an opinion</b>
<b>April 23, 2012</b>	<b>Optimistic</b>	<b>To anticipate the best possible outcome</b>
<b>April 30, 2012</b>	<b>Cooperative</b>	<b>A willingness and ability to work with others</b>
<b>May 7, 2012</b>	<b>Resourceful</b>	<b>An ability to meet and handle a situation</b>
<b>May 14, 2012</b>	<b>Industrious</b>	<b>Persistently active; diligent and hard working</b>
<b>May 21, 2012</b>	<b>Loyalty</b>	<b>Faithful to a person, an organization, or country</b>
<b>May 28, 2012</b>	<b>Patriotism</b>	<b>Respectful devotion/love for one's country</b>
<b>June 4, 2012</b>	<b>Achievement</b>	<b>A result gained by effort</b>

**Fairmont Middle School**  
**402 Iona Street**  
**Fairmont, NC 28340**

Dear Parent/Guardian

In order to have a safe and orderly learning environment here at Fairmont Middle School we have sent to you this handbook, which contains the rules and regulations governing Conduct of the students. We encourage you to read over the rules and regulations and discuss them with your child or children. We are asking that you sign this to show your support of the school and to let us know that you support our efforts for a safe and orderly school.

I have read the parent/Student Handbook, and have discussed all areas with my child.

Student's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Date: \_\_\_\_\_