Dear Parents and Students:

Welcome to Lumberton High School and the 2019-2020 school year. We look forward to working with you this school year to ensure that all of our students have a great and successful year.

This Student Handbook should be an indispensable guide to make sure that students understand their responsibilities and are aware of the many different opportunities that are provided at Lumberton High School. There are many policies, regulations, and services discussed in these pages that students and parents need to know. Please make sure that students and parents read and become familiar with the enclosed information. Keep this guide in a place where you can refer to it later in the year, if and when it is necessary. Please feel free to contact the school with any questions you may have or to clarify information that you need to know.

We need your assistance and close cooperation between the school and home to make this a successful year for your student and the school in general. We encourage you to get directly involved in your child’s education. We will stress developing Relationships between school and students, creation of mutual Respect among staff and students, and accepting Responsibility of all stakeholders in creating the optimum learning environment for all of our students.

Understanding your role in our student’s success begins with this handbook. We have “High Expectations” for all of our students. This handbook sets out the guidelines and standards that we expect all students to understand. It will be an important resource for you to keep throughout this school year.

Again, welcome to Lumberton High School and what we expect to be a fantastic school year.

Larry T. Brooks II, Principal
# ADMINISTRATION

Principal: Mr. Larry T. Brooks II (12th Grade)

Assistant Principals:
- 9th Grade – Ms. Kelsey Cummings
- 9th Grade – Mr. Ted White
- 10th Grade - Ms. Joyce Brown
- 11th Grade - Dr. Jamane Watson

You may reach the above administrators at 671-6050.

## GUIDANCE COUNSELORS (Assigned by alphabet)

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Last Name Range</th>
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<tbody>
<tr>
<td>Ms. Nicole Hunt</td>
<td>A-C</td>
</tr>
<tr>
<td>Ms. Sarah Hendrix</td>
<td>D-H</td>
</tr>
<tr>
<td>Ms. Deborah Stone</td>
<td>I-K, T-Z</td>
</tr>
<tr>
<td>Mr. Adrian Hammonds</td>
<td>L-M</td>
</tr>
<tr>
<td>Ms. Gabrielle Bridges</td>
<td>N-R</td>
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<tr>
<td>Ms. Rhonda Horne</td>
<td>S and (Registrar/Enrollment)</td>
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## SCHOOL SOCIAL WORKER

<table>
<thead>
<tr>
<th>Specialist</th>
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<tr>
<td>Ms. Brittany Evans</td>
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<td>Ms. Caroline Pridgen</td>
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## YOUTH DEVELOPMENT

<table>
<thead>
<tr>
<th>Specialist</th>
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<tr>
<td>Ms. Karen Oxendine</td>
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<td>Mr. Larry Barnes</td>
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## SECRETARIAL STAFF

<table>
<thead>
<tr>
<th>Staff</th>
<th>Position</th>
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<tbody>
<tr>
<td>Belinda Bourgeois</td>
<td>Guidance Technician</td>
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<tr>
<td>Katie Butler</td>
<td>Guidance Technician</td>
</tr>
<tr>
<td>Millicent Jones</td>
<td>Main Office</td>
</tr>
<tr>
<td>Bertha McMillian</td>
<td>Payroll</td>
</tr>
<tr>
<td>Chrystal Hunt</td>
<td>Main Office</td>
</tr>
<tr>
<td>Sonya Lennon</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Robbie Locklear</td>
<td>Main Office</td>
</tr>
</tbody>
</table>
BUILDING HOURS

The buildings are open in the morning at 7:30 a.m. and closed by 3:30 p.m. Students that are not in after school tutoring, practices or school related meetings are required to leave campus as soon as possible at the end of the day and should not re-enter the building unless they are under direct supervision of a teacher, coach, or administrator.

**Students will not be allowed to congregate on school grounds unsupervised. Failure to comply may result in disciplinary action**

Students who arrive on campus prior to 7:30 a.m. should immediately report to the main lobby or cafeteria for breakfast. Bus students should immediately report to the cafeteria if eating breakfast or to the auditorium when released from the buses. Once you commit to one of the other you stay there until dismissed for class. Buses will unload at 7:35 a.m.

**DO NOT GATHER IN FRONT OF THE MAIN ENTRANCE.** Students should not congregate in the parking lots. They should get out of their vehicles and immediately report to the assigned areas when arriving on campus. Failure to comply will result in disciplinary action.

**ANNOUNCEMENTS**

All routine announcements will be made at the beginning of both 1st and 4th periods. Also, announcements are posted on LHS web site, school marquee sign, school twitter, and ConnectEd. Students need to be attentive to announcements.
REPORT PERIOD END

<table>
<thead>
<tr>
<th>REPORT PERIOD</th>
<th>END DATE</th>
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<tr>
<td>1st</td>
<td>October 18, 2019</td>
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<tr>
<td>2nd</td>
<td>December 20, 2019</td>
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<td>3rd</td>
<td>March 13, 2019</td>
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<tr>
<td>4th</td>
<td>May 22, 2019</td>
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INTERIM PROGRESS REPORTS DATES

- September 24, 2019
- November 19, 2019
- February 11, 2020
- April 7, 2020

FINAL EXAM DATES

1st Semester
- December 16, 2019
- December 17, 2019
- December 18, 2019
- December 19, 2019
- December 20, 2019

2nd Semester
- May 18, 2020
- May 19, 2020
- May 20, 2020
- May 21, 2020
- May 22, 2020

PTSO/Open House Meeting Dates
- Aug 22, 2019
- September 24, 2019
- November 19, 2019
- February 11, 2020
- April 7, 2020
Advisory Meetings
September 24, 2019 5:00 pm Conference Room
November 19, 2019 5:00 pm Conference Room
February 11, 2020 5:00 pm Conference Room
April 7, 2020 5:00 pm Conference Room

ASSEMBLIES
Students sit in their assigned sections with their teachers during assemblies. Students should be refined and courteous at all times. An indication of the cultural level of the school is the conduct of its student body during an assembly program. Unacceptable conduct would include whistling, booing, inappropriate applause, loud talking, and boisterous activity during a program.

CAFETERIA
The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. A student is expected to practice the good manners that should be found at home. Some of these good manners are listed below:
1. Follow the directions of the supervising personnel.
2. Avoid pushing, loud talking, and jumping in line.
3. Leave the table and the surrounding area clean.
4. Put trash in containers.
5. Do Not carry opened food or drink containers from the cafeteria.
6. All food brought to school from home must be eaten in the cafeteria.
7. Observe good table manners by cleaning up after yourself before leaving the cafeteria.

*No food (Burger King, Pizza Hut, KFC, Taco Bell, etc.) or drinks can be delivered to school.*
*We will not allow anyone to deliver food to students.*
All students must report to the cafeteria at the designated time for lunch.

2019-2020 Meal Prices set by the Public Schools of Robeson County
All regular service lunch plates will be free of charge.
Students will be allowed to buy extra food and snacks for the posted prices.

TELEPHONES
Office phones are for business use and for emergency use only. Students in need of contacting parents should come to the main office and speak to an administrator.

CELL PHONES/HEADPHONES
CELL PHONE use (Texting only) by students will be permitted during non-instructional time ONLY.
*Students are not allowed to make calls or take calls on cell phones at any time during the school day.

Non-Instructional times are as follows:

1. Before and after school
2. In between class periods
3. Lunch period

STUDENTS WILL NOT BE PERMITTED TO WALK AROUND DURING CLASS TIME WITH A CLIPBOARD AND USE THEIR CELLPHONES.

MP3 PLAYERS, IPODS and OTHER COMMUNICATION DEVICES ARE NOT PERMITTED during the instructional day.

- Lumberton High School will not be responsible for the loss or damage of any electronic devices. These items are the sole responsibility of the owner. Administration and SRO are not required to search for these items if lost or stolen. BRING AT YOUR OWN RISK

EARBUDS/HEADPHONES

Earbuds may be used only during non-instructional time. One earbud in and one out so you can hear what’s going on around you during class change.

*We should not be able to hear your music. Disciplinary action may result if you do not adhere to this policy.

Failure to release these devices to faculty/administration will result in disciplinary action.

FIRE AND TORNADO DRILLS

Fire drills are required by law and are a safety precaution. It is essential that when the signal (1-continuous ring) is given, everyone should obey promptly and clear the building by the assigned route as quickly as possible without running. Students should remain outside the building until the return signal is given.

Tornado drills signals are: announced as a “tornado watch” and then 3-short bells. At this signal, all students should enter the halls, kneel facing the wall, and cover their heads until the all-clear signal (one bell) is given.

DELIVERIES TO SCHOOL

Students are not allowed to receive (nor bring) flowers, balloons, stuffed animals, etc., at school.

FOOD IN THE BUILDING

Food is not to be delivered to school for students.

No open food, open drinks or cups of any kind (including but not limited to YETI, RTIC,
ORCA, coffee containers, fast foods, etc…) are allowed in the hallways. Students are not allowed food of any type delivered to them with the exception of a “bag lunch” from home.

This is county policy and this regulation relates to health and sanitation issues.

**SCHEDULE CHANGES**

Parents will not be allowed to come out and try to change schedules until after the 5th school day. Course changes must be completed through a schedule change sheet in homeroom class and then homeroom teachers will submit changes to the guidance department. Administrative errors, class size, graduation requirements and new enrollments will be given first priority.

**INCLEMENT WEATHER**

On occasion, inclement weather will cause school to be delayed from one to two hours or canceled. Announcements will be made by 6:30 a.m. over the following stations and media: WAGR-1340 FM, WYAY - 101.5 FM, WFMO-850 AM, WJSK-102.3 FM, WSTS-96.5 FM, Z93-92.3 FM, WFNC-640 AM, WASM-98.1 FM, WYRU-11.60 AM, FOXY 99-99.2 FM, WECT TV6, WFCF TV40, WTVD TV11, WBTW TV 13 & 15, WWAY TV3, WRAL TV5, Facebook, twitter, and synervoice.

**RETURNED CHECKS**

There will be a service charge of $20.00 for all returned checks.

**P.E. DRESS**

Students are required to dress out for physical education during their P.E. class. Failure to comply may result in a failing grade. Gym clothing and tennis shoes are to be provided by each student. Cut-off jeans and extremely short-shorts are not allowed. Students are to use good judgment in dressing for P.E. classes. Students are encouraged to use locks on their lockers to protect their property

**SCHOOL APPEARANCE**

Lumberton Senior High takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students and faculty in maintaining attractive surroundings for school activities. All students are called upon to do their part in observing common courtesy and being mindful of all efforts made on students’ behalf.

**STUDENT DRIVERS**

Only students who have had their applications approved and have purchased a parking permit may drive a vehicle on campus. Seniors will be given first choice. Juniors will have second choice. We are limited to the number of parking spaces available; therefore, all students will not be permitted to receive a parking permit. The following regulations have been established to govern the use of automobiles as transportation to and from school:
1. The student parking lot will be the only legal parking area for students during the year; there is **no parking on grass**.
2. The school does not assume responsibility for student drivers, including accidents, damages, or thefts.
3. Once students arrive on the school grounds, they must sign-out before they leave campus for any reason.  **Any student who leaves campus without signing out will be suspended for three (3) days.**  All students must get permission from administration and their guardian to sign themselves out regardless of age.
4. Local and state traffic laws must be followed when operating vehicles on school premises.
5. **Any student failing to comply with driving regulations may lose driving privileges.**
6. All motor vehicles driven to school must be registered with the principal.
7. **Students must exit their vehicles once arriving on campus and go into school buildings.**
   Students are **NOT** allowed to go back into the parking lot or to any vehicle without written permission from an administrator until the school day ends.
8. **School speed limit for all vehicles on campus is 10 mph.**
9. Each student authorized to drive must display a parking permit which will be attached to the inside windshield of the vehicle.
10. **Students are not allowed to share, transfer or sell parking permits to other students.**
11. **Skipping, 6th tardy, violation of any of the above rules, or violations of other school rules may result in parking permit being revoked.**
12. Automobiles with excessive noise will be ticketed for violation of the City of Lumberton’s noise ordinances.
13. The parking fee is **$20.00**.
   (See Appendix A for Parking Application)

**STUDENT PARKING PERMITS**

Any student whose parking permit has been taken must pay the full price for another one. The procedure to follow to secure a parking permit pass will be announced in homeroom. After the third purchase by any student, disciplinary action will prohibit the student from driving on campus the remainder of the school year.

**HEALTH REGULATIONS**

All students who are too sick to remain in class will be required to call parents to pick them up and carry them home or to the doctor. Any student too sick to remain in class is too sick to remain at school. If a student is required to take medication during school hours, and the parent cannot be at school to administer the medication, only school principal or his designee (restricted to the secretaries, teachers or teachers’ assistants) may administer the medication in compliance with the regulations that follow:

1. Written instructions **signed by parent and physician** will be required and will include:
   a. Student’s name
   b. Name of medication
   c. Purpose of medication
   d. Time to be administered
   e. Dosage
f. Possible side effects
g. Termination date for administering the medication

Form from Handbook must be submitted to office.

(See Appendix B)

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

1. If the student 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. Examples: bee stings, allergic reaction, seizures, etc.
2. The school retains the discretion to reject requests for administration of medicine.

ELEVATOR
The elevator is to be used only under employee supervision or by disabled students that are qualified for the use of the elevator. The principal or his designee must approve the use of the elevator.

EQUAL ACCESS ACT
All clubs, athletics, organizations, and activities approved by Lumberton High School are offered equally to all Lumberton High School students without regard to race, creed, religion, or national origin.

FEES
Junior and senior fees are $20.00 each. All juniors and seniors are required to pay this fee. **ALL Fees must be paid before participation in Graduation Practice or Ceremony.**

UNAUTHORIZED AREAS
The following areas of the campus are off limits to students during the school day.
1. Bus parking lot
2. Faculty parking lot
3. Gym (except when supervised)
4. Area behind the gym
5. Auditorium area (except when supervised)
6. Teachers’ lounge
7. All surrounding off-campus property
8. Front of campus
9. Custodial maintenance areas
10. Student parking lots/faculty parking lot unless authorized by an administrator.
11. Area between F-G wings and Fayetteville Road
12. **Any student found in any area not specified on their schedule will be considered unauthorized and will be subject to disciplinary actions.**

Failure to follow this policy will result in Class 1 disciplinary action.
MEDIA CENTER
The following regulations apply to the Media Center:
1. The Media Center is open to students and teachers from 7:45 a.m. - 4:20 p.m. daily.
2. Students who wish to come to the Media Center must have a written pass from a subject area teacher.
3. Students are permitted to exchange books as often as needed.
4. A student may check out a multiple number of books if he respects the privilege.
5. Special references are available for overnight loans, including encyclopedias.
6. A fine of $.10/day is charged for overdue books in the general collection.
7. A fine of $.50/day is charged for reference books that are overdue.
8. Replacement costs are charged for all lost materials.
9. The Media Center is considered a classroom and as such observes the LHS code of conduct.

STUDENT INFORMATION/CHANGE OF ADDRESS
If your last name, street address, mailing address, or telephone number changes any time during the school year, parents should notify the data manager so that corrections can be made to your records. No rural route addresses allowed; use 911 addresses only.

SCHOOL SPONSORED FIELD TRIPS
The LHS Code of Conduct and the Public Schools of Robeson County Code of Conduct will be followed on all school-sponsored field trips. Students are required to have written permission from a parent before leaving on any trip. The faculty sponsor for the trip will supply the permission form.

LOST AND FOUND
A lost and found department will be maintained in the mailroom. Items will remain for approximately 30-days only. All items remaining in Lost & Found 30 days after graduation or end of school will be donated to an appropriate organization.

SEARCHES and SEIZURES
To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. Any student found in any unauthorized area will be subject to a search of his person and personal property. All unauthorized items will be turned over to law enforcement. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SEARCH/METAL DETECTORS
In view of the escalating presence of weapons in schools, the Public Schools of Robeson County
Board of Education authorizes the use of hand-held or walk-through metal detectors to check students and persons on school sites including personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class, on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular individual or student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check on the student’s person and personal effects.

A student’s failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. A non-student’s refusal to permit a metal detector check will be grounds for denial of entry to a school-sponsored event.


**USE OF METAL DETECTORS REGULATIONS AND PROCEDURES**

The following procedures for the use of metal detectors in the Public Schools of Robeson County are developed pursuant to Board Policy on Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with Board Policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy will be included in future publications of the Student Code of Conduct.

**Metal Detector Check of Classes of Students**

A. When a principal decides to conduct a group metal detector check, he or she will select the class(es) to be checked at random by blindly drawing one or more classrooms from all of the classrooms within the school. The drawing shall be conducted in the presence of another adult.

B. Before conducting the metal detector checks, the participating administrator or law enforcement officer will enter the classroom and explain the scanning process to students in the class, emphasizing that the checks are intended to maintain safe schools.

C. An administrator or officer will check each student by visually searching the student’s desk and then escorting the student with his personal effects into the hall to proceed with the metal detector check. An adult will closely observe students at their desks to make sure that no objects are removed from pockets or personal effects.

D. In the hall, the administrator or officer will ask the student to remove all metal containing objects from his or her clothing and personal effects. The administrator or officer will then scan the outside of the student’s personal effects. An adult who is the same sex as
the student will do the metal detector scan of the student’s person. If the student refuses to cooperate, the administrator or officer will proceed with the check in the presence of another adult.

E. If the metal detector is activated during the scanning of the student’s effects, the administrator or officer will open the bag, purse, etc., and look for weapons. If the metal detector is activated during the scanning of the student’s person the student will be given a second opportunity to remove and metal-containing object from his person. If the metal detector is again activated, a same-sex administrator or officer will conduct a pat-down search of the student’s outer clothing in the area where the metal detector was activated. The pat-down search will be done in the presence of an adult witness. If the administrator or officer feels an object on the student’s person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will escort the student into a private room and remove the object from the student.

**METAL DETECTOR CHECKS OF INDIVIDUAL STUDENTS**

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of Board Policy (JCAB) regarding personal searches shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for ultimate disposition.

**PERSONAL SEARCHES**

A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex present, and only upon the prior approval of the Superintendent or designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for reasonable suspicion anytime without notice, without student consent, and without a search warrant.

**AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The
schools retain authority to conduct routine patrols of student parking lots and inspections of the exteriors of students’ automobiles on school property. The interiors of students’ vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**SEIZURE OF ILLEGAL MATERIALS**
If a properly conducted search yields illegal or contraband materials, such finding shall be turned over to proper legal authorities for ultimate disposition.

Legal REF.: G.S. 115C-288(e); 115C-307(a); State vs. F.W.E., 360 Fo.2d 148 (Fla, App. 1978), Zampra vs. Pomeroy, 639 F. 2d 662 (10th Cir. 1981), State vs. D.T.W., 425 So 2d 1383 (Fla. App. 1983).

**INTERROGATION**
If the interrogation of a student indicates that a police officer or other legal officer should carry out the completion of the interrogation, the principal should take every effort to notify the parent or guardian and extend the opportunity for him/her to be in attendance or to make other determinations as the parent or guardian may arrange.

**Student Support Services**

**AFTERSCHOOL TUTORIAL/REMEDICATION**
After School Tutorial/Remediation is available to all students needing remediation, research assistance, or any other form of academic help. Faculty members from all areas may be available to assist students. Throughout the school year, individual students may voluntarily attend or be required to attend the After school programs whenever the need arises. After School Tutorial/Remediation will be available based on schedules determined by the department. Each teacher will conduct the After School Tutorial/Remediation on an individual basis. **The scheduled time is: 3:15-4:15 and students must be in class on time. Students are not permitted to leave campus and return to Afterschool Tutorial/Remediation.**

**Credit Recovery**
Credit Recovery is available for students to recover a failed course. Students must meet with a guidance counselor to enroll in the program. **The schedule time for Credit Recovery is: 3:15-4:15 and students must be in class on time. Students are not permitted to leave campus and return to Credit Recovery. Once credit recovery ends students who did not complete the work and 10 required hours must start the process over at the next available credit recovery session.**

**SATURDAY ACADEMY**
Saturday Academy is designed to:
1) Offer students opportunities to make-up absences and assignments
2) Function as part of the student code of conduct procedures

Saturday Academy will operate each Saturday during the school year except the Saturday(s) prior to or during holidays. The hours are from 8:00 a.m. – 12:00pm. Saturday Academy will be operated as a supervised study hall. Tutoring will be provided upon request if the expertise is
available. Detailed behavior expectations will be provided upon attendance at Saturday Academy. **Students who choose to validate a whole day’s (all classes) attendance may do so by attending Saturday Academy.** Saturday Academy information can be obtained in guidance. **Students attending Saturday Academy must stay for the entire 4 hours. No partial credit for attendance will be given if a student leaves early.**

**SSMT/Multi-Tiered System of Support**
The RTI will be available to provide a one-on-one counseling, support, motivation, and guidance for students identified as being at-risk of academic failure. The team will also provide support and intervention strategies for teachers.

**ISS (IN-SCHOOL SUSPENSION)**
The in-school suspension program will be used as one of the disciplinary approaches for handling violation of school policies and discipline problems, offering an alternative to out-of-school suspension and to provide a climate for dealing more positively with misbehavior. In the in-school suspension program, disruptive students will be removed from the regular classroom and placed in a highly structured environment where they will be able to continue their regular academic work and receive appropriate, positive intervention. In this setting, emphasis will be placed on the examination of the misbehavior, the consequences of such behavior, and ways to make more appropriate choices in the future.

Within the framework of a positive school climate, in-school suspension will be used as a strategy for dealing with serious behavior problems in a more effective way. It will provide opportunities for students to practice good behavior, to accept responsibility for their own choices, and to develop a more positive self-concept. All educators within the school will have a role in making the program work.

*Students will be required to complete the Positive Behavior Intervention contract. (See Appendix D)*

**LUMBERTON EDUCATIONAL ALTERNATIVE PROGRAM (LEAP)**

Lumberton Educational Alternative Program (LEAP) is an alternative learning setting that addresses the need of students that have been assigned. Administration will meet the student and parent to discuss the placement procedures.

**SECTION 504/AMERICANS WITH DISABILITIES ACT**
No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or by subject to discrimination from any program or activity in the school.

**HALL PASS**
Hall traffic during class should be nonexistent. Therefore, it shall be the duty of every classroom teacher to keep students from leaving the classroom unless there is an urgent need. A **hall pass log** is to be given to a student if he must leave the classroom for any reason. A hall pass log will be kept on every student. A student not returning to class will be given a **No Return** Hall Pass. **Students will not be allowed to leave the classroom the first and last 15 minutes of each class except due to emergency.**
BOOK BAGS
All book bags and gym bags must be clear or nylon mesh. Violation of this policy is a Class I offense.

SCHOOL RESOURCE OFFICER (SRO)
Three School Resource Officers are assigned to LHS to assist the Principal with legal issues that go beyond the basic rules of the school and school system. The officers are not assigned to handle discipline.

LOST TEXT BOOKS
A student who loses a book shall be issued another after a reasonable effort has been made to locate the first one and after the students has paid for the lost book or a debt slip has been recorded and filed if the student does not pay for the book in a reasonable length of time. See the appropriate assistant principal for information regarding the cost of books.

The following rules for payment apply if a book is lost:

- NEW BOOK............................................................Full Price
- ONE YEAR OLD BOOK..............................................4/5 Price
- TWO YEAR OLD BOOKS.........................................3/5 Price
- THREE YEAR OLD BOOKS.......................................2/5 Price
- FOUR YEAR OLD BOOKS.........................................1/5 Price

THEFT PREVENTION
The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. THE SCHOOL CANNOT BE RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN. Listed below are some hints to prevent thefts:

1. Lock your school lock on your locker. Do not give your combination to anyone.
2. Never leave valuables, band instruments or personal items of value in your locker.
3. Money and valuables should not be taken to the gym at physical education time.
4. Never leave anything other than clothing in your basket during physical education.
5. Band instruments should never be left unprotected.
6. If you take off rings to wash your hands, be sure that when you leave, you have not left them on the soap dispenser or towel dispenser.
7. Never leave books, etc., on shelves, benches, in the hallways, gym or on the bus.
8. Never leave your purse unattended, even to go to the pencil sharpener or teacher’s desk.
9. Never leave anything on your desk while you go to assembly programs.
10. Never put your purse on the footboard of the bleachers during programs or ball games.
11. If you are staying after school for practice or club meetings, practice the same theft prevention habits you would follow during school.
12. Check the lost and found in the main office before you report an item stolen.

** Lumberton High School will not be responsible for the loss or damage of any electronic devices. These items are the sole responsibility of the owner. Administration and SRO are not required to search for these items if lost or stolen. BRING AT YOUR OWN RISK!!!
STUDENT ACTIVITIES

ATHLETICS

Lumberton Senior High offers the following athletic teams:

- Baseball (Boys Varsity, JV & Freshman)
- Basketball (Boys & Girls, Varsity, JV & Freshman)
- Football (Boys Varsity, JV, & Freshman)
- Tennis (Boy’s & Girls’ Varsity)
- Track (Boy’s & Girls’ Varsity)
- Softball (Girls Varsity, JV & Freshman)
- Cross Country (Boys & Girls Varsity)
- Volleyball (Girls Varsity, JV & Freshman)
- Soccer (Boys and Girls, Varsity & JV)
- Golf (Varsity Boy’s & Girl’s)
- Cheerleading (Boys & Girls Varsity & JV)
- Wrestling (Boys Varsity & JV)
- Swimming (Boy’s & Girls’ Varsity)
- Bowling (Boys & Girls Varsity)

ATHLETIC ELIGIBILITY

In order to participate in athletics, a student must have passed three (3) courses during the preceding semester and be eligible for promotion. Students performing below academic standards set by the principal may be placed on academic athletic probation. At that point the student may remain on the team but may not be allowed to participate in games.

SUPER PIRATE AWARD

The Super Pirate Award is designed to recognize students who have made an exceptional commitment to the athletic program at Lumberton Senior High. This award is presented to student athletes who have lettered in a varsity sport in each of the three sport seasons during the current school year.

NCAA INITIAL - ELIGIBILITY CLEARINGHOUSE

High school athletes who aspire to compete at the college level must have their academic eligibility determined by the NCAA Initial-Eligibility Clearinghouse. Registration forms and further information may be obtained from NCAA online Clearinghouse. There is a cost for this process. Additional information may be obtained from the College/Career Counselor.

CLUBS AND ORGANIZATIONS

While academic training is an important factor in the growth of an individual, extra-curricular activities also help a student to develop into the responsible citizen of tomorrow. Students should be actively involved in the total educational experience. Most employers and post-secondary institutions believe that activities are essential to a well-rounded individual. Each student is encouraged to participate in some organization that interests him/her. A wide variety of activities are provided at Lumberton High School. In order for a student to be eligible to participate in these activities and associated field trips, it is required that the student be in attendance at school on the day of the activity unless otherwise approved by the principal. This requirement applies to athletic teams, band, and all other organizations.

BETA CLUB
The Lumberton High Beta Club is a leadership-service organization for high school students. Its purposes are to stimulate effort, reward achievement, and to encourage its members to become life-long learners. To be eligible for membership, a student must have and maintain a weighted grade point average of or above 3.3 weighted average and be of commendable character, and provide service to our community. Membership is open to students during the second semester of the school year.

**NATIONAL HONOR SOCIETY**
The National Honor Society is a club for conscientious students. Membership is open to 10th grade 2nd Semester and Juniors and Seniors who have demonstrated outstanding leadership skills, exemplary character, and have maintained a cumulative unweighted GPA of 3.0. The induction of new members is held during the spring semester of each school year.

**CLUBS**
The following are clubs and organizations available to students at Lumberton High:
- Academic Boosters Club
- Annual Staff
- Art Club
- AISES
- Band/Marching Band/Symphonic Band
- Beta Club
- DECA
- FBLA
- FCCLA
- FCA – Fellowship of Christian Athletes
- FEA - Future Educators of America
- FFA – Future Farmers of America
- French Club
- KEY Club
- HOSA – Health Occupations
- JIB
- JROTC Color Guard/Drill Team
- JROTC Raider Team/Rifle Team
- ASEAN
- NASA
- National Honor Society
- PTSO
- Quiz Bowl
- SADD
- Science Club/Science Olympiad
- Spanish Club
- Student Council
- Student Council

**PARENT/TEACHER/STUDENT ORGANIZATION**
The Lumberton High School PTSO will meet at 5:00 p.m. (Dates are printed in the calendar section of this handbook). Those interested in further information about PTSO may contact Lumberton High School, at 671-6050.

**ACADEMIC BOOSTER CLUB**
Parents are encouraged to join this support group. They sponsor Academic Letters, newsletters, cords, and other school incentives. Contact the Guidance Department at Lumberton High School for more information. Also, the club sponsors the SAT 1800 Board for any student who scores 1800 or above on the SAT/ACT converted.

**FRESHMAN ACADEMY**
Freshman Academy may have additional procedures/policies unique to the academy only. All school rules and policies still apply.

**STUDENT HELPER**
To be eligible for enrollment as a “Student Helper” students must have a 3.0 grade point average, junior and senior status and a recommendation from an administrator.
TEACHER CADET/JIB/YEARBOOK
All teacher cadets, JIB, and yearbooks students are required to sign-in/out with the sign-in/sign-out clerk daily using their school ID badge. If a student fails to meet this requirement, they will be considered skipping and will be subject to disciplinary action.

ATTENDANCE POLICY AND PROCEDURES

STUDENT ATTENDANCE
Regular attendance and prompt arrival at school and scheduled classes are essential for satisfactory achievement and progress in school. Preparation for future responsibilities is dependent upon the development of good attendance and punctuality habits at an early age.

Frequent absences of students from the classroom disrupt the educational process. The benefit of regular classroom instruction is lost. The process of education requires regular attendance, classroom participation, study, and homework in order to provide the best educational benefits for each student.

ATTENDANCE
Attendance is taken every period and is updated from the sign-in and sign-out books. To be considered in attendance, a student must be present in each class for 45-minutes of the class period; 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.

The number of times that a student misses class for school-sponsored activities should be kept to an absolute minimum. The principal shall closely scrutinize and monitor such absences. Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student within three (3) days after the absent unless the classroom teacher grants additional time.

Ref: NCAC 16-6E 010

ABSENCES AND EXCUSES
The following shall constitute valid excuses for temporary non-attendance of a child at school provided satisfactory evidence of the excuse is provided to the appropriate school official.
I. ILLNESS OR INJURY - When the absence results from illness or injury that prevents the
child from being physically able to attend school. Doctor’s note must be brought to school social worker. (The school will accept five parent written hand notes per year)

2. QUARANTINE - When isolation of the child is ordered by the local health officer or by the State Board of Health.

3. DEATH IN THE IMMEDIATE FAMILY - When the absence results from the death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of the child includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.

4. MEDICAL OR DENTAL APPOINTMENTS - When the absence results from a medical or dental appointment of a student. Students must bring a doctor's note to school social worker.

5. COURT OR ADMINISTRATIVE PROCEEDINGS - When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. Note from the Clerk of Court must be presented to the school’s social worker.

6. RELIGIOUS OBSERVANCE - If the tenets of a religion to which a student or his/her parent(s) adhere, require, or suggest an observance of a religious event, the approval of such absences is within the discretion of the local board of education. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.

7. EDUCATIONAL OPPORTUNITY - When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. (16 NCAC 2D.0404)

**EXCUSED ABSENCES**

Students will submit original doctor notes, court notes, etc., (no copies) to the Data Manager, stating the reason and the date(s) of their absence(s) within 5 days upon return to school. Any assignments missed by a student with an excused absence shall be completed by the student within five (5) days of the return date unless the classroom teacher grants additional time.

**ABSENCES RELATED TO SCHOOL FUNCTIONS**

Field trips and school functions will not be counted as an absence. All schoolwork missed due to absences or field trips, etc. must be made up. Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student within three (3) days after the return date unless the classroom teacher grants additional time.

**FORFEITURE OF CREDIT POLICY**

Students must submit documentation for excused/approved absences within 3-days of the absence. Only an original doctor’s note, court note, or death in the immediate family will be approved. Absences in excess of 5 (semester/course) will constitute grounds for a failing grade. Students who forfeit credit by accruing more than 5 absences may appeal cases to
the appeals committee.

**ABSENCE VALIDATION**

Students who choose to validate a whole day’s (all classes) attendance may do so by attending Saturday Academy. Saturday Academy sign-up will be with the assistant principal in charge of Saturday Academy. An assignment sheet will be given at the time of sign up. **Saturday Academy hours are: (8:00 a.m. - 12:00 p.m.).** Students attending Saturday Academy must stay for the full 4 hours. **Students late for Saturday Academy will not be allowed admittance.** No partial credit for attendance will be given if a student leaves early. **Saturday Academy does not allow students to be eligible for perfect attendance recognition or exam exemptions.**

**SIGN-IN PROCEDURES**

In order for a student to receive an excused tardy to school, he/she must go to the Sign-in/out office and present his or her school ID card with the documentation stated below.

**Late Check-ins:** In order for a student to receive an excused tardy to school, he or she must:

1. Submit a properly signed **doctor’s note** or provide a **notice from the court**.
2. Present a **valid student ID card**.

**School Tardy Policy (late to school or class):**

At the beginning of each Semester (Fall/Spring) the tardy policy is implemented following these procedures:

1. Students are allowed (4) tardies without consequences.
2. **On the 5th tardy students will receive a charge letter to give to their parents, and parents will be required to meet with an administrator.** The student will receive a (1) day Out of School Suspension (OSS).
3. The 6th, 7th, 8th, 9th and 10th tardy will each receive a consequence of (1) day of Out of School Suspension (OSS).
4. Students who receive more than 10 tardies will be placed in Alternative School for (10) school days.

*Every student arriving on campus after 8:00 am must follow sign-in procedures.*

**SIGN-OUT PROCEDURES**

If a student must leave school early, they should present a parental note to the sign-in/out secretary prior to the beginning of school. The note should include a number where the parent can be reached to verify the student’s note and the departure time. For pre-arranged signing out, the departure time should be during the time of a class change, as there will be no interruption of class because of a student leaving early. **Students are not to use cell phones to make arrangements to leave campus.**

If, for an unexpected reason, it becomes necessary for the student to leave school the student must have approval of an administrator to call home. The Sign-in/out office personnel or Administrator must contact a parent before the student is allowed to leave campus. **Students must sign the checkout sheet (in the checkout office) to leave at the proper time.** Failure to
do so will result in disciplinary action. **Students who sign out are expected to leave campus.**

**Early release students must sign out and leave within 10 minutes after their release time.** All students who are signing out must have a note from check-out. **Students will not be permitted to sign back in school unless they have a note from a doctor or the court or unless accompanied by a parent or guardian.**

**Any student who leaves campus without signing out will be suspended for three (3) days.**

**All students of LSHS regardless of age must have an administrator’s approval and the student’s guardian’s approval to sign out.**

**COLLEGE DAY (Juniors and Seniors Only)**

This counts as an excused absence and does not count for senior exam exemptions.

**VISITATION PROCEDURES:**
1. Get form from counselor
2. Have parents sign the request
3. Principal approves form
4. Counselor returns form to student
5. Student visits college
6. Student brings in documentation of visitation
7. Guidance sends teachers notification of absence due to the college day

Please allow a week’s notice. Students are limited to two (2) excused visitations per year.

**Student Code of Conduct**

**LUMBERTON HIGH SCHOOL CODE OF STUDENT CONDUCT**

The administration and teachers at Lumberton High School are committed to providing a safe and positive school climate for all students and employees of the school. North Carolina law delegates to teachers and administrators the duty and authority to maintain discipline in their classrooms and schools. Behavior that detracts from the learning environment to the detriment of the educational process and safety of all students will not be tolerated.

Each student is responsible for knowing all regulations and policies that may affect him or her, and for following these regulations. The code applies to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place has a direct effect on maintaining order and discipline in schools.

The discipline policy at Lumberton High School has two major purposes: (1) to teach students responsibility and (2) to encourage acceptable behavioral patterns (Assertive Discipline will be used as the discipline plan for Lumberton High School). Each teacher/department will have this plan in effect. Specifics may vary from class to class but the general aspect of the plan will be in place for the entire school.

**EXPLANATION OF DISCIPLINE INFRACTIONS**

**ACADEMIC DISHONESTY**
No student shall engage in any act of academic dishonesty such as plagiarism, oral or written communication with another student during graded exercises, or unauthorized use of audiovisual materials.

**AIDING, ABETTING, ASSISTING, CONSPIRING**
Any student aiding, assisting, abetting or conspiring in the violation of any school rules shall be subject to consequences in the same manner as the principal violator.

**ARSON AND FALSE ALARMS**
Setting fires or being responsible for false alarms will result in legal action by law enforcement authorities.

**ASSAULTING OR CAUSING OF PERSONAL INJURY**
No students shall participate in an assault or cause or attempt to cause physical injury to, or intentionally behave in such a manner, as could reasonably cause physical injury to any student, school employee or person other than a student or school employee on any school campus. A fight is considered an assault when: there are weapons or other objects that could reasonably be considered weapons involved; a student causes or attempts to cause injury to a school employee; two or more students assault or attack or cause or attempt to cause physical injury to any other student.

**BOMB THREAT 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. These are considered felonies and will be treated as such.

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.

**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 any school property or private property while the private property is under school jurisdiction. **Students will be required to make restitution for damages or work at removing the damage.**

**COMPLIANCE WITH DIRECTIONS**
Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teachers’ assistants, on-duty bus drivers and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel.

**DISRUPTION OF SCHOOL**
No student shall, by 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.
STUDENT DRESS

Students are expected to dress appropriately for school. Students shall not wear clothing or hairstyles that distract other students or which interfere with the classroom participation of other students, or wear clothing or hairstyles that present a health or safety hazard. The following rules/regulations apply to all students:

1. **NO SAGGING PANTS ALLOWED. Pants should be worn at the waist.**
2. Shoes or sandals are to be worn at all times during the school day. (Rubber flip flops, shower shoes, bedroom shoes are not permissible.)
3. Sunglasses, hats, caps, head scarves 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.
4. Clothing that may be discriminatory to any group is not permissible.
5. Clothing with vulgar language, inserts, signs or clothing advertising drugs or alcoholic beverages are not permissible.
6. Distractive, scanty clothing, tank tops, backless shirts, halters, low-cut tops, mini-skirts, showing midriff, cut out blouses or noticeable tight or transparent clothing are not permissible.
7. Belts, if worn, must be kept on and tied or buckled at all times to be permissible. No chains are permissible. Pants worn inappropriately will not be tolerated.
8. Students will be permitted to wear shorts to school. Shorts and dresses should be modest and of sufficient length. A guideline for students to use in determining whether or not the shorts are long enough is as follows: have the shorts at the waistline, stand straight with arms and fingers by your side; the bottom of the shorts should be even with the extended fingers. **Biker’s shorts are not permitted. Leggings, jeggings, tights etc., must be covered with a garment that follows the above guidelines (fingertip length).** Dresses and holes in clothing must follow the above guidelines (fingertip length).

When a pupil fails to use good taste or good judgment, the teachers will direct the pupil to the office for appropriate action. **Students will face disciplinary action for violating this policy.**

**Board Policy 4316: Student Dress Code. Any student that violates the dress code policy will be placed in ISS (In-School-Suspension) until they receive appropriate attire.**

EXTORTION

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

FALSE INFORMATION/MISREPRESENTATION

No student shall intentionally give false information to an employee of the school; nor shall a student misrepresent to any teacher or other authorized person any fact; nor shall a student change or alter any school record, official document, or other document, intending to misrepresent or deceive any fact.

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 by recommendation by the principal and upon approval of the Board under G.S.115C-391D.

**FIGHTING, AGGRESSIVE BEHAVIOR TOWARDS STUDENTS**
No student shall engage in a fight with another student. A fight shall be defined as physical contact with another person. Unless extenuating circumstances exist, **both individuals will be suspended 10-days** (this is in accordance with Board Policy) and **legal charges will be applied**. The students will also be placed in Alternative for (10) school days. If a student is suspended from Alternative School their (10) school days in Alternative will start over. **Students involved in a second fight will be recommended for Long-Term Suspension (LTS).** A fight can be avoided if good judgment and proper precautions are taken. Any student charged with **aggressive behavior** (verbal or physical) will result in a five (5) day suspension. Any student congregating with the sole intent to participate, instigate or see a fight (mob) will be considered part of the altercation and will be subject to disciplinary action.

**FIREARMS, PAINTBALL GUNS, OR AIR GUNS**
No student shall knowingly possess, handle or transmit any loaded cane, pistol, rifle, shotgun, pellet gun or any other object that can be reasonably be considered a firearm, paintball gun, or air-gun in school. Violation of this will result in a ten-day suspension and a recommendation for long-term suspension

**GAMBLING**
No students shall engage in any game of chance in which something of value is at stake. This violates state law and will result in prosecution and suspension.

**GANGS**
Lumberton High School is a gang free school. No gang activity will be tolerated and while at Lumberton High School no gang attire, handshakes or any gang paraphernalia will be tolerated. **Gang activity will result in suspension and recommendation for long-term suspension.**

**HAZING**
Hazing is prohibited. No group or individual shall require any student to wear abnormal dress or costume on campus, annoy another student by playing abusive or ridiculous tricks on him, frighten, scold, beat or harass him or subject him to personal indignity.

**HONESTY**
Students should follow the highest standards of honesty and integrity in their academic studies, extracurricular activities and personal relationships with students and staff.

**HORSEPLAY, TUSSLING, SCUFFLING, QUARRELING**
No student shall engage in horseplay, tussling, scuffling, or excessive quarreling that is malicious in nature:
1. In any school building or on any school premises before, during, or after school hours, or
2. In any school building or on any school premises or any other time when the school building or school premises are being used by a school group or
3. On any bus on which the student is being transported to or from school or as a part of a school activity, or
4. Off the school grounds at any school activity, function or event.
IDENTIFICATION OF STUDENTS
A student shall promptly identify himself or herself clearly and accurately upon the request of teachers, student teachers, substitute teachers, teacher’s assistants, principals or other school personnel during any period of time when he or she is properly under the jurisdiction of school personnel. **Failure to supply proper school identification or falsification of an ID will result in an automatic suspension.**

IMPROPER PROCEDURE WHEN SIGNING IN AND OUT
No student, unless otherwise excused, shall report to school after 8:00 a.m. without signing in or leave prior to 3:00 p.m. without signing out. *(See Sign-In/Sign-Out Procedures for details)*

IMPROPER USE OF MOTOR VEHICLES
No student shall operate a motor vehicle on the school campus in a manner prohibited by the motor vehicle laws of the state of North Carolina, or by the principal. The speed limit for the campus is 10 mph. Also, all students driving and parking a vehicle on campus must display a current parking sticker.

INAPPROPRIATE DISPLAY OF AFFECTION
No student shall display any act of affection not appropriate for public viewing. This includes kissing, sitting in laps, hugging or any type of physical contact. This rule applies to any student (male or female).

LEAVING CAMPUS WITHOUT PERMISSION
Once a student has come on school property (including buses and parking lots) they becomes the responsibility of the school. Once a student arrives, they must have special permission from an administrator before they may leave the campus. Leaving without administrative approval will result in a **three (3) day suspension.**

LITTERING
No student shall intentionally litter the building and grounds of the school. Students are asked to cooperate in keeping the campus clean and attractive at all times.

MINOR DISRUPTIONS
No student should cause any intentional disruption of any class to which he is assigned by acting in an inappropriate manner. This includes being loud, boisterous, disrespectful or disobedient behavior.

NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS
No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other drugs as defined as a controlled substance pursuant to Chapter 9 of the North Carolina General Statutes or any alcoholic beverage or other intoxicating liquor, beer or wine as defined by Chapter 18-A of the North Carolina General Statutes while in school unless such possession, use or transmission is authorized by law and school regulations. The possession or use of a drug authorized by a valid medical prescription from a registered physician will not be considered a violation of this rule when the person for whom the drug was prescribed takes the drug. **A valid request for medication administration must be on file and all medications should be in the possession of the school nurse. (See Appendix B)**
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.

POSSESSION OF SCHOOL FORMS AND FORGERY
 Forgery is the act of falsely signing another person’s name. Students should not have official school forms such as admit slips, early dismissal slips, etc. in their possession at any time.

RELATIONSHIPS WITH STAFF AND STUDENTS
Students are expected to exhibit proper respect to all school personnel, to respect the rights of others and, in general, treat others as you would like to be treated.

RESPECT FOR SCHOOL PROPERTY
Students are expected to display proper respect for and care of school property. Abuse or destruction of school property will result in suspension from school and restitution.

SCHOOL BUS CONDUCT
Students who ride buses are expected to conduct themselves in an orderly manner at all times. All school rules still apply. The principal, by law, has the authority to suspend students from riding the bus for the following reasons: (Also see bus contract)

1. Delaying the school bus schedule
2. Fighting, smoking, using profanity, or refusing to obey the instructions of the driver
3. Tampering with the bus
4. Refusing to meet the bus at the designated stops
5. Unauthorized leaving of the bus when en route from home to school or from school to home
6. Playing or throwing objects while the bus is in operation or standing
7. Failure to observe established safety rules and regulations
8. School bus stops are considered school property. All school rules will be enforced from the time a student arrives at the bus stop until he or she returns to the bus stop at the end of the school day.

*Riding the school bus is a privilege and there will be no warnings.*

1. (3) Day Bus Suspension
2. (5) Day Bus Suspension
3. (10) Day Bus Suspension
4. Long-Term Bus Suspension

*** All bus suspensions are subject to administrative discretion therefore these steps may be skipped when deemed necessary.

SKIPPING AND CUTTING CLASSES
It shall be against school policy for any student to miss any portion of a scheduled school day without the permission of parents, guardians, and the school administration.
SMOKING/TOBACCO PRODUCTS
Smoking is not allowed by anyone on school grounds. Students are prohibited from bringing tobacco products on a school bus and the school campus. Those students found smoking on school grounds will be violating school rules. (Includes electronic cigarettes)

Matches and lighters are not permitted on school grounds. Students found with tobacco products in their possession will face disciplinary action. In accordance with North Carolina General Statute 14-313: Anyone under the age of 18 is not to have in their possession, or consume, tobacco in any form. This is a violation of North Carolina Law.

STUDENT DEMONSTRATIONS
No student or students shall on or off school premises, engage in any protest, march, picket, sit-in, boycott, walk-out or 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 or any other school in the school system.

THREATENING, INSULTING, ABUSIVE OR SERIOUSLY DISCOURTEOUS WORDS OR SIGNS, PROFANITY, LANGUAGE OF A RACIAL NATURE OR OTHER ACTS
No student shall direct toward any school employee, toward any other student or toward any other person, in school, any language which threatens force or violence or which is abusive or insulting or any sign or act which constitutes a threat of force or violence or which is abusive, insulting or threatening.

STUDENT PROPERTY
Personal property that a student brings to school or receives while at school that is determined by a staff member to be disruptive may be confiscated by a staff member and handled as follows:

1. If the property is of a physically dangerous nature such as guns, knives, saws, ice picks, etc., it will be impounded by the principal and released to a law enforcement agency.
2. If the property is of an illegal nature such as alcohol, marijuana, other drugs, or material that has been stolen, it shall be impounded by the principal and released to a law enforcement agency.
3. If the property is of a non-dangerous legal nature such as water pistols, radios, tape players, small video games, etc., it shall be confiscated by a staff member and taken to the office (or to an administrator) to be held until a parent or legal guardian may pick the item(s) up.

TRESPASS
No student shall come on the grounds of Lumberton Senior High School when instructed not to do so by authorized school personnel. Students who trespass shall be subject to arrest. No student shall be on the campus of another school in the Public Schools of Robeson County during the school day without the knowledge and consent of the officials of the school he/she is visiting.

VISITORS
No student should encourage, invite, or bring persons not associated with Lumberton Senior High School to visit them and/or other students during the school day. All visitors must have a visitor’s pass and an authorized escort beyond the office. Unauthorized visitors shall be subject
to arrest for trespassing.

**VULGAR LANGUAGE AND PROFANITY**
Students should refrain from the use of crude or vulgar language and profanity while at school. Those students who choose to use such language will be disciplined.

**WEAPONS AND DANGEROUS INSTRUMENTS**
No student shall knowingly possess, handle or transmit any knife, razor, ice pick, explosive, machete, metal knuckles or other objects that can reasonably be considered a weapon or dangerous instrument in school. Laser pointers are also considered weapons as they may injure the eyes of others.

**STUDENT BEHAVIOR GUIDELINES**
The basic purpose of the Student Behavior Guidelines for Lumberton High School is to help establish and maintain a safe and orderly environment that must prevail if learning is to take place. It is expected that each teacher will deal with general classroom disruptions through effective class management and the involvement of parents/guardians and student services and staff. The term school as it applies to these guidelines refers to all school buildings, parking areas, and properties. These rules are in effect at any school function or school sponsored activity and while students are waiting for, riding, or leaving the bus.

Students should be aware that, in addition to the violations listed on the following pages, other infractions may be included as part of the individual school rules and regulations. In the event that there are extenuating circumstances or an offense continues to occur, it will be at the discretion of the principal, teacher and/or school services committee to recommend additional appropriate disciplinary action.

These guidelines apply to any student who is on school property, who is in attendance at any school sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

**CLASSIFICATION OF VIOLATIONS**
Violations of the Student Behavior Guidelines are grouped into three classes - minor, intermediate and major. Teachers or team disciplinary actions will generally deal with class I Offenses. Class II Offenses will generally require more severe disciplinary actions, such as In-School or Out-of-School Suspension. Class III Offenses are of an extremely serious nature and generally will warrant a recommendation for an External School Suspension or Expulsion. It is important to note that repeated violations or special circumstances may warrant a recommendation from the principal for more severe disciplinary action, up to and including expulsion.

**CLASS I OFFENSES**

**OFFENSES**
1. Class disruption
2. Minor disrespect
3. Misconduct at a school activity
4. Acting in an inappropriate manner  
5. Being in an unauthorized area  
6. Quarreling/name calling  
7. Improper use of lockers  
8. Minor horseplay/tussling  
9. Cheating/lying/gambling  
10. Running/pushing/shoving/kicking in the halls  
11. Littering  
12. Food/drink in an unauthorized area/Littering  
13. Not following directions of person(s) in authority  
14. Failure to follow proper sign in/out procedures  
15. Throwing paper  
16. Chewing gum  
17. Dress code violations  
18. Loitering (hanging around in one location)  
19. Other minor violations of rules which administration/staff deem necessary to insure a safe and orderly school climate  
20. Improper use of motor vehicle (revocation of driving privileges)  
21. Minor school bus infractions (not sitting down, throwing paper, etc.)

**CLASS I OFFENSES - POSSIBLE INTERVENTIONS**

1. Student/Teacher Conference  
2. Parental contact  
3. Guidance counselor conference  
4. Denial of privileges  
5. Administrative conference  
6. Behavior contract  
7. SSMT intervention  
8. Peer Mediation  
9. Detention  
10. ISS  
11. Saturday Academy  
12. OSS  
13. Administration discretion

**CLASS I REFERRAL PROCEDURES**

Students violating Class I rules and regulations will be referred to the administration by using the appropriate form.

**CLASS I OFFENSES OUTSIDE THE CLASSROOM**

Violations that occur outside the classroom should be referred directly to the administration by using the appropriate form. Only the first selection of the form should be completed.

**CLASS I REFERRAL REGULATIONS**

The In-School Suspension (ISS) Coordinator will call parents upon all referrals to I.S.S.

**CLASS II OFFENSES**

1. Horseplay/Tussling  
2. Leaving school without permission
3. Threats or perceived threats
4. False information
5. Pornography
6. Inappropriate/vulgar language
7. Smoking/possession of tobacco products
8. Skipping; truancy
9. Bus misconduct
10. Disrespect to a member of school staff, including vulgar language
11. Open display of affection
12. Repeated Class II violations

CLASS II POSSIBLE INTERVENTIONS
1. Parental contact
2. Guidance referral
3. Bus suspension
4. I.S.S.
5. Saturday Academy
6. O.S.S.
7. School Resource Officer referral
8. Long-term suspension
9. Administrative discretion

CLASS III - OFFENSES

OFFENSES
1. Fighting
2. Weapons/dangerous instrument
3. Extortion
4. Possession of firearms
5. Robbery
6. Bomb threat/hoax
7. Assault
8. Narcotics, alcoholic beverages, stimulant drugs
9. Breaking/entering/vandalism
10. Student demonstration
11. Sexual misconduct
12. Felony conviction
13. Threatening, abusive language/racial slurs
14. False fire alarm
15. Stealing
16. Hazing
17. Other severe law violations

CLASS III - POSSIBLE INTERVENTIONS
1. O.S.S.
2. School Resource Officer referral
3. Long term suspension
4. Expulsion
5. Administrative discretion
6. Palmer Drug Program
7. Filing charges with legal authorities

**CLASS II AND III REFERRAL PROCEDURES**

Students violating Class II and III rules and regulations will be referred to the administration by using the appropriate form. The parent/guardian will be contacted by the administration.

**OUT-OF-SCHOOL SUSPENSION (OSS) REGULATIONS**

Any OSS assignment requires parent notification. If a parent cannot be contacted, the student will receive a Code 2 (charge letter) informing the parent of the situation.

**CLASS II AND III VIOLATIONS**

Please see the Public Schools of Robeson County Policy Book (section 3: Rules Defining severe Misconduct) for further details.

**CLASSROOM RULES/PROCEDURES**

1. Follow directions the first time given
2. Be seated and prepared to begin work when the tardy bell rings
3. Raise hand, gain recognition, and get permission before speaking or leaving assigned seat.
4. Be courteous and respect the rights and property of others
5. Be alert, attentive, and actively involved in all classroom activities

**DUE PROCESS GUARANTEE**

Any student facing possible suspension or expulsion from the Public Schools of Robeson County is guaranteed procedural due process. The following are the basic elements of this procedural due process:

1. The student must have prior knowledge of the conduct that is required of or prohibited of him (Code of Conduct).
2. The student must be informed of the specific matters giving rise to any of the proposed penalties or disciplines (Notice).
3. The student must have some opportunity to express or convey to the decision-making authority his views or rebuttals regarding the incident (Hearing and Appealing).
4. The decision-making authority must base its decision on the incidents or matters about which the student has been appraised as indicated above.

A student shall be given an opportunity to seek clarification of information which may lead to disciplinary action, or contest the appropriateness of the sanction imposed by a disciplinary authority, or to allege prejudice or unfairness on the part of the school system’s official responsible of the disciplinary action or acts thought to be unfair.

Any student, parent, or guardian who is aggrieved by simple disciplinary action shall have the right to make a formal protest in writing or in person to the Superintendent. Further appeal shall be in person to the Board.

**SUSPENSION AND EXCLUSION FROM ATTENDANCE**

Suspension and/or exclusion from the public schools are extreme actions involving each individual’s right to a free public education. Such actions should be taken only for the protection
of the pupil or his peers or to help him on dealing with his problems. Careful attention should be given to procedures and methods whereby fairness in discipline shall be assured each student. All principals should be sure that due process procedures have been afforded to the suspended or expelled student. All personnel will take care to guard the rights of the pupil and to advise him of these rights.

**FOR SHORT-TERM SUSPENSION OF 10 DAYS OR LESS, THE SCHOOL’S DISCIPLINARY PROCEDURES MAY BE FOLLOWED.**

If a pupil is to be sent home during the day, these guidelines will prevail:
1. The principal shall attempt to reach the pupil’s parents to inform them of the school’s action and to request that they come to school for their child.
2. If they are unable to come for the pupil, the school shall try to provide transportation to his home, assuming his parents will be there to receive him.
3. If no one is available, the student will be placed in ISS for the remainder of the day and suspension will begin the following school day.

**SUSPENSION AND EXPULSIONS - EXCEPTIONAL CHILDREN**

Children with disabilities who are suspended or expelled for more than 10 days will continue to receive special education and related services even if the misconduct is not caused by the disability. The Multi-Disciplinary Team must be convened prior to the end of the 10th day of suspensions to determine if an alternative placement is needed.

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activity includes activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment
3. is regarded as having such an impairment

The Public Schools of Robeson County has specific responsibilities under the Act, which includes identification and evaluation. If the child is determined to be eligible to receive services under Section 504 an accommodations plan will be developed to appropriately serve the children.

**APPEALS PROCEDURE FOR LONG-TERM SUSPENSION**

**SECTION 1 - NOTICE AND INITIATION OF PROCEEDINGS**

If the principal, following investigation, determines that a long-term suspension is appropriate, he shall invoke a short-term suspension of ten (10) school days and inform the student, parent and Superintendent of the impending long-term suspension following this action. The student and parent shall be provided a copy of the Due Process Procedures and their attention called to Sections 1 through 4 of the procedures. If a formal hearing is desired, the student or parent must notify the principal in writing within four (4) school days following receipt of the notice of suspension.
If a hearing is not requested within four (4) school days following the notice of impending long-term suspension, the principal shall invoke the penalty and notify the Superintendent in writing within twenty-four (24) hours of the action. The notice to the Superintendent shall state the charges against the student and obtain facts sufficiently particular to describe the nature of the offense. A copy of the notice shall be sent by registered mail to the student and parent. The Superintendent or his designee shall respond to the principal’s written recommendation within four (4) days after receipt of the proper documentation.

SECTION 2 - FORMAL HEARING
If a hearing is requested, the principal shall convene a hearing panel within six (6) school days following the request. The panel shall be composed of three (3) staff members, one of whom may be designated by the student at the time the hearing is requested. The principal shall appoint the remaining two (2) members. The panel shall be impartial and of racial and sexual mix. If the period of summary suspension or short-term suspension ends before the hearing and/or appeal process concludes, the Superintendent shall determine if the student may return to school or should remain out until the issue is resolved. The Superintendent, if requested by the principal, shall designate a chairperson from the central administrative staff.

Anyone who has had direct contact with the student’s alleged misconduct or who will probably give testimony to the hearing board shall not serve as a member of the hearing board. An official tape recording shall be made of the proceedings. The chairperson shall receive a reasonable list of witnesses from the student, his parents or representative and from the principal prior to the scheduled date of the hearing.

The hearing procedure shall consist of a presentation by the principal or his designee, of witnesses and other evidence relating to the issue of whether or not the offense was committed by the student charged. The student may then offer witnesses and other evidence in his own behalf relating to the same issue. If the purpose of the hearing is to challenge the severity of the penalty invoked by the principal, both sides of this issue will be presented in the above order.

Based upon the information presented at the hearing, the panel shall privately determined by majority votes and the opinion of the issued involved. The chairperson shall not vote in the decision. The panel shall be a majority opinion that the student did or did not engage in the alleged misconduct and offer facts to support the position taken.

If the panel finds that the student did engage in the alleged misconduct it shall, except in instances where board policy mandates long-term suspension, further develop any recommendations as it may deem appropriate to the issue. The panel’s opinion shall be presented to the principal in writing at the conclusion of the hearing.

Upon receipt of the opinion and/or recommendations of the hearing panel, the principal shall review the matter and determine the appropriate action. If the decision is to return the student to school, she/he should so inform the student, parent, and Superintendent promptly. If the decision is to suspend for more than ten (10) days, he shall invoke the penalty and follow the procedures for long-term suspension as stated above and inform the Superintendent. The student and/or parent shall also be informed of their right to appeal the long-term suspension to the Superintendent.
SECTION 3 - APPEALS PROCESS

If the principal’s actions following a formal hearing result in a long-term suspension or other action felt to be inappropriate by the student or parent, an appeal may be made to the Superintendent within three (3) school days of the principal’s action. The appeal shall be made in writing. The Superintendent shall appoint one (1) or three administrators to review the recording and other records of the hearing within five (5) days of notice of appeal. The student or parent and the principal may be summoned if necessary to accurately review the hearing proceedings.

The appeal panel or individual shall review all aspects of the hearing procedure and the subsequent action of the principal to determine if due process has been accorded, Board policy and procedure were observed and the principal’s action was justified. If a panel is convened, the decision shall be by majority vote and the opinion of the panel or individual shall be presented to the Superintendent in writing immediately following the review. When due process, policy, procedure, and the principal’s action are determined to be correct, the Superintendent shall so inform the principal and the student or parent.

If, in the opinion of the panel, a denial of due process, a violation of policy or procedure, or an abuse of administrative authority has occurred, the principal’s action shall be dissolved by the Superintendent with the student readmitted to school. The Superintendent may order a new hearing. The Superintendent shall so inform the principal and the student or parent.

If the student or parent is not satisfied with the results of the administrative appeal, an appeal may be made to the Board within five (5) days of the notice from the Superintendent. The appeal shall be in writing. The Board shall review the matter within ten (10) school days of the notice and the decision of the Board shall be final.

SECTION 4 - MULTI-DISCIPLINARY REVIEW FOR EXCEPTIONAL CHILDREN AND OR WILLIE M. STUDENTS

A multi-disciplinary team, usually the Administrative Placement Team shall review suspension of Exceptional Children who have accumulated 10 days of suspension to determine if any relationship exists between the misconduct and the handicapping condition. The team may make recommendations to the Program Administration for Exceptional Children for change of placement if a relationship between the misconduct and the handicapping condition is determined. Should no relationship be determined, normal disciplinary consequences shall apply.

The decision of the Administrative Placement Team may be appealed by requesting a Due Process hearing through the office of the Exceptional Children’s Program Administrator. Such a request must be made within ten (10) calendar days of receipt of the decision by the Administrative Placement Team.


LUMBERTON EDUCATION ALTERNATIVE PROGRAM (L.E.A.P)
The goals of the program are to enhance student achievement, teach responsible classroom behavior, motivate regular school attendance, help students change behaviors that have contributed to students being unsuccessful in regular schools, strengthen the relationship among the students, parents, and school in a positive way, return the student to the regular school when feasible, help students get back on track to graduate at their projected date.

**STUDENT GRIEVANCE PROCEDURES**

**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 problems arising within their status as students and shall be encouraged to exercise this right without fear or 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 does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

**STUDENT GRIEVANCE PROCEDURES**

The grievance procedure may be used to address any situation occurring within the operation or normal procedure of the school which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. 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 parent or guardian believes that a violation, misapplication or misinterpretation of School Board Policy or state or federal law or regulation has occurred.

B. **Procedure**

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

   **Step 1 - 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 after 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 laws 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 parentis shall be permitted to join or represent the student in the conference with the principal.
Step 2 - Appeal to 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 the principal’s position statement in Step 1.

The Superintendent or his 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 designee within ten (10) 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 (10) school days following the response from the Superintendent at Step 2. The Board, through the office of the 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 shall also have the right to be present.

The Board committee’s decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the principal and Superintendent.

COUNSELING & ACADEMIC POLICIES
STUDENT GUIDANCE AND COUNSELING PROGRAM
The district’s guidance and counseling program provides important benefits to individual students by addressing their academic, career, social and emotional needs. It is developmental and includes sequential activities designed toward the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others and educational and vocational development.

GUIDANCE AND COUNSELING
A counselor is available to you whenever you feel there is something you would like to discuss with him or her. See your counselor when:
1. you feel you need to talk to someone about a personal matter.
2. you are having difficulty with a subject or subjects.
3. you wish to discuss your abilities and aptitudes.
4. you are planning the next year’s courses.
5. you desire career information when planning for future goals.
6. you would like to review your high school credits.
7. you would like to interpret test data.
8. you are discouraged and thinking of dropping out of school.
9. you need resources/information (colleges, summer programs, scholarships, financial aid).

Counselors will be glad to listen to what you have to say and what you tell them will be kept
confidential with a few exceptions:
1. A student directs the counselor to tell someone.
2. The counselor determines that a student may present a clear and imminent danger to self or others.
3. It is determined that a student has a disease commonly known to be communicable and fatal and that a third party is clearly at risk.
4. A court order requires release.
5. It is determined that a student may be a victim of abuse.

TESTING

ASVAB (Armed Services Vocational Aptitude Battery) The ASVAB measures academic and vocational aptitude and is administered to juniors.

PSAT/NMSQT*(Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) Please pay in the Guidance Office
This test offers students, in grades nine through eleven, an opportunity to practice taking SAT. Scores are used to predict SAT results and are used by the National Merit Corporation to identify scholarship candidates in the eleventh grade. Pre-registration is required.

SAT*(Scholastic Aptitude Test)
This test is a college indicator. The test covers verbal and math skills. The test is administered on pre-scheduled Saturdays. Registration materials are available in the counseling office. Students must register with the SAT Bureau. The school code is 342435.

ACT*(American College Test)
This test is a college success indicator, norm-referenced test given throughout the school year. The test covers English, Math, Science, and Reading in curriculum areas. The test dates are Saturdays and are posted throughout the school year. Pre-registration is required. The school code is 342435.

WORKKEYS (College Board)
This test is an academic skills test covering reading, math, and science that is used by employment agencies to help place potential employees. All seniors are required to take the WorkKeys Test before graduation.

EOC (END OF COURSE TEST)
In response to legislation by the 1984 North Carolina General Assembly, the North Carolina Board of Education began the process of developing end of course tests for high school courses required for a diploma. These tests, developed by North Carolina teachers, are reflective of the goals and objectives of the Standard Course of Study and provide information about each individual student’s performance relative to that of other students in North Carolina.

During the 2019-2020 school year, the following end of course tests will be administered during the regularly scheduled final exam period and the results will be used as the student’s final exam grade: English II NC Math I Biology Math III

No student on Lumberton Senior High Campus will sign out Testing Week
during the testing window of 8:00 am - 1:15 pm. Please schedule doctors appointments after school and if you have a job let your employer know there are no early dismissals during testing week.

The individual student’s end of course test grade on any of the above courses will be derived from standards established by the performance of students across North Carolina.

ADVANCED PLACEMENT
The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. Based on the fact that many young people can successfully complete college level studies in secondary school, it represents a desire of schools and colleges to foster such experience.

The Advanced Placement Examinations are offered annually to give high school students opportunities to demonstrate college-level achievement. At Lumberton High all students who sign up for A.P. courses are encouraged to take the A.P. exam. AP courses offered at Lumberton are English III, English IV, U.S. History, World History, Civics and Economics, European History, Biology, Physics, Earth Science, Chemistry, Computer Science, Statistics, Human Geography, Psychology, Art 2-D, Art 3-D, and Calculus.
*Lumberton High School is a testing site for the PSAT, SAT, and ACT.

GRADING SCALE
Beginning in 2015 and beyond, all students in North Carolina will be graded on a 10-point scale approved by the State Board of Education. High school honors courses will receive five tenths (0.5) additional quality point and Advanced Placement/College courses will receive one (1) additional quality point for 9th graders beginning in 2015-2016.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 = 4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89 = 3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79 = 2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69 = 1.0</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59 = 0.0</td>
</tr>
</tbody>
</table>

Every classroom teacher shall use the following grading scale to measure student progress:

A: 90 – 100 = 4.0
B: 80 – 89 = 3.0
C: 70 – 79 = 2.0
D: 60 – 69 = 1.0
F: < 59 = 0.0

*Final exams count 25% of the semester average of a course.

HOMEWORK
Lumberton High School has high expectations for students and believes that the school day includes homework. Homework is an integral part of student learning. It provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework helps develop the necessary skills for independent study, learning outside of school and sound work habits.

MAKE-UP WORK
It is the responsibility of the student to arrange for make-up work after an absence. Students
have five (5) days to makeup missed assignments for an excused absence. Students have three (3) days to makeup missed assignments for a school sponsored activity. The student should contact the teacher to arrange for make-up work. It is expected that students will make up all work due to absences. In addition, a student may choose to make up the time of any absence. Make-up MUST occur within three (3) days after the return. Extenuating circumstances should be discussed between the teacher and student.

ACCOUNTABILITY
The Public Schools of Robeson County’s students are required to meet state accountability standards for promotion for grades 3, 5, 8 and high school. These standards, also called gateways, will ensure that students are working at grade level in reading, writing, and mathematics before being promoted to the next grade or before graduating from high school.

Grades 9-12: Test results for English II, NC Math I, and Biology and will be used as a part of the determination for accountability status for each high school. All final exam scores/grades will count for 25% of the student’s total grade

Attendance
Grades 9-12: students must attend at least 85 out of 90 days per semester to be considered for receiving course credit. Students who exceed these numbers have the opportunity to file an appeal (see Board Policy).

Intervention/Remediation
At the beginning of the school year, pre-testing and scores from the previous school year will be used to identify students who may need assistance in meeting the test standards. Personalized Education Plans (PEP’s) will be developed. Part of the major focus of the Proficiency-Based Policy is to provide intervention/remediation opportunities for these students during the regular school year.

Exemptions
Students participating in the Exceptional Children’s Program and those identified as having limited English proficiency, which are exempt from the regular testing program, are also exempt from the K-12 Public Schools of Robeson County promotion/retention guidelines. However, these students may be required to take part in a portfolio assessment.

Waivers
A neutral committee to determine if the student is eligible to receive a waiver must review the records of any student who fails to meet the standards of the policy. Waivers are based on other documented evidence of grade level performance, previous retentions, or Exceptional Children’s status. The student’s teacher(s) and/or parents can initiate the request for a waiver. However, the classroom teacher must provide the documentation needed for the waiver review.

Parent Responsibilities
Parents are requested to visit their child’s school by the end of the first school month to have a conference with the teacher(s) and receive information regarding student expectations. They will also be requested to sign an agreement to be a partner in their child’s education.

Student Responsibilities
The student must attend school regularly (see required days), follow the Code of Conduct,
complete all assignments on time, prepare and study for classes, come to school dressed appropriately with the necessary materials, and be prepared to work.

**Teacher Responsibilities**

It shall be the responsibility of the teacher to provide opportunities for intervention/remediation during the school year. The teacher will also inform parents if their child has failed to meet the test standards and notify them of opportunities for retesting.

**Parents, students and teachers shall jointly sign an agreement to support the student’s academic progress.**

**The teacher and the principal shall consult on whether to promote or retain a student. However, the principal has the ultimate responsibility for promotion/retention decisions in accordance with General Statute 115C-288(a).**

Promotion standards are directly related to graduation and are as follows:

1. To be promoted from ninth grade to tenth grade, a student must successfully complete six (6) or more units of credit. One of these six must be English.
2. To be promoted from tenth to eleventh grade, a student must have completed thirteen (13) or more units of credit. Two of these must be in English, one in science, one in mathematics and one in social studies.
3. To be promoted from eleventh grade to twelfth grade, a student must have completed twenty (20) units of credit. Three of these units must be in English, one in social studies, one in mathematics and one in a science.

**PROCEDURES FOR CLASS RANKING**

Ranking shall be done at the junior year with marshal rankings being determined at the end of the 3rd nine weeks. The top 5% of the junior class will be eligible to become marshals. Re-ranking will be done at the end of the junior year.

A ranking in grade 12 shall be completed at the end of the third marking period. Rankings obtained from this calculation shall be used for all graduation exercise activities. Other honor graduates will include: Summa Cum Laude (3.75 and above) Magna Cum Laude (3.50 to 3.749) and Cum Laude (3.25 to 3.499).

Curriculum and instruction are constantly evolving practices. In recent years, there have been situations that developed during the class ranking process which need to be alleviated. The majority of the issues centered on the calculations of North Carolina Virtual Public High School (NCVPHS), Learn and Earn, Community College courses, and University/College courses into the GPA. As a means to reduce the confusion during this process, the following procedures have been developed. The goal of the procedure is to ensure that all students are treated fairly and equitable.

- In order for students to be eligible for the position of Class Marshall the student must be enrolled at their respective high school at the time of the Official Class Ranking.
- All grades need to be accurate and verified through PowerSchool prior to the Official Class Ranking date.
- No grades can be changed during the ranking process or once the Official Class Ranking
is complete.

- During the senior year, Community College courses, University/College courses, Career and College Promise, and Learn and Earn credits will only count in the calculations for GPA if taken in the Fall Semester. Courses during the senior year that are taken in the Spring Semester will **not have a bearing on the Official Class Ranking due to the fact that outside educational institutions will not release nine week grades.**

- As reflected on the Official Transcript, up to 4 decimal places shall be used when determining GPA.

- Any course that is delivered year long (i.e. Virtual AP Courses), the GPA calculation will be the same as any other courses (receiving 1 full credit). Final calculation will be an average of the three nine week grades.

- Approved DPI courses taken in middle school will count towards a graduation credit but will not be factored into the GPA.

- Transcripts of transfer student’s grades shall not be altered when entered into PowerSchool for Class Ranking. Courses may be adjusted when entering into PowerSchool for course alignment.

- All courses of study will be included in the ranking process.

- Any student that participates in Community College courses, Career and College Promise, University/College courses are responsible for providing a transcript with those course grades at the end of the semester to the school counselor. All courses must be included. If a student fails to submit the transcript, or omits a course, then that student will not be eligible to participate in the ranking process.

- Beginning with the class of 2013, the class ranking process will use the following calculations at the end of the 3rd nine weeks:
  - Semester courses will be calculated at .5
  - **Any** year long course will be calculated at .75

Final rankings are computed at the end of the final marking period. The North Carolina standard for calculating weighted grade point average and class rank will be used.

**COURSES ELIGIBLE FOR WEIGHTS**

* Honors classes are weighted: (0.5 for Grades 9 and 10) (1.0 for Grades 11 and 12)
* AP classes are weighted: (1.0 for Grades 9 and 10) (2.0 for Grades 11 and 12)

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>Mathematics (Alg. I/Integrated II required)</td>
<td>4 units</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 units</td>
</tr>
<tr>
<td>Science</td>
<td>3 units</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>1 unit</td>
</tr>
<tr>
<td>Electives</td>
<td>12 units</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28 UNITS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Units</th>
<th>Requirement Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 9 to Grade 10</td>
<td>6 units; must include English I</td>
<td></td>
</tr>
<tr>
<td>Grade 10 to Grade 11</td>
<td>13 units; must include English II (one Math, one Science, and one Social Studies)</td>
<td></td>
</tr>
<tr>
<td>Grade 11 to Grade 12</td>
<td>20 units; must include English III</td>
<td></td>
</tr>
</tbody>
</table>
**MINIMUM REQUIREMENTS AT THE 16 CAMPUSES OF THE UNIVERSITY OF NORTH CAROLINA**

**For the classes entering high school in 2000 and beyond** - A high school diploma or its equivalent:

**4 Units**  English emphasizing grammar, composition, and literature

**4 Units**  Mathematics (NC MATH I, II, and III and one unit beyond NC Math III)

**3 Units**  Science (including a life or biological science, one physical science, and one laboratory course)

**4 Units**  Social Studies (including World History, American History: Founding Principles Civics and Economics, American History I & II)

**1 Unit**  Health and Physical Education

**2 Units**  Of study in one (1) Foreign Language

**NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM**

**4 Units**  English I, II, III, IV

**4 Units**  Mathematics (NC MATH I, II, and III and one unit beyond NC Math III)

**3 Units**  Science (a Physics or Chemistry course, Biology, and an Earth/Environmental Science course)

**4 Units**  Social Studies (including World History, American History: Founding Principles Civics and Economics, American History I & II)

**1 Unit**  Health and Physical Education

**6 Units**  2 elective credits in a second language; 4 elective credits constituting a concentration recommended from one of the following: CTE, JROTC, Arts Education, Second Language, any subject area.

**3 Units**  Higher level courses taken during junior and/or senior years that carry 4.5 or 5 quality points such as: AP, IB, Dual or college equivalent course, Advanced CTE credentialing courses, on-line courses, or other honors or above designated courses.

*Students must have an overall four-year unweighted grade point average of 3.5

**IN-PROGRESS (IP) GRADERS**
All incomplete grades must be made up before the end of the following grading period. Students with IP’s will not be included in the Honor Roll or other academic recognitions.

**FORFEITURE OF CREDIT POLICY**
In grades 9-12, absences in excess of 5 (semester/course) will constitute grounds for a failing grade. Students who forfeit credit through absences may appeal cases to the appeals committee.

**ABSENCE MAKE-UP PROCEDURES**
Saturday Academy will afford students the opportunity to make up a full day’s absence (will not count towards exam exemption).

**INTERIM PROGRESS REPORTS**
The Public Schools of Robeson County policy mandates that all parents are notified of the progress of their child at the end of four and one-half (4 1/2) weeks during each nine week
grading period.

**HOMEBOUND PROGRAM**

Any non-exceptional child who is confined for four (4) weeks or longer to hospital or home for treatment or for a period of recuperation is eligible to apply for this program. Exceptional students need to see the EC-Coordinator.

Once a student has been identified by the principal/guidance counselor and physician’s documentation has been received, an application will be submitted to the PSRC Central Office for approval. Once approved homebound service will start immediately.

Non-exceptional students who are disabled to the extent that they are unable to attend school may receive the services of a homebound teacher at local hospitals, or in their home on a one-to-one basis. The main objective of the homebound program is to provide tutorial/instructional services so that the student can return to school without suffering an academic setback.

Homebound Program Priorities of Services

1. Accident Victims
2. Surgery
3. Other (Extended Illnesses)
4. Pregnancy

**TRANSCRIPTS**

Students who need transcripts for college or other purposes will make a request to the guidance office. Transcripts will be provided at no charge to currently enrolled students. Former students will be charged $5.00 per transcript. Transcript fees should be paid for when request is made.

Additional transcripts will be sent upon receipt of a written request of a student or parent. The procedure for transcript request is as follows:

a. Each student must fill out a transcript Request Form
b. Transcripts will be mailed within one to seven (7) working days.
c. All students may request a “personal copy” (allow 2 days).

**SCHOLARSHIPS**

Many Scholarships are available from different sources for those students who wish to go to college. Examples are basic grants, work scholarships, academic scholarships, loans, and athletic scholarships. The Internet has a wealth of information on scholarships.

Students interested in trying to obtain scholarships should start early — at least by the 10th grade — to learn what is available and to get instructions regarding the procedure to follow in making application.

Students are reminded that college entrance exams, college applications, and scholarship applications must be submitted by certain dates. The counselors will help each student with these items, but keeping track of materials and meeting deadlines are the responsibilities of each student. The department requires three working days to process and then mail the guidance sections of applications.

**WITHDRAWALS AND TRANSFERS**

The Guidance Office handles withdrawals and transfers. Before a student can officially withdraw or transfer, the following requirements must be met:

1. A parent or guardian must come to the guidance office and give permission for the withdrawal.
2. A withdrawal/transfer form must be completed.
3. All textbooks must be returned to subject teachers.
4. All debts must be paid.
5. Dropouts are encouraged to explore other educational options.

REGISTRATION PROCESS Checklist
(Guidance Technicians provide this information)
1. Safe Schools enrollment document
2. Legal custody papers (if someone other than the parent or legal guardian is enrolling a student). Power of Attorney papers are not acceptable.
3. Proof of address by parent.
4. Withdrawal form from last school (Parent). Must include social security number and past grades.
5. Transcript

If all the above requirements have been met, then counselor will proceed with enrollment.

DRIVER EDUCATION REQUIREMENTS
The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law became effective August 1, 1998. The legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or licenses. This includes public school, federal school, home school, private school, and community college students. As of August 1, 1998, a student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver’s permit or license. The Division of Motor Vehicles will not issue a driver’s permit or license without a Driving Eligibility Certificate.

Adequate academic progress will be evaluated at the end of each semester. A student must pass three out of four courses each semester in order to be eligible to receive a Driving Eligibility certificate. Students who do not meet these criteria will be reported to the DMV and will have their permit or license revoked. A student who drops out of school will lose his or her driver’s permit or license.

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

Lumberton Senior High Bell Schedule

1\textsuperscript{st} Period 8:00-9:30

2\textsuperscript{nd} Period 9:37-11:07

3\textsuperscript{rd} Period 11:14-1:23

Lunch Schedule

1\textsuperscript{st} 11:07-11:30
2\textsuperscript{nd} 11:35-11:57
3\textsuperscript{rd} 12:03-12:25
4\textsuperscript{th} 12:31-12:53
5\textsuperscript{th} 12:59-1:23

4\textsuperscript{th} Period 1:30-3:00

Buses Depart at 3:07 pm

3:15 - 4:15 Remediation/Tutoring and Credit Recovery
Dear Parent, Guardian, or Staff Member:

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for the Public Schools of Robeson County. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to “ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review.” (§763.84(c))

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials that contain asbestos. Included in the AHERA is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities. Beginning in 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos. Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed as required. Also, the buildings are re-inspected by an accredited inspector as required.
- In the past year the District conducted the following asbestos removal activities: None
- Contractors shall contact the director of maintenance or environmental management supervisor before commencing work.

Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District office. The AHERA Management Plan contains documents of the initial AHERA inspection, periodic Surveillances, re-inspections, employee training and Operations and Maintenance procedures. It also contains each PSRC school that includes the location, condition and type of asbestos containing materials, re-inspection data and recommendations for response actions and programmatic information. Questions related to this plan or any other asbestos concerns should be directed to the District’s designated person, Mr. Kenneth Campbell.

**WHAT IS ASBESTOS?**

"Asbestos" is the name given to a naturally occurring group of minerals composed of tiny, easily inhaled fibers. Because of its many useful characteristics, including fire and heat resistance, asbestos has been used since the mid 1800’s in the manufacture of some 3,000 different products. Common products include floor tile, linoleum, cement siding, roofing, pipe insulation, sprayed-on fireproofing, and decorative ceiling treatments.

In many products, such as vinyl floor tile and siding, asbestos is combined with a binding material so that it is not readily released into the air. However, if the materials are sanded or crushed, asbestos-containing dusts may become airborne and have the potential to be inhaled. The asbestos fibers may then enter the lungs where they tend to stay because of their shape. Asbestos fibers can cause lung cancer and other lung disease that may not appear until many years after exposure.
Lumberton High School
Parking Permit Application

Student's Name ________________________________________________________

Grade: _______ Homeroom Teacher: ______________________________________

Parent's Name: ________________________________________________________

Physical Address: ______________________________________________________

Home Phone Address: ___________________________________________________

Vehicle Information

<table>
<thead>
<tr>
<th>Make &amp; Color of Vehicle</th>
<th>Model</th>
<th>Year</th>
<th>License Plate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>_____</td>
<td>_____</td>
<td>____________________</td>
</tr>
</tbody>
</table>

If you have an alternate vehicle that you will need to use in case of emergencies, it is your responsibility to write your Permit Application number on a large piece of paper and display it on the front dashboard of your car. Failure to do so will result in a ticket and fine. Allowing someone else to use your ticket number will result in forfeiture of your parking ticket and NO REFUNDS.

Please list the name that the vehicle is registered to below:

Name of person vehicle is registered to: __________________________________________________________

If dealer tags, name of assigned person: ___________________________

Phone number of assigned person: ___________________________

Address of assigned person: ___________________________

Student's Signature: ___________________________

Parent’s Signature: ___________________________
TO: PSRC High School Teachers/Staff

FROM: Jennifer Freeman, Assistant Superintendent  
Stephaine Locklear, Health Services Supervisor

RE: School Health Services Bulletin 2019-20

DATE: July 02, 2019

Confidentiality: Your student’s privacy is not just a right; it is a federal law. Teachers/Staff have a legal responsibility to keep student medical/health information confidential. Medical/health information should only be discussed on a need to know basis.

Required Annual Health Status Update Procedure:

Objective: Health information will be obtained annually in order to meet students’ health care needs during school hours.

- Each school will distribute the Required Annual Health Status forms to students at the beginning of each school year.
- Teachers will collect and review each form returned. Forms that indicate health problems should be photocopied and the copies forwarded to the school nurse for management of the student’s health needs.
- Within the first 30 days of school, teachers will file all original forms in the students’ cumulative folders and discard forms from the previous year.
- A Health Status Update form should be completed (in school office at time of enrollment) for all new students enrolled throughout the school year and copies forwarded to the school nurse that indicate health problems.

Care of School Children with Diabetes: Current legislation requires that all school personnel who work directly with students must be informed in the management of diabetes. Teachers and other appropriate staff must complete annual diabetes awareness training by September 30th of each year. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Diabetes Training.” After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse. NOTE: The power point presentation must be opened as a slide show (full screen) in order to open the post-test from the last slide.

Emergency Supply of Epinephrine Auto Injectors on School Property
As of November 1, 2014, local boards of education are required to supply emergency epinephrine auto-injectors on school property for use by trained school personnel to provide emergency medical aid to persons suffering from an anaphylactic reaction during the school day and at school sponsored events. An online training for all school staff has been added to PSRC homepage. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Emergency Epinephrine Training.” After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse.
Administering Medication: According to North Carolina G.S. 115C-307 and PSRC Board Policy, a “Request for Medication Administration in School” form must be signed by the doctor and the parent before a student can receive medication at school. This includes prescription as well as over-the-counter medications (i.e., Tylenol, Neosporin, etc.) Staff members who have been designated by the principal and trained by the school nurse may only administer medications.

Immunizations: North Carolina Immunization law G.S. 130A-155 states that no child shall be allowed to attend a school unless a certificate of immunization, indicating that the child has received the immunizations required by G.S. 130A-152, is presented to school.

Meningococcal Conjugate Vaccine Requirement (Two Doses): One dose is required for individuals entering the seventh grade or by 12 years of age, whichever comes first, on or after July 1, 2015. A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020. If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine.

Health Referrals: Please use the attached form (make copies) to make student referrals. Send the completed form along with the student to see the school nurse or place it in the nurse’s mailbox.

Bloodborne Pathogen Training: All employees are required to participate in annual Bloodborne Pathogens initial or refresher training. School nurses will schedule refresher training in conjunction with the principal. An online training for all school staff has been added to PSRC homepage. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Online Bloodborne Pathogens Training.” After reviewing the online power point presentation, print and complete the posttest and submit it to the school nurse.
TO: Principals

FROM Jennifer Freeman, Assistant Superintendent
Ms. Stephaine Locklear, Health Services Supervisor

RE: First Aid/CPR/AED Training

DATE: July 02, 2019

For the safety of students, certified “first responders” should be available to administer CPR and emergency first aid if needed at school. Refer to Board Policy code: 4235/6130 Illness or Injury of a Student at School. Please designate first responders for your school and arrange for training.

First Aid/CPR/AED (Automated External Defibrillator) Certification classes for designated school staff may be scheduled by contacting Mr. Eric Freeman, Robeson Community College EMS Director at 910-272-3316. All classes will be held on the RCC campus in the Allied Health Building. As a courtesy to the staff and faculty of Allied Health please make sure staff adheres to assigned date of training.

Legislation (G.S. 115D-5b) provides for this training to be provided free of charge for any school employee. **There is a $4 charge for CPR/AED pocket card and $19.00 charge for First Aid card and student workbook.**

If you have questions, please contact Stephaine Locklear at 910-241-9200.

Thank you.
Guidance for Completing the Medical Statement for Students with Unique Mealtime Needs for School Meals

PART A - PARENT/GUARDIAN
The Medical Statement for Students with Unique Mealtime Needs for School Meals helps schools provide meal modifications for students who require them. Schools cannot change food textures, make food substitutions, or alter a student's diet at school without proper documentation from the healthcare providers. Completion of all items will allow your child's school to create a plan with you for providing safe, appropriate meals and snacks to your child while at school.

Your participation in this process is very important. The sooner you provide this signed and completed form to your child's school, the sooner the School Nutrition Program and their staff can prepare the food your child needs. Your signature is required for your school to take action on the Medical Statement.

Follow these steps to get started:

1) Complete all sections of PART A of the Medical Statement.
2) Take the Medical Statement to your child's pediatrician or family doctor/nurse practitioner/physician’s assistant and have him/her complete PART B.
3) RETURN THE FULLY COMPLETED MEDICAL STATEMENT WITH SIGNATURES FROM BOTH PARENT/GUARDIAN AND MEDICAL AUTHORITY, TO YOUR CHILD’S TEACHER, PRINCIPAL, NURSE, SPECIAL EDUCATION CASE MANAGER, OR SECTION 504 CASE MANAGER, SCHOOL NUTRITION ADMINISTRATOR, OR THE SCHOOL STAFF PERSON WHO GAVE YOU THE BLANK FORM.
4) Ask the school when a team, including you, the school system's School Nutrition Administrator and others, will meet to consider the information provided on the form. You may also invite people from the community who are knowledgeable about your child's feeding and nutrition issues to the meeting. These would be people who could help school staff design a school mealtime plan for your child, like your child’s pediatrician, nurse, speech-language pathologist, occupational therapist, registered dietitian or personal care aide.

PART B – RECOGNIZED MEDICAL AUTHORITIES (Licensed physician, physician assistant, and nurse practitioner)
A Recognized Medical Authority’s signature is required for students with a disability. Schools cannot change food textures, make food substitutions, or alter a student’s diet at school without proper documentation from the healthcare providers. Meal modifications are implemented based on medical assessment and treatment planning and must be ordered by a recognized medical authority.

Please consider the following as you complete PART B of the Medical Statement:

1) Complete all sections of PART B. Completion of all items will streamline efficient care of the student at school.
2) Be as specific as possible about the nature of the student’s physical or mental impairment, its impact on the student’s diet and major life activities that are affected. In the case of food allergy, please indicate if the student’s condition is a food intolerance, an allergy that would affect performance and participation at school (e.g., severe rash, swelling, and discomfort), or a life-threatening allergy (e.g., anaphylactic shock).
3) If your assessment of the child does not yield sufficient data to make a determination about food substitutions, consistency modifications, or other dietary restrictions, please refer the child/family to the appropriate health care professional for completion of the assessment. Schools do not routinely have instrumentation and/or staff trained for a comprehensive nutrition and feeding assessment and must partner with community providers to meet a student’s unique feeding and nutrition needs.
4) Attach any previous and/or existing feeding/nutrition evaluations, care plans, or other pertinent documentation housed in the student’s medical records to the Medical Statement for parent/guardian delivery to the school.
5) Consider being available to consult with the student’s mealtime planning team as it implements the feeding/nutrition care plan.

PART C – SCHOOL NUTRITION ADMINISTRATOR and IEP/504 REPRESENTATIVE
Please consider the following as you complete PART C of the Medical Statement:
Signature of the School Nutrition Administrator and 504 Coordinator or IEP Case Manager/EC Program representative indicates the medical statement has been received, reviewed, and a plan to address the student’s unique mealtime needs is being developed/implemented.
Medical Statement for Students with Unique Mealtime Needs for School Meals

When completed fully, this form gives schools the information required by the U.S. Department of Agriculture (USDA), U.S. Office for Civil Rights (OCR), and U.S. Office of Special Education and Rehabilitative Services (OSERS) for meal modifications at school. See “Guidance for Completing Medical Statement for Students with Unique Mealtime Needs for School Meals” (previous page) for help in completing this form.

<table>
<thead>
<tr>
<th>PART A (To be completed by PARENT/GUARDIAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT INFORMATION</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>School:</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Student ID#</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT the school-provided meals and/or snacks in which this student will participate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ School Breakfast Program                                                   □ National School Lunch Program</td>
</tr>
<tr>
<td>□ Afterschool Snack Program                                                   □ Afterschool Supper Program</td>
</tr>
<tr>
<td>□ Fresh Fruit &amp; Vegetable Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of PARENT/GUARDIAN:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Work Phone:</td>
</tr>
</tbody>
</table>

Please describe the concerns you have about your student’s nutritional needs at school:
Please describe the concerns you have about your student’s ability to safely participate in mealtime at school?

Does the student already have an Individualized Education Program (IEP)?
- YES
- NO

Does the student already have a 504 Plan?
- YES
- NO

NOTE: Unique mealtime needs for students without an IEP, 504 or disability, but with general health concerns, are addressed within the meal pattern at the discretion of the School Nutrition Administrator and policies of the school district.

PARENT/GUARDIAN Consent

I agree to allow my child's health care provider and school personnel to communicate as needed regarding the information on this form.

Parent/Guardian Signature

Date

Please return this fully completed Medical Statement with signatures from both parent/guardian and medical authority, to your child's teacher, principal, nurse, Special Education case manager, or Section 504 case manager, School Nutrition Administrator, or the school staff person who gave you the blank form.

STUDENT NAME: ___________________________ STUDENT ID#: ___________________________

PART B (To be completed by a RECOGNIZED MEDICAL AUTHORITY, i.e., Licensed physicians, physician assistants, and nurse practitioners)

Describe the student’s physical or mental impairment: ___________________________

Explain how the impairment restricts the student’s diet: ___________________________

Major life activities affected: Select all that apply.
- Walking
- Seeing
- Hearing
- Speaking
- Performing manual tasks
- Learning
- Breathing
- Self-Care
- Eating/Digestion
- Other (please specify): ___________________________

Is this a Food Allergy?
- YES
- NO

If student has life threatening allergies* check appropriate box(es):
- Ingestion
- Contact
- Inhalation

*Students with life threatening food allergies must have an emergency action plan in place at school.

Is this a Food Intolerance?
- YES
- NO

Specify any dietary restrictions or special diet instructions for accommodating this student in school meals:

Allergy Intolerance Specification: (If needed a separate care plan can be attached)

Allergy Intolerance Substitutions: (If needed a separate care plan can be attached)

Soy:  
- soy sauce only
- recipes/food products with any soy listed as an ingredient
- Soy Bean Oil
<table>
<thead>
<tr>
<th>Seafood:</th>
<th>☐ Shellfish ☐ Fish ☐ Other ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuts:</td>
<td>☐ All ☐ Peanuts ☐ Tree Nuts</td>
</tr>
<tr>
<td>Wheat:</td>
<td>☐ recipes/food products with any wheat listed as an ingredient ☐ all foods containing wheat ☐ Gluten: includes wheat, oat, barley, rye ☐ Other</td>
</tr>
<tr>
<td>Dairy:</td>
<td>☐ Cheese ☐ Ice Cream ☐ Yogurt ☐ Fluid Milk ☐ recipes/foods with dairy listed as an ingredient</td>
</tr>
<tr>
<td>Eggs:</td>
<td>☐ whole eggs ☐ recipes/food with eggs listed as an ingredient</td>
</tr>
<tr>
<td>Fruits:</td>
<td>☐ Melons ☐ Any recipe/foods with fruit listed as an ingredient ☐ Other: ______________________________</td>
</tr>
<tr>
<td>Sauces:</td>
<td>☐ Hickory ☐ Maple ☐ Other ______________</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Designate safest consistency requirement for FOOD:

- ☐ Pureed
- ☐ Mechanical Soft
- ☐ Ground
- ☐ Chopped
- ☐ Bite size ¼
- ☐ Bite size ½
- ☐ Other (please specify):

Designate safest consistency requirement for LIQUIDS:

- ☐ Clear Liquid
- ☐ Nectar-thick
- ☐ Full Liquid
- ☐ Honey-thick
- ☐ Pudding-thick
- ☐ Other (please specify):

Other comments about the child’s eating or feeding patterns, including tube feeding if applicable:

*NOTE* If your assessment of the child does not yield sufficient data to fully complete the above sections applicable to the student’s mealtime needs, please refer the child/family to the appropriate health care professional for completion of the assessment.

Signature of Recognized Medical Authority*  |  Printed Name  |  Phone Number (    )  |  Date  |
* A recognized medical authority in N.C. includes licensed physicians, physician assistants and nurse practitioners.

<table>
<thead>
<tr>
<th>PART C (To be completed by SCHOOL DISTRICT ADMINISTRATORS)</th>
<th>NOTES: (School Nutrition or other School Program staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nutrition Administrator’s Signature: Date:</td>
<td></td>
</tr>
<tr>
<td>IEP/504 Coordinator Signature: Date:</td>
<td></td>
</tr>
</tbody>
</table>
Dear Parent:

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

1. You may come to school and give the medication to your child at the appropriate time(s).

2. You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child’s doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. The physician for both prescription and over-the-counter drugs must complete this form. The form must be signed by the doctor and by you, the parent or guardian. Medication(s) must be brought to school by the parent/guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. The medication must be “signed in” at school by the parent/guardian.

3. Over-the-counter drugs must be received in the original container and will be administered according to the doctor’s written instructions.

4. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).

5. Self-medication: In accordance with NCGS §115C-375.2 and G.S. 115C-375.3, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes, may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

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

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

Request for Medication Administration in School

To Be Completed by Physician (One medication per form)

Student_________________________ DOB______________ School________________________

Medication __________________________ Dosage_________________________________

Purpose of Medication __________________________________________________________

Time(s) Medication is to be given _________________________________________________

Administration Dates: Begin ____________________ Stop _____________________________

Significant information (include side effects, toxic reactions, omission reactions, contraindications): ________________________________________________________________

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

a. ____ Contact me at my office _____________ Telephone _______________
   b. ____ Take child immediately to the emergency room at _____________________
   c. ____ Other ____________________________________________________

Please check one of the following:  _____Bus Rider  _____Car Rider  _____Before/After-School Care

FOR SELF-ADMINISTRATION – Please complete this section:

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

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

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

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

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

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

____________________________________   __________________________  ______________________
Physician’s Signature                     Date                           Telephone

____________________________________
Physician’s Address

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

Parent/Guardian Signature   Phone Number(s)   Date

Approved by: ____________________________
 Principal’s Signature      Date

Reviewed by: ____________________________
 School Nurse’s Signature     Date

07/18

Revised
Public Schools of Robeson County
Required Annual Health Status Update Form

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

Student School Grade/Teacher

Birth Date Age Gender  □ Male  □ Female

<table>
<thead>
<tr>
<th>Parent/Guardian/Emergency Contact</th>
<th>Relationship</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 1st</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Work:</td>
<td></td>
</tr>
<tr>
<td>Call 2nd</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Work:</td>
<td></td>
</tr>
</tbody>
</table>

Student’s doctor/healthcare provider: __________________________________ Phone: _____________________________

Student’s dentist: __________________________________ Phone: _________________________

Does your child have any type of healthcare insurance (Medicaid, Health Choice, Private, etc)?  Yes  No
If answered no to previous question, would you like more information on free/reduced health insurance? Yes  No

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

<table>
<thead>
<tr>
<th>Health Condition</th>
<th>Yes</th>
<th>No</th>
<th>Explanation if “Yes”</th>
</tr>
</thead>
</table>
| Severe Allergies (that require emergency medical intervention) | □   |    | Check type of allergy(s) that apply:  
|                                            |     |    | □ Medication  □ Food  □ Bees/Insects  □ Other  
|                                            |     |    | Identify specific allergy(s):  
|                                            |     |    | Does your child require an Epipen?  □ Yes  □ No  
| Asthma                                    | □   |    | Date of last asthma attack:  
|                                            |     |    | Medication for asthma:  
|                                            |     |    | Does your child need this medicine at school?  □ Yes  □ No  
| Diabetes                                  | □   |    | □ Type 1 (Insulin Dependent)  □ Type 2 (Oral medication)  □ Prediabetes  
|                                            |     |    | Medication for diabetes:  
|                                            |     |    | Does your child need this medicine at school?  □ Yes  □ No  
| Seizure Disorder                          | □   |    | Date of last seizure:  
|                                            |     |    | Medication for seizures:  
|                                            |     |    | Does your child need this medicine at school?  □ Yes  □ No  
| Heart Condition                           | □   |    | Specify:  
|                                            |     |    | Treatment:  
| Hemophilia/Bleeding Disorder              | □   |    | Specify:  
|                                            |     |    | Treatment:  
| Sickle Cell Anemia                        | □   |    | Treatment:  
| Bowel/Bladder Issues                      | □   |    | Specify:  
| Migraine Headaches                        | □   |    | Triggers:  
|                                            |     |    | Treatment:  
| Bone/Muscle Problems                      | □   |    | Specify:  
|                                            |     |    | Activity Restrictions:  
| Concussion                                | □   |    | Specify:  
|                                            |     |    | Activity Restrictions:  

60
<table>
<thead>
<tr>
<th>Mental Health/Behavioral Issue</th>
<th>ADD/ADHD</th>
<th>Date of last concussion:</th>
<th>Specify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wears Glasses/Contacts</td>
<td></td>
<td></td>
<td>Treatment/Medication:</td>
</tr>
<tr>
<td>Hearing Loss</td>
<td></td>
<td></td>
<td>Glasses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contacts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For Distance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For Reading</td>
</tr>
<tr>
<td>Other Serious Illness or Injury</td>
<td></td>
<td></td>
<td>Specify:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date of Onset:</td>
</tr>
<tr>
<td>Medication (Prescription or OT</td>
<td></td>
<td></td>
<td>taken on a regular basis:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>List (if not already listed above):</td>
</tr>
</tbody>
</table>

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

_____________________________________________      _____________________________________________

____________________

Parent/Guardian Signature                  Printed Name                  Date

Rev. 07/2018
Estimado Padre/Guardián:

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

<table>
<thead>
<tr>
<th>Estudiante/Student</th>
<th>Escuela/School</th>
<th>Grado/Maestro(a) / Grade/Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fecha de Nacimiento/ Birth Date</td>
<td>Edad/ Age</td>
<td>Genero/ Gender Masculino/Male Femenino/Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Padres/Guardián / Contactos en caso de Emergencia</th>
<th>Relación/Relationship</th>
<th>Teléfono/ Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Llamar Primero a /Call 1st</td>
<td>Casa/Home: Cell:</td>
<td>Trabajo/Work:</td>
</tr>
<tr>
<td>Llamar despues / Call 2nd</td>
<td>Casa/Home: Cell:</td>
<td>Trabajo/Work:</td>
</tr>
</tbody>
</table>

Nombre del Doctor/ Proveedor de Salud del estudiante:__________________________Teléfono:__________________________
Nombre del dentista del estudiante:__________________________________________Teléfono:__________________________

Tiene su hijo/a seguros como Medicaid, Health Choice o Seguros del otro compañia?  Sí  No?
Si su respuesta es “no” tenemos información sobre seguros gratis o redicido si gusta tenerlo?  Sí  No?

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

<table>
<thead>
<tr>
<th>Condicion de la salud/Health Condition</th>
<th>Si/Yes</th>
<th>No</th>
<th>Cheque las alergias que aplican</th>
<th>Identifique las alergias específicamente</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alergias Severas</td>
<td>☐</td>
<td>☐</td>
<td>Medicamentos ☐ Comida ☐ Abejas/Insectos Otr</td>
<td>¿Su hijo(a) requiere un Epipen? ☐ si ☐ no</td>
</tr>
<tr>
<td>Asma</td>
<td>☐</td>
<td>☐</td>
<td>Fecha del ultimo ataque de asma:有名 del medicamento para el asma:</td>
<td>¿Su hijo(a) requiere tomar este medicamento en la escuela? ☐ si ☐ no</td>
</tr>
<tr>
<td>Diabetes</td>
<td>☐</td>
<td>☐</td>
<td>Tipo 1 (Depende de Insulina) Tipo 2 (Medicamento Ora</td>
<td>Medicamento para la diabetes:</td>
</tr>
<tr>
<td>Trastornos Epilépticos</td>
<td>☐</td>
<td>☐</td>
<td>Fecha del ultimo Trastorno Epiléptico:</td>
<td>Medicamento para la Epilepsia:</td>
</tr>
<tr>
<td>Problemas de Corazón</td>
<td>☐</td>
<td>☐</td>
<td>Especificque: Tratamiento:</td>
<td></td>
</tr>
<tr>
<td>Hemofilia/Trastornos de sangrado</td>
<td>☐</td>
<td>☐</td>
<td>Especificque: Tratamiento:</td>
<td></td>
</tr>
<tr>
<td>Anemia de Hoz celular</td>
<td>☐</td>
<td>☐</td>
<td>Tratamiento:</td>
<td></td>
</tr>
<tr>
<td>Intestino/Problemas de la vesícula</td>
<td>☐</td>
<td>☐</td>
<td>Especificque:</td>
<td></td>
</tr>
<tr>
<td>Migrana /dolores de cabeza</td>
<td>☐</td>
<td>☐</td>
<td>Que la ocasion: Tratamiento:</td>
<td></td>
</tr>
<tr>
<td>Huesos/Problemas musculares</td>
<td>☐</td>
<td>☐</td>
<td>Especificque: Restriciones en actividades:</td>
<td></td>
</tr>
<tr>
<td>Concussion</td>
<td>☐</td>
<td>☐</td>
<td>Especificque: Restriciones en actividades: Date of last concussion:</td>
<td></td>
</tr>
<tr>
<td>Salud Mental/Problemas de comportamiento</td>
<td>☐</td>
<td>☐</td>
<td>Especificque: Tratamiento/Medicamento:</td>
<td></td>
</tr>
<tr>
<td>Síndrome de Déficit de Atención (ADD)/ Síndrome de Déficit de Atención con Hiperactividad (ADHD)</td>
<td>☐</td>
<td>☐</td>
<td>Medicamento para ADD/ADHD:</td>
<td></td>
</tr>
<tr>
<td>Usa lentes// Contactos</td>
<td>☐</td>
<td>☐</td>
<td>Lentes / Contactos → ☐ Para distancia ☐ Para leer</td>
<td></td>
</tr>
<tr>
<td>Perdida del oído</td>
<td></td>
<td>Perdida del sonido en el oído derecho</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---</td>
<td>--------------------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perdida del sonido en el oído izquierdo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>¿Su hijo(a) usa una prótesis de oído?</td>
<td>si</td>
<td>no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Otras enfermedades de cuidado |   | Especifique: | Fecha de inicio: |
| Lesión Seria |   | Especificar: | Fechas: |
| Medicamento (prescripción u OTC) taken on a regular basis |   | Anote (si no ha sido antes mencionado): |

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

____________________
Firma del Padre/Guardian

____________________
Nombre en letra de molde

____________________
Fecha

Rev. 7/2018
Dear Parent(s)/Guardian(s),

The purpose of this letter is to provide information about when to keep your child home from school. Although it may seem obvious, children should not go to school when they're contagious to others, when they have a fever, or when they're too sick to learn. Childhood illnesses are spread easily when children are in close contact in the school setting.

How do you know if your child is contagious? Colds are a bit tricky, since your child can pass it to others before symptoms appear, such as cough, running nose, and sneezing. The contagious period for a cold only lasts about three to four days into the illness. Similarly, people infected with the flu are contagious from a day before they feel sick until their symptoms have resolved. For children, the contagious period for the flu is 1 day before symptoms appear, such as high fever, sore throat, coughing, and body aches.

Most schools will send a child home if they think he or she is showing symptoms of the following conditions:
- Fever
- Strep throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

You can help your kids stay healthy by teaching them these rules:
- Don't share food or drinks.
- Don't share clothing.
- Throw away used tissues.
- Wash hands frequently with soap and water.

If you are unsure or have questions about whether your child is well enough to go to school, please contact your school nurse.

Sincerely,
Larry T. Brooks, II
Fecha__________________________

Estimado padre:

Nuestra escuela tiene políticas establecidas para asegurar la administración, sin riesgo alguno, de medicamentos a estudiantes durante el día escolar. Si su hijo(a) debe tomar medicamentos de cualquier tipo durante las horas escolares, incluyendo medicinas compradas sin receta médica, usted tiene las siguientes opciones:

(1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.

(2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por escrito los medicamentos que se necesitan, la dosis y el número de veces al día que se debe suministrar el/los medicamento(s). Esta solicitud deberá ser completada por el doctor para medicamentos con o sin receta médica. Los medicamentos con receta médica deberán ser traídos a la escuela en el frasco etiquetado por la farmacia que contiene las instrucciones sobre cómo y cuándo se debe administrar el medicamento. Los medicamentos comprados sin receta médica deben ser recibidos en el empaque original y serán administrados de acuerdo a las instrucciones escritas por el médico.

(3) Usted puede hablar con su doctor sobre un horario alternativo para la administración de los medicamentos (por ejemplo, fuera de horario escolar)

(4) Automedicación: De acuerdo con la ley de Carolina del Norte G.S. §115C-375.2 y G.S. 115C-375.3, los estudiantes que requieren medicamentos contra el asma, reacciones alérgicas graves (término médico, Anafilaxis) y diabetes pueden automedicarse con autorización del médico, permiso del padre y con un contrato de tenencia de medicamentos entre la escuela y el estudiante.

El personal de la escuela no administrará ningún medicamento a estudiantes a menos que hayan recibido la solicitud médica debidamente completada y firmada por el doctor y el padre o encargado (tutor) y el medicamento haya sido recibido en el empaque debidamente etiquetado. Haciendo justicia con aquellos que administran el medicamento y para proteger la seguridad de su hijo(a), no se concederán excepciones a esta política.

Si tiene preguntas sobre esta política o sobre otros asuntos relacionados con la administración de medicamentos en las escuelas, por favor contacte a la enfermera de la escuela.

Gracias por su cooperación.  
(Revised 7/18)
Garrett’s Law

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

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

Health Screening Programs

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

A Public Health Dental Hygienist with the North Carolina Dental Health Section conducts dental screenings annually for students in qualified grade levels.

Parent Notification of North Carolina Immunization Law

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

All children entering North Carolina Public Schools for the first time must present a Health Assessment Transmittal Form within 30 calendar days of the child’s first day of attendance. The only form acceptable is the Health Assessment Transmittal Form created by the Division of Public Health and the Department of Public Instruction pursuant to House Bill 13.

https://www2.ncdhhs.gov/dph/wch/doc/aboutus/HAForm2016Revised-062917.pdf

All North Carolina public and public charter schools are required annually to report on the status of Health Assessments for those students who are enrolling for the first time in a North Carolina public or public charter school (§ 130A-441(c)), and the Immunization status of all students in Kindergarten and in Seventh Grade (G.S. 130A-1SS(c)). Students are required to be compliant with regulations within 30 calendar days of school admission. Reporting is mandated within 60 calendar days after commencement of the new school year.

Source: Health Services (for inclusion in Student Handbooks annually)
Revised July 2, 2019
Procedure:  Required Annual Health Status Update Collection

Objective:  Health information will be obtained annually in order to meet students’ health care needs during school hours.

Method:

• Each school will distribute the Required Annual Health Status Update forms to students at the beginning of each school year.

• Teachers will collect and review each form returned. Forms that indicate health problems should be photocopied and the copies forwarded to the school nurse for case management of the student’s health care needs.

• Within the first 30 days of school, teachers will file all original forms in student's cumulative folders and discard forms from the previous year.

• A Health Status Update form should be completed during enrollment for students who enroll throughout the school year and a copy should be forwarded to the school nurse if health problems are indicated.
TO: Principals

FROM: Jennifer Freeman, Assistant Superintendent
Stephaine Locklear, Health Services Supervisor

RE: Required Annual Health Status Update Form

Date: July 02, 2019

Attached is the current “Public Schools of Robeson County Required Annual Health Status Update Form” that must be sent home with every student at the beginning of the school year. The English and Spanish versions are attached. Schools are responsible for making their own copies. The form was revised to include an opportunity for parents to request information on free/reduced health insurance. School nurses will provide this information to parents upon request.

Also attached is the procedure for collecting forms from students at the beginning of the school year and anytime a new student enrolls. Please share the procedure with homeroom teachers.

Please call Stephaine Locklear at 910-671-6000 with any questions.

Thank you.
Good health manners  Fact sheet: Tips for preventing the spread of germs

Cough and fever during “cold and flu season” might get you a mask

During the cough, cold and “flu” season, there are some simple tips that will keep respiratory infections from spreading. Respiratory infections affect the nose, throat and lungs. They include influenza (the “flu”), colds, pertussis (whooping cough), and severe acute respiratory syndrome (SARS). The germs (viruses and bacteria) that cause these infections are spread from person to person in droplets from the nose, throat and lungs of someone who is sick.

Year-round, you can help stop the spread of these germs by practicing “respiratory etiquette” — good health manners — by covering your nose and mouth every time you sneeze, cough or blow your nose; putting used tissues in the trash; and washing your hands well and often whenever you or someone you are close to is sick. Clinics and hospitals may also give you a face-mask to wear in waiting areas and exam rooms if you have a fever and cough or rash, so be prepared!

Here are some tips to keep from spreading your germs to others, and to keep from catching someone else’s germs. **Keep your germs to yourself:**

- Cover your nose and mouth with a tissue when sneezing, coughing, or blowing your nose.

- Throw out used tissues in the trash as soon as you can.

- Always wash your hands after sneezing, blowing your nose or coughing, or after...
touching used tissues or handkerchiefs. Wash hands often if you are sick.

Use warm water and soap, or alcohol-based hand sanitizers, to wash your hands.

Try to stay home if you have a cough and fever.

See your doctor as soon as you can if you have a cough and fever, and follow their instructions, including taking medicine as prescribed and getting lots of rest. If asked to, use face-masks provided in your doctor’s or clinic waiting room and follow their instructions to help stop the spread of germs.

**Keep the germs away:**

Wash your hands before eating and before touching your eyes, nose, or mouth.

Wash your hands after touching anyone else who is sneezing, coughing, blowing their nose, or whose nose is running. Don’t share things like cigarettes, towels, lipstick, toys, or anything else that might be contaminated with respiratory germs. Don’t share food, utensils or beverage containers with others.

For more information, see the Centers for Disease Control and Prevention (CDC) flu website at

“Keep Illness from Spreading” page at
www.epi.state.nc.us/epi/gcgc/infectioncontrol.html.
http://epi.publichealth.nc.gov/cd/diseases/infection_control.html
IMMUNIZATION REQUIREMENTS
FOR KINDERGARTEN ENTRY

Is Your Child Ready?
Dear Parent/Guardian:

Our records indicate you have a child about to enter kindergarten. We wanted to take this opportunity to remind you that your child must meet North Carolina immunization requirements for school entry. Below is a basic guide of the immunizations required for school entry.

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>Number of Doses</th>
<th>VACCINE</th>
<th>Number of Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP (diphtheria, tetanus</td>
<td>5 doses</td>
<td>Rubella</td>
<td>1 dose</td>
</tr>
<tr>
<td>and acellular pertussis)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>4 doses</td>
<td>Hib (haemophilus influenzae</td>
<td>3-4 doses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>type B)</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>2 doses</td>
<td>Hepatitis B (Hep B)</td>
<td>3 doses</td>
</tr>
<tr>
<td>Mumps</td>
<td>2 doses</td>
<td>Varicella (chickenpox)</td>
<td>2 doses</td>
</tr>
<tr>
<td>Pneumococcal Conjugate</td>
<td>4 doses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact your health care provider or local health department to schedule an appointment to receive the vaccines your child may be missing.

You must provide proof of your child’s immunizations on the first day of school. Acceptable proof of vaccination is a copy of your child’s Certificate of Immunization.

For more information about the vaccines required for school entry please visit www.immunize.nc.gov.

Sincerely,
1. Immunization Rules Affect North Carolina's Students

New vaccine requirements and changes to previous vaccine requirements will become effective July 1, 2015.

On May 14, 2014 the North Carolina Commission for Public Health approved new vaccine requirements and changes to existing requirements as documented in North Carolina Administrative Code 10A NCAC 41A.0401 Dosage and Age Requirements for Immunization. The changes were made to more closely align NC requirements with the current Advisory Committee on Immunization Practices (ACIP) recommendations.

New Vaccine Requirements

**Meningococcal conjugate vaccine (MCV) – 2 doses**

- One dose is required for individuals entering the 7th grade or by 12 years of age whichever comes first.
- Booster dose is required for individuals entering the 12th grade or 17 years of age beginning August 1, 2020.
- If the first dose is administered on or after the 16th birthday the booster dose is not required.

Changes to Previous Vaccine Requirements

**Polio vaccine** – the booster (4th) dose is required on or after the 4th birthday and before entering school for the first time.

**Varicella vaccine** – 2 doses administered at least 28 days apart

- One dose is required on or after 12 months of age and before 19 months.
- A second dose is required before entering school for the first time.
- Documentation of disease must be from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease. Documentation must include the name of the individual with history of disease, approximate date or age of infection and a healthcare provider signature.

**Tetanus, diphtheria, and pertussis (whooping cough) – Tdap**

- A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.

School Entry Requirement Change from 6th to 7th Grade

- Allows for simultaneous administration of Tdap and MCV vaccines at the 11-12 year old recommendation.

Continued on back
What a Principal/Headmaster Needs to Know, cont.

2. Principals are Responsible
   The existing immunization law G.S. 130A-155 specifically requires that the parent, guardian, or responsible person must present a Certificate of Immunization on the child's first day of attendance to the principal of the school or operator of the facility. If a Certificate of Immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.

3. Children Not In Compliance Will be Suspended
   Upon termination of 30 calendar days the principal or operator shall not permit the child to attend the school or facility unless the required immunization has been obtained.

4. Work with Your School Nurse and Staff to Inform the Parents
   We encourage you to work with your school nurse to make sure parents are aware of the current immunization requirements and also to make sure the requirements are met in a timely manner. Materials to help you educate parents about the immunization requirements for school entry are available at www.immunize.nc.gov.
### Character Education Word of the Week

#### September 15th - October 15th is National Hispanic Heritage Month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 2019</td>
<td>Leadership</td>
<td>The action of leading a group of people or an organization.</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Virtue</td>
<td>Behavior showing high moral standards</td>
</tr>
<tr>
<td>September 9, 2019</td>
<td>Justice</td>
<td>The quality of being fair and reasonable</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>Principle</td>
<td>A rule or belief governing one’s personal behavior</td>
</tr>
<tr>
<td>September 23, 2019</td>
<td>Dedication</td>
<td>Committed to a task or purpose</td>
</tr>
<tr>
<td>September 30-October 4, 2019</td>
<td>Fairness</td>
<td>Impartial and just treatment</td>
</tr>
</tbody>
</table>

#### Respecting Others

#### October is Bullying Prevention Month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7, 2019</td>
<td>Democracy</td>
<td>Control of a government through elected representatives</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Liberty</td>
<td>A right or a privilege</td>
</tr>
<tr>
<td>October 21, 2019</td>
<td>Courage</td>
<td>Doing something despite fear</td>
</tr>
<tr>
<td>October 28-November 1, 2019</td>
<td>Duty</td>
<td>An action that someone is required to do</td>
</tr>
</tbody>
</table>

#### November is Native American Heritage Month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4, 2019</td>
<td>Selflessness</td>
<td>More concern with others’ needs than one’s own</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Honor</td>
<td>Adherence to what is right</td>
</tr>
<tr>
<td>November 18-27, 2019</td>
<td>Empathy</td>
<td>The ability to understand and share the feelings of another</td>
</tr>
</tbody>
</table>

#### December is National Celebration Month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2, 2019</td>
<td>Patriotism</td>
<td>Devotion and support for one’s country</td>
</tr>
<tr>
<td>December 9, 2019</td>
<td>Loyalty</td>
<td>Faithful to a person, organization, or country</td>
</tr>
<tr>
<td>December 16, 2019</td>
<td>Service</td>
<td>Willingness to give and share unselfishly time and talents</td>
</tr>
</tbody>
</table>

#### January is National Health Month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6, 2020</td>
<td>Self-Control</td>
<td>Controlling actions and emotions</td>
</tr>
<tr>
<td>January 13, 2020</td>
<td>Truthfulness</td>
<td>Being honest and sincere</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Conservation</td>
<td>Using materials in a resourceful manner</td>
</tr>
<tr>
<td>January 27, 2020</td>
<td>Frugal</td>
<td>Being economical or thrifty</td>
</tr>
<tr>
<td>Date</td>
<td>Principle</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 3, 2020</td>
<td>Motivation</td>
<td>The desire to move towards a goal</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>Self-Respect</td>
<td>Pride and belief in oneself and in achievement of one’s potential</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>Fortitude</td>
<td>Demonstrating endurance</td>
</tr>
<tr>
<td>February 24, 2020</td>
<td>Consideration</td>
<td>Thoughtfulness and sensitivity towards others</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>Equality</td>
<td>Being equal in status, rights, and opportunities</td>
</tr>
<tr>
<td>March 9, 2020</td>
<td>Sympathy</td>
<td>Feelings of sorrow for others’ misfortune</td>
</tr>
<tr>
<td>March 16, 2020</td>
<td>Achievement</td>
<td>Something done successfully through effort, courage, or skill</td>
</tr>
<tr>
<td>March 23, 2020</td>
<td>Collaboration</td>
<td>Working with others to produce or create something</td>
</tr>
<tr>
<td>March 30-April 3, 2020</td>
<td>Responsibility</td>
<td>Demonstrating accountability for oneself or others</td>
</tr>
<tr>
<td>April 6, 2020</td>
<td>Compliance</td>
<td>Doing what is requested or required</td>
</tr>
<tr>
<td>April 20, 2020</td>
<td>Wisdom</td>
<td>Using good judgment to make decisions</td>
</tr>
<tr>
<td>April 27-May 1, 2020</td>
<td>Reliable</td>
<td>Being trustworthy</td>
</tr>
<tr>
<td>May 4, 2020</td>
<td>Capable</td>
<td>The power or ability to do something</td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Efficacy</td>
<td>The ability to produce a desired or intended result</td>
</tr>
<tr>
<td>May 18, 2020</td>
<td>Respect</td>
<td>Appreciation for the importance of and efforts of others</td>
</tr>
</tbody>
</table>

Resources (including lesson plan ideas, posters, scenarios, etc.):
http://character.org/more-resources/11-principles/
http://characterfirsteducation.com/c/curriculum.php
https://talkingtreebooks.com/character-education-lesson-plans.html
Notices of Nondiscrimination

In compliance with Federal Law, the Public Schools of Robeson County does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, age, or military service in its programs; activities, admissions, or employment processes, except where exemption is appropriate and allowed by law. The District provides equal access to the Boy Scouts and other designated youth groups.

Sexual Harassment

The Public Schools of Robeson County does not tolerate acts of sexual harassment. Anyone who believes they have been subjected to sexual harassment is encouraged to report the harassment to the District. When reports are made, the Public Schools of Robeson County is committed to conducting prompt investigations. Counseling and educational resources will be made available to both students who are harassed and students found to have engaged in acts of sexual harassment. Harassers may be disciplined including, if circumstances warrant, suspension or expulsion. The Public Schools of Robeson County encourages students, parents, and District staff to work together to prevent sexual harassment.

Equal Employment Opportunity

Public Schools of Robeson County programs are staffed and offered without regard to race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability.

Child Nutrition

This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

1. Director of Exceptional Children’s Program (Exceptional Children, Section 504, and Title IX) Primary Contact
2. Director of Student Services (Title IX/Affirmative Action Issues)
3. Assistant Superintendent of Administration, Technology, and Plant Operations (General Concerns/Grievances & Board Policies)
4. Assistant Superintendent of Human Resources and Transportation (Employment)
5. Assistant Superintendent of Federal Programs (Student Support Services/Federal Programs)

<table>
<thead>
<tr>
<th>Title IX District Contact:</th>
<th>Title IX School Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director for Exceptional Children/504</td>
<td>Name: Joyce Brown</td>
</tr>
<tr>
<td>Program Services Building</td>
<td>Title: Assistant Principal</td>
</tr>
<tr>
<td>4320 Kahn Drive; Lumberton, NC 28358</td>
<td>Address: 3901 Fayetteville Road Lumberton, NC 28360</td>
</tr>
<tr>
<td>PO Drawer 2909; Lumberton, NC 28359-2909</td>
<td>Phone: 910-671-6050</td>
</tr>
<tr>
<td>(910) 671-6000</td>
<td><a href="mailto:webmaster@robeson.k12.nc.us">webmaster@robeson.k12.nc.us</a></td>
</tr>
</tbody>
</table>

For further information on notice of non-discrimination, visit http://wdcrobos001.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.
1. **Policy Code: 1720/4015/7225** Discrimination, Harassment and **Bullying** Complaint Procedure

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 policy 1710/4021/7230, 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 policy 1710/4021/7230 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;

e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or

f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

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.

1) 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.

2) If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.

3) 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.

4) If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.

5) 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.)

6) 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, ADA or other relevant 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 policy 1710/4021/7230.

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 policy 1710/4021/7230. 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 policy 1710/4021/7230.

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, ADA or other 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:

1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and

3) 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 policy 1710/4021/7230. 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.

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 of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.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 policy 2500, Hearings Before the Board. 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 policy 1710/4021/7230.

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)
Dear Parent, Guardian, or Staff Member:

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for the Public Schools of Robeson County. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to “ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review.” (§763.84(c))

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials that contain asbestos. Included in the AHERA is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities. Beginning in 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for managing the asbestos. Where the asbestos-containing materials are found, the District has in place an Operations and Maintenance program.

The District has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- The District contacts, consults, and can contract with a consultant for asbestos management.
- The District is continuing with the Operations and Maintenance Program as designed for the School District. This ensures that all asbestos materials are kept in good condition.
- Periodic “surveillance” in each area containing asbestos has been completed as required. Also, the buildings are re-inspected by an accredited inspector as required.
- In the past year the District conducted the following asbestos removal activities: None
- Contractors shall contact the director of maintenance or environmental management supervisor before commencing work.

Our goal at the District is to be in full compliance with asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the District office. The AHERA Management Plan contains documents of the initial AHERA inspection, periodic Surveillances, re-inspections, employee training and Operations and Maintenance procedures. It also contains each PSRC school that includes the location, condition and type of asbestos containing materials, re-inspection data and recommendations for response actions and programmatic information. Questions related to this plan or any other asbestos concerns should be directed to the District’s designated person, Mr. Kenneth Campbell.

WHAT IS ASBESTOS?

"Asbestos" is the name given to a naturally occurring group of minerals composed of tiny, easily inhaled fibers.
Because of its many useful characteristics, including fire and heat resistance, asbestos has been used since the mid 1800’s in the manufacture of some 3,000 different products. Common products include floor tile, linoleum, cement siding, roofing, pipe insulation, sprayed-on fireproofing, and decorative ceiling treatments.

In many products, such as vinyl floor tile and siding, asbestos is combined with a binding material so that it is not readily released into the air. However, if the materials are sanded or crushed, asbestos-containing dusts may become airborne and have the potential to be inhaled. The asbestos fibers may then enter the lungs where they tend to stay because of their shape. Asbestos fibers can cause lung cancer and other lung disease that may not appear until many years after exposure.
Dear Parent, Guardian, or Staff Member:

The Public Schools of Robeson County (PSRC) has adopted an Integrated Pest Management (IPM) Policy for managing insect and animal intruders at our schools. IPM is a holistic, preventive approach to managing such pests. IPM minimizes pesticide use in our schools and on school grounds. For the past few years the Public Schools of Robeson County has concentrated on removing pest habitats from schools rather than using pesticides for pest control inside schools. Today NO “Non Exempt” pesticides as discussed below are used by the IPM Staff inside PSRC schools. Instead, we use “green” products and procedures and traps for pest control. The IPM Coordinator for our school district is:

Name: Mr. Kenneth Campbell
Title: Environmental Supervisor and Plumber II
Phone number (910) 827-0114
Email Address: Kenneth.cambpell@robeson.k12.nc.us
Physical Address: Environmental Management and Plumbing Department; 4320 Kahn Drive; Lumberton, NC 28358
Mailing Address: Environmental Management and Plumbing Department; PO Drawer 2909; Lumberton, NC 28359-2909

The School System IPM Coordinator maintains a file of product labels (Labels) and Safety Data Sheets (SDS’s) of each insect and animal control product that the IPM Staff stocks for its use in or on a school property. The Labels and the SDS’s are available for review upon request by a parent, guardian, staff member, or student attending the school. The IPM Coordinator welcomes your inquiries and is available to help answer any questions you might have about the school system’s IPM Program and that Program’s pesticide use decisions.

Notification of Pesticide Use: On occasion our IPM staff may find it necessary to use “Non Exempt” pesticides to control outdoor insect pests at your school or at another school system site such as a maintenance shop. North Carolina state law gives you the right to be notified: (1) annually of our IPM Program’s pesticide application schedule or system for scheduling applications of “Non Exempt” pesticides, and (2) 72 hours in advance, provide you notice of IPM pesticide applications made outside any schedule, but this latter only if you request notification ahead of time using the “Request for Notification” form that accompanies this letter. Please remember that if you request any advance notice be made to you via US Postal Service, it is possible the Postal Service may not deliver your notice within 72 hours of our timely mailing such notice. Notice requests asking for delivery via email require correct and/or current email addresses in order for any emailed notice to be timely delivered.

Exemptions: The same law that mandates notification also exempts certain relatively low-risk pesticide usages from its notification requirements. The relatively low risk “Exempt From Notice” pesticides include antimicrobial cleansers, disinfectants, self-contained baits, crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA’s Toxicity Class IV (“relatively nontoxic”). Your right to be notified extends to Non-Exempt IPM pesticide applications at your school or other non-school site (office building, garage, workshop, etc.). Your right includes both indoor and outdoor pesticide applications and includes applications that take place over summer recess, holidays, weekends, or after school hours. Because the relatively low risk “Exempt From Notice” pesticides are all that the IPM staff uses inside PSRC school buildings, any Non-Exempt pesticides used by the IPM Program are only used outside. This means notices you may receive under your request will relate to outdoor insect control. Such insects include wasps, hornets, and fire ants.
**Emergency Pesticide Use:** In the event that a Non-Exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency pesticide application less than 72 hours before, or as soon as possible after the pesticide application.

**To request advance notification** of non-exempt pesticide applications at your school or other site, please sign, date, and return the enclosed form to the PSRC IPM Coordinator at the above-listed address. Persons wishing to receive pesticide use notification for multiple school sites can list up to 5 sites on each form. If you want to request notifications as described in this letter, you will need to submit a new copy of the accompanying form each year. You will also need to submit a form again every time you wish to update or change your preferred contact information. Such update requests are made to the same addressee as above (IPM Coordinator).
Policy Code: 5022 Registered Sex Offenders: 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)
Policy Code: 5020 Visitors to the Schools: The board encourages the community and parents 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.

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.

C. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances. If a school employee suspects that an individual is on school property in violation of policy 5022, Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer. Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student’s report of suspicious behavior on the part of a school visitor. When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to 1. order the individual to leave school property; 2. notify law enforcement; or 3. take any other action deemed appropriate under the circumstances. Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual. The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds. Legal References: G.S. 14-132, -132.2, -159.11, -159.12, -159.13; -208.18; 115C-523, -524, -526 Cross References: Registered Sex Offenders (policy 5022), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Community Use of Facilities (policy 5030)
A. OPTIONS FOR RESOLVING COMPLAINTS The board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy 1742/5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner. While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below. Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or superintendent for further information and copies of all applicable board policies.

B. DEFINITIONS 1. Days Days are 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 the receipt of the grievance. 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. 2. Final Administrative Decision A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available. 3. Grievance A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination, harassment or bullying must be processed under policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure. 4. Grievant The grievant is the parent, student or group of parents or students submitting the grievance. 5. Official The official is the school system employee hearing and responding to the grievant.

C. TIMELINESS OF PROCESS The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process. Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievant's legal rights are not permitted. Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current step, unless the grievant has notified the official of a delay and the reason for the delay and the official has consented in writing to the delay.

D. GENERAL REQUIREMENTS 1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his
or her participation in a grievance filed and decided pursuant to this policy. 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 grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually. 4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

E. PROCESS FOR GRIEVANCE 1. Filing a Grievance a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy. b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints. c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy 174/5060 is appropriate, and the principal shall address the concern following that policy. d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee. e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson. 2. Investigation a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student. b. The principal shall conduct any investigation of the facts necessary before rendering a decision. 3. Response by Principal a. The principal shall provide a written response to the written grievance within five days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law. b. A copy of the grievance
and the principal's response will be filed with the superintendent. 4. Response by Superintendent
a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision
to the superintendent. The appeal must be made in writing within five days of receiving the
principal's decision. b. The superintendent may review the written documents and respond or the
superintendent may schedule and hold a conference with the grievant, principal and any other
individuals the superintendent determines to be appropriate within five school days after
receiving the appeal. The student may be accompanied by a parent, legal guardian or other
person who is in a position of loco parentis to the student. c. The superintendent shall provide a
written response within 10 days after receiving the appeal. In responding, the superintendent may
not disclose information about other students or employees that is considered confidential by
law. 5. Appeal to the Board If the grievant has alleged a violation of a specified federal or state
law, federal or state regulation, State Board of Education policy or procedure, or local board of
education policy or procedure, the grievant will have the right to appeal a final administrative
decision to the board of education (see subsection E.5.a, Mandatory Appeals, below). If a
grievant has not alleged such specific violations, he or she may request a board hearing, which
the board may grant at its discretion (see subsection E.5.b, Discretionary Appeals, below). a.
Mandatory Appeals 1) If the grievant is dissatisfied with the superintendent's response to his or
her grievance and has alleged a violation of a specified federal or state law, federal or state
regulation, State Board of Education policy or procedure, or local board of education policy or
procedure, the grievant may appeal the decision to the board within five days of receiving the
superintendent's response. 2) A hearing will be conducted pursuant to policy 2500, Hearings
Before the Board. 3) The board will provide a final written decision within 30 days of receiving
the appeal unless further investigation is necessary or the hearing necessitates that more time be
taken to respond. b. Discretionary Appeals 1) If the grievant is dissatisfied with the
superintendent's response to his or her grievance but has not alleged a violation of a specified
federal or state law, federal or state regulation, State Board of Education policy or procedure, or
local board of education policy or procedure, then within five days of receiving the
superintendent's response, the grievant may submit to the superintendent a written request
for a hearing before the board of education. 2) If the full board will be meeting within two weeks of
the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise,
the board chairperson will appoint a three-person panel to review the request and determine if a
hearing should be granted. The panel will report the decision to the board. The board may
modify the decision of the panel upon majority vote at a board meeting. 3) If the board decides to
grant a hearing, the hearing will be conducted pursuant to policy 2500. 4) The board will provide
a final written decision within 30 days of the decision to grant a hearing, unless further
investigation is necessary or the hearing necessitates that more time be taken to respond.

F. NOTICE The superintendent or designee is responsible for providing effective notice to
students, parents and school system employees of the procedures for reporting and investigating
grievances. G. RECORDS Appropriate records shall be maintained in accordance with state and
federal law. Legal References: G.S. 115C-45(c); 126-16; 150B-43et seq. Cross References:
Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230),
Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225),
Responding to Complaints (policy 1742/5060), Hearings Before the Board (policy 2500),
Student Behavior Policies (4300 series)
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 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

Parent Name (Print) Phone

Parent Signature Date

Student Name (Print) Grade

Student Signature Date

Homeroom Teacher
The following clause was removed from the Internet & Media Acceptable Use Policy Agreement:

PLEASE CIRCLE:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Individual schools will now print this statement in their Student/Parent Handbooks:

Pictures and/or Videos of Students of the Public Schools of Robeson County

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

He leído las reglas y regulaciones en cuanto a lo que se refiere al acuerdo y póliza para el uso aceptable del internet y medios de comunicación en las escuelas públicas del condado de Robeson y yo entiendo que este acceso es designado con propósitos educacionales solamente. También reconozco que es imposible restringir totalmente el acceso a todos aquellos materiales inapropiados. Sin embargo, yo acepto una completa responsabilidad y conformidad con las reglas y regulaciones antes mencionadas y por este medio estoy de acuerdo con obedecer y asegurarme de que mi hijo(a) también esté en conformidad con ellas. Y además entenderé que cualquier violación de dichas reglas resultará en la perdida de derechos y acceso a dichos privilegios y también sé que será juzgado de acuerdo a las reglas del comportamiento del estudiante de las escuelas públicas del condado de Robeson, leyes locales, estatales y federales.

Por favor regrese esta tarjeta a el/la maestro/a de su hijo/a y mantenga el folleto de acuerdo y póliza para uso aceptable del internet y medios de comunicación en sus records (historial educativo). Por este medio concedo el permiso para mi hijo/a en cada una de las áreas señaladas. Por favor circule uno. Si No Por este medio doy mi consentimiento para que mi hijo(a) tenga privilegios de acceso al internet. Si No Por este medio doy mi consentimiento para que mi hijo(a) mande y reciba correo electrónico para la colaboración dentro del salón de clases y cualquier otro programa aprobado de intercambio de correo electrónico Si No Por este medio doy mi consentimiento para que los trabajos de mi hijo(a) sean puestos en la página del internet de las escuelas públicas del condado de Robeson. Todo los trabajos presentados por los estudiantes serán escritos llevando el primer nombre del (la) estudiante y/o el nombre del/a maestro/a.

__________________________________________ Nombre del Padre o Tutor Teléfono

Firma Del Padre o Tutor Fecha

__________________________________________ Nombre del/a Estudiante Grado

Firma del/a Estudiante Fecha ___________________________

Teacher Signature/Firma del/a Maestro/a
Public Schools of Robeson County
Military Connected Students
Data Collection Form

This data collection is being conducted in compliance with NC General Statute 115C-288(m).

Student Name:  
School Name:  

Is the student considered military-connected as defined in the note below?  □ Yes  □ No

(Note: A military-connected student enrolled in a local school administrative unit who has a parent, step-parent, sibling, or any other person who resides in the same household serving in the active or reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guards, or National-NC G.S. 115C-12 (18)(f).

If you answered "NO" to the above question, please submit this form to your student’s school. If you answered "YES" to the question, please provide information below and submit this form to your student’s school.

Military-Connected Relative #1

Relationship to Student  
Branch of Service  

Status (i.e. Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Federal Civil Service Employee, Veteran, Foreign Military, Active Reserve/Guard, Deceased, Deceased-Killed in Action)  

Grade (i.e. E 1-9, O 1-10, W 1-5, Federal Civil Service)  

Installation (last installation assigned to or most recent one)  

Unit/Squadron Assignment  

Military-Connected Relative #2

Relationship to Student  
Branch of Service  

Status (i.e. Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Federal Civil Service Employee, Veteran, Foreign Military, Active Reserve/Guard, Deceased, Deceased-Killed in Action)  

Grade (i.e. E 1-9, O 1-10, W 1-5, Federal Civil Service)  

Installation (last installation assigned to or most recent one)  

Unit/Squadron Assignment  

- Please contact your student’s school if another form is needed.
- If you have concerns over what is being collected, please direct them to Doug Taggart at doug.taggart@dpi.nc.gov, 919-807-3346.

Thank you!
Family Educational Rights and Privacy Act  
A Guide for First Responders and Law Enforcement

What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all educational institutions and agencies (termed “schools” below) that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution. Students to whom the rights have transferred are “eligible students.”

FERPA protects the rights of parents or eligible students to:
- inspect and review education records;
- seek to amend education records;
- consent to the disclosure of information from education records, except as specified by law.

What information can schools provide to law enforcement?

Generally, schools may disclose personally identifiable information (PII) from students’ education records to outside parties, including local law enforcement, only if the parent or the eligible student has provided prior written consent. “Education records” are defined as those records that are directly related to a student and maintained by a school or a party acting for the school, and include student records such as transcripts, disciplinary records, immunization records, and other similar records.

However, there are exceptions to the definition of “education records.” One of these exceptions is for school “law enforcement unit (LEU) records.” These records are defined as records that are (1) created by a LEU; (2) created for a law enforcement purpose; and (3) maintained by the LEU. These records are not protected under FERPA and can be disclosed according to school policy or as required by law. Education records that are in the possession of the LEU do not lose their status as education records and must continue to be protected under FERPA.

FERPA permits the non-consensual disclosure of PII from “education records” for health and safety emergencies and judicial orders.

Discussed below are some relevant exceptions to FERPA’s general consent rule that permit the non-consensual disclosure of PII from education records to law enforcement agencies:

Schools may non-consensually disclose designated “directory information” to law enforcement agencies.

This is permitted if the school has provided notice to parents and eligible students of PII from student education records that the school has designated as directory information and if the parents and eligible students have not opted out of directory information disclosures. Directory information is information from an education record that would not generally be considered harmful or an invasion of privacy if disclosed and may include items such as name, address, telephone listing, and participation in sports.

Schools may non-consensually disclose PII from education records in connection with a health or safety emergency.

When an articulable and significant threat exists—anything from an active shooter to a hazardous weather event to a chemical spill—school officials are permitted to disclose PII from education records to appropriate parties, such as law enforcement, in order to protect the health and safety of students or other individuals. Schools are allowed to share this information only during the period of the emergency, and they have to meet certain recordkeeping requirements.

Schools may non-consensually disclose PII from education records in order to comply with a judicial order or a lawfully issued subpoena.

Prior notification to parents and students is generally required, though there are some exceptions for law enforcement subpoenas where the court or issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

Questions about FERPA?

Email the U.S. Department of Education’s Family Policy Compliance Office with questions about FERPA at FERPA.Customer@ed.gov. You may also contact your legal counsel for advice.
Public Schools of Robeson County

Advisory Councils

2019-2020
The Superintendent and Board of Education have a sincere commitment to the concept of citizen involvement in the Public Schools of Robeson County. We believe that the people want good schools, that they have reasonable ideas about the things the schools should do, and that they are willing to help the schools attain established goals. A purpose of the advisory structure is to provide informed advice to the school authorities.

Advisory Councils serve schools in an advisory capacity and act as a liaison between the Board of Education and the citizenry. Advice to the Board can be given in the form of minutes maintained at the meetings; by direct communication to Board members; individually or collectively, by correspondence or telephone; or by a written report presented at a regularly scheduled Board meeting.

"To educate all students by building a foundation for learning in an ever-changing global society"
Highlights from Advisory Council Board Policies

1. In **May** of each year, the principal shall call a public meeting to establish the school’s advisory council for the next school year.

2. Advisory councils shall have membership based upon the following criteria: 1) schools with enrollment of 599 pupils or less on the last day of April shall have **five members** the following school year; and 2) schools with an enrollment of 600 pupils or more on the last day of April shall have **seven members** the following school year.

3. At the May meeting individuals who live within the school attendance zone shall **elect** a simple majority (three or four) of the members of the advisory council. The principal, board member representing the district of that school and at-large board members will jointly conduct the election. The remaining advisory council members will be **appointed** by the district and at-large board members who are in attendance at the meeting. If fewer than 25 people attend the meeting, the principal and board members in attendance will prepare a nomination list to present to the full board for final selection of all members of the advisory council. Vacancies on the advisory council shall be filled by the same process as the initial method of selection.

   - All advisory council members must reside within school attendance lines of the council on which they serve, except that non-resident parents may serve.
   - If a member moves out of said attendance zone, the member is immediately and automatically declared ineligible for further service on that council.
   - School employees shall not serve on the advisory council of the school for which they are employed. However, school employees residing in the school attendance zone of the council may vote and make nominations for individuals to serve on the advisory council.

4. The majority of members on an advisory council shall have a **child or children** enrolled in that school.

5. **Terms of office** shall be for one year, and individuals may serve a maximum of three consecutive terms. No individual shall be elected or appointed to serve on more than one advisory council during a school year.

6. Once seated, the members of the advisory council shall select a chairman and vice-chairman.

7. Each advisory council shall **meet at least on a quarterly basis**. Other meetings may be called by the chairperson or the principal as necessary. A **yearly calendar of meetings shall be published in September** and set at such times and dates as deemed convenient to the council members.

8. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.
Each advisory council shall meet at least on a quarterly basis (Four meeting per school year). Advisory Councils (i.e. principals) must submit draft copies of the minutes of each meeting to the superintendent or designee (Assistant Superintendent of Administration, Community Engagement & Auxiliary Services)) within 10 days following the meeting. Other meetings may be called by the chairperson or the principal as necessary.

### Meeting One

<table>
<thead>
<tr>
<th>School:</th>
<th>Principal:</th>
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<tr>
<td>Date:</td>
<td>Time:</td>
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<tr>
<td>Members Present:</td>
<td>Members Absent:</td>
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</tbody>
</table>

Minutes:

Principal Signature:
Advisory Council Meeting Minutes

Each advisory council shall meet at least on a quarterly basis (Four meeting per school year). Advisory Councils (i.e. principals) must submit draft copies of the minutes of each meeting to the superintendent or designee (Assistant Superintendent of Administration, Community Engagement & Auxiliary Services) within 10 days following the meeting. Other meetings may be called by the chairperson or the principal as necessary.

Meeting Two

<table>
<thead>
<tr>
<th>School:</th>
<th>Principal:</th>
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<tbody>
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<td>Date:</td>
<td>Time:</td>
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<tr>
<td>Members Present:</td>
<td>Members Absent:</td>
</tr>
</tbody>
</table>

Minutes:

Principal Signature:
2019-2020

Advisory Council Meeting Minutes

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Meeting Three

<table>
<thead>
<tr>
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<th>Principal:</th>
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<td>Date:</td>
<td>Time:</td>
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<tr>
<td>Members Present:</td>
<td>Members Absent:</td>
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</tbody>
</table>

Minutes:

Principle Signature:
Advisory Council Meeting Minutes

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### Meeting Four

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<th>School:</th>
<th>Principal:</th>
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<td>Date:</td>
<td>Time:</td>
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<td>Members Present:</td>
<td>Members Absent:</td>
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**Minutes:**

Principal Signature:
2019-2020
Advisory Council Meeting Dates, Minutes, and Annual Summary

2019-2020 Advisory Council Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Meeting 1</td>
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<td>Meeting 4</td>
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Advisory Council Annual Summary

Each year advisory councils must make an annual written summary report of its activities to the board, emphasizing efforts, ideas and concerns related to program and facility improvement.

Summary:
Principal Signature:

(Optional) 2019-2020 Advisory Council Meeting Minutes Attached:  Yes ☐  No ☐
2019-2020 (for 2020-21)
Advisory Council
Membership and Selection

School: [Blank]
Principal*: [Blank]

Date of Meeting¹: [Blank]
Total Enrollment² (End of April): [Blank]

Board Member Representing District: [Blank]
Number of Advisory Council Members²:
(Enrollment $\leq 599 = 5$ members; Enrollment $600+ = 7$ members)

<table>
<thead>
<tr>
<th>Advisory Council Member</th>
<th>Elected or Appointed³</th>
<th>Child/Children Enrolled⁴ [List name(s)]</th>
<th>Served 2014-2015⁵</th>
<th>Served 2015-2016⁵</th>
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Advisory Council Chairman⁶:
Advisory Council Vice-Chairman⁶:

*The school principal shall serve as an ex-officio member and the secretary of the advisory council. An advisory council shall not meet without the principal.

Principal Signature: [Blank] Date: [Blank]  
Board Member Signature: [Blank] Date: [Blank]

2019-2020 Advisory Council Calendar⁷

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Meeting One</td>
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<tr>
<td>Meeting Four</td>
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</table>

This calendar, along with advisory council members, must be published in your school’s handbook at the beginning of each school year. This calendar is subject to change.

Policy Code: 2235 Advisory Councils
The board considers input critical to the effective operation of the individual schools and the school system. The board welcomes the opportunity to receive from the public suggestions and concerns which will assist the board in achieving its desired objectives.

Standing citizen advisory councils, organized on the basis of one per school, are designed to provide the board continuing input on school operations and procedures. These advisory councils shall be general in purpose and shall be in addition to any other specific advisory councils or committees whether created under mandate or by voluntary means.

A. DUTIES

Each advisory council shall have the following duties:

1. to act as a support group for the school and the community in matters pertaining to the development of excellence in the schools;

2. to assist the principal and school personnel by helping interpret school matters to the community and bringing community concerns to the attention of the principal;

3. to submit draft copies of the minutes of each meeting to the superintendent within 10 days following the meeting;

4. to make an annual written summary report of its activities to the board, emphasizing efforts, ideas and concerns related to program and facility improvement;

5. to receive periodic reports from the principal concerning school programs, activities and the financial status of fund raising activities and expenditures;

6. comply with the open meetings law, including notice of meetings;
7. to provide such documentation as may be necessary to the superintendent and board to support any charges, findings or allegations of misconduct, oversight or abuses of laws and policies by school personnel; and

8. to fulfill such specific short-term assignments as may be authorized by the superintendent or the board.

An advisory council shall not assume any responsibilities beyond those delegated to it by the board as set forth above.

B. RESTRICTIONS

An advisory council shall not involve itself in activities that may reflect adversely on the school system. Specifically, it shall not: 1) involve itself in personnel matters or individual student problems; 2) assume, in any way, legal authority for direct action or decision making concerning the school system; 3) involve itself officially in political campaigns; or 4) involve itself in fundraising or related activities.

C. MEMBERSHIP AND SELECTION

Advisory councils shall have membership based upon the following criteria: 1) schools with enrollment of 599 pupils or less on the last day of April shall have five members the following school year; and 2) schools with an enrollment of 600 pupils or more on the last day of April shall have seven members the following school year. Terms of office shall be for one year, and individuals may serve a maximum of three consecutive terms. No individual shall be elected or appointed to serve on more than one advisory council during a school year.

The school principal shall serve as an ex-officio member and the secretary of the advisory council. In May of each year, the principal shall call a public meeting at which individuals who live within the school attendance zone shall elect a simple majority (three or four) of the members of the advisory council. The principal, board member representing the district of that school and at-large board members will jointly conduct the election. The remaining advisory council members will be appointed by the district and at-large board members who are in attendance at the meeting. If fewer than 25 people attend the meeting, the principal and
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Each advisory council shall meet at least on a quarterly basis. Other meetings may be called by the chairperson or the principal as necessary. A yearly calendar of meetings shall be published in September and set at such times and dates as deemed convenient to the council members. An advisory council shall not meet without the principal.

Policy Code: 2320 Compliance with the Open Meetings Law

The board affirms the public policy of this State that hearings, deliberations and actions of public bodies be conducted openly.

A. APPLICABILITY

All “public bodies” holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term “public bodies” includes the board, any committees of the board, school improvement teams and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative or advisory function, unless the committee or group is solely comprised of professional staff.
B. COMPLIANCE

As secretary to the board, the superintendent shall provide required notice and record and maintain minutes of all official meetings of the board, board committees or committees appointed by the board. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The superintendent or designee shall make copies of the open meetings law available to any public bodies associated with the school system. The board and other public bodies of the school system are encouraged to consult the school board attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings and any other meetings, such as public hearings, work sessions, electronic meetings or retreats.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.

The minutes of the board shall contain an abstract of relevant discussions and the decisions of the board during all official meetings. A record of all motions made and seconded shall be recorded in the minutes and the disposition of each motion shall be noted. The names of the members making and seconding the motion shall be recorded. In the case of a split vote, the minutes shall record the vote of each member voting and the abstention of any member present by not voting.

The minutes of board meetings shall be presented for approval as soon as possible at a succeeding regular board meeting before becoming official. Each board member shall be sent a copy of the minutes at least four days prior to the meeting at which they are to be approved. The approved minutes shall be signed by the superintendent and the board chairperson and filed in the superintendent’s office as a permanent record of official board
proceedings. Minutes of board meetings are public documents and thus are open to inspection by the public.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.11(c) and policy 2321, Closed Sessions.

4. Acting by Reference

The board may not deliberate, vote or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for people attending the board meeting to understand what is being deliberated, voted or acted upon. Action by reference to an agenda, however, is permitted if copies of the agenda, sufficiently worded to enable the public to understand what is being acted upon, are available for public inspection at the meeting.
Policy Code: 2235 Advisory Councils

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Legal References: G.S. 115C-36, -47, -55; 143-318.9 to -318.14
Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)
Adopted: December 14, 2010

Robeson County
School Handbooks

- Student/parent and faculty/staff handbooks **can** be placed on school websites.
  - They should be in a place on your website that is easy to locate.
- Schools must have hard copies of student/parent and faculty/staff handbooks in the main office **at all times**.
  - If a student, parent, or staff member makes a request for an actual handbook, one must be provided in a reasonable time frame and at no cost. *(Do not charge students, parents, or staff members for handbooks.)*
- If a student or parent makes a request for a handbook in Spanish, we must provide it in a reasonable time frame. *(For other languages please contact the Office of Administration, Community Engagement & Auxiliary Services.)*
- If handbooks are online, acknowledgment forms or verification logs must be utilized and maintained at the school-level. Schools may develop their own forms/logs.
  - Principals should go over handbooks with faculty/staff. When this takes place have faculty/staff members sign verification logs.
  - Teachers should go over handbooks with students. When this takes place have students sign verification logs.
  - Acknowledgment forms can be sent home with students for parents to sign.
- **Email copies of student/parent and faculty/staff handbooks to the Office of Administration, Community Engagement & Auxiliary Services by September 5, 2019. Email copies to Erin.Henderson@robeson.k12.nc.us.**
- Include all required policies, forms, procedures, grading scales, etc. in your handbooks.
Public Schools of Robeson County
Annual Field Trip Report

Just a few reminders for field trips:

1. **Trip Approval**—The principal must approve all school trips in advance. A request form for a one-day trip must be submitted to and approved by the principal before any discussion of the trip with students. A request form for an overnight or out-of-state trip must be submitted to the principal and receive approval from the principal and the superintendent before any specific planning for the trip is made. Trips to occur during the last 10 days of school must also have the superintendent’s approval.

2. **Trip Forms**—The trip request forms shall require the following information: the trip destination; the date of trip; the time of departure and time of return; the cost per student; the mode of travel; meal requirements; the anticipated educational value of the trip; and an emergency phone number. To be approved, a school trip must (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the board; (3) keep to a minimum any disruptions of other educational programs and/or loss of instructional time; and (4) be well planned and organized with consideration given to reasonable costs. The Annual Field Trip Report is due by September 15 of each school year. *For the 2019-2020 School year it is due on Sept. 5, 2019 send to Ms. Erin Henderson.*

3. **Types of Trips**—Absent special circumstances, a class should take only one out-of-county trip per year. A reasonable number of local trips may be made with approval of the principal. Only one Senior Day class trip is allowed during normal school hours. The duration of that trip should not exceed one day.

4. **Testing**—No school trips may be taken two weeks prior to or during the end-of-grade or end-of-course examinations, the pre-k through kindergarten test assessment or any other locally or state administered test.

5. **Overnight Trips/Out-of-State Trips**—Out-of-state and overnight field trips require a different form and must be approved by the Superintendent or designee. Trip forms are initially to the Office of Administration, Community Engagement & Auxiliary Services. Overnight trips are prohibited on regular school days. Exception requests for overnight trips relating to district, state or national activities require advanced approval of the superintendent or designee.

6. **Parent Notification**—Parents should be notified of a school trip a minimum of two weeks in advance. The notice must include the following information: the trip destination; the date of trip; the time of departure and time of return; the cost per student; the mode of travel; meal requirements; the anticipated educational value of the trip; an emergency phone number; a request for any medical information which could be needed; information regarding appropriate attire for the student; and a place for the parent’s signature giving approval for the student’s participation in the activity. A student may participate in a school trip only if the student’s parent has given permission.

7. **Fees for Trips**—Students must not be charged a fee for any required school trip for which credit is granted or that is necessary for participation in interscholastic sports. The board may impose fees for other non-required school trips. Any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship.
# Public Schools of Robeson County
## Annual Field Trip Report

School __________________________

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<thead>
<tr>
<th>Destination</th>
<th>Purpose of Trip</th>
<th>Date(s)</th>
<th>Mode of Travel</th>
<th>Cost</th>
<th>Students (i.e. grade level, club, team, etc.)</th>
<th>Adult Contact(s): (Chaperone(s) &amp; Teacher(s))</th>
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