

# *East Robeson Primary School*



## *Beavers*



### *Parent/Student Handbook 2009-2010*

# EAST ROBESON PRIMARY SCHOOL

4840 SEVENTH STREET ROAD  
LUMBERTON, NC 28358  
910-671-6055  
FAX 910-738-6639

BARBARA I. MCQUEEN  
PRINCIPAL

SHERI Y. DIAL  
ASSISTANT PRINCIPAL

August 25, 2009

Dear Parents and Students,

The faculty, staff and administration of East Robeson Primary School welcome each of you for the 2009-2010 school year. We look forward with enthusiasm to the new school year and the opportunity to work with your child/children. The success of your child's education depends upon the dedication and concern shown by parents and the school. We encourage each of you to support our school through participation in our parent volunteer program and Parent Teacher Association.

If at any time you have questions or concerns they may be addressed by calling the school at 671-6055. Your continued cooperation and support will be greatly appreciated as we work together to make sure every student is a reader, writer and thinker.

Sincerely,



Barbara McQueen  
Principal

# **EAST ROBESON PRIMARY SCHOOL**

**Home of the Beavers**

**a North Carolina**

**Exemplary / High Growth School**

**for showing a 110% growth rate on the**

**North Carolina End - of - Grade Test**

**1996 - 1997**

**2000 - 2001**

**1997 - 1998**

**2001 - 2002**

**1998 - 1999**

**2002 - 2003**

**1999 - 2000**

**2003 - 2004**

**a North Carolina School of Distinction**

**for having more than 80% of students scoring at**

**or above grade level on the**

**North Carolina End - of - Grade Test**

**2000 - 2001**

**2002 - 2003**

**2004 - 2005**

**a North Carolina School of Progress**

**for having more than 70% of students scoring at**

**or above grade level on the**

**North Carolina End - of - Grade Test**

**2001 - 2002**

**2003-2004**

**2005-2006**

# **EAST ROBESON PRIMARY SCHOOL**

**a North Carolina Education Alliance**

**TOP 21**

**North Carolina School for High  
Risk Student Achievement 2001**

**a Southern Association**

**Accredited School**

**1984 - 2009**

**Public Schools of Robeson County**

**School Bell Award**

**for Total Volunteer Hours**

**1997 - 1998            2000 - 2001**

**1998 - 1999            2001 - 2002**

**1999 - 2000            2002 - 2003**

**2004 - 2005**

**NC Triple S "Super Safe School"**

**2001-2002            2002-2003            2003-2004**

**2005-2006            2006-2007            2007-2008**

**2008-2009**

**North Carolina - ABCs**

**1 of 25 Most Improved K-8 Schools**

**2003-2004            2004-2005**

**Vision Statement:**

*"Every Student Will Be a Reader, Writer, and Thinker"*

**Mission Statement:**

*"To Educate All Students By Building a Foundation for Learning in an Ever Changing Global Society"*

**Beliefs:**



- We believe:**
1. Students learn in different ways and should be provided with a variety of instructional approaches to support student learning.
  2. Parental involvement is essential to student success.
  3. Teachers must care for the whole child- emotional and physical needs.
  4. A positive environment provides positive learning.
  5. A safe, secure trusting, environment promotes student learning.



**Projected Outcomes:**

**East Robeson's Desired Outcome:**

1. The student will demonstrate competency in the areas of reading, writing, speaking, listening, math, science, social studies, and physical education.
2. The student will acquire and utilize information for critical thinking, creative thinking, creative thinking, problem solving, and decision making.
3. The student will demonstrate skills in using computer technology as a tool for learning.
4. The student will develop an appreciation for cultural arts.
5. The student will develop an appreciation for cultural differences.
6. The student will demonstrate knowledge of citizenship, responsible behaviors, healthy living habits, and the ability to work individually and cooperatively.
7. The student will demonstrate a positive attitude toward self, others, and learning.
8. The students will meet state standards for academic achievement.



# **EAST ROBESON ACADEMICS**

East Robeson Primary School will send home **REPORT CARDS** at the end of each nine week or quarter grading period. Grading criteria varies by grade level. Information for a specific grade level will be distributed to your child. Students will receive **PROGRESS REPORTS** at the mid-point of each grading period.

## **HOMework**

Homework is an important part of the educational experience. Homework will be assigned Monday – Thursday. Most homework should be completed in less than an hour. Reading at home should be done everyday.

## **MISSED WORK**

Students have 5 school days, after returning, to complete any missed assignments. It is the student's responsibility to contact the teachers.

Lost or misplaced work will result in a grade of 0.

## **PHYSICAL EDUCATION**

All students are expected to participate in physical education. If a child cannot participate, please send a note from a doctor stating the reason for non-participation.

Parents of children with limiting factors ( allergy, respiratory ailments, mental or physical limitations ), which might interfere with successful participation, should notify the school in writing.

As recommended by the North Carolina State Board of Education, East Robeson Primary School students receive 150 minutes of physical exercise through scheduled Physical Education class, scheduled playground activity period, and the Eager Beaver Walking Trail.

## **TEXTBOOKS / LIBRARY BOOKS**

All textbooks and library books are loaned to the students for their use during the school year. Care for textbooks and library books is the student's responsibility. Damaged and/or lost books must be paid for prior to receiving replacements.

## **PARENT CONFERENCES**

A conference is required with all parents during the first nine week grading period.

## **GRIEVANCE PROCEDURE**

A copy of the Public Schools of Robeson County Board of Education Grievance Policy is contained in this handbook. You should contact your child's teacher first, then the administration to help rectify any concerns.

# **EAST ROBESON STUDENT ACCOUNTABILITY**

## **KINDERGARTEN**

Kindergarten students' first day of school will be staggered during the first week of school so teachers can complete the initial Kindergarten Assessment. Additional student assessments will be conducted during the school year in the areas of literacy and mathematics.

## **FIRST GRADE**

First Grade students will be assessed through the North Carolina Math Assessment for the first three quarters. A summative math test will be administered during the last quarter. The North Carolina Literacy Assessment will be conducted throughout the school year.

## **SECOND GRADE**

Second Grade students will be assessed through the North Carolina Math Assessment for the first three quarters. A summative math test will be administered during the last quarter. Literacy assessments will be conducted throughout the school year using a variety of methods.

## **THIRD GRADE**

Third Grade students will be assessed through the North Carolina Third Grade Pretest at the beginning of the school year and the North Carolina End of Grade (Reading / Math) Test during the last quarter of the school year.

The North Carolina Student Accountability Standards has placed Gateway 1 at the Third Grade. End of Grade Test scores are now part of the standards for promotion to Fourth Grade.

## **North Carolina Requirements for Being Promoted To Grade 4**

**North Carolina State Board of Education** has requirements for students in **grade 3** to be promoted to grade 4. These requirements apply to all students in North Carolina in third grade. These requirements are called the **Student Accountability Standards** because students and their parents have a great deal of responsibility for student success in school.

The requirements were set so that all students would do grade level work in reading and mathematics. **Working at grade level means that you scored Level III on the North Carolina End-Of-Grade test in both reading and mathematics.** These Standards also mean that additional assistance will be provided for your child if extra help is needed to reach grade level performance. This extra help is called "focused intervention" because it should be matched to your child's needs for improvement. The Student Accountability Standards is an effort to do away with the need for social promotion by providing help so that every student can meet grade-level requirements for being promoted to the next grade.

It is important to remember that the North Carolina's Student Accountability Standards apply only to grades 3, 5, 8, and high school graduation. Each local school district has the right to add other requirements to the Standards adopted by the State.

### **GATEWAY 1 GRADE 3**

#### **1. Meet local promotion requirements:**

Meet local **attendance** requirement

Pass **Communications Skills**

Pass **Mathematics**

Pass at least **two of the following:**

(1). Arts Education

(2). Science

(3). Social Studies

(4). Physical Education / Health

#### **2. Demonstrate grade-level proficiency by scoring Level III or above on the North Carolina End-Of-Grade tests in reading and math.**

# **EAST ROBESON ATTENDANCE**

Student attendance is now part of the state accountability standards. The learning experiences that occur in the classroom are essential to your child's academic success.

**GOOD SCHOOL ATTENDANCE = ACADEMIC SUCCESS**

**EXCESSIVE ABSENCES = FAILURE**

Students should bring written excuses for days absent from school. Written excuses must include:

**DATES OF ABSENCE  
REASONS FOR ABSENCE  
SIGNATURE OF PARENT/GUARDIAN/PHYSICIAN**

## **NORTH CAROLINA GENERAL STATUTE 115C – 378**

1. The North Carolina Compulsory Attendance Law is in effect once a student is enrolled in kindergarten.
2. No person shall encourage, entice or counsel any such child to be unlawfully absent from school.
3. Ten accumulated unlawful absences will result in referral to the district attorney.

## **NC STATE BOARD OF EDUCATION POLICY 10.2100**

After 10 consecutive days of unlawful absences, the teacher shall report the absence to the principal and withdraw the pupil from membership effective on the day following the last day of attendance.

### **LAWFUL ABSENCES**

Illness or injury  
Quarantine  
Death in the immediate family  
Medical or dental appointments  
Court or administrative proceedings  
Religious observances  
Educational opportunity

### **UNLAWFUL ABSENCES**

Any absence without a documented excuse  
Any absence not defined as "lawful"

**EAST ROBESON PRIMARY SCHOOL  
STUDENT ATTENDANCE**

**PUBLIC SCHOOLS OF ROBESON COUNTY  
BOARD OF EDUCATION POLICY**

**K-8: Students must attend at least 170 out of 180 days to be considered for promotion to the next grade.**

**NOTE: Automatic waiver of the above policy if your child is under the care of a licensed physician.**

**FORMAL APPEALS COMMITTEE**

**Principal  
Assistant Principal  
Guidance Counselor  
Homeroom Teacher**

**NOTICE**

**Students and Parents will be contacted by school officials and may meet with the Student Attendance Formal Appeals Committee when the following conditions exist:**

**3 or more absences per quarter (9 weeks)  
5 or more absences per semester (2 quarters)  
10 or more absences per school year**

# **EAST ROBESON CAFETERIA**

K, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade students will report to the cafeteria for breakfast upon arrival between 7:30 am and 8:00 am. More @ Four students will eat with their class at a scheduled time.

Students may pay for lunch on a daily / weekly / monthly basis. Each student will be given an ID number. Money for breakfast and lunch can be sent by cash or check. Checks should be made payable to:

**East Robeson Primary School.**

Please send money / checks in a sealed envelope labeled with:

**STUDENT'S NAME**

**TEACHER'S NAME**

**PURCHASE**

Students may purchase ice cream through the classroom.

Students should not bring carbonated drinks to school.

Students should not bring beverages in glass containers.

Students should not bring fast food items to school.

Students cannot charge meals in the school cafeteria.

Students are not allowed use of the microwave.

Please do not send food to be warmed in the microwave.

# East Robeson Primary School

## MEAL PRICES 2009-2010

<u>Paid</u>	Breakfast.....\$0.75	Lunch.....\$1.50
<u>Reduced</u>	Breakfast.....\$0.30	Lunch.....\$0.40
<u>Adult</u>	Breakfast.....\$1.00	Lunch .....\$3.00

Ala carte purchases will be available for students and teachers.

## PRIMETIME FEES 2009-2010

The Primetime Program is a service provided by the Public Schools of Robeson County for the community and for working parents with school-age children who are enrolled in kindergarten through 3<sup>rd</sup> grade. The program is designed to provide a safe, supervised learning environment that will meet the health and safety needs of our children.

The fees for 2009-2010 school year will remain the same as last year.

### Morning Care

The cost to enroll for morning care is a weekly fee of \$10.00 for (1) child and \$15.00 for two (2) children in the same family.

### Afternoon Care

The cost to enroll for afternoon care is a weekly fee of \$22.00 for (1) child, \$32.00 for two (2) children, \$42.00 for three or more children from the same household, and \$5.00 per day for emergencies.

# **EAST ROBESON DISCIPLINE**

## **DISCIPLINE POLICIES AND PROCEDURES**

North Carolina General Statute 115C – 390

Public Schools of Robeson County Board of Education

Policies – Student Code of Conduct

## **SUSPENSIONS OR EXPULSIONS**

North Carolina General Statute 115C – 391

Public Schools of Robeson County Board of Education

Policies – Student Code of Conduct

## **CORPORAL PUNISHMENT**

North Carolina General Statute 115C – 391

Public Schools of Robeson County Board of Education

Policies – Student Code of Conduct

## **DISRUPTIVE BEHAVIOR**

North Carolina General Statute 115C – 397.1

Public Schools of Robeson County Board of Education

Policies – Student Code of Conduct

## **DAMAGE TO SCHOOL PROPERTY**

North Carolina General Statute 115C – 523

Parent or legal guardians of any minor are liable for any gross negligence or willful damage or destruction of school property by that minor.

## **WEAPONS**

North Carolina General Statute 115C – 391 (d1)

Student possession of a weapon on campus or educational property is a 365 day suspension.

# **EAST ROBESON DISCIPLINE**

## **Page Two**

### **SEARCH AND SEIZURE**

(Public Schools of Robeson County Board of Education)

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

### **UNAUTHORIZED MATERIALS AT EAST ROBESON**

**Unauthorized items will be confiscated and returned to parents or guardians.**

**Unauthorized item is any item not related to a school program or function and that disrupts the educational process.**

**CELL PHONES**

**TOYS**

**RADIOS**

**PAGERS**

**TAPE PLAYERS**

**CARDS**

**EXCESSIVE AMOUNTS OF MONEY**

**COMPACT DISC**

**COMPACT DISC PLAYERS**

**SPORTS EQUIPMENT**

**MATCHES**

**HAND-HELD GAMES**

**FIREWORKS**

**LASER POINTER**

# School-Wide Discipline Policy

## General School-Wide Classroom Rules

1. Follow directions.
2. Keep belongings to yourself.
3. Respect yourself and others.
4. Move quietly and safely.
5. Stay in your assigned area.

## Consequences

1. First disruption – name on board – warning
2. Second disruption – Time out
3. Third disruption – Free time taken away and parent contacted
4. Fourth disruption – student sent to the office

## \*SEVERE DISRUPTIONS – IMMEDIATE VISIT TO THE OFFICE

Examples: stealing, fighting, profanity, defiance

Board policy will be followed.

## Students Who Exhibit Positive Behavior Will Earn Positive Rewards

1. Teacher praise
2. Treats
3. Free time
4. Certificates and positive notes
5. School and class-wide positive reinforcement and rewards

## CORPORAL PUNISHMENT

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

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

The principal shall annually review the guidelines for administering corporal punishment with all teachers in the school and provide an opportunity for interaction to assure uniform understanding. Board policy regarding corporal punishment must be available to all students and their parents or guardians at the beginning of each school year.

The student body shall be informed beforehand what general types of misconduct could result in corporal punishment.

Corporal punishment shall not be administered in the presence of other children.

Minimal procedural due process shall be accorded the student in cases where corporal punishment is administered. Minimal due process shall include confronting the student with charges and allowing the student's defensive responses.

- A. Prior notice – Corporal punishment shall not be used unless the child has been warned that corporal punishment may be the result of further misbehavior.
- B. Corporal punishment should not be used unless other lesser punishments have been tried first.
- C. The presence of another school official – Only a teacher, principal, or assistant principal may administer corporal punishment, and may do so only in the presence of a principal, assistant principal or teacher who shall be informed beforehand in the student's presence of the reason for the punishment.
- D. Corporal punishment shall be applied upon the buttocks only. Slapping or striking a child about the head or face is strictly forbidden, as is the vigorous shaking of a child by the shoulders.
- E. Documentation – The staff member who administered the corporal punishment shall document the reason for the punishment, lesser punishments tried first, and the name of the second school official who was present. A copy of the documentation shall be given to the principal by the end of the school day on which the punishment was administered. A copy of the documentation shall also be mailed to the child's parent or guardian, upon request, and to the Superintendent within twenty-four (24) hours of administering the punishment.

- F. The Superintendent shall maintain a permanent file of the reports of corporal punishment.
- G. Notwithstanding this policy, school personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:
  - 1. To quell a disturbance threatening injury to others.
  - 2. Obtain possession of weapons or other dangerous objects on the person, or within the control of a student.
  - 3. For self-defense.
  - 4. For the protection of persons or property.
  - 5. In the exercise of lawful authority to restrain pupils and maintain order.

Legal Ref.: G.S. 115C-390; G.S. 115C-391

Approved by the Board of Education August 16, 1994

While the State of North Carolina allows corporal punishment, it is to be used as a last resort and when all other attempts to correct the problem have failed. We are to make sure that all policies and procedures have been followed prior to the use of corporal punishment.

The following includes a list of offenses that could result in the use of corporal punishment for continuous misconduct and/or for violating any of the following rules:

- 1. Fighting
- 2. Using inappropriate or vulgar language
- 3. Displaying blatant disrespect for teachers and other school personnel
- 4. Skipping School
- 5. Creating an unsafe situation at school
- 6. Creating an unsafe situation on the school bus
- 7. Other actions not mentioned above that have the potential to endanger the safety and welfare of students and staff as deemed by the principal.

## Student-To-Student Harassment Policy

**STUDENT-TO-STUDENT HARASSMENT POLICY**

The Board of Education for the Public Schools of Robeson County believes that all students are entitled to learn in a safe and supportive school-related environment in which all students are treated with respect and that is free from student-to-student harassment. Accordingly, the board hereby prohibits students from engaging in harassment during the school day and at all extracurricular activities, including school sponsored events away from school and advises students that such conduct, where established by evidence, will result in appropriate disciplinary action, including disciplinary action up to and including expulsion from school and/or criminal prosecution.

It is hereby the policy of the Board of Education for the Public Schools of Robeson County to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories.

**A. Informal Resolution**

The board acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. The informal resolution process is voluntary for both parties. The principal or principal's designee will explain the informal process to each party and will provide each party a copy of the policy on student-to-student harassment. The principal or principal's designee will facilitate the informal resolution process. If an informal process is used, the principal or other appropriate personnel must notify the complainant of his or her option to request formal procedures at any time and must make a copy of this policy and other relevant policies available. In those circumstances where informal procedures fail to result in a resolution acceptable to the Complainant, are inappropriate or where the complainant requests formal procedures, the complaint will be investigated promptly, impartially and thoroughly according to the following procedures.

**B. Definitions**

**Accused Harasser:** The student alleged to have harassed the complainant.

**Complainant:** The parent and/or student reporting a complaint that the student was harassed.

**Days:** 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. 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.

**Harassment:** Harassment means verbal or physical conduct based on the student's real or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories, that is sufficiently severe, persistent or pervasive to substantially interfere with a student's educational benefits or opportunities

**Investigator:** The school official responsible for investigating and responding to the complaint (which may be the principal, Title IX coordinator or another designated school official).

**Sexual Harassment:** A form of harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a student to another student when the conduct is sufficiently severe, persistent or pervasive to substantially interfere with a student's educational benefits or opportunities

**C. Timelines of Process**

The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. Failure by the investigator at any step to communicate a decision within the specified time limit will permit the complainant to appeal the complaint to the next step unless the investigator has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation or report. The investigator will make reasonable efforts to keep the complainant apprized of progress being made during any period of delay. Delays are not permitted that interfere with the exercise of any legal rights.

Failure by the complainant at any step to appeal a grievance 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 in writing of a delay and the reason for the delay.

**D. General Requirements**

1. No reprisals of any kind will be taken by the board or by an employee of the school district against any complainant or other student or employee on account of his or her participation in a complaint filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school district will consider requests to hear complaints as a group, but the board and school officials have the discretion to respond individually to complainants.
4. The complainant may have a representative, including an attorney, at any stage of the complaint.
5. The office of the superintendent will maintain a record of all filed complaints of harassment. Each record will be assigned a file number. All records

will be indexed by complainant and accused harasser. All information concerning a filed complaint will be maintained in the assigned file. Any disciplinary action taken as a result of a filed complaint of harassment will also be maintained in the student's record.

## 2. Process for Complaint

### Reporting Complaint

1. A complaint must be filed in writing as soon as possible, but no longer than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after thirty (30) days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the superintendent or the superintendent's designee will determine whether the complaint will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay or the ability of the school district to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in reporting may significantly impair the ability of the school district to investigate and respond effectively to such complaints.
2. A parent or student should report complaints of harassment to any of the following individuals:
  - Superintendent;
  - Principal or assistant principal at the school attended by the student; or,
  - The Title IX coordinator.
3. Any employee, including a teacher or counselor, who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports by the victim or other individual, shall notify the principal immediately. The principal or the principal's designee will promptly investigate any reports and take appropriate action. When an employee notifies the principal of possible harassment, if an initial investigation warrants, the principal will inform the possible victim of harassment about the harassment policy and procedures. The process provided in the policy will be used if at any time a complaint is made by a parent or student.
4. The principal or the principal's designee (hereinafter referred to as the investigator) will investigate the complaint.
5. The investigator will notify the superintendent and Title IX coordinator immediately of the complaint.
6. The investigator, no later than the following school day after a complaint is filed, will explain the process of investigation to the complainant and inquire as to any proposed corrective action.

### Investigation

1. The investigator will impartially, promptly and thoroughly investigate the complaint. The investigator will interview (1) the student who is the victim of the alleged harassment; (2) the accused harasser; and (3) any other individuals, including other possible victims of harassment, who may have relevant information. All parties will be given an opportunity to present witnesses and other evidence during the investigation.
2. Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school district. Any complaints withdrawn to protect confidentiality will be indexed in accordance with board policy.
3. In assessing whether the conduct complained of was harassment, the investigator will give consideration to all factual information, the totality of the circumstances, the context in which the alleged incidents occurred, the age and maturity of the complainant and the age and maturity of the alleged harasser.

### Investigator's Report

1. The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant and accused harasser in writing of the results of the investigation within fifteen (15) days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. If additional time is necessary, the investigator will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the investigation. The report will specify:
  - a. Whether the complaint was substantiated;
  - b. Whether the accused harasser violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated); and
  - c. If the investigator determines that harassment has occurred, the investigator also will specify:
    1. Reasonable, timely, age-appropriate effective corrective action intended to end the harassment and prevent it from re-occurring;
    2. As needed, reasonable steps to address the effects of the harassment on the complainant;
    3. As needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
    4. The investigator will submit the full report and investigative findings to the superintendent.
    5. If the corrective steps involve actions outside the scope of the investigator's responsibilities, the superintendent will delegate the responsibility for taking the corrective steps to the appropriate individual.

### Appeal of Investigator's Report

1. If the complainant or accused harasser is not satisfied with the results of the investigation, the complainant or accused harasser may appeal the matter to the superintendent. The appeal must be in writing to the superintendent and must be made within ten (10) days of the appealing party being notified by the investigator of the results of the investigation. The superintendent will review the written report of the findings of the investigation and any related documents; conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to decide the appeal. The superintendent will provide a written decision on the appeal within ten (10) days after receiving the appeal to the complainant and accused harasser, unless additional time is necessary to adequately respond to the appeal. If additional time is necessary, the superintendent will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the written decision on the appeal.
2. If the complainant or the accused harasser is not satisfied with the superintendent's decision, the complainant or accused harasser may appeal the decision of the superintendent to the board within ten (10) days of receiving the superintendent's decision. The board will review the written report of the findings of the investigation, the superintendent's decision on the appeal and any related documents, direct any further investigation be conducted before making a determination, or take any other steps the board determines to be appropriate in order to decide the appeal. The board will provide a written decision on the appeal within thirty (30) days after receiving the appeal to the complainant and accused harasser, unless additional time is

necessary to adequately respond to the appeal. If additional time is necessary, the board will notify the complainant and the accused harasser in writing of the reason additional time is necessary and a projected time for completion of the written decision on the appeal. The decision of the board is final.

**NO RETALIATION**

The Public Schools of Robeson County prohibits any form of retaliation against individuals who report harassment or who cooperate in the investigation of such reports. In accordance with this policy, the school district will take appropriate disciplinary action for any such retaliation.

Allegation of Sexual Harrassment Form I

Allegation of Sexual Harrassment Form II

Legal Reference: Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq, 34 C.F.R. pt. 106; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; Office of Civil Rights, Sexual Harassment Guidance: Harassment of Students by School Employees, Students or Third Parties; 62 Fed. Reg. 12,034 (1997)

Approved by the Board of Education August 23, 1999

Revised by the Board of Education July 9, 2007

**EAST ROBESON PRIMARY SCHOOL  
EMERGENCY DRILLS**

**TORNADO**

**WATCH:** There is a possibility of one or more tornadoes in the area. Continue normal activity, but be alert.

- + watch for changes in sky conditions
- + listen for sirens ( one continuing blast )
- + office will listen to AM/FM radio, television  
( Emergency Broadcast System )

**WARNING:** A tornado has been sighted or detected on weather radar.

**SEEK SHELTER IMMEDIATELY!**

- + signal by bell, intercom, or voice command
- + primary signal will be intercom tone
- + students proceed to designated areas  
( evacuation map in each room )
- + students should be against wall in crouch position
- + protect head with arms, clothing, etc.

**FIRE**

**PROCEDURES:**

- + signal by bell, intercom, or voice command
- + primary signal will be the  
**SIMPLEX FIRE ALARM SYSTEM**  
**EDWARDS SYSTEMS TECHNOLOGY**
- + students proceed to designated areas  
( evacuation map in each room )
- + classroom windows and doors closed

# **EAST ROBESON FIELD TRIPS**

**Grade level field trips will be planned this year.**

**Information forms will be sent home prior to the field trip and must contain the following information:**

- 1. Health considerations and instructions**
- 2. Health / Accident / Medical Insurance**
- 3. Emergency Telephone Number**
- 4. Name of Your Child**
- 5. Signature of Parent / Guardian**

**A Parent / Guardian Signature indicates the following:**

- 1. Approval for your child to go on field trip.**
- 2. Agreement with parameters of the field trip.**
- 3. Responsibility for any emergency costs not covered by insurance.**
- 4. Awareness that the Public Schools of Robeson County school system is not responsible beyond the limits of insurance coverage.**

**A COMPLETED INFORMATION FORM,  
WITH PARENT / GUARDIAN SIGNATURE,  
IS REQUIRED BEFORE YOUR CHILD IS  
ALLOWED TO GO ON A FIELD TRIP.**

**Any carry-on student luggage, book-bags, and / or backpacks will be searched prior to departure.**

**Field trips are an extension of school, school rules and policies continue to be in effect for all students.**

## TRANSPORTATION TO AND FROM SCHOOL SPONSORED OR SUPERVISED EVENTS

### 1. Transportation To and From School Sponsored or Supervised Events

1. The Public Schools of Robeson County participates in the Catastrophic Insurance Program (hereinafter "program") offered by the North Carolina High School Athletic Association. The program covers all students at the elementary, middle school and high school levels. The program is mandatory for all athletes and covers them for any athletic event they participate in. The program provides coverage for all students with regard to transportation directly to and from any school sponsored or supervised event. Transportation may be in a private vehicle or on a school vehicle. If a student is in a private vehicle that vehicle must travel directly to and from the school sponsored or supervised event in order for the coverage to remain in effect. If however, the private vehicle transporting the student is following a school vehicle and the school vehicle should stop or spend the night away from school, the student will be covered as long as the private vehicle transporting the student is in direct route to and from the school sponsored or supervised event.

2. All students traveling to a school sponsored or supervised event are required to travel by means provided by the Public Schools of Robeson County. However, there are certain exceptions to this requirement. The exceptions are as follows:

2.1. At the beginning of each school year, each student will be provided a school student handbook. The student handbook will include this policy. If a parent or guardian desires that their child not travel to and/or from a school sponsored or supervised event by means provided by the Public Schools of Robeson County, but desire that the student travel on a private vehicle to and/or from a school sponsored or supervised event, the parent or guardian is required within a 48 hour period before the school sponsored or supervised event, but not less than six hours before the mean of travel used by the Public Schools of Robeson County to travel to the school sponsored or supervised event departs the school site, to sign a consent form granting the student permission to travel by means other than that provided by the Public Schools of Robeson County to and/or from a school sponsored or supervised event. A separate consent form is required to be signed for each school sponsored or supervised event.

2.2. If the parent or guardian of a student fails to sign a consent form granting the student permission to travel by means other than that provided by the Public Schools of Robeson County in advance of the school sponsored or supervised event, the student must travel by means provided by the Public Schools of Robeson County unless there is a death in the student's family or the student becomes ill at the school sponsored or supervised event. In this instance, the principal or administrative designee of the principal will determine that there is a death in the student's family or that the student is ill and that the situation requires that the student be released to the parent or guardian to travel to and/or from the school sponsored or supervised event by means other than that provided by the Public Schools of Robeson County. The release of the student will only be to the parent or guardian.

3. Since school sponsored or supervised events are not mandatory all rules and regulations must be followed as mandated by board policy. All information pertaining to rules and regulations will be explained to the parent or guardian. Once all documentation has been explained to the parent or guardian, the parent or guardian will sign that the rules and regulations have been provided to them regarding travel to and from school sponsored or supervised events and the rules and regulations have been explained to them. The consent form will be kept on file at the school with all other student information.

**EAST ROBESON FINANCES**

**THERE WILL BE**

**A SERVICE CHARGE OF**

**\$20.00**

**ON ALL**

**RETURNED CHECKS.**

# **EAST ROBESON FRIDAY FOLDERS**

- 1. Sent home each Friday**
- 2. Should be returned on Monday**
- 3. Parent Signature Required**
  - Parents will be contacted if not signed or not returned**
- 4. Contents**
  - East Robeson Monthly Calendar (last Friday of each calendar month)**
  - Student Work**
  - Teacher Notes**
  - Weekly Class/Grade Level Newsletter**
  - Parent Signature Page**
  - Any School-wide Parent Letters**

# **EAST ROBESON PRIMARY SCHOOL**

## **FUND RAISING**

**EAST ROBESON FUND RAISING ACTIVITIES SUPPORT OUR SCHOOL PROGRAMS AND SCHOOL SPONSORED ORGANIZATIONS.**

**HOWEVER, TO SAFEGUARD THE HEALTH AND SAFETY OF OUR STUDENTS, THE FOLLOWING POLICY IS EFFECTIVE IMMEDIATELY:**

**ALL EAST ROBESON PRIMARY STUDENTS ARE PROHIBITED FROM DOOR-TO-DOOR SELLS OR DOOR-TO-DOOR SOLICITATION FOR CONTRIBUTIONS, PLEDGES, OR ORDERS.**

**Public Schools of Robeson County  
Board of Education Policies**

# **BOOK BAGS**

STUDENTS ARE REQUIRED TO HAVE BOOK BAGS AND GYM  
BAGS THAT ARE

**CLEAR OR NYLON MESH ONLY.**

# **VISITORS**

ALL VISITORS MUST

**SIGN IN**

AND OBTAIN A

**VISITORS PASS**

FROM THE SCHOOL OFFICE.

ANY PERSON ON SCHOOL PROPERTY IS SUBJECT TO:

**METAL DETECTION DEVICES  
AUDIO SURVEILLANCE DEVICES  
VIDEO SURVEILLANCE DEVICES**

# **DRESS CODE**

SUNGLASSES, HATS, CAPS, HEAD SCARVES, OR HEAD COVERS  
OF ANY DESCRIPTION WORN INSIDE A SCHOOL BUILDING ARE  
NOT PERMISSIBLE UNLESS AUTHORIZED BY THE SCHOOL FOR A  
SPECIAL REASON OR SCHOOL ACTIVITY.

SHORTS MUST MEET THE FOLLOWING CRITERIA:  
HAVE THE SHORTS AT THE WAISTLINE, STAND STRAIGHT WITH  
ARMS AND FINGERS FULLY EXTENDED BY YOUR SIDE; THE  
BOTTOM OF THE SHORTS SHOULD BE APPROXIMATELY EVEN  
WITH THE EXTENDED FINGERS.

# EAST ROBESON REGULAR SCHOOL DAY

6:30 – 7:30 BEFORE SCHOOL CARE (FEE APPLIES)

7:30 – 8:00 BREAKFAST (GRADES 1, 2, 3)

7:45 FIRST BELL

8:05 TARDY BELL

2:30 DISMISSAL KINDERGARTEN CAR STUDENTS

2:35 DISMISSAL GRADES 1, 2, 3 CAR STUDENTS

2:45 DISMISSAL ALL GRADES BUS STUDENTS

2:30 – 6:00 PRIMETIME PROGRAM (FEE APPLIES)

.....  
ANY STUDENT ARRIVING **BEFORE 7:30 AM** MUST BE ENROLLED  
IN THE PRIMETIME PROGRAM. (FEE APPLIES)

ANY STUDENT REMAINING ON CAMPUS **AFTER 2:35 PM** MUST  
BE ENROLLED IN THE PRIMETIME PROGRAM (FEE APPLIES)

**TARDY** STUDENTS MUST BE SIGNED-IN, BY PARENTS OR  
GUARDIANS, IN THE OFFICE.

STUDENTS **LEAVING SCHOOL EARLY** MUST BE SIGNED-OUT,  
BY PARENTS OR GUARDIANS, IN THE OFFICE.

TARDIES OR LEAVING SCHOOL EARLY CAUSE CLASSROOM  
DISRUPTIONS. ONLY IN CASES OF EMERGENCIES SHOULD A  
CHILD BE TARDY OR LEAVE SCHOOL EARLY.

STUDENTS MUST HAVE ADVANCE **WRITTEN PERMISSION**  
FROM PARENT OR GUARDIAN AND APPROVAL FROM THE  
SCHOOL ADMINISTRATION, CONCERNING ANY CHANGES IN  
TRANSPORTATION.

# EAST ROBESON DELAYED SCHOOL DAY

**NO BREAKFAST WILL BE SERVED**

8:30 – 9:30 BEFORE SCHOOL CARE (**FEE APPLIES**)

9:45 FIRST BELL

10:05 TARDY BELL

2:30 DISMISSAL KINDERGARTEN CAR STUDENTS

2:35 DISMISSAL GRADES 1, 2, 3 CAR STUDENTS

2:45 DISMISSAL ALL GRADES BUS STUDENTS

2:30 – 6:00 AFTER SCHOOL CARE (**FEE APPLIES**)

ANY STUDENT ARRIVING **BEFORE 9:30 AM** MUST PAY **\$5.00** TO  
THE **BEFORE SCHOOL CARE** PROGRAM.

**EAST ROBESON  
PARTIAL SCHOOL DAY**

**EARLY  
DISMISSAL**

**IF SCHOOL IS DISMISSED EARLY EACH STUDENT SHOULD KNOW WHAT TO DO AND WHERE TO GO. PLEASE DISCUSS THIS WITH YOUR CHILD.**

**YOUR CHILD'S TEACHER WILL NEED TO HAVE CONTACT INFORMATION ON FILE. THIS SHOULD INCLUDE ALTERNATE TRANSPORTATION AND TELEPHONE NUMBERS.**

**EVERY EFFORT WILL BE MADE TO FEED YOUR CHILD PRIOR TO AN EARLY DISMISSAL BUT CERTAIN CIRCUMSTANCES MAY INHIBIT THIS EFFORT.**

**AFTER SCHOOL CARE WILL OPERATE ON A SHORTENED SCHEDULE.**

# **EAST ROBESON STUDENT HEALTH**

**STUDENTS MUST HAVE THE IMMUNIZATIONS THAT ARE REQUIRED BY LAW. ANY STUDENT NOT HAVING THE REQUIRED IMMUNIZATIONS WILL BE SUSPENDED FROM SCHOOL UNTIL PROPER VERIFICATION CAN BE OBTAINED  
(NORTH CAROLINA GENERAL STATUTE 130A-155)**

**PARENTS OR GUARDIANS OF KINDERGARTEN STUDENTS MUST SUBMIT A KINDERGARTEN HEALTH ASSESSMENT REPORT (PPS-2K) WITHIN 30 DAYS FROM THE FIRST DAY OF SCHOOL. KINDERGARTEN STUDENTS CANNOT ATTEND SCHOOL WITHOUT THIS REPORT.  
(NORTH CAROLINA GENERAL STATUTE 130A-247)**

**SCHOOL STAFF CANNOT ADMINISTER MEDICATION TO STUDENTS EXCEPT FOR MINOR ABRASIONS, WHICH REQUIRE EXTERNAL FIRST AID TREATMENT ONLY.**

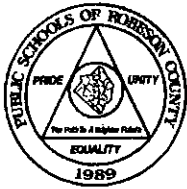
**FOR STUDENTS TO RECEIVE MEDICATION FROM SCHOOL STAFF, PARENTS OR GUARDIANS MUST COMPLETE THE FOLLOWING FORM:**

**REQUEST FOR MEDICATION ADMINISTRATION DURING SCHOOL HOURS  
(PUBLIC SCHOOLS OF ROBESON COUNTY BOARD OF EDUCATION FORM)  
(SEE FOLLOWING PAGE)**

## **PEDICULOSIS (HEAD LICE)**

**STUDENTS WHO ARE IDENTIFIED BY SCHOOL PERSONNEL AS BEING CARRIERS OF LICE AND/OR NITS (EGGS), MUST BE REMOVED FROM THE SCHOOL AND PROPERLY TREATED. THE STUDENT MUST BE COMPLETELY FREE OF ANY NITS OR LICE BEFORE REENTRY INTO THE SCHOOL CAN BE ALLOWED. FOR ANY CHILD WHO HAS A THIRD CASE OF LICE WITHIN A TWO MONTH PERIOD, IT IS RECOMMENDED THAT ALL SIBLINGS AND PARENTS BE EXAMINED BY A HEALTH CARE PROVIDER AND, IF NECESSARY, TREATED.  
(NORTH CAROLINA GENERAL STATUTE 130A - 247)**

**PERSONAL DATA SHEETS SHOULD BE COMPLETED WITH INFORMATION CONCERNING YOUR CHILD'S MEDICAL CONCERNS.**



# Public Schools of Robeson County

Post Office Drawer 2909  
Lumberton, North Carolina 28359  
(910) 671-6000  
Fax (910) 671-6024

Office of the Superintendent

Date \_\_\_\_\_

Dear Parent:

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

- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Medication(s) must be brought to school by the parent/guardian in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. The medication must be "signed in" at school by the parent/guardian. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (3) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours.)
- (4) Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, 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 5-09)



### **Garrett's Law**

Senate Bill 444, referred to as "Garrett's Law," was signed by Governor Easley on July 17, 2004 and updated in 2007. Garrett's Law mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus (HPV) and their vaccines.

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

### **Health Screening Programs**

The Public Schools of Robeson County Health Services Program maintains vision and hearing conservation programs to help with early identification and correction of vision and hearing problems so that student learning potential is maximized. Distance visual acuity screening is conducted annually by school nurses for students in grades 1, 3, 5 and 7. In addition, screening is completed on students who demonstrate possible vision problems, are being evaluated for the Exceptional Children's Program (near and distance acuity), or are referred by teachers. Hearing screening is conducted annually by school nurses for students in grades 1, 3 and 5. Additional screenings are conducted on students who demonstrate possible hearing problems, are being evaluated for the Exceptional Children's Program or are referred by teachers. Parents/guardians are notified by the school nurse if the screening results are outside the normal range.

Dental screenings are conducted annually for students in Kindergarten and 5<sup>th</sup> grade by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

### **Parent Notification of North Carolina Immunization Law**

This is to inform you of NC Immunization Law G.S. 130A-155. 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 G.S. 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.

# **EAST ROBESON TRANSPORTATION**

## **NORTH CAROLINA GENERAL STATUTE 115C-244**

1. No pupil shall be permitted to ride upon any school bus to which such pupil has not been so assigned ..., except by the express direction of the (school administration).
2. Assignment of pupils to school buses may be changed by the principal of the school as he may from time to time find proper for the safe and efficient transportation of such pupils.

## **NORTH CAROLINA GENERAL STATUTE 115C-245**

### **BUS CONDUCT**

1. Students that do not comply with established bus rules will be suspended from riding the bus.
2. Any behavior that jeopardizes the safety of other school bus passengers will not be tolerated.

### **BUS INFRACTIONS**

- |   |                                       |
|---|---------------------------------------|
| 1. Refusal to obey the bus driver.                          | 12. Standing while the bus is moving. |
| 2. Refusal to sit in assigned seat.                         | 13. Use of profanity.                 |
| 3. Eating or drinking on the bus.                           | 14. Harassment of other students.     |
| 4. Hanging out the bus window.                              | 15. Fighting or hitting.              |
| 5. Disruptive behavior.                                     | 16. Sexual offenses.                  |
| 6. Possession of a weapon.                                  | 17. Excessive noise.                  |
| 7. Falsifying information.                                  |                                       |
| 8. Tampering with windows, doors, or Emergency Exits.       |                                       |
| 9. Vandalism of bus or bus equipment.                       |                                       |
| 10. Throwing objects in or out of the bus windows or doors. |                                       |
| 11. Observable disruptive behavior at the bus stop.         |                                       |

### **CHANGE IN TRANSPORTATION**

No student will be allowed to change their mode of transportation without a **WRITTEN** request from parents or guardians and approval from the school administration.

# **EAST ROBESON TRANSPORTATION**

**PAGE TWO**

## **NORTH CAROLINA GENERAL STATUTE 115C-399**

1. Any person who willfully trespasses upon or damages a school bus may be liable pursuant to the provisions of NCGS 14-132.2.

## **NORTH CAROLINA GENERAL STATUTE 115C-240**

1. The State Board of Education shall be under no duty to supply transportation to any pupil enrolled in any school.

## **STUDENTS LIVING OUTSIDE OF THE EAST ROBESON PRIMARY SCHOOLS ATTENDANCE ZONE**

1. Students that have been approved by the Public Schools of Robeson County, to attend East Robeson Primary School but live outside of the attendance zone, will be **denied** school bus transportation.
2. The above policy is due to the overcrowded conditions on our school buses.

# **EAST ROBESON TRANSPORTATION**

**PAGE THREE**

## **CAR STUDENTS**

**FOR THE SAFETY OF OUR CAR STUDENTS,  
WE REQUEST THAT YOU DROP OFF AND  
PICK UP YOUR CHILD IN THE DESIGNATED  
LOADING ZONE.**

**THE LOADING ZONE IS PAINTED BLUE AND  
IS ADJACENT TO A RAMP.**

**NO PARKING IS ALLOWED WITHIN THIS  
ZONE OR THE SCHOOL DRIVEWAY.**

**PLEASE PARK IN DESIGNATED PARKING  
SPACES OR IN THE GRAVEL PARKING LOT.**

**KINDERGARTEN LOADING WILL REMAIN  
ON THE CIRCLE DRIVEWAY.**

**CAMPUS SPEED LIMIT  
5 MILES PER HOUR**

**EAST ROBESON**

**WEATHER**

**SCHOOL CLOSINGS OR  
DELAYS WILL BE  
ANNOUNCED BY AREA  
RADIO AND TELEVISION  
STATIONS.**

**IF POSSIBLE, SCHOOL  
CLOSINGS OR DELAYS  
WILL BE ANNOUNCED  
BY 6:00 AM.**

**EAST ROBESON  
PARENT - TEACHER ASSOCIATION**

**P T A**

**2009-2010**

**Members**

April Brewer	President
Holli Pittman	Vice President
Wendy Britt	Secretary
Monica McVicker	Treasurer

**Meetings**

September 14, 2009	7:00 pm	(3 <sup>rd</sup> grade will perform)
December 14, 2009	7:00 pm	(2 <sup>nd</sup> grade will perform)
February 1, 2010	7:00 pm	(1 <sup>st</sup> grade will perform)
March 29, 2010	7:00 pm	(Kg. will perform)

**EAST ROBESON  
ADVISORY COUNCIL**

**Members**

Princess Dawn Hardin	Tyrone Byrd
Monica McVicker	Holli Pittman
April Brewer	Elizabeth Wright
Wendy Britt	Linda Rawson

**Meetings**

September 14, 2009	6:00 pm
December 14, 2009	6:00 pm
February 1, 2010	6:00 pm
March 29, 2010	6:00 pm

## **EAST ROBESON MISCELLANEOUS**

**SCHOOL COLORS: ROYAL BLUE AND WHITE.**

**SCHOOL MASCOT: BEAVER**

**TEACHER CONFERENCES ARE BY APPOINTMENT AFTER 2:45 PM.**

**STUDENTS CANNOT BRING GUESTS WITH THEM TO SCHOOL.**

**STUDENT ADDRESS MUST BE THE 911 ADDRESS OF RESIDENCE.  
NO POST OFFICE BOX NUMBERS WILL BE ACCEPTED.**

**PARENT - TEACHER ASSOCIATION (PTA): MEETINGS ARE HELD  
FOUR TIMES A YEAR. PARENT AND GUARDIANS ARE STRONGLY  
ENCOURAGED TO JOIN AND BECOME ACTIVELY INVOLVED.**

**TELEPHONE: WE WILL ONLY GIVE EMERGENCY MESSAGES TO  
STUDENTS. STUDENTS WILL NOT BE ALLOWED TO USE THE  
TELEPHONE. STUDENT TRANSPORTATION CHANGES WILL NOT  
BE TAKEN OVER THE PHONE.**

**LOST AND FOUND ITEMS ARE STORED IN THE SCHOOL OFFICE  
AREA.**

**EACH STUDENT MUST HAVE PARENAL OR GUARDIAN  
PERMISSION PRIOR TO USING THE INTERNET.**

**STUDENTS MAY NOT RECEIVE FLOWERS OR HELIUM FILLED  
BALLOONS WHILE AT SCHOOL.**

**STUDENTS THAT LIVE OUTSIDE OF THE EAST ROBESON  
ATTENDANCE ZONE, MUST HAVE PSRC BOARD OF EDUCATION  
APPROVAL PRIOR TO ENROLLING.**

## COMPLAINTS AND GRIEVANCES

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

### Student Grievance Procedure

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

#### A. Initiation

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

#### B. Procedure

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

##### Step 1 - Principal Conference

A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step 1:

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

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

If the grievance is not resolved at Step 1, the student may appeal the principal's decision in writing to the Superintendent. The appeal must be made within five (5) school days following receipt of the principal's position statement on Step 1.

The Superintendent or his designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the Superintendent or his designee within ten (10) school days following the Superintendent's review.

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

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

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

# EAST ROBESON PRIMARY SCHOOL

4840 SEVENTH STREET ROAD  
LUMBERTON, NC 28358  
910-671-6055  
FAX 910-738-6639

BARBARA I. MCQUEEN  
PRINCIPAL

SHERI Y. DIAL  
ASSISTANT PRINCIPAL

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

**You may review the Asbestos Management Plan by contacting the school office or the Public Schools of Robeson County Board of Education.**

**East Robeson Primary School is in complete compliance with all regulations governing this plan.**

Sincerely,  
Barbara McQueen  
August 1, 2009

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

#### Illustrations

- A photograph or illustration may be used in its entirety
- No more than 5 images of an artist's or photographers work
- When using a collection, no more than 10% or 15 images, whichever is less

#### Music

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds
- Up to 10% of a body or sound recording, but no more than 30 seconds
- Any alterations cannot change the basic melody or the fundamental character of the work

#### Copying and Distribution Limitations

- Do not post multimedia projects on an unsecured web site
- No more than 2 copies of the original can be made
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy

#### Alteration Limitations

- Multimedia selections falling in the above guidelines may be altered to support a specific instructional objective
- Notation of alteration should be documented within the presentation itself

#### Multimedia Presentation Citations

- Educators and students must credit sources, giving full bibliographic information when available
- Educators and students must display the copyright notice and copyright ownership information if it is shown in the original source
- Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning

#### Permission Requirements

- For multimedia projects used for non-educational or commercial purposes
- For duplication or distribution of multimedia projects beyond limitations outlined above

Information Technology Evaluation Services, Public Schools of North Carolina, 1997

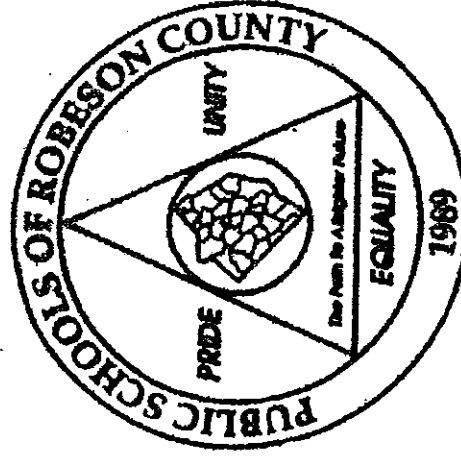
<http://www.dpi.state.nc.us/copyright1.html>

Public Schools of Robeson County  
Board of Education

Mr. Colin Armstrong  
Superintendent

# Internet & Media Acceptable Use Policy

The Public Schools of Robeson County  
is in compliance with the Children's  
Internet Protection Act (CIPA) of 2001.



Public Schools of Robeson County

Post Office Drawer 2909  
Lumberton, North Carolina 28359

Phone: 910-671-6000

Fax: 910-671-6024

[www.robeson.k12.nc.us](http://www.robeson.k12.nc.us)

Board approved 06/02

# The Internet

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

## GOALS FOR USING THE INTERNET:

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

## ACCESS INCLUDES:

- Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions and a variety of other sources.
- Telecommunications with individuals and groups from around the world.
- Public domain software and shareware software.
- E-mail for students ages 13 and above.

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

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

## Rules and Regulations for Internet Access

1. **Acceptable Use:** The Internet is to be used in a responsible ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of the Public Schools of Robeson County. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws
- Reposting (forwarding) personal communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by a trade secret
- Utilizing the online service for commercial purposes
- Providing political or campaign information

2. **Netiquette Rules:** Users must abide by network rules. These rules include, but are not limited to, the following:

- Be polite - rudeness is never acceptable
- Use appropriate language - do not swear or use any other abusive or inappropriate language
- Do not reveal your personal address or phone number or those of anyone else
- Do not disrupt the use of the network
- Assume that all communication and information accessible via the network is private property

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

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

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

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

## Rules Regarding Fair Use Guidelines for Multimedia.

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

### TEXT

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

### Motion Media

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



Internet & Media Acceptable Use Policy  
Agreement

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

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

**YES NO** I hereby give permission for my son/daughter to have Internet access privileges.

**YES NO** I hereby give permission for my son/daughter to have electronic mail privileges for collaboration within the class and any approved electronic pen-pal programs.

**YES NO** I hereby grant permission for my son/daughter's picture 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 on the Internet.

**YES NO** I hereby give permission for my son/daughter's work samples to be posted on the Public Schools of Robeson County's website. All work submitted by students for posting will be listed by first name and/or teacher and grade.

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Parent Name (Print)

Phone

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Parent Signature

Date

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Student Name (Print)

Grade

---

Student Signature

Date

---

Homeroom Teacher

## **SCHOOL BUS CONDUCTS AND SAFETY**

We know that you share our concern for the safety of every student who rides a school bus. We ask you to impress upon your child that it is absolute necessary to follow the rules and to obey the bus driver. It is very important that you review these rules and responsibilities with your child.

### ***Duties and Responsibilities of Students on Buses***

#### ***Conduct of Students***

- ★ Obey the bus driver promptly concerning conduct on the bus.
- ★ Observe classroom conduct, except for ordinary conversation, while getting on or off, and while riding on the school bus. Distracting objects such as knives, chains, sticks, rocks, pets, etc., are not allowed on the school bus.
- ★ Be at the place designated both morning and afternoon ready to board the bus at the time shown on the posted schedule. The driver is responsible for maintaining this schedule and cannot wait for tardy pupils. Tardiness by the driver should be reported to the school office by telephone.
- ★ Help keep the bus clean, sanitary, and orderly and refrain from damaging or abusing the cushions or other bus equipment. Students will be required to pay for damages. Eating is not permitted on the school bus during the day.
- ★ In case of an emergency, ask the driver to stop the bus.
- ★ The use of drugs, alcohol, tobacco and profane language is absolutely prohibited. Students are not permitted to use recording devices and radios on buses.

#### ***Safety Rules***

- ★ Stay off the roadway while waiting for the bus.
- ★ Wait until the bus has come to a complete stop before attempting to get on or off.
- ★ Leave the bus only with the consent of the driver.
- ★ Enter or leave the bus only by the front door, except in case of an emergency.
- ★ Do not lean out of windows. Keep head and hands inside of the bus.
- ★ When crossing a street at a bus stop:
  - ★ Make sure the bus is stopped, the door is open and stop signal is out.
  - ★ Look both ways and do not run across the street or road.
  - ★ On a signal from the driver or crossing guard, walk quickly and directly to the safety curb.

#### ***Under General Statute 115C-245 the Principal may take away a student's riding privilege for:***

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

#### ***Under General Statute 115C-399 the Principal may prosecute a student for:***

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

School bus rules and actions of school bus drivers are for the safety of our children, all school system employees feel a great responsibility to parents and the community for the safety of our school bus passengers, we do everything we can to have safe bus operation. Your support and cooperation are needed.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PUBLIC SCHOOLS OF ROBESON COUNTY  
EAST ROBESON PRIMARY SCHOOL  
STUDENT / PARENT / TEACHER COMPACT  
2009-2010**

The State Board of Education and the Public Schools of Robeson County Board of Education have adopted policies requiring students to meet state and local standards for promotion and for graduation from high school. Both boards believe that learning can take place best when there is effort, interest, and motivation by students, parents, and staff. This agreement is intended to bring about a unified effort to improve the education of all Kindergarten to Grade 12 students.

We are committed to \_\_\_\_\_'s success in school and promise to work together to promote his / her achievement.

As a STUDENT at East Robeson Primary School, I will...

- respect myself and the rights of others;
- attend school regularly;
- follow the Student Code of Conduct;
- come to school dressed appropriately, with necessary materials, and prepared to work;
- ask my teacher when I do not understand; and
- complete all of my assignments on time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

As this child's PARENT / GUARDIAN, I will...

- provide ample, quiet study time at home and encourage good study habits;
- make sure my child is well-rested and at school on time;
- support the school staff in their efforts to promote appropriate behavior;
- encourage my child to read more;
- communicate regularly with my child's teacher;
- monitor my child's homework;
- read, sign, and return my child's progress reports; and
- attend parent / teacher conferences as requested.

Signed \_\_\_\_\_ Date \_\_\_\_\_

As this child's CLASSROOM TEACHER, I will...

- explain my expectations, instructional goals, and grading system to the student and parent;
- teach the *North Carolina Standard Course of Study*;
- provide a climate in my classroom that is conducive to learning;
- communicate with parents through conferences, progress reports, and by telephone;
- employ various teaching methods which work best for the student; and
- provide enrichment and remediation opportunities for the student as needed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I, the principal of East Robeson Primary School, am committed to providing a safe and orderly environment that is conducive to learning. As the instructional leader of the school, I will support the teachers in their efforts to teach all students. Opportunities for the establishment and attainment of high expectations will be made available to all students. Parent involvement is essential as we work to give your child the best educational experiences possible.

# EAST ROBESON PRIMARY SCHOOL

4840 SEVENTH STREET ROAD  
LUMBERTON, NC 28358  
910-671-6055  
FAX 910-738-6639

BARBARA I. MCQUEEN  
PRINCIPAL

SHERI Y. DIAL  
ASSISTANT PRINCIPAL

## EAST ROBESON PRIMARY SCHOOL STUDENT HANDBOOK

**My signature below indicates that I have read the documents listed above and have had an opportunity to discuss their contents.**

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PARENT/GUARDIAN SIGNATURE

DATE

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STUDENT SIGNATURE

DATE