

Long Branch Elementary School



Parent / Student Handbook 2024 - 2025

LONG BRANCH ELEMENTARY SCHOOL
10218 NC 72 HWY EAST
LUMBERTON, NC 28358
910-739-3864

Dr. Leslie Harris, Principal

"Learning Today for a Better Tomorrow"

Updated 8/11/23

Long Branch Elementary School



"Learning Today for a Better Tomorrow"

July 2, 2024

Welcome to the 2024-2025 school year! It was my privilege and honor to serve the Long Branch Elementary community during the 2023-2024 school year. I am excited about the year ahead and I hope you are as well.

During the upcoming school year, I want us to focus on challenging ourselves. Our motto for the year will be "Challenging Today for a Better Tomorrow." As you see, it is very similar to our vision statement. I created this statement with our Instructional Learning Team intentionally so that we keep our vision statement at the forefront of what we do this year as we focus on challenging both ourselves and our students. First, I want us to focus on challenging ourselves to be better and do better every day, whether it means being more data-driven in our instruction or drinking more water so that we are healthier people. Second, I want us to challenge our students to strive for the best. Let's incite that competitive excellence in them and the teamwork it takes to excel academically, behaviorally, socially, emotionally, and academically. Lastly, I want us to challenge ourselves to step outside of our comfort zones. Living in our comfort zones is what encourages us to accept mediocrity as the norm instead of turning the tables, trying something completely new and soaring and reaching heights never thought possible. Albert Einstein once said, "Insanity is doing the same thing over and over again and expecting different results."

Remember, we are **EAGLES**. We are always Eager to collaborate with teammates. Build your grade level PLCs and use their wisdom and knowledge daily. **EAGLES** are Adaptable to all styles of character on the team. We are loving and accepting. Returning **EAGLES**, please be sure to take in our new **EAGLES** and show them how great Long Branch Elementary is. Be Genuine in your actions. Show Loyalty to the team. You will have a family once you join Long Branch Elementary and your teammates will take care of you. Be Encouraging to everyone. In return, they will be encouraging back at a time when you need it. Last, but most definitely not least, be Supportive of the School's Vision. At Long Branch Elementary School, we are "Learning Today for a Better Tomorrow." Adults and students alike.

I look forward to seeing everyone on campus during the upcoming school year and I can't wait for us to push ourselves as we "Challenge Today for a Better Tomorrow!"

Sincerely,

Dr. Leslie Harris
Principal

Long Branch Vision Statement

"Learning Today for a Better Tomorrow"

Long Branch Mission Statement

Long Branch Elementary School is an educational institution where each student will experience success. Staff will make every effort to develop the varying needs, interests, and abilities of each student. Using the North Carolina Common Core, support programs, periodic monitoring and assessment of students, and guidance, our students will attain maximum academic growth in knowledge, self-discipline, and citizenship skills necessary for a contributing role in an ever-changing society.

We will daily strive to maintain a spirit of teamwork, professionalism, and cooperation with home and community. Finally, we will exhibit and instill a sense of pride in the education of each student and respect the diversity of the school population.

Public Schools of Robeson County Mission Statement

The mission of the Public Schools of Robeson County is "To educate all students by building a foundation for learning in an ever-changing global society."

SCHOOL PHONE NUMBER

Main phone - 739-3864

BELL SCHEDULE

Warning Bell	7:45 a.m.
Tardy Bell	7:50 a.m.
Dismissal	3:05 p.m.

SCHEDULE

School Day - Faculty/Staff	7:25 - 3:20
School Day - Students	7:30 - 3:05

STUDENTS MUST BE IN CLASS BEFORE 7:50.

2024 - 2025 ADVISORY COUNCIL MEMBERS

Summer Broadway
Dwayne Hunt
Andreanna Wilcox
Derrick Evans
Latina Hill

2024 - 2025 PTA OFFICERS

President - Victoria Smith
Vice President - Miranda McLaughlin
Treasurer - Karen White
Secretary - Tammy McLaughlin

PTA SCHEDULE

The following is a tentative schedule for the PTA and the Advisory/PTA meetings for the 2024 - 2025 school year. These meetings are subject to change. Should it become necessary to make a change, we will make every effort to let you know well in advance. Please support the PTA by attending the meetings and assisting with all activities.

All PTA meetings will be at 6:00 pm unless notified differently and will be held in the gym.

October 14, 2024	Regular meeting at 6:00 pm
December 16, 2024	Regular meeting at 6:00 pm
March 17, 2025	Regular meeting at 6:00 pm
May 12, 2025	Regular meeting at 6:00 pm

School Parent and Family Engagement Policy

In support of strengthening student academic achievement, Long Branch 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.

Long Branch 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

Long Branch Elementary School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Long Branch 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.

Long Branch Elementary will hold its Annual Title I meetings to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. Those dates will be publicized in advance.

B. FLEXIBLE NUMBER OF MEETINGS

Long Branch Elementary 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

Long Branch 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 the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.

D. COMMUNICATION

Long Branch Elementary 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 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

Long Branch Elementary 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 Assistant Superintendent Mrs. Jennifer Freeman at jennifer.freeman@robeson.k12.nc.us

F. SCHOOL-PARENT COMPACT

Long Branch Elementary 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.

Long Branch Elementary 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

Long Branch Elementary 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.

Long Branch Elementary will offer parent workshops on an as needed basis. We will also continue to encourage parents to use online resources such as Khan Academy, Lexia, and Renaissance. We have also purchased brochures and other reading material to assist parents in supporting their child's academic success.

H. ACCESSIBILITY

Long Branch Elementary 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 Field Day, Family Nights, PTA 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, and the school website. Parents as Partners in Education meetings will also be held.

Long Branch Elementary
SCHOOL-PARENT COMPACT

Long Branch 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 2023-2024 school year.

School Responsibilities

The Long Branch 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 Association (PTA) commitments.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Parent Responsibilities

Long Branch 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

Long Branch 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: _____

Primaria Long Branch
PACTO ESCUELA-PADRES

Long Branch Elementary y los padres de los estudiantes que participan en actividades, servicios y programas financiados por el Título I, Parte A de la Ley Every Student Succeeds Act (ESSA) (niños participantes), acuerdan que este pacto describe cómo los padres, toda la escuela El personal y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación que ayudará a los niños a alcanzar los altos estándares del estado.

Este pacto entre la escuela y los padres está en vigor durante el año escolar 2023-2024.

Responsabilidades de la escuela

El personal de primaria de Long Branch:

1. Proporcionar un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo que apoye a los niños para que cumplan con los estándares de rendimiento académico estudiantil del estado.
2. Proporcionar a los padres informes frecuentes sobre el progreso académico y de comportamiento de sus hijos. En cada salón de clases, proporcionaremos informes de progreso a través de conferencias de padres y maestros, muestras del trabajo de los estudiantes, actualizaciones sobre las evaluaciones de lectura, escritura y matemáticas. Iniciaremos el contacto con los padres ante los primeros signos de un patrón de comportamiento que interfiera con el aprendizaje del estudiante.
3. Establezca altas expectativas para el personal, los estudiantes y los padres garantizando un plan de estudios desafiante, implementando programas dirigidos a aumentar el rendimiento estudiantil y comprometiéndose a reclutar, retener y capacitar al personal calificado. Además, resalte / prepare las formas en que los padres pueden promover el entorno de aprendizaje en el hogar.
4. Proporcionar a los padres un acceso razonable al personal. Los maestros pueden ser contactados por teléfono o solicitando por escrito que se reúnan en el horario de conferencia especificado. Los horarios alternativos más allá del horario escolar se pueden arreglar directamente con el maestro.
5. Brindar a los padres oportunidades para ser voluntarios y participar en la clase de su hijo, y para observar las actividades del aula, según lo definido por los equipos de nivel de grado o los compromisos de la Asociación de Padres y Maestros (PTA).

Firma del maestro: _____ Fecha: _____

Firma del director: _____ Fecha: _____

Responsabilidades de los padres

1. Los padres de la escuela primaria Long Branch:

Establecer rutinas para apoyar el éxito de mi hijo en la escuela:

hora de acostarse apropiada

supervisar la asistencia

tarea y lectura

nutrición

aseo e higiene

2. Comunicar la importancia del éxito en la escuela y su relación con el éxito en la vida.

3. Proporcionar tiempo de voluntariado a la escuela durante el año escolar.

4. Asegurarme de que mi hijo asista a la escuela con regularidad y llegue a la escuela a tiempo.

5. Asegúrese de que la tarea de mi hijo se complete y se devuelva a la escuela a tiempo.

6. Mantenerme informado sobre la educación de mi hijo y comunicarme con la escuela leyendo con prontitud todos los avisos de la escuela o del distrito escolar recibidos por mi hijo o por correo y respondiendo según corresponda.

Responsabilidades del estudiante

Los estudiantes de la Primaria Long Branch:

1. Asistir a la escuela con regularidad y llegar a la escuela a tiempo
2. Complete toda la tarea diaria y devuélvala a la escuela a tiempo.
3. Ser responsable de dar a los miembros de mi familia toda la información enviada a casa desde la escuela.
4. Planifique constantemente una parte de cada día durante un período de 30 minutos de tiempo de lectura.

Firma del estudiante: _____ Fecha: _____

Firma del padre: _____ Fecha: _____

Public Schools of Robeson County 2024 - 2025 School Calendar



M	T	W	T	F
August				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
September				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

M	T	W	T	F
October				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	T	F
November				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	T	F
December				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	T	F
January				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	T	F
February				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

M	T	W	T	F
March				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

M	T	W	T	F
April				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

M	T	W	T	F
May				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
June				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

First and Last School Days for Students
August 26, 2024
June 6, 2025

First and Last School Days for Teachers
August 19, 2024
June 13, 2025

End of Nine Weeks Reporting Periods
October 24, 2024
January 17, 2025
March 27, 2025
June 6, 2025

Report cards will go home five working days after the end of each nine weeks.

Student Holidays

September 2, 2024
November 11, 2024
November 28—29, 2024
December 23, 2024—January 3, 2025
January 20, 2025
April 21—25, 2025
May 26, 2025

Calendar Key

- Required Teacher Workdays
- Half Day for Students/Half Day Required Teacher Workday
- Optional Teacher Workdays
- Holidays
- Annual Leave Days
- End of the Nine Weeks

Board Approved February 13, 2024

Long Branch Elementary

Student Expectations

Treat others with respect.

Use polite and respectful behavior at all times. Vulgar language and/or profanity are strictly prohibited on campus or on school buses. Aggressive behavior, real or play, is not acceptable.

Take care of our property and respect our place of learning.

Students should not damage, destroy, or remove any property belonging to the school. All students will be expected to help maintain a neat and orderly school by cleaning their assigned work areas, not throwing trash or other items on the grounds, taking care of our restroom facilities, cleaning up their area after meals in the cafeteria, and taking good care of any and all items, including textbooks, that belong to the school.

Follow school rules and adult directions.

Adults on our campus serve in many different capacities, but all our staff members have the best interest and safety of students as a priority. Students are always expected to follow the school rules, which may be enforced by any adult employee on the campus.

- Walk quietly at all times.
- Be respectful of others and yourself.
- Follow adult directions.
- Maintain good behavior.
- Keep a positive attitude.
- Follow the school-wide quiet signal.

We are EAGLES!

At Long Branch Elementary School, our values are represented by E.A.G.L.E.S.:

E-Eager to collaborate

A-Adaptable

G-Genuine in our actions

L-Loyalty to our team

E-Encouraging to everyone

S-Supportive of the school's vision and values

PBIS Core Matrix

- Safe
- Organized
- Always Respectful
- Responsible

Long Branch Eagles SOAR with our school rules!

Long Branch Eagles Soar Learning Today for a Better Tomorrow

	Safe	Organized	Always Respectful	Responsible
School Bus	# Remain Seated # Keep hands and feet to yourself	# Keep backpack in your lap # Feet on the floor Walk to and from the bus	# Talk quietly to neighbor # Respect Bus Driver	# Follow bus Rules # Be at the bus stop on time
Cafeteria	# Sit on stool # Follow Staff instructions # Walk carefully with trays	# Get items needed before going to seat # Keep a clean table area	# Follow lunch procedures # Talk with your table voice	# Respect others time during eating # Take all trash with you when you leave the table
Classroom	# Practice self-control # Build positive relationships	# Bring all needed materials to class # Ensure your device is charged	# Respect every voice # Follow classroom procedures	# Produce quality work # Complete assignments on time
Hallway	# Walk on the second block or the blue tile # Keep hands and feet to yourself	# Stay on the right side # Walk facing the direction you are going	# Respect other's learning environment # Respect others when you pass them as you move throughout the school	# Report to the location you have been instructed to go # No running on school campus
Restroom	# Keep the restroom clean. # Put all trash in the trash cans	# Turn all faucets off after use # Flush after every use	# Respect other's privacy # Do not hangout	# Report any issues to the teacher when you return to the classroom # Complete your visit to the restroom and return to class

**Eager, Adaptable, Genuine, Loyal, Encouraging,
and Supportive of the School's Vision**

STUDENT BEHAVIOR GUIDELINES

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

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

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

CLASSIFICATION OF VIOLATIONS

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

Please see the attached Public Schools of Robeson County Discipline Matrix for further information.

CLASSROOM RULES

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

DUE PROCESS GUARANTEE

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

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

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

If a pupil is to be sent home during the day, these guidelines will prevail:

1. The principal shall attempt to reach the pupil's parents to inform them of the school's action and to request that they come to school for their child.
2. If they are unable to come for the pupil, the school shall try to provide transportation to his home, assuming his parents, guardian, or close relative will be there to receive him.

SUSPENSION AND EXPULSIONS - EXCEPTIONAL CHILDREN

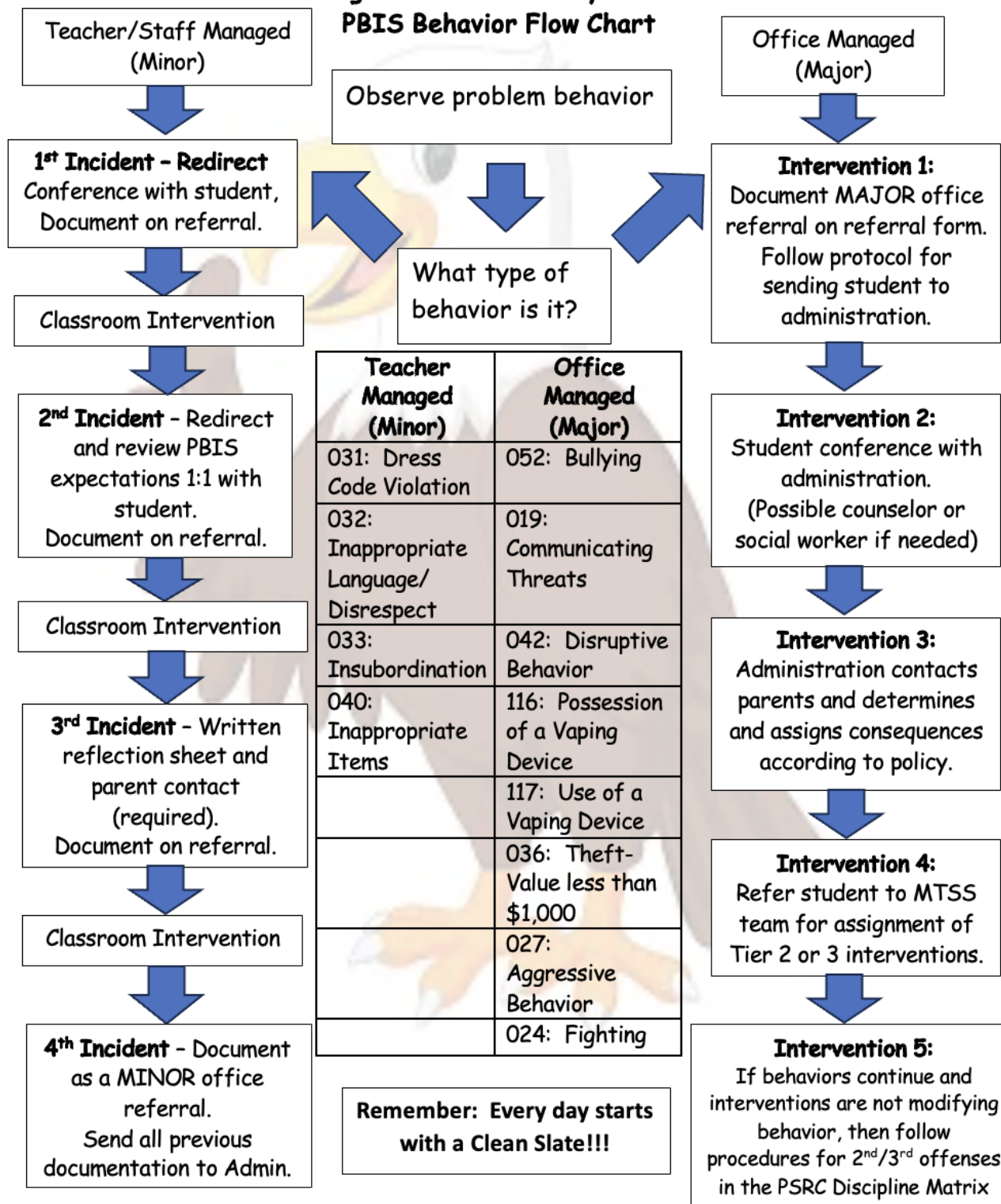
Children with disabilities who are suspended or expelled for more than 10 days will continue to receive special education and related services even if the misconduct is not caused by the disability. The Multi-disciplinary Team must be convened prior to the end of the 10th day of suspensions to determine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

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

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

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

Long Branch Elementary School PBIS Behavior Flow Chart



How can I help my child do well in Third and Fourth grade?

Testing is the culmination of months of work for your child and his or her teacher. There are many things you can do to help your child be successful in their coursework and on the End-of-Grade tests.

At Home

- Be sure your child gets adequate sleep every night and that he or she eats nutritious meals. Check with your child's doctor for guidelines.
- Be sure your child gets time for physical activity every day. Students who are physically active tend to perform better academically.

Work with the School

- Encourage reading. Read to your child and have him or her read to you every day.
- Participate in reading incentive programs that your child's teacher or school organizes.
- Encourage proficiency in mathematics by doing math with your child. Solve problems together. Mathematics is all around you - in the newspaper's sports section, the stock market listings, recipes, and maps.
- Help make connections. Help your child understand how you use academic skills in everyday life. How do you use academic skills on the job, for example?
- Communicate with your child's teacher to discuss your child's progress and ways that you can reinforce the teacher's standards and expectations.
- Avoid causing anxiety about testing. Parents in school districts that already have student accountability standards say that it helps students to explain that the test measures his or her learning throughout the year.
- Some parents say that it helps ease students' minds if parents assist their child in developing a "game plan" for test-taking. Go over test-taking strategies that your child's teachers have provided. Emphasize that your goal is for your child to put forth his or her best effort.

Public Schools of North Carolina - State Board of Education - Department of Public Instruction
301 N. Wilmington Street Raleigh, North Carolina 27601-2825 - www.ncpublicschools.org

ATTENDANCE

Good attendance is essential to the academic success of students, and all students are expected to be present every day. Persistent absenteeism creates a hardship for the student and is regarded as a very serious problem.

To be counted present for the day, a student must attend three hours of instructional time. Students will be counted present if they arrive before 11:30. If leaving early, students must remain at school until 11:30 a.m. to be counted as present for that day. Parents planning an educational trip for their child must talk with the principal **in advance and provide a written request for the absence to be excused.**

If your child is absent, it is essential that upon the child's return to school, **you send a note stating the reason for the absence.** If your child has an identified chronic illness that may constitute absences, a physician's statement should be submitted to the school. **If a note is not received, the absence is recorded as unlawful.** After three unlawful absences, written notification will be forwarded to parents as documentation for your records. In instances of excessive absences, parents will be contacted by the school social worker.

When a student accumulates **ten** unlawful absences, the North Carolina attendance law requires the principal to notify the District Attorney for possible prosecution. Please help us to avoid taking such action by always sending a written note after an absence.

According to Board policy, schoolwork missed due to absences **must be turned in within 5 days unless the teacher grants additional time.** The student will receive a zero for any work not made up.

Suspensions from school count as absences and the teacher is not required to allow makeup work, however, our staff is willing to work with parents/students to make up missed assignments when possible within a reasonable time frame. Students served through homebound services are considered in attendance and counted present.

Absences in excess of 10 days may constitute retention.

ATTENDANCE APPEALS

Students/parents in grades K - 12 may appeal absences to a committee made up of the principal, homeroom teacher, and guidance counselor.

Appeals may be made for the following reasons:

- A. Bad weather causing the bus not to transport the student to school.
- B. Extended illness with a statement from a doctor verifying that the illness and the necessary care exceeded five days for grades 9 - 12; ten days for grades K - 8.
- C. Hospitalization for an injury, which prevented the student from attending school for more than ten days.
- D. Conditions in the home, which required the student to miss school. The parents must appear before the appeals board to justify these absences.
- E. Prearranged absences relating to religious holidays and retreats.

G.S. 115C-378 (Revised by the Board of Education 5-8-2000)

BOOK BAGS

Students that choose to bring a book bag to school must follow board policy, which requires that student book bags be **clear** or **nylon mesh**.

Student Cell Phones

Students are not permitted to have cell phones on campus. However, we understand one may be needed before or after school for emergencies. Teachers will have a classroom bin to lock cell phones up throughout the day to protect instructional time.

BEFORE/AFTER SCHOOL CARE

Students arriving at school prior to 7:30 a.m. should be enrolled in the before-school care program to ensure safety and supervision. Before-school care students may enter the building at the cafeteria entrance at the front of the campus. **Parents are asked to follow the "one-way" traffic pattern signs to ensure student safety. Parents are asked to drop students off at the student drop-off area at the rear of the school after 7:30. Any student arriving after 7:50 a.m is considered tardy and must be signed in by a parent or guardian.**

Before-school care is available beginning at **6:30 a.m.** in the cafeteria.

After-school care is available until **6:00 p.m.**

There is a fee for before and/or after-school care. Interested parents may contact the school office for more information or you may register your child with the program director from 6:30 - 8:00 a.m. or from 3:00 - 6:00 p.m. in the cafeteria. **The fees are as follows:**

Morning Care Fees

1. Child - \$13
2. Children - \$18
3. Children - \$21

After School Care Fees

1. Child - \$32
 2. Children - \$42
 3. Children - \$52
- Children enrolled in the Afterschool Program will not be charged for Morning Care Services. **For children attending the Primetime Program 1 or more days, the weekly fee will remain the same.**

Failure to pay or failure of the student to adhere to the rules of the program will result in dismissal of the student from the before and after-school program.

Breakfast and Lunch Program

The school cafeteria operates as a nutritional as well as an educational center and is recognized as essential to the overall school program. Students are encouraged to eat in the cafeteria daily. Our school participates in the Breakfast Grab and Go program, therefore breakfast is free to all students who participate.

Students are not allowed to charge for snacks, ice cream, canned juices, etc. These purchases are cash-only items.

Students that cannot drink milk, or need a special diet, must provide medical documentation to the teacher and/or cafeteria manager.

BREAKFAST/LUNCH PRICES

Student Lunch and Breakfast - Free

Adult Lunch and Breakfast - A la Carte

CAFETERIA RULES

- Stand quietly in the serving line and follow directions to be seated in the area designated by the teacher.
- Know your lunch number and have your money ready for the cashier. **Meals may not be charged.**
- Students may talk quietly to their tablemates. Loud voices in the cafeteria are unnecessary. Students are always expected to display good table manners while eating in the cafeteria.
- Students are responsible for cleaning their table area: tray, milk carton, napkins, plastics, etc. Use the trash cans provided. Food may not be taken from the cafeteria.
- Carbonated drinks brought into the cafeteria by staff must be in a cup or covered.

BUS RIDERS

Bus transportation is provided as a privilege to public school students. Their safety is a responsibility shared by all of us. The driver is the authority on the bus and misconduct will not be tolerated. Students are expected to follow the directions of the driver and to obey bus rules at all times. The principal, by state law G.S. 115C-245, has the authority to suspend a student from the bus for any of the following offenses:

- 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.
- Participating in any inappropriate behavior while riding the bus.

BUS MISBEHAVIOR

The following procedure(s) will be used when students are reported to the office for misbehavior on the bus:

Fighting:	Automatic Suspension
<u>First Offense:</u>	Asst. Principal or designees will conference with the student and issue a warning.
<u>Second Offense:</u>	3-day bus suspension
<u>Third Offense:</u>	5- days bus suspension
<u>Fourth Offense:</u>	7- days bus suspension
<u>Fifth Offense:</u>	10-days bus suspension

Additional offenses or Code 3 offenses may result in removal from the bus for the school year.

Parents of students who ride buses **should read and return** the "School Bus Conduct and Safety" form. This form should be signed by both parent and student. Parents should regularly review school bus passenger safety rules with their child. **Remember: Your child's safety and the safety of all riders is our major concern.**

Parents are also reminded of the following regarding the school bus:

- Any person who unlawfully and willfully destroys or damages property of the bus shall be guilty of a Class I misdemeanor. (Legal Ref. 14-132.2)
- The Public Schools of Robeson County Bus Transportation System is a "designated stop" system, rather than "door to door" stops. This may mean that a child must walk to the designated stop to ride the school bus.
- Parents are not allowed to step on the school bus while the bus is en route. Parents wishing to discuss a concern or issue regarding the bus driver, route, or bus rules should contact the school administration.

*****REQUEST TO RIDE ANOTHER BUS*****

REQUESTS BY PHONE TO CHANGE YOUR CHILD'S BUS NUMBER CANNOT BE ACCEPTED. County regulations prohibit students from riding any bus other than the one they are assigned to. Requests for a bus change must be made in writing in the school office on the appropriate form.

CAR RIDERS: PROCEDURES AND EXPECTATIONS

The drop-off/pickup area for car riders is located at the back of the school campus near the playground area. For your convenience and student safety, staff will assist students in this area beginning at 7:30 a.m. Students may go directly to breakfast in the cafeteria upon arrival.

- Parents arriving early or those who need to come into the building may not park in the drop-off/pick-up area. The traffic in this area must keep moving. Please park in the designated areas when entering the drop-off area. **ONLY parents dropping off EC students or Pre-K may enter the drop-off at the media center.** Cars that are left parked in the student drop-off circle and/or are left unattended may be towed.
- Please do not leave your vehicle to look for students. This creates a traffic problem in the pick-up area.
- Staff will monitor the student drop-off/pick-up area and direct traffic. Parents are asked to be patient and cooperative. Please work with us and remember that all we do is in the best interest of your child(ren).

The parking lot at the cafeteria building is a designated area for staff parking and delivery trucks only. This is not a student drop-off or pick-up area.

CHANGE OF ADDRESS/PHONE NUMBER

It is imperative that the school maintains accurate, up-to-date information regarding your address, home phone number, and work phone number. **Please notify your child's teacher immediately anytime during the year that this information changes.**

CONFERENCES

Communication between home and school is essential to the educational program at Long Branch. It is vitally important that parents and teachers stay in close contact regarding the student's progress. We encourage you to schedule regular conferences by calling the office for an appointment or sending the teacher a note requesting a conference. **Unfortunately, instructional time in the classroom cannot be used for parent conferences.** Teachers will make every effort to schedule appointments to benefit the student, parent, and teacher. If at any time you feel a need to conference with the principal, please call for an appointment. Together we can ensure that your child has a successful year.

DAILY ROUTINE

Warning Bell: 7:45 a.m. School Dismissal: 3:05 p.m.
Tardy bell: 7:50 a.m.

All car and bus riders should report to the cafeteria upon arrival at school. Breakfast will be served prior to students reporting to class. Students must be in class **before 7:50**.

Student dismissal will be at 3:05 for all students. **Parents are to wait in their vehicle for their child prior to dismissal time no is allowed to approach the building for a child.** A staff member will help you with your need or concerns. We also ask that you **do not check out your child early**, as this is a critical time of day when teachers are reviewing and going over last minute items with the students. **EARLY DISMISSAL WILL END AT 2:30. PARENTS WILL NOT BE PERMITTED TO CHECK OUT STUDENTS AFTER 2:30.**

Parents should schedule medical and dental appointments for after school hours so that the student will not miss valuable instruction.

Any change that must be made in the student's daily routine must be preceded by a note from the parent or guardian, or in person, explaining the reason for the change. **No transportation, student pick-up, or dismissal changes will be made by phone.** Your cooperation is essential for the absolute safety of your child.

DISCIPLINE

Long Branch students are expected to display appropriate behavior at all times in order for maximum learning to take place. Discipline is not the same as punishment. It is the training that develops students into responsible members of society. Long Branch School will maintain effective discipline at all times. Parents are strongly encouraged to work with the teacher in correcting any discipline problems that may arise. You are also asked to stress the importance of good behavior and respect at school.

Positive behavior will be promoted and recognized in the classroom on a school-wide basis. Teacher praise, tokens, certificates, positive notes, and other appropriate rewards will be given. Students will also be acknowledged through various incentives. Our Token Economy Program will allow students to earn rewards for purchases in classroom stores and special school-wide events.

Corporal punishment is allowed by North Carolina Public School Law and by the Public Schools of Robeson County and may be used as a last resort by the principal and teachers. (G.S. 115C-390; G.S. 115C-391)

Good discipline is essential for an effective teaching and learning environment. We strongly believe in the efforts of home and school in maintaining the student's discipline. See attached Discipline Matrix.

EARLY DISMISSAL

All parents or legal guardians requesting early release of a child prior to the normal dismissal time must sign for the child in the school office at which time the principal or his/her designee will summon the student to the office. Students will be released only to parents / legal guardians unless a designee(s) has been granted permission in writing by the parent on the appropriate form in the school office.

Identification (driver's license) may be requested upon picking up the student. **Any person signing a child out must be listed on the home information sheet completed by the parent (parents name must also be listed in this section).** Anyone not listed on the paperwork in the office will not be allowed to sign a child out.

2:30 IS THE CUT OFF TIME FOR EARLY DISMISSAL, NO STUDENT WILL BE SIGNED OUT AFTER 2:30.

NOTE: Custody issues relating to student pick-up/release should be brought to the attention of school officials immediately and will require legal documentation.

Parents may not pick up a child at the classroom. **Excessive requests for early dismissal shall be handled in the same fashion as excessive absences; principal shall notify the school social worker who shall investigate the cause of the excessive early dismissals and report such to the principal and Superintendent or designee.**

EMERGENCY SCHOOL CLOSING

In the event of an emergency such as inclement weather, school may be closed, delayed, or dismissed early. Announcements will be made by local radio and TV stations; WTSB, WAGR- Lumberton, WFMO- Fairmont, WEWO - Laurinburg and TV Channels 3, 6, and 13. Please listen for public announcements beginning at 6:00 a.m.

Parents should make prior arrangements in case of emergency closings or early dismissals and discuss these with your child so that he/she will be prepared in advance.

FIELD TRIPS

Students are required to return a completed and signed permission form before going on a school field trip. Personal checks for field trips cannot be accepted. Please send cash **or money orders** for school field trips. Students that do not adhere to the school discipline rules may jeopardize their opportunity to participate in off-campus trips and activities.

****No student is allowed on a field trip without insurance: school, personal or Medicaid.****

FLOWER DELIVERY TO SCHOOL

Students are not permitted to receive flowers or balloons at school.

HOMEWORK

The Board of Education for the Public Schools of Robeson County encourages the assignment of homework as an integral part of the student's instructional program. Homework provides the parent with an awareness of what the child is studying and it reinforces skills learned.

Students are responsible for completing assignments neatly, accurately, and on time. Homework is to be a reflection of the student's best effort. Homework is intended to be completed after school and only a limited amount of time in the classroom will be devoted to completion of homework assignments.

Parents are encouraged to review the child's assignments after completion since appropriate follow-up activities, grading, and review will be done by the teacher. If your child repeatedly has difficulty with homework assignments, you should not hesitate to contact the teacher.

INSURANCE

School accident insurance is available for a reasonable cost. All safety precautions and procedures are in place at Long Branch but accidents do happen.

****Each participant involved in a field trip must be covered by school insurance or other personal insurance carried by the parent.** If you do not have accident coverage on your child, it would be wise to purchase school insurance so that your child will be allowed to participate in field trips.**

MEDICATION

If it becomes necessary for your child to take medicine at school, a **"Request for Medication Administration During School Hours Form"** must be signed by the parent and doctor. This form must also be on file at the school. No child can be administered medication without this documentation. **Please do not** send medication to school with your child whether prescription or over-the-counter. It is the parent's responsibility to inform the school of any change in the child's health or medication. Parents should remove medication from campus when use is discontinued.

PARTIES

Teachers will notify parents regarding holiday/party plans. Parents may provide healthy snacks to celebrate birthdays if prior arrangements are made with the teacher. A few restrictions do apply. **Students may not be served homemade food items.**

REPORT CARDS/GRADING

Students will receive interim reports and report cards on a regular basis throughout the school year.

Progress Reports Go Home	End of the 9 Weeks	Report Cards Go Home
September 24, 2024	October 24, 2024	October 31, 2024
December 3, 2024	January 17, 2024	January 27, 2025
February 25, 2025	March 27, 2025	April 3, 2025
May 6, 2026	June 6, 2025	June 6, 2025

Report Cards will go home approximately five working days after the end of each reporting period.

RETURNED CHECKS

There will be a minimum \$30.00 service charge on all returned checks.

SCHOOL CRIME AND VIOLENCE

The following acts must be reported to law enforcement and to the State Board of Education.

ACT	DESCRIPTION
1	Assault resulting in serious injury
2	Assault involving use of a weapon
3	Assault on school personnel (not resulting in serious injury)
4	Bomb Threat
5	Burning of a school building
6	Death by other than natural causes
7	Kidnapping
8	Possession of alcoholic beverages
9	Possession of controlled substance in violation of law
10	Possession of firearm or powerful explosive
11	Possession of weapon (excluding firearms and powerful explosives)
12	Rape
13	Robbery with a dangerous weapon
14	Robbery without a dangerous weapon
15	Sexual assault (not involving rape or sexual offense)
16	Sexual offense
17	Taking indecent liberties with a minor

STUDENT DRESS CODE

The Public Schools of Robeson County Student Code of Conduct Dress Code guidelines will be strictly followed:

- A. Shoes or sandals are to be worn at all times during the school day. **Flip-flop type shoes**
- B. **are not permissible due to safety reasons.**
- C. 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.
- C. Clothing that may be offensive to any group is not permissible.
- D. Clothing with vulgar language, inserts, signs or clothing advertising drugs or alcoholic beverages are not permissible.
- E. Distractive, scanty clothing, **tank tops**, halters, low cut tops, **mini-skirts**, midriff blouses or noticeably tight or transparent clothing is not permissible.

- F. Belts, if worn, must be kept on and tied or buckled at all times. **No sagging pants are allowed.**
- G. 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 fully extended by your side; the bottom of the shorts should be approximately even with the extended fingers.
- H. Holes in pants or shorts must have something worn under them, so the skin isn't visible.

Failure to comply with this rule when addressing clothing will result in the following penalty:

First Offense: Students dressed inappropriately **will be sent home to change.**

Additional Offenses: Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the Board of Education.

Failure to comply with this rule when addressing sunglasses and head covers will result in the following penalty:

HEADCOVERS REFER TO HATS, CAPS AND SCARVES

1. First Offense: Property confiscated until the end of the day.
2. Additional Offenses: Property confiscated and kept for a period of time at the discretion of the principal. Refusal to submit the confiscated item will result in further disciplinary action.

STUDENT RECORDS

Parents or guardians may exercise their right to review their child's educational records maintained by the Public Schools of Robeson County. You may contact the principal if you desire to inspect these records. (See FERPA Policy)

If you are moving and withdrawing your child from Long Branch, you must notify the school office and obtain a withdrawal form. The school will then forward the student's records to the new school. All books, fees due, and other school property items must be returned to the school upon a student's withdrawal.

TARDINESS

The instructional day at Long Branch School is 7:50 a.m. - 3:05 p.m. The tardy bell rings at 7:50 a.m., by which time classroom instruction has already begun and/or students have already had breakfast. Students who are late are missing valuable learning time because every minute of the day is important.

Long Branch School Tardy Policy is as follows:

1. Any student who is tardy **must be accompanied** to the office and signed in. The student will receive a tardy note to take to the teacher. **Students who are tardy (after 7:50 a.m.) should never be dropped off and sent in alone.** If an adult does not sign the child in, **the school social worker will be notified.**

2. If the child receives 3 tardies within the nine-week grading period, the school social worker will conduct an investigation into the cause of the excessive tardies.
3. If a child is tardy due to a doctor, dentist, or court appointment, a valid note from that appointment must be presented to the office when the child is signed in.

Please help your child to get the maximum benefit from his education by having him/her at school on time each day.

TELEPHONE

The office phone is a business phone. Students will be allowed use of the phone only in emergency situations. Students **are not** allowed to use the phone for personal use. Please make personal arrangements before students come to school.

TOBACCO-FREE POLICY

Tobacco Use Prohibited

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

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

TRAFFIC REGULATIONS ON CAMPUS

The drop-off/pickup area for students who ride in cars is located at the rear of the campus. This is a "one way" traffic pattern. Please remember that this is for the safety of our students, staff and visitors.

1. The drop-off / pick up area for students who ride in cars is located at the rear of the campus. This is a "one way" traffic pattern. Please remember that this is for the safety of our students, staff and visitors.
2. **The parking lot beside the cafeteria is for staff and delivery trucks only. No student should ever be dropped off or picked up in this area.**
3. Please do not park beside the road to pick up or drop off students. This creates an unsafe environment for our students.
4. Please show courtesy and safety by obeying all signs in the bus/car pick-up area.

UNWARRANTED ITEMS AT SCHOOL

Students are never to bring any items to school that have not been requested by the teacher. Toys, games, cell phones, radios, etc., will be confiscated and kept in the principal's office. Students who bring items that are of a dangerous nature will be charged by the appropriate law enforcement (ex. Guns, knives, bomb).

VISITORS

We are proud of Long Branch and invite you to visit at anytime. You are **always** welcome in **your** school. Please try to visit during non-instructional times, so as to not interfere with any student's learning.

To ensure students' safety and to protect valuable learning time, all visitors are requested to report to the office immediately upon arrival, sign in, and obtain a visitor pass.

VOLUNTEERS

Your help is needed at Long Branch School. Parents are encouraged to help in all classrooms, media center, programs, and PTA activities. If you have time or skills to share that will make our school a better place for teaching and learning, we would love to have you become a Long Branch Volunteer! **Each volunteer should log their volunteer hours in the notebook at the main office or in the classroom you work with.** Volunteers are recognized for their hours of service based on this documentation. **Be sure to sign the volunteer log in the classroom each time you visit.**

WEEKLY CLASSROOM NEWSLETTERS

Parents will receive a weekly classroom newsletter from the homeroom teacher. This newsletter will include information about school-wide and classroom activities, homework assignments, units of study, and other important information from the teacher. **Classroom newsletters will be sent home at the beginning of each week.** Please take the time to review these. This will be a valuable tool for communicating with the school on a weekly/daily basis.

LONG BRANCH SCHOOL

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.

EMERGENCY DISASTER SITUATION

Dear Parents,

Should an emergency or disaster situation ever arise in our area while school is in session we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in North Carolina are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

As you know, much has been said recently about weather conditions in North Carolina. Should we have a major earthquake or disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan, which has been formulated to respond to major catastrophes, including earthquakes.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious earthquake, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such, on a school emergency card, which is required to be filled out by the parent at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school.
 - They are 18 years of age
 - They are usually home during the day
 - They could walk to school, if necessary
 - They are known to your child
 - They are both aware and able to assume this responsibility
3. Turn your radio to Local News Stations for emergency announcements. If students are kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the local television and radio stations. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. In case of such an emergency, students will be released at designated reunion gates located on school campuses. Parents should be familiar with the School Emergency Disaster Plan and be patient and understanding with the release process.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, television and radio stations will be notified. In the event that a major disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will

ask for assistance through telephone contact with the school personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a major disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to home or school. The students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a "hazardous release event" (chemical spill) near the school area, safety procedures will be implemented to provide a protected place. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. Safety signs will be placed in classroom windows or hung outside the classroom and staff will clear the fields and report to their rooms. Students arriving at school during a safety drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an "all clear" signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergency or disaster situations.

Sincerely,

Dr. Leslie Harris, Principal

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.

Dr. Leslie Harris,
Principal

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: (910) 671-6000

Email Address: Kenneth.campbell@robeson.k12.nc.us

Physical Address: Environmental Management and Plumbing
Department; 100 Hargrave Street; 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 1PM 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 1PM staff uses inside PSRC school buildings, any Non-Exempt pesticides used by the 1PM 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 1PM 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 (1PM Coordinator).

Dr. Leslie Harris,
Principal

ASBESTOS MANAGEMENT PLAN

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 NC Department of Human Resources in Raleigh. This plan contains all information required by this act and is presently in effect.

You may review this Management Plan or obtain a copy for a minimal cost by contacting the school office or the Public Schools of Robeson County Central Office. The school is in complete compliance with all regulations governing this plan.

FERPA POLICY **(Family Educational Rights and Privacy Act)**

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 to obtain copies of the records at no more than 10 cents per copy per page. Either the 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.

Student Accountability Standards

Parent Rights and Responsibilities

Parents have the responsibility to:

- **Be sure their child gets adequate sleep at night**
- **Have their child at school and on time each day**
- **Encourage good study habits**
- **Provide ample, quiet study time at home**
- **Support the school staff in their efforts to teach and to promote good behavior**
- **Encourage reading**
- **Communicate regularly with their child's teacher**
- **Monitor their child's homework**
- **Limit TV and video game time**

Parents have the right to:

- **Expect that they and their child will be welcomed and served**
- **Receive current information about their child's performance**
- **Have their child receive timely assistance when necessary**
- **Be a non-voting participant in a review committee considering a waiver to recommend their child's promotion even though they did not reach grade level proficiency on the end-of-grade tests.**
- **Be involved in decisions related to their child's promotion and plans to provide intervention to help their child improve his or her skills.**

Emergency Closings



When school must be cancelled or closed because of inclement weather, radio and television stations will be notified immediately. Unless school cancellations or delays are announced, students and parents should expect school to be open. **Parents should listen to the following stations and not call either the schools or stations.**

Radio Stations

WGQR - 105.7 FM	WSTS - 100.9 FM
WFMO - 860 AM	WKML - 95.7 FM
WLNC - 1300 AM	WZFX - 99.1 FM
WIOZ - 106.9 FM	WQSM - 98.1 FM
WFNC - 640 AM	WFLB - 96.5 FM
WEWO - 1460 AM	

Television Stations

PUBLIC SCHOOLS OF ROBESON COUNTY
DUE PROCESS PROCEDURES FOR
ADMINISTRATIVE DISCIPLINARY ACTION
APPEAL PROCEDURES FOR LONG-TERM SUSPENSION

Section 1 – Notice and Initiation of Proceedings

If the principal, following an investigation, determines that a long-term suspension is appropriate, he/she shall invoke a short-term suspension of the (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 contain 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 with 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/her 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 vote an opinion of the issue involved. The chairperson shall not vote in the decision. The panel shall find by 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 - Appeal Process

If the principal's action 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) to three (3) administrators to review the recording and other records of the hearing within five (5) days of the 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) school 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.

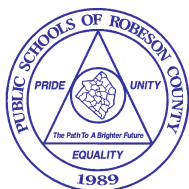
Section 4 – Multi-disciplinary Review for Exceptional Children and/or Willie M. Students

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 Administrative Placement team.

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

**Approved by the Board of Education August 16, 1994
Revised July 18, 1995**



Public Schools of Robeson County

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

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. Distance visual acuity screening is conducted annually by school nurses for students in grades 1, 3 and 5. 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, those who 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 qualified grade levels by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

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

Effective as of school year 2016-2017, all children entering North Carolina Public Schools must present a Health Assessment Transmittal Form within 30 calendar days of the child's first day of

Ley de Garrett

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

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

Programas de Evaluación Médica

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

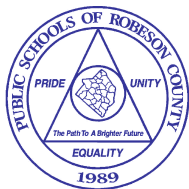
Las Evaluaciones dentales son llevadas a cabo anualmente por un higienista dental en salud pública en los grados escolares reglamentarios de acuerdo con la sección de salud dental del estado de Carolina del Norte.

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

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

Formulario de Evaluación de Salud y Transmisión de Carolina del Norte

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



Public Schools of Robeson County

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

Office of the Superintendent

Date: _____

Dear Parent(s)/Guardian(s),

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

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

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

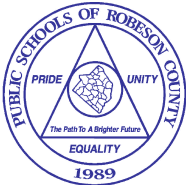
- Fever
- Strep throat
- Vomiting and/or diarrhea
- Skin and eye infections
- Parasitic infections such as lice or scabies

You can help your kids stay healthy by teaching them these rules:

- Don't share food or drinks.
- Don't share clothing.
- Throw away used tissues.
- Wash hands frequently with soap and water.

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

Sincerely,
Dr. Leslie Harris



Escuelas Públicas del Condado de Robeson

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

Office of the Superintendent

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 empiezo 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,
Dr. Leslie Harris

Medical Statement for Students with Special Nutritional 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 Special Nutritional Needs for School Meals" for help in completing this form.

PART A (To be completed by Parent/Guardian)

Name of Student: (Last) _____ (First) _____ (Middle) _____

Date of Birth _____ Student ID # _____ School _____ Grade _____

Will student eat breakfast provided by the school cafeteria?

☐ Yes ☐ No

Will student eat lunch provided by the school cafeteria?

☐ Yes ☐ No

Will the student eat a snack provided by the After School Snack Program?

☐ Yes ☐ No

Printed Name of Parent/Guardian: _____

Mailing Address: _____ City: _____ State/Zip: _____

Phone number(s): _____
(Work) _____ (Home) _____ (Cell) _____

Email Address: _____

What concerns do you have about your student's nutritional needs at school?

What concerns to you have about your student's ability to safely participate in mealtime at school?

Does the student have an identified disability and an Individualized Education Program (IEP) or 504 Plan?

☐ Yes ☐ No

If Yes and you have concerns about nutritional needs, have a licensed physician complete Part B, page 2, of this form and sign it. Return completed form to _____.

If No and you have concerns about nutritional needs, have a licensed physician or recognized medical authority complete Part B, page 2, of this form and sign it.

Return completed form to _____.

NOTE: Special dietary needs for students without an IEP or 504 Plan are accommodated at the discretion of the Child Nutrition Administrator and policies of the school district.

Parental/Guardian Consent: I agree to allow my child's health care provider and school personnel to discuss information on this form.

Parent/Guardian Signature: _____

Date: _____

"The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities).

Under the Federal Child Nutrition Program and USDA policy, discrimination is prohibited under the basis of race, color, national origin, sex, age or disability. If you wish to file a Civil Rights complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint.filing.cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing 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."

PART B (To be completed by Licensed Physician)			
Student Diagnosis or condition:	Check major life activities affected: ☐ Walking ☐ Seeing ☐ Hearing ☐ Speaking ☐ Breathing ☐ Working ☐ Learning ☐ Other _____ ☐ Performing manual tasks ☐ Caring for self (including eating)		
Specify any dietary restrictions or special diet instructions for school meals:			
Designate consistency requirements for food: ☐ Clear Liquid ☐ Pureed ☐ Full Liquid ☐ Mechanical Soft ☐ Blenderized liquid ☐ No change needed	Designate consistency requirement for liquids: ☐ Thin ☐ Spoon-thick ☐ Nectar-like ☐ No change needed ☐ Honey-like		
List any foods causing food <i>intolerance</i> that should be avoided: _____			
List any foods causing food <i>allergies</i> that should be avoided: _____			
If student has life threatening allergies*, check appropriate box(es): ☐ ingestion ☐ contact ☐ inhalation			
* Students with life threatening food allergies must have an emergency action plan in place at school.			
For <i>any</i> special diet, list specific foods to be omitted and substitutions; you may attach a separate care plan.			
a. Foods To Be Omitted		b. Recommended Substitutions	
Indicate any other comments about the child's eating or feeding patterns, including tube feeding if applicable:			
If a nutritional/feeding care plan has not been developed prior to completion of this form an additional assessment is required, please refer student for feeding and nutritional assessment in your community. School-based personnel do not routinely have instrumentation and/or training for a comprehensive nutrition and feeding assessment.			
Signature of Physician/Medical Authority*	Printed Name	Phone Number	Date
* A licensed physician's signature is required for students with a disability. For students without a disability, a licensed physician or recognized medical authority must sign the form.			
PART C (To be completed by Child Nutrition Services)			
Child Nutrition Services Notes:			
CN Administrator Signature: _____		Date: _____	

Special Nutritional Needs for School Meals

Parent/Guardian:

The *Medical Statement for Students with Special Nutritional Needs for School Meals* helps schools provide meal modifications for students who require them. Completion of all items will allow your child's school to create a plan with you for providing safe, appropriate meals 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 Child Nutrition Program or school staff can prepare the food your child requires. Your signature is required for your school to take action on the medical statement. The school staff cannot change food textures, make food substitutions, or alter your child's diet at school without all the information filled in on this form.

Please follow the steps below to get started:

- 1) Complete all items of **PART A** of the Medical Statement.
- 2) Take the Medical Statement to your child's pediatrician or family doctor and have him/her complete **PART B**.
- 3) Return the properly signed Medical Statement to your child's teacher, principal, nurse, Special Education case manager, or Section 504 case manager, Child Nutrition Administrator, or the school staff person who gave you the blank form.
- 4) Ask the school when a team, including you and the school system's Child Nutrition Administrator, will meet to consider the information provided on the form. You may 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.

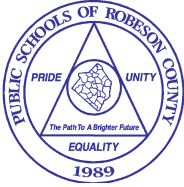
Physicians and Medical Authorities:

This form helps schools provide meal modifications for students who require them. Completion of all items will streamline efficient care of the student.

The school cannot change food textures, make food substitutions, or alter a student's diet at school without a proper statement from you. Meal modifications are implemented based on medical assessment and treatment planning and must be ordered by a licensed physician or recognized medical authority.

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

- 1) Complete all items of **PART B**. (*Note: A licensed physician's signature is required for students with a disability. For students without a disability, a licensed physician or recognized medical authority must sign the form. Recognized medical authorities include physicians, physician assistants, and nurse practitioners.*)
- 2) Be as specific as possible about the nature of the child's disability and life activities that the disability limits. 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 feeding, nutrition, or allergy specialists for completion of the Medical Statement. 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 special feeding and nutrition needs.



Office of the Superintendent

Date: _____

Dear Healthcare Provider:

The Public Schools of Robeson County is committed to educating your patients in a healthy, safe environment. To that end, we want to strengthen the communication and teamwork among community health care providers and school staff related to the coordinated care of students with special needs who require modified diets at school.

Please review the attached document entitled, *Medical Statement for Students with Special Nutritional Needs for School Meals* and the guidance document entitled, *Food & Liquid Consistency Modification*. These are the documents we have trained our school staff to use. **For students with a disability, a Medical Statement must be signed by a licensed physician. For students without a disability, a licensed physician or recognized medical authority (which includes a physician's assistant or nurse practitioner) must sign the form.** A properly signed and completed Medical Statement is required before The Public Schools of Robeson County can modify a student's meals.

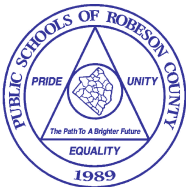
Please note that special dietary needs for students **without an IEP or 504 Plan** are accommodated at the discretion of the Child Nutrition Administrator and according to the policies of our school district. A completed Medical Statement is not a guarantee that the modified diet will be provided for students without a documented disability that impacts their performance at school.

It would greatly enhance care if all health care providers in your practice would use this process and these documents in order to facilitate timely, safe, and accurate meal substitutions for students who require them.

Thank you in advance for your support and collaboration. We hope to work together on future efforts for children with special needs requiring modified diets, as well as on other health care issues that need to be addressed in school. If you have any questions about the process or documents for meal modifications at school, please contact Ms. Charlene Locklear, Child Nutrition Director at 910-827-2341.

Thank you for your cooperation.

PSRC Child Nutrition Director



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:

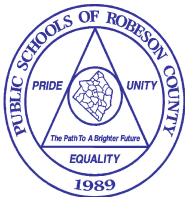
- (1) You may come to school and give the medication to your child at the appropriate time(s)
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage,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

School Name: _____
School Fax: _____

Office of the Superintendent

Request for Medication Administration in School

To Be Completed by Physician (One medication per form)

Student _____ DOB _____ School _____
Medication _____ Dosage _____
Purpose of Medication _____
Time(s) Medication is to be given _____
Administration Dates: Begin _____ Stop _____
Significant information (include side effects, toxic reactions, omission reactions, contraindications): _____

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

- a. _____ Contact me at my office _____ Telephone _____
- b. _____ Take child immediately to the emergency room at _____
- c. _____ Other _____

Please check one of the following: _____ Bus Rider _____ Car Rider _____ Before/After-School Care

FOR SELF-ADMINISTRATION – Please complete this section:

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

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

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

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

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

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

Physician's Signature _____ Date _____ Telephone _____

Physician's Address _____

PARENT'S PERMISSION

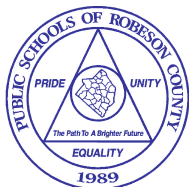
I hereby give my permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This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

Parent/Guardian Signature _____ Phone Number(s) _____ Date _____

Approved by: _____
Principal's Signature _____ Date _____

Reviewed by: _____
School Nurse's Signature _____ Date _____

Revised 07/20



Office of the Superintendent

Public Schools of Robeson County

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

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:

- _____ Contact me at my office _____ Telephone _____
- _____ Take child immediately to the emergency room at _____
- _____ 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)

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

Signature

Printed Name

Date Rev. 07/2022

Parent/Guardian

Rev. 8/2021

Escuelas Públicas 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 médico de su niño(a) durante el horario escolar necesitamos la siguiente información actualizada del estado de salud de el/ella. Favor de completar este formulario y 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 de 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			Cheque las alergias que aplican
			Medicamentos Comida Abejas/Insectos Otros
			Identifique las alergias específicamente
Asma			¿Su hijo(a) requiere un Epipen? si no
			Fecha del ultimo ataque de asma:
			Nombre del medicamento para el asma:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Diabetes			Tipo 1 (Depende de Insulina) Tipo 2 (Medicamento Oral)
			Medicamento para la diabetes:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Trastornos Epilépticos			Fecha del ultimo Trastorno Epiléptico:
			Medicamento para la Epilepsia:
			¿Su hijo(a) requiere tomar este medicamento en la escuela? si no
Problemas de Corazón			Especifique: Tratamiento:
Hemofilia/Trastornos de sangrado			Especifique: Tratamiento:
Anemia de Hoz celular			Tratamiento:
Intestino/Problemas de la vesícula			Especifique:
Migraña /dolores de cabeza			Que la ocasiona: Tratamiento:
Huesos/Problemas musculares			Especifique: Restricciones en actividades:
Concussion			Especifique: Restricciones en actividades:
Salud Mental/Problemas de comportamiento Síndrome de Déficit de Atención (ADD)/ Síndrome de Déficit de Atención con Hiperactividad (ADHD)			Date of last concussion:
			Especifique:
			Tratamiento/Medicamento:
			Medicamento para ADD/ADHD:
Usa lentes// Contactos			Lentes / Contactos → Para distancia Para leer
Pérdida del oído			Pérdida del sonido en el oído derecho
			Pérdida del sonido en el oído Izquierdo
			¿Su hijo(a) usa una prótesis de oído? si no
Otras enfermedades de cuidado			Especifique: Fecha de inicio:
Lesión Seria			Especifique: Fechas(s):
Medicamento (prescripción u OTC) taken on a regular basis			Anote (si no ha sido antes mencionado):

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

Firma del Padre/Guardián

Nombre en letra de molde

Fecha

- 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 child's school team as it implements the feeding/nutrition care plan.

attendance. The only form acceptable is the Health Assessment Transmittal Form created by the Division of Public Health and the Department of Public Instruction pursuant to House Bill 13.

Source: Health Services (for inclusion in Student Handbooks annually)
Revised July 2020

Fuente: servicios de salud (para ser incluida en el Manual del Estudiante anualmente)
Revisada en Julio de 2020

LONG BRANCH SCHOOL
10218 NC 72 HWY EAST
LUMBERTON, NC 28358
910-739-3864

August 26, 2024

Dear Long Branch Elementary Parents,

Welcome to our 2024 - 2025 school year. The staff and I look forward to working with your children throughout the year. I need to inform everyone of some significant changes for this school year. The back gate and car rider drop-off will close at 7:45 and students must be signed in at the front once the gate closes. Also, due to excessive sign-outs and classroom interruptions, we are eliminating signing out students after 2:30 pm. We want to protect the educational day as much as possible and by removing classroom disruptions after 2:30, we can ensure the students are provided with every possible educational opportunity throughout the day. Please also note that the school day has been extended to 3:05 pm. This is due to ensuring that students receive the required number of educational minutes per day as mandated by the NC Department of Public Instruction.

Sincerely,

Dr. Leslie Harris
Principal



TO: Parents, Guardians, Faculty and Staff

FROM: Dr. Leslie Harris, Principal

DATE: August 22, 2023

RE: Asbestos Management Plan as Required by the Asbestos Hazard
Emergency Response Act

As part of the requirements of the Asbestos Hazard Emergency Response Act, the Public Schools of Robeson County has submitted an Asbestos Management Plan for each 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 Management Plan by contacting the school office at 910-739-3864. Please feel free to contact me if you desire additional clarification regarding this matter. Long Branch Elementary School is in compliance with all regulations governing this plan.