Magnolia Elementary School

“TRUCE”

Trustworthy, Responsible, United, Collaborative, Excellence

Strong Roots High Growth
Dear Parents and Students:

It is my pleasure to welcome you and your parents to Magnolia Elementary School. The teachers and staff join me in saying we are happy to have you as part of the Trojan family.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interest of the student. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you. We are excited about the prospects for this school year and look forward to a successful year. Please join the Magnolia Elementary School family as we strive to uphold the tradition of excellence associated with Magnolia Elementary School.

A parent or guardian is asked to detach and sign the receipt at the bottom of this sheet and return it to the student’s 1st period teacher. Let us know what you think of this handbook after the words “Comments.”

Thank you,

Charles Locklear, Principal
Public Schools of Robeson County
Missions Statement

To Educate All Students by Building A Foundation for Learning In An Ever-Changing Global Society

Magnolia Elementary School Vision Statement

Magnolia Elementary School will be a compassionate, creative, and collaborative team of students, parents, and staff who take initiative to meet student needs and to promote growth for all students with accountability and access to all.

Magnolia Elementary School Mission Statement

To support each child to become literate, accomplished, responsible, and compassionate citizens

WE BELIEVE

- We need each other
- Organizational structures are solely to support student learning
- All students must learn at high levels
- We must respect the opinions of stakeholders
MAGNOLIA ELEMENTARY SCHOOL
ADMINISTRATION

Principal: Charles Locklear

Assistant Principal: Joshua Locklear

You may reach the above administrators at 910-671-6070

Administrative Support Staff

Secretary: Danielle Strickland
Data Manager: Tina Hammonds
Receptionist: Eusebia Hunt

Cafeteria Manager
Audrey Barton

Media Specialist
Kristy Oxendine

In-School Suspension
Logan Chavis

Student Support Services
School Counselors
Gina Jacobs/April Hunt
School Counselors provide consultation with teachers, administrators, school personnel, outside agencies, and social services concerning the welfare of the students. They assist in career awareness and needs as a lifelong process of forming basic values, attitudes and interests regarding the future world of work. They coordinate school, community, and business resources school wide guidance-related activities and programs promoting students personal growth and skill development. They counsel small groups and individual students with problems: conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.

School Social Worker
Felicia Scott
School social workers demonstrate leadership by promoting and enhancing the overall academic mission by providing services that strengthen home, school, and community partnerships. School social workers use their professional training, depth of knowledge, and experience to work with individuals and teams to facilitate partnerships that support the school and district mission. The school social workers contributes significantly to the development of a healthy, safe, and caring school environment by advancing the understanding of the social, emotional, psychological, and academic needs of students.

Youth Development Specialist
Lisa Hunt
YDS serves as a strong advocate/positive role model, monitors attendance of all Indian students, makes home visits when necessary, makes telephone calls for attendance, and collects and monitors 506 Indian Education forms.

School Nurse
Rhonda Locklear
School nurses work with parents, teachers, and health care providers to prevent health problems from becoming reasons for poor school performance. They provide training and supervision of school personnel in the proper administration of medications and treatments. School nurses ensure proper immunization of all students in accordance with North Carolina law. School nurses perform periodic health assessments of students. They perform health, vision, and hearing screenings. You may reach the above Support Staff at (910) 671-6070

Magnolia Elementary School
Faculty and Staff

Pre-Kindergarten
Heather Hunt-Maria Veliz
Sabrina Mitchell-Lacosta Emanuel

Kindergarten
Donna Locklear-Veronica Regan
Nakisha Revels-Kim Carter
Jonie Chavis-Brittany Scott

First Grade
Carli Lowery-Melissa Hunt
Amanda Locklear-Tammy Graham
Christine Mitchell-Katrina Locklear

Second Grade
Deana Caulder
Maritza Perez
Felicia Henderson

Third Grade
Erica Oxendine
Tina OClair
Melissa Hill

Fourth Grade
Lynn Blanks-Math
Chrstyal McDonald-ELA
Roxana Deras-Science/Soc. Studies

Fifth Grade
Sabrina Spaulding-ELA/SS
Joy Hunt-Math
Darlene Scott-Science

Sixth Grade
Tyler Locklear-Math
Ashley Kientz-ELA
Meyonnie Faulk-Science/SS

Seventh Grade
Elizabeth Chapman-Math
Patricia Stacy-ELA
Scottie Locklear-Science
Donovan Blackman-Math
Summer Jacobs-ELA
Delores Patton-Science
Ashley Deese-CTE
Donna Emanuel-CTE

Eighth Grade
Lakola Cook-Math
Rose Lloyd-ELA
Evie Locklear-Science
Denita Grimsley-Science
Chad Brewer-Math
Lachelle Ransom-ELA/SS
Kristen Wormack-Social Studies

Exceptional Children
Samantha Woods-Wanda Locklear
Jessica Belle-Melissa Cain
Heather Brewer-Debbie Troutman

Enrichment
Anjelica Covington-Art
Bryan Bullard-Health/PE
Jeremie Oxendine-Health/PE
Ryan Gillespie-Band
Kristy Oxendine-Media
Resource Officer
John Blount

School Nurse
Rhonda Locklear

ESL
Norma Perez-Rose Locklear

Parent Liaison
Barbara Locklear

Social Worker
Felicia Scott

Exceptional Children Social Worker
Leslie Hunt

Speech
Kristy Cox
Betty Locklear

CIS
Gipson

AIG
Bobbie McLean

Custodial Staff
Elvis Locklear
Shandora Hunt
Terry Locklear

Cafeteria

Audrey Barton-Manager
Ida Hunt-Assistant Manager
Joan Britt
Lelia Jones
Aaron Locklear

Bus Drivers
Harold Locklear
Melissa Cain
Kimberly Kerns
Annie Carter
Judy Wilkins
Linda Wright
Corry Fulton Smith
Tabitha Hunt

MAGNOLIA ELEMENTARY SCHOOL
Advisory Council Members
2019-2020

Lamont Whittington       Lakola Cook
Danielle Strickland       Christina Callahan
Elizabeth Chapman       Eusebia Hunt
Amanda Locklear

Advisory Council Meeting

(4:45-5:15)

October 29, 2019
January 14, 2020
March 24, 2020
May 5, 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 Public Schools of Robeson County Advisory Councils 2019-2020.
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.
2019-2020

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 One
<table>
<thead>
<tr>
<th>School:</th>
<th>Principal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Time:</td>
</tr>
<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 Two
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 Three**
<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
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<tbody>
<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 Four
### School: Principal:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
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<th>Members Present:</th>
<th>Members Absent:</th>
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### Minutes:

### Principal Signature:

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## 2019-2020

Advisory Council Meeting Dates, Minutes, and Annual Summary

### 2019-2020 Advisory Council Calendar

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting 1</td>
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<td>Meeting 2</td>
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<td>Meeting 3</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: | Principal*: |
### Date of Meeting:

**Total Enrollment** (End of April):

### Board Member Representing District:

**Number of Advisory Council Members**:

(Enrollment ≤ 599 = 5 members; Enrollment 600+ = 7 members)

<table>
<thead>
<tr>
<th>Advisory Council Member</th>
<th>Elected or Appointed</th>
<th>Child/Children Enrolled</th>
<th>Served 2014-2015</th>
<th>Served 2015-2016</th>
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<td>7.</td>
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</tbody>
</table>

**Advisory Council Chairman**:

**Advisory Council Vice-Chairman**:

*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                      Date

__________________________________________
Board Member Signature                  Date

### 2019-2020 Advisory Council Calendar

<table>
<thead>
<tr>
<th>Meeting One</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Two</td>
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<td>Meeting Three</td>
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<tr>
<td>Meeting Four</td>
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</tbody>
</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. RESTRICTION

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

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

D. MEETING

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.
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 1742/5060 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-43 et 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)
Robeson County

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

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

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

• in any building, facility, or vehicle owned, leased, rented or chartered by the Public Schools of Robeson County;
• on any school grounds and property - including athletic fields and parking lots – owned leased, rented or chartered by the Board of Education for the Public Schools of Robeson County; or
• at any school-sponsored or school-related event on-campus or off-campus.

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

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

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

**Compliance for Students**  
H. Consequences for students engaging in the prohibited behavior will be provided in accordance with the Public Schools of Robeson County’s Student Code of Conduct  

**Code of Conduct**  
I. The administration supports sanctions that offer education, counseling or cessation support as an alternative to suspension. Parents/guardians will be notified of all violations and actions taken by the school. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.  

**Compliance for Staff and Visitors**  
J. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.
Opportunities for Cessation
K. The administration will provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

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

Procedures for Implementation
M. The administration will develop a plan for communicating the policy to students, staff, parents and the general public. The plan may include providing information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A compliance protocol, which identifies procedures for reminding students, staff, parents and the general public of the policy and that outlines consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff, parents and the general public.
TO: Parents/Guardians, Faculty and Staff
FROM: Mr. Charles Locklear, Principal
DATE: August 01, 2019
RE: Asbestos Management Plan as Required by the
Asbestos Hazard Emergency Response Act

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

You may review the Management Plan or obtain a copy for a minimal cost by contacting the school office at (910) 671-6070. Please feel free to contact me if you desire additional clarification regarding this matter.

Magnolia School is in complete compliance with all regulations governing this plan.
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.
Annual Notification of Pest Management Program

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).

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.

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

A. Prohibited Behaviors and Consequences

1. Discrimination, Harassment, and Bullying

   Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.
Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation
The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.
B. APPLICATION OF POLICY
This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. “Visitors” includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;

2. on any bus or other vehicle as part of any school activity;

3. at any bus stop;

4. during any school-sponsored activity or extracurricular activity;

5. at any time or place when the individual is subject to the authority of school personnel; and

6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination
Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.
2. **Harassment and Bullying**

   a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

   1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

   2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits.

   “Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

   Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

   Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-
workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic progress, or completion of a school-related activity;

2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student’s performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee’s work or performance or a student’s educational performance, limiting a student’s ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual’s body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.
c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board’s efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.
F. **Notice**

The superintendent is responsible for providing effective notice to students, parents, and employees of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal’s office, the media center at each school, and the superintendent’s office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

G. **COORDINATORS**

The superintendent or designee shall appoint one or more individuals to coordinate the school system’s efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The superintendent or designee shall publish the name(s), office address(es), and phone number(s) of the compliance coordinator(s) in a manner intended to ensure that students, employees, applicants, parents, and other individuals who participate in the school system’s programs are aware of the coordinator(s).

H. **RECORDS AND REPORTING**

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. **EVALUATION**
The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.


Cross References: Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Prohibition Against Retaliation (policy 1760/7280), Equal Educational Opportunities (policy 4001), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: August 12, 201

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.
EXCEPTIONS

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

1. Students

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

2. Voters

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

3. Parents or Guardians

a. An individual who is subject to this policy and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:

1) to attend a scheduled conference with school personnel to discuss the child’s academic or social progress; or

2) at the request of the principal or designee, for any reason relating to the welfare or transportation of his or her child.

b. For each visit authorized by the principal in accordance with subsection (a) above, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and notice of his
or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit.

c. For each visit authorized by subsection (a) above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal’s office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.

d. For each visit authorized by subsection (a) above, the parent or guardian must comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of meeting.

E. CONTRACTUAL PERSONNEL

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

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

No contractor or employee of a contractor registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predator Program or the National Sex Offender Registry may have direct interaction with children. This provision applies to contracts with a single individual.

Legal References: G.S. 14-208.18, -208.19; 115C-332, -332.1
Cross References: School Safety (policy 1510/4200/7270), Student Sex Offenders (policy 4260), Visitors to Schools (policy 5020), Recruitment and Selection of Personnel (policy 7100)

Adopted: July 12, 2011

BUILDING HOURS

The buildings are open in the morning at 7:25 a.m. and closed by 3:15 p.m. No student should arrive on campus before 7:25 a.m. Students are requested 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.

Bus students will unload at 7:25 a.m. and report directly to breakfast on the go station. If students do not want breakfast, then the students will report directly to class.
ANNOUNCEMENTS

All routine announcements will be made at the beginning of the 1st period and at the end of the school day. Students need to be attentive through the announcement periods. No announcements will be made during the instructional day unless approved by administration.

DATES TO REMEMBER...

REPORT PERIOD END/REPORT CARD ISSUE DATES

(Parents may pick up report cards that night, students can pick up the day following these PTO dates at the end of their last school period).

<table>
<thead>
<tr>
<th>RP</th>
<th>END OF NINE WEEKS</th>
<th>DATE TO GO HOME</th>
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<tbody>
<tr>
<td>1st</td>
<td>October 18, 2019</td>
<td>October 29, 2018</td>
</tr>
<tr>
<td>2nd</td>
<td>December 20, 2019</td>
<td>January 14, 2020</td>
</tr>
<tr>
<td>3rd</td>
<td>March 13, 2020</td>
<td>March 24, 2020</td>
</tr>
<tr>
<td>4th</td>
<td>May 22, 2020</td>
<td>June 1, 2020</td>
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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.
INTERIM PROGRESS REPORT DATES

Week of

September 27, 2019
November 22, 2019
February 14, 2020

PARENT/TEACHER/ORGANIZATION

The Magnolia Elementary School PTO will meet at 6:00 p.m. (Dates are printed in the calendar section of this newsletter). Those interested in further information about PTO may contact Magnolia Elementary School, at 671-6070.

PTO meeting will be held at 6:00-7:00. Parents can visit classrooms from 3:30-6:00 pm. Interim reports will be given out during PTO night. Parents will be notified upon changes in the PTO/Report card dates.

MISCELLANEOUS GUIDELINES/POLICIES

ASSEMBLIES

Students sit in their assigned advisement sections 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. Teachers must sit and monitor their class at the assembly.

TELEPHONES AND MESSAGES

Office phones are for business and emergency use only. Cell phones, CD players, and other electronic devices are not permitted on the campus of Magnolia Elementary School. Possession of these items will result in disciplinary action, including confiscation of the property. Students will not be allowed to receive phone messages. Due to the safety of our students, no transportation changes, giving of
permission for staying for a scheduled school event, etc. will be allowed via phone. All changes, permission, etc. must be noted to the student by the parent before arriving at school for the given day.

**FIRE AND TORNADO DRILLS**

Fire drills are required by law and are a safety precaution. It is essential that when the signal is given everyone obeys promptly and clears the building by the assigned route as quickly as possible without running. Students should remain outside the building until the return signal is given.

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

1. When there is a fire drill, the fire alarm will sound.
2. Avoid stopping for personal items (coats, book bags, etc.).
3. Please leave the building by walking fast in a single file - AVOID RUNNING
4. Class roll or Powerschool roster will be taken outside the building.

Tornado drill signals are: These are usually preceded by an announced “tornado watch”. The following procedures should be followed:

1. Three (3) consecutive rings of the bell is the signal for a tornado drill.
2. All students and staff will immediately proceed to the area assigned for tornado protection.
3. At this signal, all students should enter the halls, kneel facing the wall, and cover their heads until the all-clear signal is given.

**DELIVERIES TO SCHOOL**

Public Schools of Robeson County policy prohibits the delivery of flowers, balloons, stuffed animals, etc. to students at school.

**FOOD IN THE BUILDING**

Food and drink will not be permitted in the building except in the cafeteria and not in classrooms or hallways except during times designated by the administration. *Students are not allowed food of any*
type delivered to them with an exception of a “bag lunch” from home. This is county policy and this regulation relates to health and sanitation issues.

CAFETERIA EXPECTATIONS

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. Don’t carry food from the cafeteria.
6. All food brought to school from home must be eaten in the cafeteria.
7. No fast foods (Burger King, Pizza Hut, KFC, etc) or drinks can be delivered to students at school.
8. No carbonated drinks are allowed in the cafeteria.
9. Observe good table manners by cleaning up after yourself before leaving the cafeteria.

****Magnolia Elementary School will serve breakfast from 7:25-7:55 a.m. ****

INCLEMENT WEATHER

On occasion, inclement weather will cause school to be delayed or canceled. Announcements will be made by 6:30 a.m. over the following radio and TV stations: 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, WFCT TV40, WTVD TV 11, WBTW TV 13, WPDE 15, WWAY TV3, WRAL TV5. (Blackboard Connect messages will go out to all parents whose numbers are correct in Powerschool.

RETURNED CHECK
There will be a service charge of $25.00 for all returned checks.

**SCHOOL APPEARANCE**

Magnolia Elementary School 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 in being mindful of all efforts made on their behalf. Consequences for vandalism and defacing state property will be dealt with immediately and to the fullest extent of the law. Monetary payment for property destroyed is mandatory.

**ACCIDENTS AT SCHOOL**

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

**INSURANCE/SCHOOL FEES**

School insurance will be available for all students this year. Parents will receive additional information as soon as possible concerning insurance fees. The cost is small compared to the potential cost of medical care. Parents are strongly encouraged to take advantage of this service. Each participant in any field trip must be covered either through school system insurance they have purchased or through comparable insurance carried by the parent.

If you currently do not carry insurance on your child, it would be wise to purchase school insurance. This way, your child will be allowed to participate in all field trips sponsored by his/her class, and will have medical coverage should an accident occur at school. Please note that the school itself does not carry insurance on students.

**INOCULATIONS**

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

HEALTH REGULATIONS

All students who are too sick to remain in class will be required to call parents utilizing the school phone 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
   h. 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.

2. 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.

3. The school retains the discretion to reject requests for administration of medicine.

SEE THE OTHER MEDICAL INFORMATION AT THE BACK OF THIS MANUAL.
HEAD LICE
A student with head lice will not be allowed to return to school without proof of treatment. Please send a note stating the date of treatment along with the treatment product label. All nits (eggs) must be gone before the student may return to school.

PARENT-TEACHER CONFERENCES
It is vitally important that parents keep in close contact with teachers to monitor their child’s progress. We encourage you to schedule regular conferences with your child’s teacher. Please call the office to make appointments for conferences. Teachers will not be interrupted during their instructional time to talk to a parent who just stops by, so we ask for your cooperation in this matter. At all times, visitors should report to the office upon arriving at school. Please make every effort to see your child’s teacher at least once a month. Your active involvement will benefit your child greatly by increasing their academic and social growth.

CHEWING GUM AND CANDY
The chewing gum will be based entirely upon the decision of teachers and/or team decision. The administration will support the team’s decision. On occasions when candy is a part of a reward, only then will it be permissible, if this is a grade level team decision.

EQUAL OPPORTUNITY
All clubs, athletics, organizations, and activities approved by Magnolia Elementary School are offered equally to all Magnolia Elementary School students without regard to race, creed, religion, or national origin.

FEES
The Public Schools of Robeson County Board of Education has determined that there will be no general fees for students.
OFF LIMITS AREA

The following areas of the campus are off limits to students during the school day or any area not listed on a student’s schedule. Any student found in violation of this rule shall be deemed as skipping and will be subject to disciplinary action.

Other areas include:

1. Bus parking lot
2. Faculty parking lot
3. Teachers’ lounge
4. All surrounding off campus property
5. Front of campus
6. Custodial maintenance areas
7. All Sports Complexes (except when supervised)

MEDIA CENTER

The following regulations apply to the Media Center:

1. The Media Center is open to students and teachers from 8:00 - 3:00 daily.
2. Students who wish to come to the Media Center must have a written pass from a subject 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. Replacement costs are charged for all lost materials.
7. Lost books will be assessed at the end of each semester.
8. The Media Center is considered a classroom and as such observes the MES code of conduct.
9. Detailed policy information can be obtained from the teachers or the Media Center.
10. Other pre-school or after school hours will be determined by the media specialist.
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 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.

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

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

PLEASE CIRCLE:
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/videos on the Internet.

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 la que se refiere el 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 acuerdo es designado con propósitos educacionales solamente. También reconozco que es imposible testificar totalmente el acceso a todos aquellos materiales inapropiados. Sin embargo, yo acepto la completa responsabilidad y conformidad con las reglas y regulaciones antes mencionadas y por este medio estoy de acuerdo con obediencia y asumiré que mi hijo(a) también está en conformidad con ellas. Y además entenderé que cualquier violación de dichas reglas resultará en la pérdida de derechos y acceso a dichos privilegios y también sé que soy juzgado de acuerdo a las reglas del comportamiento del estudiante de las escuelas públicas del condado de Robeson, ley estatal, estatales y federales.

Por favor regrese esta tarjeta a/del/mostrar/a de su hijo/a y mantenga el folleto de acuerdo y póliza para uso aceptable del Internet y medios de comunicación en sus registros (historial educativo). Por este medio concluyo 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 publicados en la página del Internet de las escuelas públicas del condado de Robeson. Todo trabajo presentado por los estudiantes será escrito llevando el primer nombre del (la) estudiante y/o el nombre del(a) maestro/a.

Nombrado del Padre o Tutor  Teléfono

Firma Del Padre o Tutor  Fecha

Nombre del Estudiante  Grado

Firma del Estudiante  Fecha

Teacher Signature/firma del Maestro/a

Revised 8-12-14
VISITORS

No visitors are allowed other than those that are approved by the School Administration. Any person found on campus without being authorized by office personnel, maybe charged with trespassing.

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)

Adopted: July 12, 2011

STUDENT INFORMATION/CHANGE OF ADDRESS

If your last name, street address, mailing address, or telephone number changes any time during the school year, please notify your child’s homeroom teacher in writing so that corrections can be made to your Powerschool records. No rural route addresses allowed; use 911 addresses only. Any other student demographic information changes must be made in person to the administrative staff.

SCHOOL SPONSORED FIELD TRIPS

The MES Code of Conduct and the Public Schools of Robeson County Code of Conduct will be followed on all school-sponsored field trips. Any student found in violation of this policy will be subject to disciplinary action. Furthermore, the student may be banned from all future field trips. Students are required to have written permission from a parent before leaving on any trip. The permission form will be supplied by the faculty sponsor for the trip.

LOST AND FOUND
A lost and found department will be maintained in the school office. Items will remain in the office for approximately 15 days only.

**SEARCHES, SEIZURES AND METAL DETECTORS**

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 belongings 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. 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 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 classes to
be checked at random by blindly drawing one or more classroom from all of the classroom 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 of officer will then scan the outside of
the student’s personal effects. The metal detector scan of the student’s person will be done by an adult
who is the same sex as the student. 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.

SEIZURE OF ILLEGAL MATERIALS
If a properly conducted search yields illegal or contraband materials, such findings 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 the completion of the interrogation should be carried out by a police officer or other legal officer, 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.

TUTORIAL

Tutorial is available to all students needing remediation, research assistance, or any other form of academic help. Faculty members from all areas will be available to assist students. Throughout the school year, individual students may voluntarily attend or be required to attend the Learning Center/Tutorial whenever the need arises. Tutorial will be available based on schedules determined by the department. Each teacher will conduct the Tutorial on an individual basis. Students who fail to maintain satisfactory behaviors after school will not be allowed to continue in tutorial. All services for the student will be held during the academic day.

Multi-tiered system of support (MTSS)

The Multi-tiered team 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.

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 is to be given to a student if he/she must leave the classroom for any reason.

LOST TEXTBOOKS

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 student 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 Assistant Principal for information regarding the cost of books. The following rules for payment apply if a book is lost:
NEW BOOK ............................................. Full Price
THREE YEAR OLD BOOKS......................1/5 Price
ONE YEAR OLD BOOK ........................... 4/5 Price
FOUR YEAR OLD BOOKS......................2/5 Price
TWO YEAR OLD BOOKS ...................... 3/5 Price

TEXTBOOKS

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

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

Magnolia Elementary School offers the following athletic teams:

Baseball Volleyball
Basketball Softball
Football Cheerleading

ATHLETIC ELIGIBILITY

In order to participate in athletics, a student must have passed three (3) courses during the preceding semester. A student must be on track for promotion. Students performing below academic standard 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.

Eligibility Rules for Athletics

● Have 90% daily attendance during the previous semester (81 days present per semester).
● If a student is assigned ISS or OSS the student will not play or practice on that day.
● Upon receiving the third (3rd) ISS or OSS assignment the students will be removed from the team of event.
● Students must meet promotion standards set forth by the local LEA.

Students must have a physical by a licensed physician or physician assistant on file with the school prior to start of activity; these physicals are good for 365 days.

SUPER TROJAN AWARD

The Super Trojan Award is designed to recognize students who have made an exceptional commitment to the athletic program at Magnolia Elementary School in athletics and academics. This award is presented to student athletes who have participated in three sports during the current school year.

EXTRA-CURRICULAR ACTIVITIES
It is our belief that extra-curricular activities help in the development of the total child. We encourage all of our students to get involved and support our school. However, we want to remind all of our students class work is more important than participation in any extra-curricular activity. It is important to note that a student’s behavior at school can and will directly affect whether or not a student is allowed to represent Magnolia Elementary School. NO disruptive or disrespectful behavior will be tolerated from any student who is representing Magnolia Elementary School. A student’s behavior may cause them to forfeit their participation in future school events. That matter is something which will be discussed by the team sponsor and the school administration. Students violating discipline policies during the academic day will forfeit their eligibility to participate or view a function.

CLUBS AND ORGANIZATIONS

While academic training is an important factor in the growth of an individual, extra-curricular activities also help a student develop into a responsible citizen of tomorrow. Students should be actively involved in the total educational experience. Each student is encouraged to participate in some organization that interests him/her. A wide variety of activities and clubs are provided at Magnolia Elementary 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

Magnolia Elementary School Beta Club is a leadership-service organization for middle school students. Its purposes are to stimulate effort, reward achievement, and to encourage members to become lifelong learners. To be eligible for membership, a student must have and maintain a weighted grade point average at or above 3.0, be of commendable character, and provide services to our community. Membership is open to students during the second semester of the school year. See charter rules signed by student and parent for continued eligibility.

ATTENDANCE

Regular attendance is an important factor in the educational development of the student as well as a desirable habit for young adults to develop as they prepare to enter the areas of higher education and work. Recognizing attendance is primarily the responsibility of the students and parents (G.S. 115C-378). The Robeson County Board of Education has adopted the following policy for grades 5-8.

The compulsory attendance law requires that the parent, custodian, or guardian of children under 16 notify the school of the reason for each known absence. The parent will be contacted by a letter when
the child has accumulated three unexcused absences, again at six unexcused absences, and then at ten absences regardless of whether they are excused or unexcused. After the 10th unexcused absence, parents and students are subject to prosecution through North Carolina's court system. When a student has accumulated ten absences, excused or unexcused, a medical excuse will be needed in order for any additional absences to be excused.

Written documentation is required for all absences therefore, a student must present a written statement from the parent/guardian as to the reason(s) for the absence. The principal or his/her designee will make a determination as to whether the absence(s) is/are excused or unexcused. Be it understood that even though a student may have parental permission to be absent from school, it is still the principal's responsibility to determine whether or not the absence will be excused or unexcused, according to the NC State Board of Education attendance policy, simply having parental permission does not guarantee an excused absence. This determination will be made according to the seven (7) legitimate reasons; these reasons for absences are:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings (court ordered)*
6. Religious observances*
7. Educational opportunity* (no absences for prearranged educational opportunity will be granted during the three weeks prior to end-of-grade tests)

* Require prior approval from the principal or his/her designee; absences will be counted toward the total number of absences.

Work missed must be made up under the teacher’s direction. It is the responsibility of the parent and student to see that all work is made up and submitted within a reasonable time set by the teacher.

**Forfeiture of credit for non-attendance** - In grades K-8 absences in excess of ten (10) constitute a valid reason for students not to receive any credit for the class or classes in which the absences occur.

1. Students will not be counted absent when participating in school functions.
2. Out-of-school suspension will count as an excused absence from all classes missed during the period of suspension.
**Attendance Records** - Accurate records of student’s absences and tardies are the responsibility of each individual teacher. Absences will be reported daily and shall be recorded on the student’s report card and on his/her permanent record. Students are either present or absent. Students leaving campus during the school day must check out through the main office. Any student who does not properly sign out of school will be considered truant and appropriate action will be taken.

**Appeals Procedure**

1. a. Students may appeal absences to a committee made up of school personnel.
   
b. A student absent from school shall on his return to school furnish a written excuse from the parent, guardian, or doctor stating the dates and reason for absences.
   
c. In grades K-8, absences in excess of ten (10) days constitute a valid reason for retention.

2. The Board of Appeals is to be made up of the following people: One subject teacher who teaches the involved student, student’s homeroom teacher, guidance counselor, and principal or assistant principal.

3. The Board of Appeals shall convene when a student requests a waiver of the minimum attendance requirements. Waiver requests to the appeals board must be made prior to the fifth day after the loss of credit occurs.

4. No student shall be excused for outside activities, such as music lessons, dancing lessons, etc, because of the required minimum length of the school day. The minimal instructional day will be five and one-half hours. However, in order to be counted present, a student must complete 3 ½ hours of the instructional day.

**Early dismissal from School/Signing out Early** - In order for a student to leave early, a parent or guardian needs to come and check the student out of school. Only the student’s parent or guardian will be allowed to check him out of school unless prior written permission has been given to and approved by the Principal.

Students will not be signed out of school after 2:30 pm each school day. If a student has a doctor’s appointment, he/she must be signed out prior to 2:30.

**Tardiness to School** - Tardiness to school is an unacceptable interruption of the instructional day. As such, we request students and parents make every effort to minimize the negative impact of arriving after the start of the instructional day. Excessive tardies are subject to disciplinary action.

**Attendance Requirements for Promotion** - According to the PSRC Board Policy Manual (page 15), in grades K-8, absences in excess of ten (10) days per year—excused or unexcused—constitutes a valid reason for retention.
SIGN-IN PROCEDURES FOR TARDY/LATE CHECK-INS

Tardies:

1. Students are allowed three (3) tardies without consequences.
2. On the 4th tardy a parent or guardian will receive a charge letter from the school about the tardy problem.
3. Five or more tardies will result in progressive punishment

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

1. Have his/her parent or guardian sign him/her in
2. Submit a properly signed doctor’s note or provide a notice from the court

Parents are required to check in a student who has accumulated four (4) or more unexcused tardies to school.

TARDY TO CLASS

Students who accumulate more than three tardies to all their classes per semester will be referred to the administration for consequences. On the day following the third tardy, the student must bring his/her parent to school for a conference. Subsequent tardies are to be handled the same as the tardy to school policy.

Policy Code: 4400 Attendance

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<th>Old Policy</th>
<th>New Policy</th>
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requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

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<th>A. ATTENDANCE RECORDS</th>
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<td>Teachers shall check their class roll and sign excuses each period. School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.</td>
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<td>A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. When tardiness becomes disruptive to instruction, the teacher shall refer the problem to the principal. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.</td>
<td>A student who is tardy to school must sign in through the school's main office. The principal or designee shall issue the student a late admission slip. A student who is tardy to class shall be answerable to the teacher. In grades K-8, excused and unexcused absences above 12 days are considered excessive and will require doctor notes. Students who exceed 12 absences during the year will be referred to an attendance committee for appropriate action. At the high school level 9-12, excused and unexcused absences above 6 days in a semester are considered excessive and will require doctor notes. Students who exceed 6 absences during the semester will be referred to an attendance committee that will take appropriate action. All schools will develop a plan to improve attendance. As part of this plan, each school will establish procedures to develop and implement interventions/disciplinary action for unexcused absences, tardies, and early checkouts, and a</td>
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process for dealing with students who fail to meet previously-determined expectations.

C. EARLY RELEASE

1. Elementary Schools

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

2. Secondary Schools

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

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

All early dismissals shall be documented and statements kept on file of permission of

C. TARDINESS AND EARLY DISMISSALS

Schools

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

2. High Schools

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

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

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

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<th>D. EXCUSED ABSENCES</th>
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<tr>
<td>When a student must miss school, a written excuse signed by a parent or guardian stating the reasons for and dates of the absences must be presented to the principal on the day the student returns after an absence. Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:</td>
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<td>1. personal illness or injury that makes the student physically unable to attend school;</td>
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<td>2. isolation ordered by the State Board of Health;</td>
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<td>3. death in the immediate family;</td>
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<td>4. medical or dental appointment;</td>
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<td>5. participation under subpoena as a witness in a court proceeding;</td>
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<td>6. observance of an event required or suggested by the religion of the student or the student’s parent(s) not to exceed five days;</td>
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<td>7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, (activities such as hunting, fishing, visiting relatives,</td>
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who may be involved. The principal shall verify documentation. Each request shall be investigated thoroughly with a periodic evaluation of the situation to determine whether the early dismissal continues to be warranted.

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<td>When a student is absent, a valid written excuse must be presented to the teacher or designee within three school days of the student’s return or the absence(s) will be coded &quot;unexcused.&quot; In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for 5 absences during the school year. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 5 parent approved absences per year to be officially coded as &quot;excused.&quot; For high school students, excuse notes prepared and signed by parents will be accepted for 3 absences during each semester. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 3 parent approved absences per semester to be officially coded as &quot;excused.&quot; Forged parental signatures shall result in further disciplinary action against the student. An absence may be excused for the following reasons:</td>
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going to the beach, shopping, skiing, taking subsequent trips to areas already visited and attending athletic events generally are not considered valid educational opportunities for purposes of this policy) with prior written approval from the principal (students in grades five and above must provide the principal with an agenda of the trip to obtain the principal's approval of the absence and must submit a written report to the principal upon return from the absence);

8. absence due to pregnancy and related conditions or parenting, when medically necessary; or

9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

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

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy 4351, Short-Term Suspension). Students normally must turn in work within five days of the student's return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within the specified time period.
In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy 4351, Short-Term Suspension). Students normally must turn in work within five days of the student’s return to class unless the teacher grants additional time. The student is responsible for finding out what assignments are due and completing them within 10 days.

### E. SCHOOL-RELATED ACTIVITIES

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

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

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

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F. EXCESSIVE ABSENCES

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

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

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

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

the teacher grants additional time to complete the assignment.

F. EXCESSIVE ABSENCES

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

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

Each principal will establish a school attendance team to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences. Schools will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance. If a student is absent from school for five (5) or more days in a semester, the attendance committee shall consider whether a specific plan to improve attendance is necessary. The School Attendance Team with the child and his/her family will meet to analyze the cause of the absence and determine steps, including adjustment of the school program or obtaining supplemental services to eliminate the problem prior to legal pursuit under the Compulsory Attendance Law. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work when developing a plan. Interventions could include:
1) parent education/counseling sessions;
2) individual/student counseling;
3) referral to appropriate community agencies;
absences relating to religious holidays and retreats.

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

| 4) positive behavior supports for students and parents; and 5) assigned time to make-up missed work. Students may be required to attend after-school or summer school or sessions to make up missed days. Parents must receive notification (documentation required) when students have accumulated three (3) unlawful absences. Once a student has been absent for any unlawful reason for six (6) cumulative days, the principal or designee shall notify the student’s parents in writing, in accordance with the NC Compulsory Attendance Law. Subsequently an individual attendance intervention plan will be developed through the school based attendance committee in cooperation with the parent, guardian, or custodian. In kindergarten through grade eight, absences in excess of 10 days constitute a valid reason for retention. In grades nine through 12 under the four by four instructional day, unexcused absences in excess of five days per semester/course may constitute grounds for a failing grade. |
| Criteria to Waive |
| Principals will use the following criteria to waive absences: |
| 1. Doctor’s letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages. |
| 2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school. |
| 3. Documented court appearances where the student specifically is required to appear in court. |
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian).

5. Parent’s notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.

6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.

7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

**Attendance Committee**

Each school shall appoint an attendance committee. The committee shall be composed of the following:

A. One or more counselors
B. At least two teachers
C. The principal or his designee
D. The school social worker

Students with excused absences due to undocumented chronic health problems are except from this policy. **Excessive absences may impact eligibility for participation in interscholastic athletics.**
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 are contagious, when they have a fever, or when they are 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,

STUDENT CODE OF CONDUCT

The administration and teachers at Magnolia Elementary 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 classroom and schools. Behavior which 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 which 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 Magnolia Elementary School has two major purposes: 1) to teach students responsibility and 2) to encourage acceptable behavior patterns. (PBIS will be used as the discipline plan for Magnolia Elementary 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.)

After School Detention (ASD) is a program designed to assist students who cannot voluntarily contribute to the educational classroom setting. Some reasons for being assigned to ASD could include (but are not limited to) failure to complete an assignment, refusing to work during class time, trying to complete other class assignments during a different class, sleeping in class, or interfering with others who are working. Detention class is after school from 3:05 p.m. until 3:45 p.m. Students may not ride the bus. For more information on detentions see the section on Level 1 Interventions.

SOCIAL NETWORKING

(Facebook, Instagram, Texting, Twitter, Vine or any other similar type of electronic communication)

Any student using social networks in a manner which disrupts the daily operations of the school or threatens the safety of the school and/or any student in the Public Schools of Robeson County will be subject to punishment by the school. For the safety of the faculty and staff and confidentiality, no student is allowed to communicate with others or post comments or pictures.
CELL PHONES

Cell phones are not allowed. Please see Board Policy. Other electronic devices are not allowed. Any student that violates this policy:

First Offense: Teacher Warning.
Second Offense: Teacher Confiscates
Third offense: Parent Pick up.
Fourth Offense: In School Suspension
Fifth: Out of School Suspension hereafter

Students found using the school’s network to communicate electronically will have their devices confiscated and subject to legal action.

EXPLANATION OF DISCIPLINE INFRINGEMENTS

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 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 discipline action and 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 which 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. Legal action will follow.

COMPLIANCE WITH DIRECTIONS

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher 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. Students who fail to adhere to this policy will be subject to disciplinary action.

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. Students are not allowed to have cameras, telephones, cell phones, beepers, lasers or any other electronic devices on campus. These items will be confiscated and turned in to the administration. These items may be returned to the parents only after the first offense and kept by school officials after the second offense. These items may be picked up at the end of the school year. Students continuously exhibited class II and III behavior may be criminally charged.

**STUDENT DRESS**

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

1. **NO SAGGING PANTS ALLOWED**

2. Shoes or sandals are to be worn at all times during the school day. (Flip flop type/Shower Shoes are not permissible.)

3. **Sunglasses, hats, caps, head scarves or head covers of any description are not permissible unless authorized by the school for a special reason or school activity.**

4. Clothing which may be offensive to any group is not permissible.

5. Clothing with vulgar language, inserts, signs, clothing advertising drugs, or alcoholic beverages are not permissible.

6. Distractive, scanty clothing, tank tops, backless shirts, halters, low-cut tops, mini-skirts, jeggings, 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 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 approximately even with the extended fingers. Biker’s shorts are not permitted.
9. Any other clothing or hair style deemed inappropriate or distracting of the learning environment by
the school administration at their discretion is not permitted.

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. This action is based
upon administration discretion.**

**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.
Unless extenuating circumstances exist, both individuals will be suspended and legal charges applied. A
fight can be avoided if good judgment and proper precautions are taken. Students who are participating
in tapping will be considered fighting and consequences will be the same.

**FIREARMS 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 or air-gun in school. The same procedure applies to paint-balls and pellets. Any student found in violation of this policy will be subject to long-term suspension per Board policy.

GAMBLING

No student shall engage in any game of chance in which something of value is at stake.

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/her or subject him/her 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 which 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.

SKIPPING CLASS

All students shall be in their assigned locations at all times of the day unless they have written permission from a school official to be elsewhere on school premises. Students not in their assigned location will be subject to disciplinary action.

SKIPPING SCHOOL

All students should be on school grounds during operating hours of the school day, unless written permission has been given by school administration or a certified medical doctor. Violators will face disciplinary action. Parents of violators are subject to legal action.

EXCESSIVE DISPLAY OF AFFECTION

No student shall display any act of affection not appropriate for public viewing. This includes holding hands, kissing, sitting in laps, hugging or any type of physical contact deemed inappropriate by a staff member.

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 they are assigned by acting in an inappropriate manner. This includes being loud, boisterous, disrespectful or disobedient.

GANG ACTIVITY
Gang activity of any type will not be tolerated at Magnolia Elementary School. Gang activity includes, but is not limited to: representation, flashing hand signs, gang handshakes, symbols, inscriptions, flags, tagging, and any other action reasonably considered gang activity. All violators will be subject to severe discipline action in accordance with board policy.

**NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS**

No student shall possess, use, transmit, or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana or other drug 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. Provided however, that the possession or use of a drug authorized by a valid medical prescription from a registered physician when the drug is taken by the person for whom the drug was prescribed and consistent with board policy for taking prescribed medication.

**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.

**NON-EDUCATIONAL ITEMS**

Students are prohibited from bringing items such as radios, beepers, hats, cameras, electronic games, cassette players, hats, sunglasses, waist pouches, and/or spiked or studded belts, wristbands, or neckbands, CD players, and any other item deemed inappropriate by school administration to school. These items will be confiscated, and placed in an administrative office. These items may be picked up only by a parent or legal guardian after the first offense. Future offenses will result in the items being held until the end of the school year.
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.

BUS DISCIPLINE
The safety of students during their transportation to and from school is a responsibility, which they and their parents share with bus drivers and school officials. State law states “The driver of a school bus shall have complete authority over and responsibility for operation of the bus and maintaining of good order and conduct upon such bus.”

UNDER GENERAL STATUE 115C - 245 - The principal may take a student’s riding privilege for the following reasons:
- Fighting, smoking, drinking, using or possessing drugs, using profanity, or refusing to obey the driver.
- Entering or leaving the bus without permission of the driver.
- Refusing to be seated or not allowing others to be seated.
- Using emergency exit when there is not an emergency.
- Not leaving the bus at the right time and place.
- Delaying the bus schedule.
- Distracting the bus driver
- Participating in any inappropriate behavior while riding the bus.
- Tampering with the bus
- Refusing to meet the bus at the designated stops
- Unauthorized leaving of the bus when en-route from home to school or from school to home
- Playing or throwing objects while the bus is in operation or standing
- Failure to observe established safety rules and regulations
- Other reasons as designated at the discretion of the administration.

**UNDER GENERAL STATUTE 115C - 399** - The principal may prosecute a student for the following reasons:

- Willfully trespassing on or damaging a school bus.
- Entering a school bus or school activity bus after forbidden to do so or refusing to leave a bus upon request.

Failure to comply with bus safety rules will result in the following penalty: Principal’s discretion based upon his/her investigation of the severity of the situation and determination of the appropriate punishment within guidelines established by the Board of Education. Depending on the circumstances, penalties could range from suspension from the bus for one to ten days or long-term suspension from the bus. Serious misbehavior on the bus may also be causes for punishment up to and including long-term suspension or expulsion from school.

**FOR MINOR INFRACTION THE FOLLOWING ACTIONS WILL BE TAKEN:**

1st offense - Parent Conference
2nd offense - 1 day bus suspension
3rd offense - 3 days bus suspension
4th offense - 5 days bus suspension
5th offense - 10 days bus suspension
6th offense - Suspension from the bus for the remainder of the school year

These consequences may be mitigated or accelerated upon the discretion of the administration.

**Students must remember that riding a bus is a privilege, not a right.**

**SMOKING AND THE USE OF TOBACCO PRODUCTS**

Smoking is not allowed. Students are prohibited from bringing tobacco products on a school bus and the school campus. Those students found in possession of or reasonably suspected of using tobacco...
products will be subject to disciplinary action. 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. Any gang symbols or even symbols suspected to be gang symbols will be dealt with accordingly and decisively.

**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 of a non-dangerous legal nature such as gum, radios, tape players, small video games, cell phones, etc., it shall be confiscated by a staff member.

The School will not be held responsible for lost personal property nor for misplaced personal property which is confiscated.
TRESPASS

No student shall come on the grounds of Magnolia Elementary 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 89 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 Magnolia Elementary School to visit them and/or other students during the school day. 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.

STUDENT BEHAVIOR GUIDELINES

The basic purpose of the Student Behavior Guidelines for Magnolia Elementary School is to help establish and maintain a safe and orderly environment which 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, properties, and functions of the Public Schools of Robeson County. 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. Class I Offenses will generally be dealt with by teachers or team disciplinary actions. 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 a Long-Term 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

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. Minor horseplay/tussling
8. Cheating/lying
9. Running/pushing/shoving/kicking in the halls
10. Littering
11. Food/drink in an unauthorized area
12. Not following directions of person(s) in authority
13. Throwing paper
14. Dress code violations
15. Loitering
16. Other minor violations of rules which administration/staff deem necessary to insure a safe and orderly school climate
17. Minor school bus infractions (not sitting down, throwing paper, etc.)

CLASS I OFFENSES - POSSIBLE INTERVENTIONS

1. Student/Teacher Conference
2. Parental contact
3. Parent/Teacher Conference
4. Parent/Administrative Conference
5. Guidance counselor conference
6. Denial of privileges
7. Administrative conference
8. Behavior contract
9. SSMT intervention
10. Peer Mediation
11. Detention
12. ISS - Placement only made by an administrator-by period/day
13. Saturday Academy
14. OSS

CLASS I REFERRAL PROCEDURES

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

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

CLASS II POSSIBLE INTERVENTIONS

1. Parental contact
2. Guidance referral
3. Bus suspension
4. ISS - placement only administration - by period/day
5. Saturday Academy
6. O.S.S.
7. School Resource Officer referral
8. Long-term suspension
9. Administrative Discretion

CLASS III 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 acts deemed disruptive or dangerous to the school, staff, or students
18. 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

A short-term suspension is an out-of-school suspension up to a period of ten school days. A long-term suspension is an out-of-school suspension of more than ten days and possibly for the remainder of the school year.

A student receiving out-of-school suspension for violation of school rules shall not be readmitted to class until a parent conference is conducted. Parent conferences will be held with the official imposing the suspension.

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

Classroom rules will be posted in each class with a proper assertive discipline program. Students are expected to follow class rules at all times.

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 which 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).

4. The decision-making authority must base its decision on the incidents or matters about which the student has been appraised as indicated above.

FOR SHORT-TERM SUSPENSION OF 10 DAYS OR LESS, THE SCHOOL’S NORMAL 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, guardian, or close relative will be there to receive him.

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 which 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 accommodation plan will be developed to appropriately serve the child.

**ISS (IN-SCHOOL SUSPENSION)**

The in-school suspension program will be used as one of the continuum of approaches for handling discipline problems, offering an alternative to out-of-school suspension and providing 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 an opportunity 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. More will be said about specifics on ISS later on in this handbook.

**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 remaining two (2) members shall be appointed by the principal. 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. A chairperson from the central administrative staff shall be designated by the Superintendent if requested by the principal; otherwise, the principal shall appoint a fourth person as chairperson.

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/her parent 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 determine by majority votes and the opinion of the issued involved. The chairperson shall not vote in the decision. The panel shall find 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, results 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 recordings 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 actions 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. A new hearing may be ordered by the Superintendent. 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 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.
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.

COUNSELING & ACADEMIC POLICIES

STUDENT GUIDANCE AND COUNSELING PROGRAM

The district’s guidance and counseling program provides important benefits to individual students by addressing their intellectual, emotional, social and psychological 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 desire career information when planning for future goals.
5. you would like to interpret test data.
6. you are discouraged and thinking of dropping out of school.
7. you need resources/information.

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.

END-OF-GRADE & MEASURES OF NCFE’S

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

GRADING SCALE

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

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 – 59

HOMEWORK

Magnolia Elementary 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. The Board of Education for the Public Schools of Robeson County encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence, increase learning, and create and stimulate interests.

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

Homework is not used as punishment and does not usually require the use of reference material not readily available in most homes or school libraries. The purpose of all homework assignments should be clearly understood by both the teacher and student. Appropriate follow-up activities, grading, or review of homework assignments should always occur. Parents are highly encouraged to monitor their child’s homework nightly.

MAKE-UP WORK

It is the responsibility of the student to arrange for make-up work after an absence. 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 should usually occur within five (5) days after the return or upon the teacher/student mutual agreement. Extenuating circumstances should be discussed between the teacher and student.

HONOR ROLL

Honor Rolls, using weighted grades, will be based on G.P.A. and will be announced in local newspapers at the end of each nine week grading period. Honor Roll criteria are as follows:

Superintendent’s Honor Roll - All A’s for all subjects the entire school year

“A” Honor Roll 90 - 100

“B” Honor Roll 80 – 89

IN-PROGRESS (IP) GRADES

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.
HOMEBOUND PROGRAM

Any non-exceptional child who is expected to be 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

WITHDRAWALS AND TRANSFERS

Withdrawals and transfers are handled by the Guidance Office. 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.

REGISTRATION PROCESS

Safe Schools enrollment document
Original Certified copy of Student’s birth certificate
Current immunization record
Legal custody papers (if someone other than the parent or legal guardian is enrolling a student). Power of Attorney papers are not acceptable.

Proof of identification of parent

Current proof of residency

Proof of address by parent

Withdrawal form from last school

Letter/statement of good standing

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

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)

Contact Information:

Physical Address: 410 Caton Road; Lumberton, NC 28358
Mailing Address: PO Drawer 2909; Lumberton, NC 28359-2909
Phone Number: (910) 671-6000
Website: www.robeson.k12.nc.us

For further information on notice of non-discrimination, visit http://wdcrobcolp01.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.
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.


Source: Health Services (for inclusion in Student Handbooks annually)
Revised June 25, 2018
**Ley de Garrett**

NCGS §115C-375.4 ordena que al comienzo de cada año escolar, los consejos de educación locales velarán por que las escuelas suministren información a los padres y tutores de los estudiantes acerca de la meningitis meningococo, la influenza, el virus del Papiloma Humano (HPV) y sus vacunas.

Esta importante información está disponible para los padres y tutores en el siguiente sitio en internet [http://www.robeson.k12.nc.us/Garrett](http://www.robeson.k12.nc.us/Garrett). Usted también puede solicitar una copia de esta información a la enfermera de la escuela o en la oficina de la recepción.

**Programas de Evaluación Médica**

El Programa de Servicios de Salud de las Escuelas Públicas del Condado Robeson ofrece programas de evaluación de la de visión y audición para ayudar en la detección temprana y en la corrección de problemas de la visión y audición para que así se maximice el potencial de aprendizaje de los estudiantes. La evaluación de la agudeza visual a distancia es conducida anualmente por las enfermeras de las escuelas en los grados 1, 3 y 5. Además, esta evaluación también se realiza a los estudiantes que demuestran posibles problemas de visión o a aquellos que han sido remitidos por los maestros-as, los cuales son evaluados por el Programa de Niños Excepcionales (agudeza visual cercana y a distancia). Cada año las enfermeras de las escuelas realizan un examen auditivo para los estudiantes en los grados 1, 3 y 5. Las evaluaciones adicionales se llevan a cabo en aquellos estudiantes que demuestran posibles problemas de escucha, aquellos que han sido evaluados por el Programa de Niños Excepcionales o quienes hayan sido remitidos por los maestros-as. La enfermera de la escuela les notifica a los padres o tutores de los estudiantes si los resultados de las evaluaciones están fuera del rango normal.
Las Evaluaciones dentales son llevadas a cabo anualmente por un higienista dental en salud pública en los grados escolares reglamentarios de acuerdo con la sección de salud dental del estado de Carolina del Norte.

**Notificación a los Padres de familia sobre la ley de vacunación en Carolina del Norte**

Les informamos a los padres y tutores de los estudiantes acerca de los requisitos de la ley NCGS §130A-155 (ley de vacunación de Carolina del Norte). Este estatuto ordena que ningún niño-a deberá asistir a la escuela (prek-12) a menos de que un certificado de vacunas en el que se indique que el niño ha recibido las vacunas requeridas por la ley NCGS §130A-152 sea presentado en la escuela. Si no se presenta este certificado el primer de asistencia, el padre o tutor tendrá treinta días calendario a partir del primer día de asistencia para obtener las vacunas requeridas para el niño-a. Al terminar los treinta días, el director de la escuela no le permitirá al niño-a asistir a la escuela a menos de que el certificado de vacunas requerido sea presentado o en caso de que el niño-a haya sido exento de la vacunas requeridas.

**Formulario de Evaluación de Salud y Transmisión de Carolina del Norte**

A partir del año escolar 2016-2017, todos los niños-as registrados en las escuelas Públicas de Carolina del Norte deben presentar un formulario de Evaluación de Salud y Trasmisión dentro de los treinta días calendario después del primer día de asistencia. El único formulario aceptable es el creado por la División de Salud Pública y por el Departamento de Instrucción de Pública en conformidad con la ley 13 de la Cámara de Representantes.

Fuente: servicios de salud (para ser incluida en el Manual del Estudiante anualmente)  
Revisada en Julio de 2016

Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359

Office of the Superintendent
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.

Thank you for your cooperation.
Office of the Superintendent

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

Revised 07/18

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.
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.

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

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 7/16)

Public Schools of Robeson County
Post Office Drawer 2909
Lumberton, North Carolina 28359
Request for Medication Administration in School

Spanish version (see parent consent at bottom)

To Be Completed by Physician (One medication per form)

Student_________________________ DOB___________ School________________________
Medication ____________________________ Dosage_________________________________
Purpose of Medication ___________________
_____________________________________________________________________________
Time(s) Medication is to be given _________________________________________________
Administration Dates: Begin ____________________ Stop _____________________________
Significant information (include side effects, toxic reactions, omission reactions, contraindications):
_____________________________________________________________________________
If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:
____________________________
a. ____ Contact me at my office _____________ Telephone _______________
b. ____ Take child immediately to the emergency room at _______________________
c. ____ Other _____________________________________________________

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

*A 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 ___________________________

PARENT’S PERMISSION
Yo, por medio de la presente, doy permiso a mi hijo(a) (nombrado anteriormente) para recibir medicamentos durante el horario escolar. Este medicamento fue recetado por un médico autorizado. Yo, por medio de la presente, libero de toda responsabilidad a la Junta de Educación, a sus representantes y empleados de la administración del medicamento recetado. Este consentimiento está vigente por este año escolar, a menos que sea revocado.

Parent/Guardian Signature ___________________________ Phone Number(s) _____________ Date ___________________________

Approved by: ___________________________ Principal’s Signature ___________________________ Date ___________________________
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.
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
# 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.

## PART A (To be completed by PARENT/GUARDIAN)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Grade</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SELECT the school-provided meals and/or snacks in which this student will participate:**

- [ ] School Breakfast Program
- [ ] National School Lunch Program
- [ ] Afterschool Snack Program
- [ ] Afterschool Supper Program
- [ ] Fresh Fruit & Vegetable Program

<table>
<thead>
<tr>
<th>Printed Name of PARENT/GUARDIAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Phone:</th>
<th>Home Phone:</th>
<th>Mobile Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></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 tasks
- Seeing
- Hearing
- Speaking
- Performing manual tasks
- Learning
- Breathing
- Self-Care
- Eating/Digestion
- Other (please specify): ___________________________

Is this a Food Allergy?  ○ YES  ○ NO

Is this a Food Intolerance?  ○ 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.

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

<table>
<thead>
<tr>
<th>Allergy Intolerance Specification: (If needed a separate care plan can be attached)</th>
<th>Allergy Intolerance Substitutions: (If needed a separate care plan can be attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soy: ○ soy sauce only ○ recipes/food products with any soy listed as an ingredient ○ Soy Bean Oil</td>
<td>Soy: ○ soy sauce only ○ recipes/food products with any soy listed as an ingredient ○ Soy Bean Oil</td>
</tr>
</tbody>
</table>

Seafood: ○ Shellfish ○ Fish ○ Other
Nuts: ○ All ○ Peanuts ○ Tree Nuts

Wheat: ○ recipes/food products with any wheat listed as an ingredient ○ all foods containing wheat ○ Gluten :includes wheat, oat, barley, rye ○ Other

Dairy: ○ Cheese ○ Ice Cream ○ Yogurt ○ Fluid Milk ○ recipes/foods with dairy listed as an ingredient

Eggs: ○ whole eggs ○ recipes/food with eggs listed as an ingredient.

Fruits: ○ Melons ○ Any recipe/foods with fruit listed as an ingredient ○ Other:

Sauces: ○ Hickory ○ Maple ○ Other

Other:

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 ○ Other (please specify):
○ 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.

**ART C** (To be completed by SCHOOL DISTRICT ADMINISTRATORS)  
School Nutrition Administrator’s Signature:  Date:  
EP/504 Coordinator Signature:  Date:  

NOTES: (School Nutrition or other School Program staff)
TO: PSRC Elementary and Middle School Teachers/Staff

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

RE: School Health Services Bulletin 2019-2020

Date: July 02, 2019

Confidentiality:
Your students’ 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 care 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.

Homeroom teachers should verify students’ immunization status as follows:
- Within the cumulative folder, locate the Permanent Health Record (salmon colored card or folder).
- Verify that the record is stamped “Immunizations Complete” and that immunization dates are documented with School Nurse signature. If not, contact the school nurse immediately.
- The school nurse will check all kindergarten and first grade records during the first 30 days of school.

Health Screenings:
- The School Nurse in conjunction with the Robeson County Health Department will coordinate dental screenings for students in kindergarten and fifth grade.
The school nurse for all 1st, 3rd and 5th grade students will conduct mass vision screenings during the month of October.

Mass hearing screenings will be conducted by the school nurse for 1st, 3rd, 5th as well as 2nd and 4th grade EC students during the month of October.

Teachers will be notified of dates for dental, vision, and hearing screenings to provide sufficient time for assistance in pulling students’ health records.

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 PATHOGENS:
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. To access online training, go to PSRC homepage, “Departments”, “Health Services”, and “Online Bloodborne Pathogens Training.” After reviewing the online powerpoint presentation, print and complete the posttest and submit it to the school nurse.

Public Schools of Robeson County
Required Annual Health Status Update Form School Year __2019-2020________________
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.

<table>
<thead>
<tr>
<th>Student</th>
<th>School</th>
<th>Grade/Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date</td>
<td>Age</td>
<td>Gender □ Male □ Female</td>
</tr>
</tbody>
</table>

Parent/Guardian/Emergency Contacts | Relationship | Phone |
---|---|---|
Call 1st | Home: | Cell: |
Work: |
Call 2nd | Home: | Cell: |
Work: |

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>
<tbody>
<tr>
<td>Severe Allergies (that require emergency medical intervention)</td>
<td>☐</td>
<td>☐</td>
<td>Check type of allergy(s) that apply:</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>□ Medication □ Food □ Bees/Insects □ Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Identify specific allergy(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does your child require an Epipen? □ Yes □ No</td>
</tr>
<tr>
<td>Asthma</td>
<td>☐</td>
<td>☐</td>
<td>Date of last asthma attack:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medication for asthma:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does your child need this medicine at school? □ Yes □ No</td>
</tr>
<tr>
<td>Diabetes</td>
<td>☐</td>
<td>☐</td>
<td>□ Type 1 (Insulin Dependent) □ Type 2 (Oral medication) or □ Prediabetes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medication for diabetes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does your child need this medicine at school? □ Yes □ No</td>
</tr>
<tr>
<td>Seizure Disorder</td>
<td>☐</td>
<td>☐</td>
<td>Date of last seizure:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medication for seizures:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does your child need this medicine at school? □ Yes □ No</td>
</tr>
<tr>
<td>Heart Condition</td>
<td>☐</td>
<td>☐</td>
<td>Specify: Treatment:</td>
</tr>
<tr>
<td>Hemophilia/Bleeding Disorder</td>
<td>☐</td>
<td>☐</td>
<td>Specify: Treatment:</td>
</tr>
<tr>
<td>Sickle Cell Anemia</td>
<td>☐</td>
<td>☐</td>
<td>Treatment:</td>
</tr>
<tr>
<td>Bowel/Bladder Issues</td>
<td>☐</td>
<td>☐</td>
<td>Specify:</td>
</tr>
<tr>
<td>Migraine Headaches</td>
<td>☐</td>
<td>☐</td>
<td>Triggers: Treatment:</td>
</tr>
<tr>
<td>Bone/Muscle Problems</td>
<td>☐</td>
<td>☐</td>
<td>Specify: Activity Restrictions:</td>
</tr>
<tr>
<td>Concussion</td>
<td>☐</td>
<td>☐</td>
<td>Specify: Activity Restrictions: Date of last concussion:</td>
</tr>
<tr>
<td>Mental Health/Behavioral Issues ADD/ADHD</td>
<td>☐</td>
<td>☐</td>
<td>Specify:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Treatment/Medication:</td>
</tr>
<tr>
<td>Wears Glasses/Contacts</td>
<td>☐</td>
<td>☐</td>
<td>□ Glasses □ Contacts → □ For Distance □ For Reading</td>
</tr>
<tr>
<td>Hearing Loss</td>
<td>☐</td>
<td>☐</td>
<td>□ Hearing Loss Right Ear □ Hearing Loss Left Ear</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Does your child wear a hearing aid(s)? □ Yes □ No</td>
</tr>
<tr>
<td>Other Serious Illness or Injury</td>
<td>☐</td>
<td>☐</td>
<td>Specify: Date of Onset:</td>
</tr>
<tr>
<td>Medication (Prescription or OTC) taken on a regular basis</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.*

__________________________________________      _____________________________________________
athy_{Signature}
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 él/ella. Favor de completar este formulario y devolverlo 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>
</table>

<table>
<thead>
<tr>
<th>Fecha de Nacimiento/ Birth Date</th>
<th>Edad/ Age</th>
<th>Genero/ Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Trabajo/Work:</td>
<td></td>
</tr>
<tr>
<td>Llamar después / Call 2nd</td>
<td>Casa/Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Trabajo/Work:</td>
<td></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 compañía?  • Si  • 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>Explique si contesto que si</th>
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<td>Alergias Severas</td>
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<td>Cheque las alergias que aplican: ☐ Medicamentos ☐ Comida ☐ Abejas/Insectos ☐ Otros</td>
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<td>Identifique las alergias específicamente</td>
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<td>¿Su hijo(a) requiere un Epipen? ☐ si ☐ no</td>
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<td>Asma</td>
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<td>Fecha del último ataque de asma:</td>
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<td>Nombre del medicamento para el asma:</td>
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<td>¿Su hijo(a) requiere tomar este medicamento en la escuela? ☐ si ☐ no</td>
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<tr>
<td>Diabetes</td>
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<td>☐ Tipo 1 (Depende de Insulina) ☐ Tipo 2 (Medicamento Oral)</td>
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<td>Medicamento para la diabetes:</td>
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<td>¿Su hijo(a) requiere tomar este medicamento en la escuela? ☐ si ☐ no</td>
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<tr>
<td>Trastornos Epilépticos</td>
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<td>Fecha del último Trastorno Epiléptico:</td>
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<td>Medicamento para la Epilepsia:</td>
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<td>¿Su hijo(a) requiere tomar este medicamento en la escuela? ☐ si ☐ no</td>
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<tr>
<td>Problemas de Corazón</td>
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<td>Hemofilia/Trastornos de sangrado</td>
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<td>Intestino/Problemas de la vesícula</td>
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<td>Migránea/dolores de cabeza</td>
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<td>Que la ocasiona:</td>
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<td>Tratamiento/Medicamento:</td>
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<td>Síndrome de Déficit de Atención con Hiperactividad (ADHD)</td>
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<td>Perdida del sonido en el oído derecho ☐</td>
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<td>Perdida del sonido en el oído Izquierdo</td>
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<td>¿Su hijo(a) usa una prótesis de oído? ☐ si ☐ no</td>
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<td>Otras enfermedades de cuidado</td>
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<td>Lesión Seria</td>
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<td>Fecha de inicio:</td>
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<td>Medicamento (prescripción u OTC)</td>
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<td>taken on a regular basis</td>
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<td>Fechas(s):</td>
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* 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

144
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.

**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 http://epi.publichealth.nc.gov/cd/diseases/infection_control.html and www.cdc.gov/flu and the N.C. Division of Public Health’s “Keep and Illness the N.C. from Division Spreading” of page Public at
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.

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.

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><strong>Title IX District Contact:</strong></th>
<th><strong>Title IX School Contact:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director for Exceptional Children/504</strong></td>
<td>Name_________________________</td>
</tr>
<tr>
<td>Program Services Building</td>
<td>Title________________________</td>
</tr>
<tr>
<td>4320 Kahn Drive; Lumberton, NC 28358</td>
<td>Address/Office________________</td>
</tr>
<tr>
<td>PO Drawer 2909; Lumberton, NC 28359-2909</td>
<td>Phone________________________</td>
</tr>
<tr>
<td>(910) 671-6000</td>
<td>Email________________________</td>
</tr>
<tr>
<td><a href="mailto:webmaster@robeson.k12.nc.us">webmaster@robeson.k12.nc.us</a></td>
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</table>

For further information on notice of non-discrimination, visit [http://wdcrrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm](http://wdcrrobcolp01.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.
Dear Parent/Guardian:

In order to have a safe and orderly environment here at Magnolia Elementary School we have sent you this handbook, which contains the rules and regulations governing the conduct of the students. We encourage you to read over the regulations/rules and discuss them with your child or children.

We are asking that you sign this to show your support for the school and let us know that you support our efforts for a safe and orderly school.
I have read the Parent/Student Handbook, and have discussed all areas with my child.

Student’s Name

Date

Parent/Guardian Name