



Public Schools of Robeson County
Parent & Family Engagement Handbook
2019-2020

The following section contains district-wide information for all Public Schools of Robeson County students and their Parent/Family. This document is also available at www.robeson.k12.nc.us on both the Student and Parent/Family pages. The Public Schools of Robeson County is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world. Our Mission is to educate all students by building a foundation for learning in an ever-changing global society.

Our Values

- Pride
- Unity
- Equality

Table of Contents

Parent/Family Handbook Committee	4
Parent/Family Involvement	4
Volunteers in Robeson County Schools	5
PTO/PTA or Booster Club	5
Schools and the Community/Open House	6
Visitor Information	7
Office Hours	7
School Hours	7
Visiting the School	7
Classroom Interruptions and Messages	8
Instruction	7
Homework	8
Make-Up Work	9
Homebound Instruction	9
Curriculum	9
Textbooks	10
Family Educational Rights and Privacy Act (FERPA)	11
Internet Use Agreement Forms Link	14
Attendance, Registration and Records	14
Student Transfers	18
Confidentiality and Release of Information	18
Home - School Communication	19
Student Services	19
Kindergarten Promotion Ceremony	19
Receiving Award Notification	19
Intervention for Student Success	20
Library Media Center	20

Speech and Language Screening	20
English Language Learners	20
After-School Programs	20
Prime Time	20
Illness	20
Administering Medicines	20
First Aid Emergencies	21
Reporting Child Abuse	21
General Information	22
Lost and Found	22
Phone Use	22
Cell Phones	22
Laptops, etc. Use	22
Parties	23
Flowers/Balloons	23
Money	23
School Pictures	23
Elementary Field Trip Guidelines	23
Curriculum Related Field Trips	23
Parent/Family/Chaperone Supervision Guidelines	24
Pets/Animals	24
Diploma Options	24
Non-Discrimination	24

Parent/Family Handbook Committee Members 2019-2020	
Jamal Campbell	Principal, Red Springs High
Avery Brooks	Principal, Prospect Elementary
Dr. Darlene Cummings	Executive Director
Kendra Deese	Principal, Piney Grove Elementary
Amanda Tyner	Principal, Long Branch Elementary
Tawanna Curry	Principal, Fairgrove Elementary
Kristy West	Principal, Parkton Elementary
Dr. Etta Baldwin	Media Supervisor
Jadell Hawks	Director of Student Services
Philip Oxendine	MTSS Coordinator
Amy Haigler	Title I Parent/Family Coordinator

Parent/Family Involvement

Parent/Family Participation and Partnership

(School Board Policy Code: 1310/4002) The board recognizes that Parent/Family involvement in a child's school experience is vital to achieve maximum educational growth for students participating in the district's educational program. Therefore, in compliance with federal law and North Carolina Department of Education guidelines, the school shall meet with the Parent/Family to provide information regarding their school's educational program and its components.

The Parent/Family shall be informed, in a format and language the Parent/Family can understand, of their right to be involved in the development of the district's Parent/Family involvement policy, the district's educational plan, and the process of school review and improvement. These plans and policies shall be reviewed and updated periodically to meet the changing needs of the district, school and Parent/Family.

The district shall, to the extent practicable:

1. Provide full opportunities for the participation of the Parent/Family with limited English proficiency, the Parent/Family with disabilities, and the Parent/Family of homeless and migratory students.
2. Provide school and district information and reports in a format and language that the Parent/Family can understand.

As a part of the district's overall plan, the district shall ensure effective involvement of the Parent/Family by promoting a responsible Parent/Family by providing opportunities that support a partnership among the school, Parent/Family and community. Parent/Family involvement shall be included in the School Improvement Plan of each of the district's schools and shall:

1. Describe the ways in which the Parent/Family and students will be responsible for supporting student learning.

2. Stress the importance of meaningful and constructive two-way communication between teachers and the Parent/Family about the academic progress of the child and encourage participation in an annual Parent/Family-Teacher conference.

3. Encourage Parent/Family involvement in their child's education by seeking opportunities for meaningful input at both the school and district level (i.e. Site Council, Continuous Improvement Plan Committee, Budget Committee, etc.).

In addition, each school receiving Title I funds are required to develop a School-Parent/Family contract.

Volunteers in Robeson County Schools

(School Board Policy Code: 5015)

The board recognizes the valuable contributions school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parent/family, community members and local business and industry. These volunteers contribute time, resources and expertise that assist the school system in reaching the goal to provide all children a sound basic education.

Volunteers are not substitutes for the paid staff; rather, they supplement the work of paid employees. The board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees are responsible for implementing and supervising school volunteer programs. School volunteer programs must provide the following:

1. Adequate screening of volunteers based upon the amount of contact they will have with students;
2. The requirement that volunteers comply with policy [5020](#), Visitors to the Schools;
3. A system which prevents volunteers from accessing confidential information;
4. Reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
5. Adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

All school volunteers are expected to be professional and dependable in their volunteer activities.

PTO/PTA or Booster Club

(Policy Code: 5010 Parent/Family Organizations)

Parent/Family organizations, including PTAs, PTOs and booster clubs, are not considered a part of the school system. However, because these organizations and their activities reflect upon the school system, all Parent/Family organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. All Parent/Family organizations must provide the superintendent with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any later

modifications to the organization's purpose or general rules and procedures also must be provided in writing to the superintendent.

2. Parent/Family organizations must obtain prior written approval from the principal for (a) any purchase for the school; (b) any function involving the participation of students; (c) any event that is likely to reflect upon the school or the school system; or (d) any normally-recurring fund-raising activities, such as field days, carnivals, flea markets or rummage sales, movies, dinners or other food sales, calendar sales and family portrait sales. All other fund-raising activities require prior approval of the board and superintendent in addition to the principal. Any raffles conducted must be in accordance with the requirements of [G.S. 14-309.15](#).
3. Fliers and other literature displayed or distributed by Parent/Family organizations must comply with policy [5210](#), Distribution and Display of Non-School Material.
4. Parent/Family organizations are responsible for maintaining their own financial records. Employees of the school system are not permitted to manage the affairs of the Parent/Family organizations during the workday.
5. Parent/Family organizations are expected to consider the cultural diversity and economic differences of students and the Parent/Family in planning school-related functions.

The superintendent shall grant or deny Parent/Family organizations approval to operate at each school. Parent/Family organizations that do not comply with board policies may have approval to operate within the school revoked by the superintendent.

Schools and the Community/Open House (Policy Code: 5000 Schools and the Community)

Schools will conduct an Open House in order to provide opportunities to make Parent/Family connections and inform Parent/Family and guardians of school academic and behavioral expectations.

The board recognizes that the public schools are an integral part of the community and that the public has a vested interest in having students develop into productive members of the workforce and of society. The board encourages the community to be involved in the school system and school system employees to be involved in the community.

The board will strive to create an atmosphere for honest, open, two-way internal and external communication between the school system and the community in order to sustain public support and confidence. The community shall be informed of issues pertinent to education and the public schools through (1) news media, (2) newsletters and system-wide publications and announcements, (3) bulletins, (4) Parent/Family-teacher or Parent/Family-principal conferences, (5) individual school newsletters, (6) PTA meetings, (7) Parent/Family visitation in the schools, (8) personal contact, and (9) open houses and special events. Each year the board will ensure that the report card issued for the school system by the State Board of Education receives widespread distribution to the local press or to other local channels of news and information.

The board encourages members of the community to express their ideas, concerns and judgments about the schools through (1) written suggestions or proposals, (2) presentations at hearings, (3) responses to

surveys, (4) comments at board meetings, and (5) services on such advisory committees as may be established. The board will carefully consider the advice of the public.

Visitor Information

Office Hours

Office hours in the Public Schools of Robeson County are from 7:00 AM until 4:00 PM. Each school has a voicemail system if you wish to leave a message after or before hours

School Hours

School hours in the Public Schools of Robeson County vary by school type based on individual needs of various ages of students.

Elementary Schools	Middle Schools	High Schools
Start Time - 8:00 am	Start Time - 8:00 am	Start Time - 8:00 am
End Time - 3:00 pm	End Time - 3:00 pm	End Time - 3:00 pm

Visiting the School

(Policy Code: 5020 Visitors to the Schools)

The board encourages the community and Parent/Family to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools:

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators. Social visitations generally are not permitted.
2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy [5030](#), Community Use of Facilities.
3. Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.
4. Visitors are welcomed in classrooms during non-instructional times.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school board policies, including policy [5025](#), Prohibition of Alcoholic Beverages; policy [5026/7250](#), Smoking and Tobacco Products; and policy [5027/7275](#), Weapons and Explosives Prohibited.
3. Persons who are subject to policy [5022](#), Registered Sex Offenders, must comply with the provisions of that policy.

Classroom Interruptions and Messages

The classroom is a learning environment. When interruptions occur, students are often distracted and taken off tasks. All communication with students must filter through the office first. This includes such things as messages, forgotten lunches, homework, band instruments, etc. Please do not go to the classroom while class is in session.

Instruction

Instructional Supports

As part of the regular education program, MTSS provides students opportunities to thrive academically and behaviorally. Students who need additional instructional support as indicated by academic and behavioral indicators may receive supplemental instruction/support. This may occur in a small group setting either within or outside of the classroom so as to better insure student success. The supports students receive will be provided based on the available resources at each school.

Homework

(Policy Code: 3135 Homework)

The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility and self-direction. Homework should be an integral and relevant part of students' instructional programs. It should be used consistently throughout the grades and classes.

Homework assignments should strengthen skills, provide practice in subjects that already have been taught in class and improve a student's ability to work independently. Homework should not be used as punishment.

The teacher should establish a pattern of meaningful homework assignments so that students and the Parent/Family may plan accordingly. Teachers should take into consideration the differences in financial, educational and technological resources of students and their Parent/Family or guardians when making assignments. Homework should not require the use of reference material not readily available in most homes or school libraries. Teachers should require the use of reference materials only when the students have had instruction in their use. The amount of time necessary to complete the tasks should be reasonable in light of the age and maturity of the students and other assignments given to the students. Homework is intended to be completed after school and only a limited amount of classroom instructional time should be devoted to completion of homework.

The purpose of all homework assignments must be clearly understood by both the teacher and the students. Appropriate follow-up activities, grading or review of homework assignments should always occur.

Principals shall ensure that homework assignments are made in accordance with this policy. Principals are encouraged to involve staff, the Parent/Family and students in developing standards for appropriate types and amounts of homework for the school or particular grade levels.

Make-Up Work

Whenever school is missed, it is the student's responsibility to make up missed assignments as directed by the classroom teacher. If a student will be absent from school for more than one day, we recommend that the Parent/Family contact the office for make-up assignments. Make-up work requests must be received before noon and should be picked up after school is dismissed. Teachers will try to have missed work ready by dismissal time on the day requested. Work will be left in the office for the Parent/Family to pick up. Once the student returns he/she will have five days to submit make up work for credit.

Homebound Instruction

Homebound instruction is designed to provide continuity of educational services between classrooms and homes for students whose medical needs interrupt consistent school attendance. If evidence verifies that he or she is unable to attend the public school as the result of physical or medical reasons, then the student may be eligible for homebound services.

1. Accident Victims
2. Surgery
3. Other (Extended Illness)
4. Pregnancy –Pregnancy is not considered a medical condition that meets eligibility criteria for homebound unless a licensed physician certifies that the student's medical condition confines the student. Individual needs rather than blanket eligibility periods guide eligibility periods. If a student with pregnancy complications requests homebound services, students must complete the necessary forms as well as including the following information:
 - A. specific medical complications that confines the student to the home or hospital;
 - B. estimated delivery date;
 - C. estimated length of time that student will be confined to home. Pregnant girls should be responsible with their regular education teachers for academic assignments. If extenuating circumstances exist, as verified by the medical physician, homebound teachers will assist with academic assignments.

*Parents/Families can request a complete Homebound Overview Form from their school counselor

Curriculum

(Policy Code: 3100 Curriculum Development)

The board recognizes that curriculum development must be an ongoing process in order to address continually the changing needs and diversity of all students and to fulfill the educational goals of the board. The board further recognizes that while educators must be responsible for developing

the curriculum, Parent/Family, other governmental agencies, businesses and members of the public have valuable insights in the type of curriculum needed.

A. CURRICULUM DEVELOPMENT

The curriculum must be developed to meet state and board requirements, using the North Carolina Standard Course of Study as a foundation. The superintendent shall establish a curriculum committee to coordinate curriculum planning and ensure that the curriculum is aligned with the standard course of study and includes subject-area competencies for each grade level. The committee must include central office administrators, teachers and school administrators representing the various schools and grade levels. Teachers should receive appropriate training so that they may participate in curriculum development. The committee also must seek input from the Parent/Family, the community and experts in order to make fully informed decisions.

The committee may recommend that the board expand subject areas and objectives of the curriculum to meet the educational goals of the board and state and federal laws. The committee also may recommend eliminating subject areas or objectives that are not state-required or related to the educational goals of the board.

B. CURRICULUM MODIFICATION BY INDIVIDUAL SCHOOLS

The principal is the instructional leader of the school and is responsible for determining whether the curriculum meets the needs of the students of the school. Accordingly, the principal or designee may consider modifying the curriculum.

If a school official wishes to modify the curriculum, he or she may submit a proposal to the central curriculum committee. Unless the curriculum committee has significant concerns about the proposal, the committee will approve the changes so long as the curriculum maintains continuity. After being approved by the curriculum committee, the proposal must be submitted to the board for approval as a part of the school improvement plan process if the modifications include (1) expanding or reducing the subject areas or objectives; (2) eliminating subject areas or objectives not required by the state; or (3) waiving local board policies. The curriculum committee shall ensure that the curriculum continues to be aligned with the standard course of study.

C. EVALUATION

The superintendent shall ensure that the methods for meeting curriculum objectives are regularly evaluated for their effectiveness. The board also encourages external curriculum audits by professional curriculum assessors.

Textbooks

(Policy Code: 6525 Instructional Materials Services)

All students will be issued the necessary textbooks for their course work free of charge. In an effort to reduce educational costs and to promote individual responsibility for public property, the board establishes the following requirements for this service.

1. Records will be kept on the condition of all textbooks, including the condition of the books at the time they are issued to students.

2. Instructional personnel shall emphasize to students their responsibility to maintain materials in good condition.
3. Students who lose or fail to return issued textbooks will be charged the cost of the book before a replacement will be issued.
4. Students who return a book in such condition as to make it unusable for another student will be charged for replacing it.
5. Parent/Family or guardians will be notified of the student's responsibility in caring for textbooks properly and of the Parent/Families or guardian's' responsibility for paying for any textbooks that are lost or appreciably damaged.

Family Educational Rights and Privacy Act (FERPA)

(Policy Code: 3225/4312/7320 Technology Acceptable Use)

FERPA protects the privacy of student education records and gives the Parent/Family the rights to review student records. Under FERPA, schools may disclose directory information but the Parent/Family may request the school not disclose this information. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum maps/pacing guides as provided in policy [3115](#). Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior. Such training must cover topics such as cyberbullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action,

including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for non-school-related purposes, such as for commercial gain or profit or for political lobbying, is prohibited.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources.

All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.

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

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

6. Users must respect the privacy of others. When using email, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of the Parent/Family or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

10. Users are prohibited from using or attempting to use another individual's computer account without written permission from that individual. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator or the district Internet coordinator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

B. RESTRICTED MATERIAL ON THE INTERNET

Before a student may use the Internet for any purpose, the student's Parent/Family must be made aware of the possibility that the student could obtain access to inappropriate material. The Parent/Family and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many Parent/Family would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

C. PRIVACY

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

D. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the [4300](#) series).

2. Employees

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or online networking profiles to post information in an attempt to communicate with students about school-related matters.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

E. DISCLAIMER

The board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions, whether caused by the school system's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The school system specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Internet Use Agreement Forms Link

[Internet Use Forms Link](#)

Attendance, Registration and Records

(Policy Code: 4400 Attendance)

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. The Parent/Family or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. TARDINESS TO CLASS

1. K-8 Schools

All parents requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parents may not pick up a student in the classroom. At any point in the year a separate notification may be sent to inform the parent that ten (10) unexcused late arrivals or early dismissal in a semester will convert to one unexcused absence.

2. High Schools

A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the parent. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school early in the log maintained in the principal's office. The principal or designee shall notify the student's teachers that the student's absence is excused.

The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in order to work or for other similar reasons. Such students may be dismissed at the end of the third period. A parent must sign the initial request for long-term early dismissal in the school's main office in the presence of a school official.

All early dismissals shall be documented and statements kept on file of permission of the parent and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.

C. EARLY RELEASE

No Early Release after 2:30

1. Elementary Schools

All Parent/Family requesting early release of a student prior to the normal dismissal time must sign for the student in the school's main office at which time the principal or designee shall summon the student to the office. Parent/Family may not pick up a student at the classroom. Excessive requests for early dismissal shall be handled in the same fashion as excessive absences.

2. Secondary Schools

A student who needs to leave school before the regularly scheduled release time shall, except in emergencies, provide the principal or designee with a valid written request which is signed by the Parent/Family. The request must be presented in person at the school's main office. Any student who leaves school before the end of the day shall sign and give the day, time and reason for leaving school

early in the log maintained in the principal's office. The principal or designee shall notify the student's teachers that the student's absence is excused.

The principal may, at his or her discretion, arrange for twelfth grade students, who present extreme hardship cases, to have a regular early dismissal in order to work or for other similar reasons. Such students may be dismissed at the end of third period. A Parent/Family member must sign the initial request for long-term early dismissal in the school's main office in the presence of a school official.

All early dismissals shall be documented and statements kept on file of permission of the Parent/Family and employers or other such persons who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.

D. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a Parent/Family or guardian stating the reasons for and dates of the absences must be presented to the principal on the day the student returns after an absence. Forged Parent/Family signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's Parent/Family(s) not to exceed five days;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, (activities such as hunting, fishing, visiting relatives, going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);
8. absence due to pregnancy and related conditions or Parent/Familying, when medically necessary; or
9. visitation with the student's Parent/Family or legal guardian, at the discretion of the superintendent or designee, if the Parent/Family or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

After three consecutive or five accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences due to illness or injury.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy [4351](#), Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [G.S. 115C-47](#)(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal;
6. in-school suspensions.

Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless the teacher grants additional time to complete the assignment.

F. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal shall notify Parent/Family and take all other steps required by [G.S. 115C-378](#) for excessive absences. Students may be suspended for up to two days for truancy.

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

Students or Parent/Family may appeal absences to a committee composed of the principal, homeroom teacher and guidance counselor. All absences in excess of five consecutive days must be appealed. Students who forfeit credit due to absences may appeal their cases to the appeals committee based on the following reasons: (1) bad weather causing the bus not to transport the student to school; (2) extended illness with a statement from a doctor verifying that the illness and the necessary care exceeded 10 days for a student in kindergarten through grade eight or five days for a student in grades nine through 12; (3) hospitalization for an injury which prevented the student from attending school for more than 10 days; (4) conditions in the home which required the student to miss school; or (5) prearranged absences relating to religious holidays and retreats.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Student Transfers

(Policy Code: 4115 Behavior Standards for Transfer Students)

This policy applies to transfer students seeking admission to the school system. Transfer students are students who have been enrolled in or who have attended a private school or a public school in this state or another state.

In accordance with state law, the student's Parent/Family, guardian or custodian must provide a statement made under oath or affirmation before a notary indicating (1) whether at the time of the admission request the student is under suspension or expulsion from attendance at a private or public school in this or any other state and (2) whether the student has been convicted of a felony in this or any other state.

STUDENTS UNDER SUSPENSION/EXPULSION OR CONVICTED OF A FELONY

If at the time of the admission request the student is under a suspension or an expulsion or has been convicted of a felony, the Parent/Family, guardian or custodian must provide to the school system all requested information related to the conduct. The superintendent or designee shall review the information and make a recommendation to the board as to whether the student should be admitted and, if so, whether any reasonable conditions should be imposed.

1. Suspension: The board may deny admission to a student who is under a suspension for conduct that could have led to a suspension from a school within the school system. Admission may be denied until the suspension has expired.
2. Expulsion: The board may deny admission to a student who has been expelled from a school pursuant to [G.S. 115C-390.11](#) or who has been expelled from a school for behavior that indicated the student's continued presence in school constituted a clear threat to the safety of other students or employees. The student may request reconsideration of the board's decision in accordance with [G.S. 115C-390.12](#).
3. Felony Conviction: The board may deny admission to a student who has been convicted of a felony in this state or any other state. The student may request reconsideration of the board's decision in accordance with [G.S. 115C-390.12](#).

In any of the above-described circumstances in which admission may be denied, the board alternatively may place reasonable conditions on the admission of the student. Such conditions include, but are not limited to, behavior contracts, alternative school placement and limits on free time and extracurricular activities. Drug testing and weapon searches also may be reasonable conditions so long as they meet any constitutional requirements.

Notwithstanding the provisions of this policy, students under suspension or expulsion who have been identified as having a disability pursuant to the *Individuals with Disabilities Education Act* and otherwise meet the requirements for enrollment in the school system are entitled to services to the extent mandated by federal and state law.

Confidentiality and Release of Information

Policy Code: 2125/7315 Confidential Information

Employees and board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee or board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the assistant superintendent for human resources (for employees) or from the superintendent or board attorney (for board members). When violations occur, appropriate disciplinary action will be taken.

It is a criminal violation for an employee or board member to do either of the following:

knowingly, willfully and with malice permit any unauthorized person to have access to information contained in a personnel file, or

knowingly and willfully examine, remove or copy a personnel file that he or she is not specifically authorized to access pursuant to [G.S. 115C-321](#).

Home - School Communication

Newsletters

School newsletters are distributed on a regular basis for each child to take home. The newsletter lists important dates, activities and upcoming events. Please encourage your child to bring it home and take the time to read this important link in our communication system. Some schools may also post the school newsletter on the school website.

Website

The Public Schools of Robeson County web site contains up-to-date information, news, jobs and events for all schools and departments in the district. Just go to www.robeson.k12.nc.us. Users may subscribe to school and department news, events, and job postings by clicking the Subscribe button on any school web page. Information will be sent in email format to the user's registered email address. This handbook is also available at the site. Check the site often for current news and information.

Student Services

Kindergarten Promotion Ceremony

All students that are being promoted to the 1st grade will have the opportunity to participate in a promotion ceremony at their respective schools. This ceremony provides students with the motivation and incentive to work diligently and think about long term goals and future success after high school graduation. The ceremony also evokes the importance of Parent/Family involvement and an awareness of accomplishment.

Receiving Award Notification

All Parent/Family of students that are receiving an award will be notified by the school that their child will be receiving an award in an effort to garner Parent/Family participation and support of school activities.

Intervention for Student Success

Students experiencing difficulty with reading at grade level or who are not meeting state standards may be provided with instructional interventions or additional targeted instruction to help them be successful through the use of the MTSS process. These interventions may occur in the regular classroom or in a small group. Since success in reading is critical to academic success, it is possible that students may be excused from some classroom instruction to receive these supports.

Library Media Center

The Library Media Center is an important portion of our school program. Time is scheduled by each class for weekly visitations. Each child is also encouraged to utilize this facility during free time. It is important to note that materials borrowed from the Library Media Center becomes the responsibility of the student. The district requires students to pay for lost or damaged materials. As a Parent/Family you can assist your child by helping him/her keep track of the materials that are borrowed from the school.

Speech and Language Screening

Speech and Language Specialists are available at each school in the Public Schools of Robeson County. The specialists will screen students at the request of Parent/Family and/or teachers at any time throughout the school year. Speech/Language screening takes 3 to 5 minutes and is used to determine whether further testing is needed. To request that your child be screened, contact the school office or Speech/Language Specialist at your child's school.

English Language Learners

Students who have little or no English language skills are provided English language acquisition instruction by a qualified ELL teacher. ELL services are provided through a "pull-out" type program.

Primetime Student Pick Up

The Primetime Program is a service provided by the Public Schools of Robeson County for parents with school-age children who are enrolled in kindergarten (5 years of age) through 8th grade. This program is designed to provide a safe supervised environment that acts as a transition period between the regular school day and the home. The program includes recreation indoors and outdoors, a variety of activities, and quiet time for homework.

*Students participating in Primetime should be picked up no later than 6:00 pm. There will be an additional fee of \$1 per additional minute per child after 6:00pm.

Illness

Please call the school if your child will be absent due to illness. If a child has a temperature of 100 degrees or higher in the last 24 hours, is vomiting, has a colored discharge from the nose, or has other flu-like symptoms, s/he should not be in school. When a child is recovering from an illness, we cannot keep the child in during recess. If a child is too ill to go outside, she/he is too ill to be at school.

Administering Medicines

(Policy Code: 6125 Administering Medicines to Students)

The board recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon the written request of the Parent/Family. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

For purposes of board policy, all references to "Parent/Family" include a Parent/Family, a legal guardian or a legal custodian.

A. STANDARDS FOR ADMINISTERING MEDICINES

1. School employees are authorized to administer drugs or medication only after the student's Parent/Family has made a request on a Request for Medication Administration During School Hours Form. The form must be signed by the Parent/Family and by the student's physician and must include the following information: child's name; name of the drug or medication to be administered; purpose of the drug or medication; time to be administered; dosage; possible side effects; termination date for administering the drug or medication; and whether permission is alternatively requested for the student to keep the drug or medication and self-administer. The Parent/Family must inform the school of any change in the student's health needs or medication. Parent/Family are expected to remove medication from school premises when use is discontinued.

First Aid Emergencies

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the Parent/Family is notified. It is essential that emergency contact numbers be up-to-date in the school office. It is our intent to immediately notify Parent/Family for any of the following:

- Any head injury
- Any bite
- An indication of anything communicable such as vomiting, diarrhea, rash, a temperature of 100 degrees Fahrenheit or higher
- Significant injury on the playground

Reporting Child Abuse

(Policy Code: 4240/7312 Child Abuse - Reports and Investigations)

The board of education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.

Any school employee who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment is legally required to report the case of the child to the director of social services.

The employee also shall immediately report the case to the principal.

Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse, neglect, dependency or death as a result of maltreatment. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law.

The principal may establish a contact person in the school to act as a liaison with social services. All employees shall cooperate fully with the department of social services in its investigation of suspected

child abuse, neglect, dependency or death as a result of maltreatment. Employees shall permit the child to be interviewed by social services on school campuses during school hours and shall provide social services with confidential information, so long as the disclosure does not violate state or federal law. Any confidential information disclosed by the department of social services to employees will remain confidential and will only be redisclosed for purposes directly connected with carrying out the responsibilities of the school system or the employee.

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in [G.S. 7B-3100\(a\)](#) information that is relevant to (1) any assessment of a report of child abuse, neglect, dependency or death as a result of maltreatment by the department of social services; (2) the provision or arrangement of protective services in a child abuse, neglect or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent undisciplined or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

The superintendent shall develop any necessary procedures for reporting suspected child abuse, neglect, dependency or death as a result of maltreatment, for sharing information with designated agencies and for cooperating with investigations by the department of social services. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency or death as a result of maltreatment.

General Information

Emergency School Closures or Delayed Opening

If it becomes necessary to close school because of inclement weather, dangerous road conditions or any other emergency, a NO SCHOOL announcement or delayed starting time schedule will be broadcast over the media. Information will also be posted on the District web site at www.roberson.k12.nc.us. Please stay tuned to the radio, television, and/or computer on mornings when the weather looks doubtful.

There will be no supervision or staff on duty. Please do not call the school.

Lost and Found

Each year many coats, sweaters, lunch boxes, and other items are left unclaimed in the lost and found. PLEASE put your child's name on all items brought to school so they can be returned to their rightful owner if they are lost. Unclaimed items may be donated to charity.

Phone Use

Students may use the telephone for emergency purposes only. Arrangements for after school activities are to be made at home ahead of time and if necessary a note sent to school. Students are discouraged from bringing pagers, cell phones, or other personal communication devices to school. The school is not responsible for lost, stolen or damaged devices. Such devices may not be used during school hours.

Cell Phones

Student cell phones are only to be used before and after school hours. Phones must remain off and out-of-sight during the school day. Cell phones being used during the day for any purpose may be

confiscated and held for pick-up by a Parent/Family. Schools are not responsible for lost or stolen cell phones.

Please refer to your specific school's Parent/Family handbook for more details on phone use at your school.

Laptops, technology etc. Use

Students may use technologies only during approved times. Content and applications must meet school guidelines and be approved by the teacher. No Wi-Fi access or photo/video use unless approved by teacher. Schools are not responsible for lost, stolen or damaged devices. Privileges may be revoked for irresponsible use.

Parties

Parties scheduled by the school are held in the classrooms and supervised by teachers and room Parent/Family. The County Health Department prohibits the distribution of homemade food items at schools.

All food provided at parties must be commercially prepared.

Flowers/Balloons

Flowers or balloons should not be delivered to your child at school.

Money

Students should bring money to school only when they need it for a specific purpose. Money should be sent in an envelope listing the student's name, amount enclosed and the purpose for which it is intended. Change will not be given when students are purchasing lunch tickets. The entire amount will be credited to the lunch account unless otherwise designated. Balances carry over from year to year as long as the student is in the Public Schools of County School system.

School Pictures

Student pictures are taken at each school in the fall. All students will be photographed with the fall picture becoming part of the class composite photo and District online attendance system. Package plans will be made available; however, there is no obligation to purchase student pictures. Some schools also offer a spring picture package on a no obligation basis. Some schools offer memory books sold separately and distributed at the end of the school year.

Elementary Field Trip Guidelines

With the approval of the principal, teachers may plan activities throughout the year to provide an extension of the curriculum

Curriculum Related Field Trips

- Field trips are made available to all students.
- Only completed coursework directly related the field trip may be used as prerequisite to participation.
- Prior to the event, teachers will provide communication of field trip parameters and guidelines to the principal, Parent/Family and students.
- Student success plans may be required for individual students when necessary to promote full student participation.

- If a student poses a serious safety risk, alternative options may be offered.

Parent/Family/Chaperone Supervision Guidelines

- Due to space and size limitations and for the safety of all children, please do not bring siblings or other small children on school outings when chaperoning. Please leave your cell phone off during the trip unless needed for an emergency.
- Please stay with the classroom throughout the activity unless you have made prior arrangements with the classroom teacher.
- You may be assigned a child or a group of children to supervise. Students assigned to your supervision have been directed to follow your directions.
- Please supervise the behavior of these students to ensure that they are safe, respectful of the rules and courteous to all.
- If you have a student with a discipline problem, please notify the classroom teacher immediately.

Pets/Animals

Please obtain prior permission from school officials before bringing pets or other animals to school. Animals are not allowed on the bus.

Diploma Options

When your child pursues the secondary grades, it is important that you are aware of diploma options available in the Public Schools of Robeson County School District. Every effort will be made to help your child receive a standard high school diploma. If you and a school team decide that this is not possible for your child, and if he or she meets the definitions of eligibility defined by the North Carolina Department of Instruction an alternative certificate will be provided.

This alternative does not have all of the benefits of a standard diploma and you and the school team should discuss what options are best for your child.

Non-Discrimination

Public Schools of Robeson County provides equal opportunities and access to all educational services, facilities, and/or employment to every person. Public Schools of Robeson County does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability.

Inquiries or complaints regarding the District's Non-Discrimination policies and compliance can be directed to:

Human Resource Specialist
910-671-6000
collins.faulk@robeson.k12.nc.us
4320 Kahn Drive Lumberton, NC 28358