

Union Chapel Elementary School



“ROARing Our Way to Success”

2020 - 2021 Student Handbook

Union Chapel Elementary School

TIGERS



4271 Union Chapel Road
Pembroke, NC 28372
(910)-521-4456

This book belongs to:

Name _____

Grade _____

Homeroom Teacher _____

Dear Parents and Students:

It is my pleasure to welcome you to Union Chapel Elementary School. The teachers and staff join me in saying we are happy to have you as part of the Tiger family.

We are using this handbook as a means of communicating between 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 Union Chapel Elementary School family as we strive to uphold the tradition of excellence associated with Union Chapel Elementary School.

A parent or guardian is asked to detach and sign the receipt on the next page and return it to the student's homeroom teacher. Let us know what you think of this handbook after the words "Comments."

Thank you,

Antonio Wilkins, Principal

In order to have a safe and orderly environment here at Union Chapel 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 rules and regulations 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 received and read the Union Chapel Elementary School Handbook and understand the policies and procedures set forth by the school. I have discussed the contents of this handbook with my child or children.

Student Signature _____

Parent Signature _____

COMMENTS:

Public Schools of Robeson County's Mission Statement

To educate all students by building a foundation for learning in an ever-changing global society.

Union Chapel Elementary School's Vision Statement

To educate children to become innovators in a global society for the 21st century.

Union Chapel Elementary School's Mission Statement

Creating Global Learners for the 21st Century

Union Chapel Elementary School Beliefs

At Union Chapel Elementary School 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.*

School Parent and Family Engagement Policy

UNION CHAPEL ELEMENTARY SCHOOL 2020-2021

In support of strengthening student academic achievement, Union Chapel Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Union Chapel Elementary School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

Union Chapel Elementary School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Union Chapel Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

On Thursday, October 22nd, 2020 Union Chapel Elementary School will hold its Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved.

B. FLEXIBLE NUMBER OF MEETINGS

Union Chapel Elementary School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

C. JOINTLY DEVELOPED

Union Chapel Elementary will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to Mr. Antonio Wilkins. The plan will be sent home with students at the beginning of each school year and posted to the school's website.

D. COMMUNICATION

Union Chapel Elementary School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging State academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand

The Union Chapel Elementary Parent and Family Engagement Policy will be sent home at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the

school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and /or surveys.

Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

E. DISSENSION PROCESS

Union Chapel Elementary School will submit any comments/concerns to the Public Schools of Robeson County Superintendent's office if the school wide plan and/or parent and family engagement policy is not satisfactory to parents.

Any comments/concerns can be emailed to the Director of Federal Programs, Jennifer Freeman, at Jennifer.freeman@robeson.k12.nc.us

F. SCHOOL-PARENT COMPACT

Union Chapel Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Union Chapel Elementary School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

G. BUILD CAPACITY OF PARENTS

Union Chapel Elementary School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child's progress, and
- how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

Union Chapel Elementary School will offer parent workshops throughout the academic school year. We will also continue to encourage parents to use online resources such as Khan Academy, i-Ready, and i-Station. We have also purchased brochures and other reading material to assist parents in supporting their child's academic success.

H. ACCESSIBILITY

Union Chapel Elementary School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

Parent Volunteers will be asked to work within the community to garner support for events such as May Day, Family Nights, PTO Meetings, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed (interpreters will be available to assist with non-English speaking parents and/or parents with disabilities) to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as newsletters, use of the school sign, media, Black Board connect call system, and the school website.

Union Chapel Elementary
SCHOOL-PARENT COMPACT

Union Chapel Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2020-2021 school year.

School Responsibilities

The Union Chapel Elementary Staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State's student academic achievement standards.
2. Provide parents with frequent reports on their children's academic and behavioral progress. In each classroom, we will provide progress reports through Parent/Teacher conferences, samples of student work, updates on reading, writing and math assessments. We will initiate parent contact at the first signs of a pattern of behavior that interferes with student learning.
3. Set high expectations for staff, students and parents by ensuring challenging curriculum, implementing programs targeted at increasing student achievement and committing to recruit, retain, and train qualified staff. Also, highlight/prepare ways that the parent can advance the learning environment at home.
4. Provide parents reasonable access to staff. Teachers may be contacted through phone or written requests to meet on their specified conference time. Alternative times beyond school hours may be arranged directly with the teacher.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as defined by grade-level teams or Parent Teacher Organization (PTO) commitments.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Parent Responsibilities

Union Chapel Elementary Parents will:

1. Establish routines to support my child's success in school:
 - appropriate bedtime
 - monitor attendance
 - homework & reading
 - nutrition
 - grooming & hygiene
2. Communicate the significance of success in school & its relationship with success in life.
3. Provide volunteer time to the school during the school year.
4. Ensure that my child attends school on a regular basis and arrives at school on time.
5. Make sure that my child's homework is completed and returned to school on time.
6. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.

Student Responsibilities

Union Chapel Elementary students will:

1. Attend school regularly and arrive at school on time
2. Complete all daily homework and return it to school on time.
3. Be responsible for giving my family members all the information sent home from school.
4. Consistently plan a portion of every day for a period of 30 minutes of reading time.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Support Services

School Counselor

Lena Michelle Lowry

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 and they may conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.

School Social Worker

Amy Morgan

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 worker contributes significantly 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

Sharon Locklear

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

Rebecca Jacobs

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) 521-4456.

UCES Faculty & Staff

Pre-Kindergarten			Principal	Assistant Principal
Sherry Chambers	RM #2	Elizabeth Blanks	Antonio Wilkins	Christina McMillan
Kindergarten			4th Grade	
Pat Harris	RM #36	Geraldine Hunt	Avery Strickland	RM #30
Wanda Jones	RM #13	Robin Emanuel	Jonah Doeller	RM #32
Audrey Chavis	RM #10	Angela Oxendine	Eustacia L. Jones	RM #31
1st Grade			5th Grade	
Kimberly Clancy	RM #6	Raquel Brooks	Kimberly McNeil	RM #33
Cassandra Scott	RM #5	Darlene Chavis	Wendy Maynor	RM #29
Dufrena Locklear	RM #4	Teresa Brewer	Shelia Locklear	RM #28
Ashleigh Gale	RM #9	Selethia Locklear	Joseph Whitley	RM #26
2nd Grade			6th Grade	
Jodie Hunt	RM #23		Valary Jacobs	RM #45
Anessa Clark	RM #1		Kali Scurlock	RM #41
Beth Locklear	RM #22		Wesley Jacobs	RM #43
Mary Lockear	RM #3	Joan Scott		

Marshonda Locklear	RM #27				
3rd Grade			Student Support Services		
Tabitha Bryant	RM #34		Rebecca Jacobs	School Nurse	
Danyelle Hagans	RM #35		Sharon Locklear	Youth Dev. Specialist	
Tray Smith	RM#21		Michelle Lowry	School Counselor	
Bobbie Cummings	RM #24		Amy Morgan	School Social Worker	
Resource			English Language Learners		
	Gym	P.E.	Diana Moscoso	Media Ctr	Teacher
Quintanilla, Jose Jr	RM #43	Music			
Windy Davis	Media Ctr	Librarian	Exceptional Children		
Tonya Jacobs	RM #48	Art	Mary Cummings	Teacher	
Shirley Johnson	Media Ctr	AIG	Jackie Deese	Speech	
Administrative Assistants			Sarah Jones	Speech	
Linda Locklear	Data Manager		Rowena Locklear	Teacher Assistant	
Sonja Watson	Secretary				
Custodians			Cafeteria Staff		
Dana Locklear			Belinda Hunt (Manager)	Vachel Locklear	
Anthony Oxendine			Pat Bullard	Denise Brayboy	
			Theodore Hunt	Doreen Locklear	
			Edith Woods	Sherann Barton	

Union Chapel Elementary School

Advisory Council Members

2020-2021

Nakisha Locklear

Heather Sealey

Amy Locklear

Ashley McArthur

Dorothy Gail Jacobs

Delmy Vargas Orellana

Parent Teacher Organization (PTO)

2020-2021

Scottie Locklear, President

April Locklear, Vice-President

Amber Locklear, Secretary

Tanya Locklear, Treasurer

Amber Locklear, Secretary

Tanya Locklear, Treasurer

IMPORTANT DATES TO REMEMBER

PTO & ADVISORY COUNCIL MEETINGS

Thursday, September 17, 2020

Thursday, October 22, 2020 (Title 1 Night)

Thursday, November 19, 2020

Thursday, February 18, 2021

Thursday, April 22, 2021

- All parents are encouraged to join PTO for \$5.00.
- Each PTO meeting will be held at 5:30 in the cafeteria.
- The Advisory Council meetings will be held at 6:30 in the cafeteria.
- Parents can visit teacher classrooms from 5:45 - 7:00.
- Interim (Progress) reports will be given out in the classrooms during PTO night. Any parent that does not attend PTO/Open House will have their student's progress report sent home the next day.

- Advisory Council/PTO Elections will be held April 22, 2021 for next year's advisory council and PTO officers.

REPORT PERIOD END/REPORT CARD ISSUE DATES

<u>Reporting Period</u>	<u>End of Nine Weeks</u>	<u>Date for Reports to Go</u>
<u>Home</u>		
1st	Friday, October 16, 2020	Friday, October 23, 2020
2nd	Friday, December 18, 2020	Friday, January 8, 2021
3rd	Friday, March 12, 2021	Friday, March 19, 2021
4th	Friday, May 28, 2021	Friday, May 28, 2021

ABCs of Union Chapel Elementary School

ACCIDENTS AT SCHOOL

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

AFTERSCHOOL

Children should be picked up by 3:30. If they are not picked up, they will be placed in after school care in the cafeteria and you will be billed.

AFTER SCHOOL DETENTION

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.

ANNOUNCEMENTS

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

ASSEMBLIES

Programs and celebrations will be scheduled for our students on special occasions. Students should 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.

Expectations for Students for Awards Assemblies

- If receiving an award, dress for an awards ceremony; no jeans and t-shirts.
- Practice and take it seriously.
- Inform teachers if they are mispronouncing any part of your name.
- Enter and exit the gym/auditorium appropriately.
- Please do not fidget.
- Do not talk during the ceremony.
- Keep heads and eyes focused in the direction of the speakers.
- Do not yell out, and clap only at appropriate times.
- Walk to the stage appropriately.
- When accepting an award, shake the presenter's hand and quickly accept the award.
- Stand in the appropriate manner after receiving the award.
- Please do not chew gum.
- Celebrate appropriately – YOU DESERVE IT!

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.

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 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 the 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 a student 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 absences 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, school 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.

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.

BEHAVIOR OF STUDENTS

This is our Tiger ROAR, the school-wide PBIS plan for appropriate behavior in all areas of the school (<https://tinyurl.com/ucespbismatrix>). All students will be held accountable for these rules.

Responsibility Organized Attentive Respectful

IN THE CLASSROOM

- Be seated when class begins.
- Arrive on time with all necessary materials.
- Leave hats, backpacks and coats/jackets in your locker.
- No drinks, gum, or snacks.
- Follow all classroom procedures.
- Treat each other with respect and courtesy.

IN THE CAFETERIA

- Use good table manners.
- Clean your own tables and floor areas.
- Treat students, teachers, and cafeteria staff with respect.
- Remain seated except to buy food and throw away garbage.
- Remain in the cafeteria until dismissed by the teacher.

ON THE BUS

- No loitering in the bus parking lot.
- Travel on the assigned bus.
- Listen to the driver and follow the procedures.
- Remain seated while traveling and use low level talking.
- Treat peers and the bus driver with respect and courtesy.
- Keep the bus clean.
- Do not throw items in or out of the bus.

DURING A FIRE DRILL, TORNADO DRILL, OR LOCKDOWN DRILL

- Treat it seriously.
- Follow teacher directions for exiting/entering the building.
- Exit quickly, quietly, and in an orderly manner.
- Remain in line with the class in your designated area.

IN THE BATHROOM

- Keep the facilities neat and clean; no writing or marking on the walls or doors in the bathroom.
- Do not loiter.
- Make sure the faucet is turned off when you leave.
- Remember to flush.
- Be kind! This isn't a place for gossip, rumors, or hiding out!
- Dispose of items properly.

IN THE HALLWAYS

- Respect the space and property of others.
- Keep to the right.
- Walk.
- Please don't congregate.
- Always have your agenda/a pass during class time.
- Display courteous, orderly behavior.

BETA CLUB

The Union Chapel Elementary School Beta Club is a leadership-service organization for 5th and 6th grade 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 service 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.

BUILDING HOURS

The buildings are open in the morning at 7:15 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 the direct supervision of a teacher or administrator.

Bus students will unload at 7:25 a.m. and report directly to a breakfast-on-the-go station. If students do not want breakfast, then the students will report directly to class. Breakfast will be served from 7:25-7:55 a.m.

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 STATUTE 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 being 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.

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:

These are the expectations for students while in the cafeteria:

- Talk in a normal voice while in the cafeteria.
- Keep the cafeteria lines orderly.
- Never push or run when walking to/from the cafeteria.
- All lunch debris is to be deposited in trash receptacles.
- Food and/or drinks are not to be taken outside the cafeteria. All food brought to school from home must be eaten in the cafeteria. No fast food or drinks can be delivered to students at school.
- Respect authority of cafeteria duty personnel.
- Students are not allowed to cut lunch lines nor save a place for another student in the lunch line.
- No gum or carbonated drinks are allowed in the cafeteria.
- Students are to eat in the area designated by their teachers and remain in this designated area until dismissed.
- When your teacher instructs you, deposit your tray and leave the cafeteria area as a group. You should leave the area where you sat neat and clean.

***Students are not allowed to use the microwave in the cafeteria by themselves. A staff member must use the microwave for them. Students are not allowed to pop microwave popcorn to be eaten during lunch.**

CELL PHONES

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

First Offense: Teacher warning

Second Offense: Teacher takes the phone to the office for student to pick up at the end of the day.

Third offense: Teacher takes the phone to the office for the parent to pick up at the end of the day.

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

CHEWING GUM AND CANDY

Chewing gum in class will be based entirely upon the decision of teachers and/or teams. 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. No gum or candy should be in the cafeteria, however.

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.

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 the 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 Union Chapel 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.

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 would like to interpret test data.
5. you are discouraged.
6. 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.

DELIVERIES TO SCHOOL

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

EARLY DISMISSAL/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.

EQUAL OPPORTUNITY

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

EXPLANATION OF DISCIPLINE INFRACTIONS

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

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

ARSON AND FALSE ALARMS - Setting fires or being responsible for false alarms will result in 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's 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.

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.

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 students 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 that is malicious in nature:

1. In any school building or on any school premises before, during, or after school hours, or
2. In any school building or on any school premises or any other time when the school building or school premises are being used by a school group or
3. On any bus on which the student is being transported to or from school or as a part of a school activity, or
4. Off the school grounds at any school activity, function or event.

IDENTIFICATION OF STUDENTS - A student shall promptly identify himself or herself clearly and accurately upon the request of teachers, student teachers, substitute teachers, teacher's assistants, principals or other school personnel during any period of time when he or she is properly under the jurisdiction of school personnel.

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 the school administration or a certified medical doctor. Violators will face disciplinary action. Parents of violators are subject to legal action.

INAPPROPRIATE 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 Union Chapel 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 phones, mp3 devices, radios, hats, cameras, electronic games, sunglasses, wristbands, or neck bands, 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.

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 is 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 that is confiscated.

TRESPASS - No student shall come on the grounds of Union Chapel 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 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 Union Chapel 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.

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 Union Chapel Elementary School. NO disruptive or disrespectful behavior will be tolerated from any student that is representing Union Chapel Elementary School. A student's behavior may cause them to forfeit their participation in future school events. That matter is something that will be discussed by the team sponsor and the school administration. Students violating discipline policies during the academic day will forfeit the eligibility to participate or view a function.

FIRE AND TORNADO DRILLS

Fire and tornado 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. The all-clear signal to enter the building again is one long bell.

In the event of a **tornado drill**, 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.

FOOD IN THE BUILDING

Food and drink will not be permitted in the building except in the cafeteria or in classrooms or hallways except during times designated by the administration.

Students are not allowed food of any type delivered to them with the exception of a “bag lunch” from home. This is county policy and this regulation relates to health and sanitation issues.

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

HALL PASSES

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 must leave the classroom for any reason.

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.

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

HOMEWORK

Union Chapel 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 teacher and the students. Appropriate follow-up activities, grading, or review of homework assignments should always occur. Parents are highly encouraged to monitor their child's homework nightly.

INCLEMENT WEATHER

On occasion, inclement weather will cause school to be delayed one to two hours or canceled. Announcements will be made by 6:30 a.m. on the following radio and TV stations:

- 640 AM: WFNC · 92.3 FM: Z93 · 101.5 FM: WYAY · TV6: WECT
- 850 AM: WFMO · 96.5 FM: WSTS · 102.3 FM: WJSK · TV11: WTVD
- 1160 AM: WYRU · 98.1 FM: WASM · TV3: WWAY · TV 13: WBTW
- 1340 AM: WAGR · 99.2 FM: FOXY 99 · TV5: WRAL · TV40: WFCT

(Blackboard Connect messages will go out to all parents whose numbers are correct in Powerschool.)

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 any academic recognitions.

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.

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.

LOST AND FOUND

A lost and found department will be maintained in the school gym. Items will remain in the gym for approximately 15 days only.

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 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 BOOKFull Price

ONE YEAR OLD BOOK 4/5 Price

TWO YEAR OLD BOOKS 3/5 Price

THREE YEAR OLD BOOKS 2/5 Price

FOUR YEAR OLD BOOKS 1/5 Price

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.

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 teacher.
3. Students are permitted to exchange books as often as needed.
4. Replacement costs are charged for all lost materials.
5. Lost books will be assessed at the end of each semester.
6. The Media Center is considered a classroom and as such observes the UCES code of conduct.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The Multi-Tiered Team will be available to provide 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.

OFF-LIMIT AREAS

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.

Off-limit areas include:

1. Bus parking lot
2. Faculty parking lot
3. Teachers' lounge
4. All surrounding off campus property
5. Front and sides of campus including the boardwalk
6. Custodial maintenance areas

7. Playground and adjacent walking trail (except when supervised)

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 be not interrupted during their instructional time to talk to a parent who just stops by, so we ask 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.

PARKING

Visitors to the UCES campus have two options for parking: at the front of the school or at the back of the school. Regardless of where you park, you are required to sign in at the main office before visiting any areas of the school. Do not knock on side doors expecting to be allowed in the building. Students and staff are not allowed to open the doors for anyone on campus.

PICTURES & VIDEOS

In the event that you do not want a photo and/or video of your child taken on a school bus, on school grounds, in school buildings, at school activities, or school events, released without your prior consent, you must 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 events by the school, no action is necessary.

RETURNED CHECKS

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

SCHOOL APPEARANCE

Union Chapel 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.

SCHOOL SPONSORED FIELD TRIPS

The UCES 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.

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 locker 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.

Reference: New Jersey (B.T.L.O., 469 U.S. 325 (1985))

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 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 or 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 a finding shall be turned over to proper legal authorities for ultimate disposition.

Legal REF.: G.S. 115C-288(e); 115C-307(a); State vs. F.W.E., 360 So.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.

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. 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.

SOCIAL NETWORKING

(Facebook, Instagram, Texting, Twitter, or any other electronic communication)

Any student using social networks in a manner that disrupts the everyday operation 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.

STUDENT BEHAVIOR GUIDELINES

The basic purpose of the Student Behavior Guidelines for Union Chapel 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 After School Detention 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. 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. O.S.S.
5. School Resource Officer referral
6. Long-term suspension
7. 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.

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 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 and accommodations plan will be developed to appropriately serve the child.

AFTER SCHOOL DETENTION (ASD) (Level 1 Intervention by teachers)

After School Detention (ASD) is 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. This detention class is after school from 3:05 p.m. until 3:45 p.m.

After School Detentions

- a) Detention will be served in the ASD room.
- b) When assigned a detention, students will sign and receive a copy of the detention slip. The parent/guardian will need to sign this slip and return it with the student on the next school day.
- c) Students will serve detention on the third day unless the detention is rescheduled by the administration due to extenuating circumstances. Example: Student receives detention slip on Monday, Student returns signed copy on Tuesday, and Student serves detention on Wednesday
- d) After School Detention is an attempt to keep discipline in the teacher's hands. Detention is an alternative to more extreme punishments such as; ISS, Saturday Academy, or OSS. Parents must provide transportation promptly at 3:45. Failure to pick your child up will result in a mandatory conference with the Principal and School Social Worker.
- e) If the detention slip is not signed and returned or the detention is NOT served, the student will receive a charge letter and Out of School Suspension (O.S.S.) until a parent/student/ teacher conference in which a Behavior Contract is made. The student will NOT be allowed on campus until this conference is completed. The office will NOT accept phone calls or notes from parents to replace this conference.

All detentions MUST be served. Nothing will be given to replace this consequence. Parents will NOT be able to call or write a note to dismiss them from this consequence.

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 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 recommendation 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 recording and other records of the hearing within five (5) days of notice of appeal. The student or parent and the principal may be summoned if necessary to accurately review the hearing proceedings.

The appeal panel or individual shall review all aspects of the hearing procedure and the subsequent action of the principal to determine if due process has been accorded, Board policy and procedure were observed and the principal's action was justified. If a panel is convened, the decision shall be by majority vote and the opinion of the panel or individual shall be presented to the Superintendent in

writing immediately following the review. When due process, policy, procedure, and the principal's action are determined to be correct, the Superintendent shall so inform the principal and the student or parent.

If, in the opinion of the panel, a denial of due process, a violation of policy or procedure, or an abuse of administrative authority has occurred, the principal's action shall be dissolved by the Superintendent with the student readmitted to school. 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 the Exceptional Children's Program Administrator.

Such a request must be made within ten (10) calendar days of receipt of the decision by the Administrative Placement Team.

Legal REF: B.S. 115C-390; G.S. 115C-391; Goss vs. Lopez 43U S.L.W.4181 (1957) Title IX of the Education Amendments of 1972 Baker vs. Owen 395F. Supp 294 (M.D.N.C. 1975)

STUDENT CODE OF CONDUCT

The administration and teachers at Union Chapel 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 Union Chapel 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 Union Chapel 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.)

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 or slider 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 that may be offensive to any group is not permissible.

5. Clothing with vulgar language, inserts, signs or clothing advertising drugs or alcoholic beverages are not permissible.
6. Distractive, scanty clothing, tank tops, backless shirts, halters, low-cut tops, mini-skirts, 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 hairstyle deemed inappropriate or distractive or 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.**

STUDENT GRIEVANCE PROCEDURES

It is the policy of the Board of Education for the Robeson County Public Schools that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear or recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his grievance within the set time limit, it shall be considered settled and not open to appeal

STUDENT 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.

TARDIES

Tardiness to school is an unacceptable interruption of the instructional day. As such, we request that 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. 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.

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. Do not drop your child off and expect them to sign in for themselves.
2. Submit a properly signed doctor's note or provide a notice from the court

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

TELEPHONES AND MESSAGES

Office phones are for business and emergency use only. Cell phones and other electronic devices are not permitted on the campus of Union Chapel 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.

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 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 at physical education time.
2. 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.
3. Never leave books or other similar items on shelves, benches, in the hallways, gym or on the bus.
4. Never leave your purse unattended, even to go to the pencil sharpener or teacher's desk.

5. Never leave anything on your desk while you go to assembly programs.
6. If you are staying after school for tutoring or meetings, practice the same theft prevention habits you would follow during school.
7. Check lost and found in the gym before you report an item stolen.

TUTORING

Tutoring is available to all students needing remediation 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 tutoring whenever the need arises. Tutoring will be available based on schedules determined by the administration. Students who fail to maintain satisfactory behaviors after school will not be allowed to continue with tutoring. All services for the student will be held during the academic day.

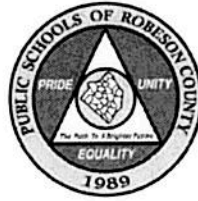
VISITORS

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 may be charged with trespassing.

WITHDRAWALS AND TRANSFERS

Withdrawals and transfers are handled by the School Counselor. 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.



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)

Title IX District Contact:

Title IX School Contact:

Director for Exceptional Children/504

Program Services Building

4320 Kahn Drive; Lumberton, NC 28358

PO Drawer 2909; Lumberton, NC 28359-2909

(910) 671-6000

webmaster@robeson.k12.nc.us

Name Lena Michelle Lowry

Title School Counselor

Address/Office 4271 Union Chapel Road

Pembroke, NC 28372

Phone (910)521-4456

Email lena.lowry@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.

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

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.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18; State Board of Education Policy HRS-A-007

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

Adopted: August 12, 2014

Student Name (Print)	Grade
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Student Signature Date

Student Signature Date

Homeroom Teacher

Homeroom Teacher

Revised 8-12-14

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

PLEASE CIRCLE:

YES	NO	I hereby grant permission for my son/daughter's picture and/or video/audio to be taken for use within the school, school/website, or local newspaper. I understand that no student last names will be listed with pictures/video on the Internet.
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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.

Revised 8--12--14

Acuerdo Y Póliza Para El Uso Aceptable Del Internet Y Medios De Comunicación

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

Por favor regrese esta tarjeta a el/la maestro/a de su hijo/a y mantenga el folleto de acuerdo y póliza para uso aceptable del internet y medios de comunicación en sus records (historial educativo). Por este medio concedo el permiso para mi hijo/a en cada una de las áreas señaladas. Por favor circulé uno.

Si No Por este medio doy mi consentimiento para que mi hijo(a) tenga privilegios de acceso al internet.

Si No Por este medio doy mi consentimiento para que mi hijo(a) mande y reciba correo electrónico para la colaboración dentro del salón de clases y cualquier otro programa aprobado de intercambio de correo electrónico

Si No Por este medio doy mi consentimiento para que los trabajos de mi hijo(a) sean puestos en la página del internet de las escuelas públicas del condado de Robeson. Todo los trabajos presentados por los estudiantes serán escritos llevando el primer nombre del (la) estudiante y/o el nombre del/a maestro/a.

Nombre del Padre o Tutor Teléfono

Firma Del Padre o Tutor Fecha

Nombre del/a Estudiante Grado

Firma del/a Estudiante Fecha

Teacher Signature/Firma del/a Maestro/a

**Policy Code: 2235 Advisory
Councils**

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

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

**A.
DUTIES**

Each advisory council shall have the following duties:

1. to act as a support group for the school and the community in matters pertaining to the development of excellence in the schools;
2. to assist the principal and school personnel by helping interpret school matters to the community and bringing community concerns to the attention of the principal;
3. to submit draft copies of the minutes of each meeting to the superintendent within 10 days following the meeting;

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

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

6. comply with the open meetings law, including notice of meetings;

7. to provide such documentation as may be necessary to the superintendent and board to support any charges, findings or allegations of misconduct, oversight or abuses of laws and policies by school personnel; and

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

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

B. RESTRICTIONS

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

C. MEMBERSHIP AND SELECTION

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

The school principal shall serve as an ex-officio member and the secretary of the advisory council. In May of each year, the principal shall call a public meeting at which individuals who live within the school attendance zone shall elect a simple majority (three or four) of the members of the advisory council. The principal, board member representing the district of that school and at-large board members will jointly conduct the election. The remaining advisory council members will be appointed by the district and at-large board members who are in attendance at the meeting. If fewer than 25 people attend the meeting, the principal and 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.

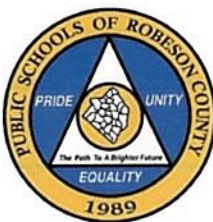
D.
MEETINGS

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.

Legal References: G.S. 115C-36, -47, -55; 143-318.9 to -318.14

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)

Adopted: December 14,
2010



Annual Asbestos Notification

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.



Antonio Wilkins
Principal

Union Chapel Elementary School

Christina McMillan
Asst. Principal

To: Parents/ Guardians, Faculty, and Staff

From: Mr. Antonio Wilkins

Subject: Asbestos Management Plan as required by the Asbestos
Hazard Emergency Response Act & Non- Discrimination Policy

Date: August 25, 2020

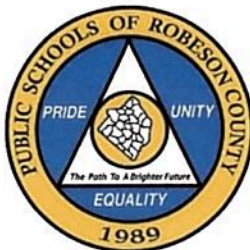
As part of the requirements of the Asbestos Hazard Emergency Response Act, the Public Schools of Robeson County has submitted an Asbestos Management Plan for each school to the North Carolina Department of Human Resources in Raleigh N.C. This plan contains all information required by this act and is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

You may review the Management Plan or obtain a copy for a minimal cost by contacting the school office or the Public Schools of Robeson County Central Office. Please feel free to contact me if you need any additional clarification regarding this matter.

Thank you,

Antonio Wilkins, Principal

Union Chapel Elementary School is committed to the policy of nondiscrimination on the basis of race, creed, color, religion, sex, national origin, or handicap in its educational programs, activities and employment.



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.campbell@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).

you may receive under your request will relate to outdoor insect control. Such insects include wasps, hornets, and fire ants.

Emergency Pesticide Use: In the event that a Non-Exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency pesticide application less than 72 hours before, or as soon as possible after the pesticide application.

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

Policy Code: 5022 Registered Sex Offenders

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

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

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

B. PERSONS PROHIBITED FROM SCHOOL PROPERTY

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

C. ENFORCEMENT

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

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

D. EXCEPTIONS

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

1.
Students

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

2. Voters

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

3. Parents or Guardians

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

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

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

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

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

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

E. CONTRACTUAL PERSONNEL

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

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

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

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

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

Adopted: July 12, 2011

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



Public Schools of Robeson County

Post Office Drawer 2909

Lumberton, NC 28359

910-671-6000

Fax 910-671-6024

Office of the Superintendent

Date: _____

Dear Parents/Guardians,

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

How do you know if your child is contagious? Colds are a bit tricky, since your child can pass it to others before symptoms appear, such as cough, runny 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 appear, such as high fever, sore throat, coughing, and body aches.

Most schools will send a child home if they think she or she is showing symptoms of the following conditions:

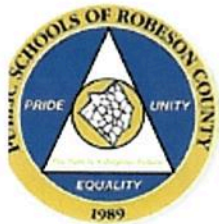
- Fever
- Strep Throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

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 of have questions about whether your child is well enough to go to school, please contact your school nurse.

Sincerely,



Escuelas Públicas del Condado de Robeson

Post Office Drawer 2909
Lumberton, NC 28359
910-671-6000

Oficina del Superintendente

Fecha: _____

Estimados Padres/Guardianes,

El propósito de esta carta es de proveerle información de cuando dejar a su niño en la casa y no traerlo a la escuela. Aunque parece obvio, niños no deben de venir a la escuela cuando son contagiosos a otros, cuando tienen fiebre, o cuando están demasiado de enfermo para poder aprender. Enfermedades de niñez se contagian fácilmente cuando niños están en contacto cerca en el ambiente escolar.

¿Cómo sabes si su niño es contagioso? Catarros son un poco difícil, como su niño lo puede pasar a otros antes se aparecen los síntomas, como tos, moqueo nasal, estornudos. El periodo contagioso para un catarro dura solamente por como 3 a 4 días al comienzo de la enfermedad. Similarmente, personas infectadas con la gripe son contagiosos desde un día antes que se sientan enfermos hasta que síntomas son resueltos. Para niños, el periodo de contagio para la gripe es un día antes que aparecen síntomas, como alta fiebre, dolor de garganta, tos, y dolores del cuerpo.

La mayoría de las escuelas mandan al niño a la casa si creen que el niño muestra los siguientes condiciones o síntomas:

- Fiebre
- Faringitis
- Vómitos y/o diarrea
- Infecciones de los ojos o la piel
- Infecciones parasitarias como piojos o sarna

Usted puede ayudar a que sus niños se mantienen saludables enseñándoles estas reglas:

- No compartir comida o bebidas.
- No compartir ropas.
- Botar pañuelitos desechables usadas.
- Lavar sus manos frecuentemente con jabón y agua.

Si no estás seguro o tienes preguntas si su niño está suficientemente saludable para ir a la escuela, por favor comuníquese con la enfermera de la escuela.

Sinceramente,

Public Schools of Robeson County
Military Connected Students
Data Collection Form

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

Student Name: _____ School
Name: _____

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

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

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

Military-Connected Relative #1

Relationship to Student _____ Branch of
Service _____

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

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

Installation (*last installation assigned to or most recent one*) _____

Unit/Squadron
Assignment _____

Military-Connected Relative #2

Relationship to Student _____ Branch of
Service _____

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

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

Installation (*last installation assigned to or most recent one*) _____

Unit/Squadron
Assignment _____

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

Thank you!

Procedure:	Required Annual Health Status Update Collection
Objective:	Health information will be obtained annually in order to meet students' health care needs during school hours.
Method:	<ul style="list-style-type: none">• Each school will distribute the Required Annual Health Status Update forms to students at the beginning of each school year• Teachers will collect and review each form returned. Forms that indicate health problems should be photocopied and the <u>copies</u> forwarded to the school nurse for case management of the student's health care needs.• Within the first 30 days of school, teachers will file all original forms in student's cumulative folders and discard forms from the previous year.• A Health Status Update form should be completed during enrollment for students who enroll throughout the school year and a copy should be forwarded to the school nurse if health problems are indicated.



Public Schools of Robeson County

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

Office of the Superintendent

Date _____

Dear Parent:

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

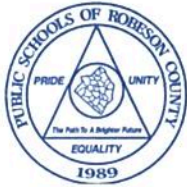
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. 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.

(Revised 7-20)



Public Schools of Robeson County

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

Office of the Superintendent

Fecha _____

Estimado padre:

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

- (1) Usted puede venir a la escuela y darle el medicamento a su hijo(a) a la hora apropiada.
- (2) Usted puede solicitarle a la enfermera o secretaria de la escuela una copia de la solicitud de medicamento. Lleve la solicitud al doctor de su hijo(a) y pídale que complete la solicitud especificando por escrito los medicamentos que se necesitan, la dosis y el número de veces al día que se debe suministrar el/los medicamento(s). Esta solicitud deberá ser completada por el doctor para medicamentos con o sin receta médica. Los medicamentos con receta médica deberán ser traídos a la escuela en el frasco etiquetado por la farmacia que contiene las instrucciones sobre cómo y cuándo se debe administrar el medicamento. Los medicamentos comprados sin receta médica deben ser recibidos en el empaque original y serán administrados de acuerdo a las instrucciones escritas por el médico.
- (3) Usted puede hablar con su doctor sobre un horario alternativo para la administración de los medicamentos (por ejemplo, fuera de horario escolar)
- (4) Automedicación: De acuerdo con la ley de Carolina del Norte G.S. §115C-375.2 y G.S. 115C-375.3, los estudiantes que requieren medicamentos contra el asma, reacciones alérgicas graves (término médico, Anafilaxis) y diabetes pueden automedicarse con autorización del médico, permiso del padre y con un contrato de tenencia de medicamentos entre la escuela y el estudiante.

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

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

Gracias por su cooperación.

(Revised 7/18)



Public Schools of Robeson County

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

Office of the Superintendent

School Name: _____

School FAX: _____

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**

*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

Reviewed by: _____
School Nurse's Signature

Date

(Revised 7/19)

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.

USDA
Antidiscrimination Statement

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)				
STUDENT INFORMATION	Last Name:		First Name:	Middle Name:
	Date of Birth:			
	School:		Grade	Student ID#
SELECT the school-provided meals and/or snacks in which this student will participate:	<input type="checkbox"/> School Breakfast Program <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> Afterschool Snack Program <input type="checkbox"/> Afterschool Supper Program <input type="checkbox"/> Fresh Fruit & Vegetable Program			
PARENT/GUARDIAN CONTACT INFORMATION	Printed Name of PARENT/GUARDIAN:			
	Mailing Address:		City:	State: Zip Code:
	Work Phone:	Home Phone:	Mobile Phone:	Email:
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)? <input type="checkbox"/> YES <input type="checkbox"/> 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.	
Does the student already have a 504 Plan? <input type="checkbox"/> YES <input type="checkbox"/> NO				
PARENT/GUARDIAN Consent	I agree to allow my child's health care provider and school personnel to communicate as needed regarding the information on this form.			
	Parent/Guardian Signature			Date
Please return this fully completed Medical Statement with signatures from both parent/guardian and medical authority, to your child's teacher, principal, nurse, Special Education case manager, or Section 504 case manager, School Nutrition Administrator, or the school staff person who gave you the blank form.				

STUDENT NAME:

STUDENT ID#:

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

Describe the student's physical or mental impairment:

Explain how the impairment restricts the student's diet:

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

Is this a Food Allergy?

☐ YES☐ NO

If student has life threatening allergies* check appropriate box(es):

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

Is this a Food Intolerance?

☐ YES☐ NO☐ Ingestion☐ Contact☐ Inhalation

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

Allergy Intolerance Specification: (If needed a separate care plan can be attached)**Allergy Intolerance Substitutions: (If needed a separate care plan can be attached)**Soy: ☐ soy sauce only ☐ recipes/food products with any soy listed as an ingredient ☐ Soy Bean OilSeafood: ☐ Shellfish ☐ Fish ☐ Other _____Nuts: ☐ All ☐ Peanuts ☐ Tree NutsWheat: ☐ 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 ingredientEggs: ☐ 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:			Designate safest consistency requirement for LIQUIDS:		
<input type="checkbox"/> Pureed	<input type="checkbox"/> Mechanical Soft	<input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Clear Liquid	<input type="checkbox"/> Nectar-thick	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Ground	<input type="checkbox"/> Chopped		<input type="checkbox"/> Full Liquid	<input type="checkbox"/> Honey-thick	
<input type="checkbox"/> Bite size ¼	<input type="checkbox"/> Bite size ½			<input type="checkbox"/> Pudding-thick	
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.			

PART C (To be completed by SCHOOL DISTRICT ADMINISTRATORS)		NOTES: (School Nutrition or other School Program staff)
School Nutrition Administrator's Signature:	Date:	
IEP/504 Coordinator Signature:	Date:	



Fax 910-

Public Schools of Robeson County

Post Office Drawer 2909

Lumberton, NC 28359

910-671-6000

STUDENT HEALTH REFERRAL FORM

DATE: _____

STUDENT: _____ TEACHER: _____ GRADE: _____

Reason for Referral:

Parent/Guardian: _____ Phone: _____

RESPONSE TO TEACHER

DATE: _____

Office of the Superintendent

To Teacher:

My observations and findings are:

Temperature (if taken) _____

No evidence of ailment

Evidence mentioned present

Other _____

Referred to:

Health Care Provider

Other _____

Comments:

School Nurse or Staff Member

Revised February 2018

Public Schools of Robeson County

Required Annual Health Status Update Form

School Year _____

Dear Parent/Guardian:

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

Student	School	Grade/Teacher
Birth Date	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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:

Health Condition	Yes	No	Explanation if "Yes"
Severe Allergies (that require emergency medical intervention)	<input type="checkbox"/>	<input type="checkbox"/>	Check type of allergy(s) that apply: <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Bees/Insects <input type="checkbox"/> Other Identify specific allergy(s): Does your child require an Epipen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Date of last asthma attack: Medication for asthma: Does your child need this medicine at school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Type 1 (Insulin Dependent) <input type="checkbox"/> Type 2 (Oral medication) or <input type="checkbox"/> Prediabetes Medication for diabetes: Does your child need this medicine at school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Date of last seizure: Medication for seizures: Does your child need this medicine at school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Treatment: _____
Hemophilia/Bleeding Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Treatment: _____
Sickle Cell Anemia	<input type="checkbox"/>	<input type="checkbox"/>	Treatment: _____
Bowel/Bladder Issues	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____
Migraine Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Triggers: _____ Treatment: _____
Bone/Muscle Problems	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Activity Restrictions: _____
Concussion	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Activity Restrictions: _____ Date of last concussion: _____
Mental Health/Behavioral Issues ADD/ADHD	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Treatment/Medication: _____
Wears Glasses/Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Glasses <input type="checkbox"/> Contacts → <input type="checkbox"/> For Distance <input type="checkbox"/> For Reading
Hearing Loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hearing Loss Right Ear <input type="checkbox"/> Hearing Loss Left Ear Does your child wear a hearing aid(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Serious Illness or Injury	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____ Date of Onset: _____
Medication (Prescription or OTC) taken on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	List (if not already listed above): _____

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

Parent/Guardian Signature _____

Printed Name _____

Date _____

Escuelas Publicas del Condado de Robeson
Formulario Requerido Anualmente del estado de Salud Actualizado del Estudiante
Año Escolar _____

Estimado Padre/Guardián:

Para poder planear y cubrir las necesidades de cuidado medico de su niño(a) durante el horario escolar necesitamos la siguiente información actualizada del estado de salud de el/ella. Favor de completar este formulario y 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.

Estudiante/Student	Escuela/School	Grado/Maestro(a) / Grade/Teacher
Fecha de Nacimiento/ Birth Date	Edad/ Age	Genero/ Gender Masculino/Male Femenino/Female
Padres/Guardián / Contactos en caso de Emergencia	Relación/Relationship	Teléfono/ Phone
Llamar Primero a /Call 1st		Casa/Home: Cell:
		Trabajo/Work:
Llamar después / Call 2nd		Casa/Home: Cell:
		Trabajo/Work:

Nombre del Doctor/ Proveedor de Salud del estudiante: _____ Teléfono: _____

Nombre del dentista del estudiante: _____ Teléfono: _____

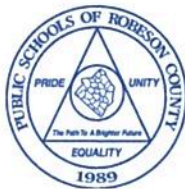
Tiene su hijo/a seguros como Medicaid, Health Choice o Seguros del otro compañía? ☐ Si ☐ No?

Si su respuesta es "no" tenemos información sobre seguros gratis o reducido si gusta tener lo? ☐ Si ☐ No?

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

Condición de la salud/Health Condition	Si/Yes	No	Explique si contesto que si
Alergias Severas	<input type="checkbox"/>	<input type="checkbox"/>	Cheque las alergias que aplican <input type="checkbox"/> Medicamentos <input type="checkbox"/> Comida <input type="checkbox"/> Abejas/Insectos <input type="checkbox"/> Otros Identifique las alergias específicamente _____ ¿Su hijo(a) requiere un Epipen? <input type="checkbox"/> si <input type="checkbox"/> no
Asma	<input type="checkbox"/>	<input type="checkbox"/>	Fecha del ultimo ataque de asma: Nombre del medicamento para el asma: ¿Su hijo(a) requiere tomar este medicamento en la escuela? si <input type="checkbox"/> no <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tipo 1 (Depende de Insulina) <input type="checkbox"/> Tipo 2 (Medicamento Oral) Medicamento para la diabetes: ¿Su hijo(a) requiere tomar este medicamento en la escuela? si <input type="checkbox"/> no <input type="checkbox"/>
Trastornos Epilépticos	<input type="checkbox"/>	<input type="checkbox"/>	Fecha del ultimo Trastorno Epiléptico: Medicamento para la Epilepsia: ¿Su hijo(a) requiere tomar este medicamento en la escuela? si <input type="checkbox"/> no <input type="checkbox"/>
Problemas de Corazón	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Tratamiento:
Hemofilia/Trastornos de sangrado	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Tratamiento:
Anemia de Hoz celular	<input type="checkbox"/>	<input type="checkbox"/>	Tratamiento:
Intestino/Problemas de la vesícula	<input type="checkbox"/>	<input type="checkbox"/>	Especifique:
Migraña /dolores de cabeza	<input type="checkbox"/>	<input type="checkbox"/>	Que la ocasiona: Tratamiento:
Huesos/Problemas musculares	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Restricciones en actividades:
Concussion	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Restricciones en actividades: Date of last concussion:
Salud Mental/Problemas de comportamiento	<input type="checkbox"/>	<input type="checkbox"/>	Especifique:
Síndrome de Déficit de Atención (ADD)/			Tratamiento/Medicamento:
Síndrome de Déficit de Atención con Hiperactividad (ADHD)			Medicamento para ADD/ADHD:
Usa lentes// Contactos	<input type="checkbox"/>	<input type="checkbox"/>	Lentes / Contactos → <input type="checkbox"/> Para distancia <input type="checkbox"/> Para leer
Perdida del oído	<input type="checkbox"/>	<input type="checkbox"/>	Perdida del sonido en el oído derecho <input type="checkbox"/> Perdida del sonido en el oído Izquierdo ¿Su hijo(a) usa una prótesis de oído? <input type="checkbox"/> si <input type="checkbox"/> no
Otras enfermedades de cuidado	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Fecha de inicio:
Lesión Seria	<input type="checkbox"/>	<input type="checkbox"/>	Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	Anote (si no ha sido antes mencionado):

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



Public Schools of Robeson County

Post Office Drawer 2909
Lumberton, North Carolina 28359

Office of the Superintendent

Garrett's Law

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

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

Health Screening Programs

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

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

Parent Notification of North Carolina Immunization Law

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

school unless the required certificate of immunization has been obtained or the child is exempt from the required immunizations.


North Carolina Health Assessment Transmittal Form

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

<https://www2.ncdhhs.gov/dph/wch/doc/aboutus/HAFForm2016Revised-062917.pdf>

Source: Health Services (for inclusion in Student Handbooks annually)
Revised June 22, 2020

Union Chapel Elementary, Tiger Expectation Matrix

	Classroom/ Resource	Hallways	Restrooms	Cafeteria	Library	Computer Lab	Bus	Assembly & Gym	Playground
 R Responsible	<ul style="list-style-type: none"> Make good choices Complete and turn in all assignments Participate in school activities Give your best effort 	<ul style="list-style-type: none"> Walk silently at all times Remain in traveling position at all times 	<ul style="list-style-type: none"> Wash your hands with soap and water Be careful when exiting the stalls Use facilities for their intended use 	<ul style="list-style-type: none"> Wait in line quietly Put trash in the trash cans Keep tables and floor clean Stay in your seat 	<ul style="list-style-type: none"> Use whisper voices Walk quietly Sit quietly Must have library card & Reading Log to check out books 	<ul style="list-style-type: none"> Use whisper voices when permitted Use appropriate designated websites and computer programs 	<ul style="list-style-type: none"> Use whisper voices Keep hands, feet, and objects for yourself Stay in your seat Use appropriate language 	<ul style="list-style-type: none"> Enter and exit in an orderly manner Keep hands and feet to yourself Stay seated on your bottom in your designated area 	<ul style="list-style-type: none"> Use equipment for intended purpose Keep hands and feet to yourself Stay inside the fence Use appropriate language
O Organized	<ul style="list-style-type: none"> Keep your work area tidy Clean up after yourself Be prepared daily 	<ul style="list-style-type: none"> Stay on the right side of the hall Stay off the wall Stay on the black line 	<ul style="list-style-type: none"> One person per stall Return to class promptly Clean up after yourself Use trashcans for paper towels 	<ul style="list-style-type: none"> Get what you need the first time Through the line Keep your area clean 	<ul style="list-style-type: none"> Return books on the due date Place materials back where they belong Keep your library card & reading log 	<ul style="list-style-type: none"> Keep all equipment at your work area tidy and clean Push your chair in when you leave 	<ul style="list-style-type: none"> Be on time Keep belongings with you at all times No inappropriate objects/items on the bus 	<ul style="list-style-type: none"> Stay in a straight line when sitting on your bottoms and when standing Enter & exit in a single file line Remain seated 	<ul style="list-style-type: none"> Line up in an orderly manner when directed to do so
A Attentive	<ul style="list-style-type: none"> Be on task Be a good listener Participate Work hard Raise your hand and wait to be called on 	<ul style="list-style-type: none"> Walk silently Face forward at all times Watch where you are going 	<ul style="list-style-type: none"> Use facilities quickly and quietly 	<ul style="list-style-type: none"> Do not get up until you are told to leave the table Walk in an orderly manner 	<ul style="list-style-type: none"> Follow proper check out procedures Be on task Be a good listener Raise your hand and wait to be called on 	<ul style="list-style-type: none"> Listen to all instructions and follow directions 	<ul style="list-style-type: none"> Obeys your bus driver Use whisper voices Board and exit the bus in an orderly manner Be on your assigned bus 	<ul style="list-style-type: none"> Face the presenter(s) Be an attentive listener 	<ul style="list-style-type: none"> Line up at the first signal from your teacher
R Respectful	<ul style="list-style-type: none"> Use appropriate language Respect others and their differences Follow directions 	<ul style="list-style-type: none"> Demonstrate self-control Respect others and their property 	<ul style="list-style-type: none"> Respect others' privacy Knock on the stall door before you enter 	<ul style="list-style-type: none"> Use whisper voices Use proper table manners Speak to cafeteria staff respectfully 	<ul style="list-style-type: none"> Use whisper voices Treat materials respectfully 	<ul style="list-style-type: none"> Use whisper voices Take care of all equipment Raise your hand if you need assistance 	<ul style="list-style-type: none"> Follow driver's instructions Respect others' property Keep hands and feet to yourself 	<ul style="list-style-type: none"> Enter quietly Be on time to the assembly Applaud when appropriate Remain seated so others can see Be an attentive listener 	<ul style="list-style-type: none"> Keep hands and feet to yours Follow game rules Share equipment Wait your turn Use equipment appropriately