

**W. H. Robinson Elementary School**  
**“We Can & We Will!”**



**2020 - 2021**

**PARENT / STUDENT HANDBOOK**

**2439 Railroad Street**  
**Winterville, NC 28590**  
**(252) 756-3707**  
**(252) 756-5072 (fax)**

**Principal – Kamara Roach**  
**Assistant Principal – William Dent**

***Our Mission***

*Through a rigorous and relevant curriculum, W.H. Robinson will challenge and empower all students to become self-directed, independent 21<sup>st</sup> century leaders and lifelong learners.*

***Our Belief***

*We believe that each child is an individual and should be given the opportunity to develop to the highest level of his/her abilities, intellectually, socially, emotionally and physically.*

***Our School Slogan***

*"We can and we will"*  
*#succeed*



## SCHOOL OPERATIONS AND SCHEDULES

### SCHOOL HOURS

7:30 AM	School open for students
7:45 AM	Warning Bell
7:50 AM	Tardy Bell ( <u>all</u> students should be in class)
8:00 AM	Instruction begins school-wide
1:30 PM	School dismisses

**Front Office Hours 7:00 – 3:30**

### ATTENDANCE

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student and parent.

#### **Absences/Tardies**

##### **Face-to-Face Learners**

If a student is absent from class, a note is to be brought to the teacher from a parent or guardian stating the date(s) of the absence and the reason(s) for the absence. **Attendance is extremely important, and consistent unexcused absences will be turned over to the school social worker for intervention.**

##### **Virtual Learners**

PCS student attendance will be tracked by student progress as evidenced by logging into our learning management systems (Canvas or SeeSaw), submission of assignments by due dates, and individualized participation in face to face or online work settings. In cases where a student is not engaging that student will not be counted present.

Students should log in daily by 11:59 pm. Schools have a protocol that will be followed when students are not engaging. Ranging from a parent phone call,

to a school counselor referral, social worker referral, principal support, etc.

### ARRIVAL AT SCHOOL

**\*Students are not to be dropped off and may not enter the building prior to 7:30 am unless attending Early Bird.**

Students will enter classrooms at 7:30 daily.

### LATE ARRIVAL AT SCHOOL

1. Students are marked tardy by the classroom teacher if arriving between 7:50 – 8:30. If students arrive after 8:30, students are to be signed in at the office by a parent.
2. **Tardy Student** - If you are bringing your child to school after the start of the day you should walk up to the school and ring the buzzer. A staff member will meet you at the door so that you can appropriately sign your student in.
3. Parents are asked to provide their child with a note or doctor's excuse if they are absent or tardy. **Students returning from an absence should bring a note.**
4. A perfect attendance certificate may be earned with no absences, no unexcused tardies and no early outs.
5. Students must be at school before 10:30 to be counted present for the day.

### TARDY PROCEDURE

(Policy 4400 "Attendance")

Repeated **tardiness to** and **early dismissals from** school or class is a Category I Offense according to PCS Code of Conduct, and may result in a suspension of up to 2 days.

## EARLY DISMISSAL

1. Students needing to check out of school before the school day is over must obtain permission from the office.
2. Students leaving early must have written permission from their parents/guardian prior to leaving school with any other adult.
3. A parent must sign the student out in the office. If a student returns to school within the same day, the parent must return to the school and sign the student back in. **NO CHILD SHOULD BE DISMISSED EARLY UNLESS THE OFFICE CALLS FOR THEM.**
4. Please attempt to make all appointments after school hours so we are able to limit disruptions to the classroom.

**\*Picking a student up early** - Please ring the buzzer when you arrive at school and let the office know that you need your child to be checked out early. After following our check-out procedures, the student will be called to the office and the parent will wait in the secure corridor.

**\*Early check-outs** will not be allowed after 1:10 to ensure that we can safely dismiss students and that all staff can be in their appropriate location.

## PARKING AND UNLOADING STUDENTS

Parents bringing their children to school or picking them up in the afternoon are to use the front campus for loading and unloading at the two sidewalks. **(No unloading to the rear of the building.)**

### **Transportation:**

#### **Bus Riders**

We ask that all parents of students riding the bus please wait with your child until they have boarded the bus each morning. This will give our driver time

to ensure that it is your child's correct week to be at school and check their attestation form. Students will be required to provide an attestation form at the beginning of the semester. This form indicates that your student is not showing any symptoms of COVID-19 and/or have not been diagnosed with COVID-19; if your student exhibits any symptoms he/she will not ride the school bus and attend school. Students who are AM bus riders will receive an attestation form at open house. Each bus will have a roster and signage in the window indicating the week of attendance (Blue-Week A, Yellow-Week B). At the end of the school day, bus riders will be escorted to the bus by school staff.

#### **Car Riders:**

**Arrival - As parents arrive in the drop off lane at school, there will be staff members available to take temperatures of students.** If your child is fever free, and not showing symptoms of COVID 19, they will be allowed to enter the building.

We ask that you review the following video, as it explains our morning procedure for car riders and much more.

<https://www.youtube.com/watch?v=U1qH1jBMvbE&feature=youtu.be&fbclid=IwAR0kjB0LDWy8ek-NdzGuHEExTSWrHpqyATGzIJDIKCe4xFHydRWujrsPBO>

Each parent will be given at the beginning of the school year 2 car line vehicle / walk up signs. Each grade level will have different color signs. The sign will have the following: student name, grade level, and homeroom teacher. The car sign is to be placed in the window on the passenger side of the car.

#### **Dismissal**

There will be a designated area / location for parents that are "walking up" to get their child(ren).

At the 1:30 bell, car riders will dismiss. Staff on car duty will check signs and radio to the appropriate location for the student to be released. Each location will have a radio or a person in the room with a radio.

**\*Please note that from 7:20-7:55 am and 1:10-1:45 pm all traffic is one-way in front of the school.**

### **VISITOR POLICY**

Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted. Due to COVID 19, we will not be permitting visitors / volunteers in the building at this time. **Parents or guardians must remain in the secure corridor for all student checkouts.** Masks are required for entry. Raptor will be loaded with Covid-19 screening questions.

We will not be allowing parents into the building to walk students to class, staff will be positioned throughout the building to meet and escort children to class in the mornings.

## **GENERAL SCHOOL INFORMATION**

### **AFTER-SCHOOL ENRICHMENT PROGRAM**

This program will be offered at W.H. Robinson, and is projected to begin on August 24, 2020 and end on the last day of school. For more information about the Pitt County Community Schools after-school enrichment program contact:

Pitt County Schools and Recreation

4561 County Home Road

Greenville, NC 27858

(252)-902-1975

### **CAFETERIA PROGRAM**

Breakfast and lunch are served in the classroom for students in grades Pre-K, Kindergarten, EC and 1st grades. Second and third grade students will visit the kiosk (that will be set up at the end of the Kindergarten hall) during their scheduled time to get breakfast and lunch. Students in 4th and 5th grades

will go through the cafeteria line, then return to the classroom to eat. Students may pay daily or on a weekly/monthly/yearly basis by having money placed in an account.

\*Each student is provided a lunch number for the cafeteria.

**All students may apply for the Free and Reduced Lunch Program. Contact the school office Cafeteria Manager or school office for an application.**

The following procedures will be used for meal delivery:

- Each meal will be bagged/self contained, except for the milk at breakfast and at lunch the milk and a fruit will be offered outside of the bagged/self contained meal.
- All meals have to be accounted for, but keypads will not be used. The cashier will ask each student their name or their meal number.
- Using a classroom roster Teacher Assistants in EC, Pre-K, K, and 1st grade classrooms will mark the names of students getting a meal from the cafeteria. Teacher Assistants will visit the kiosk (with the names of students asking for a meal) to obtain the required number of meals, then return to the classroom to pass them out to students.
- For kiosk service, Child Nutrition staff will have a delivery person and server to bring meals to that kiosk for set up; The server will serve and the cashier will cashier.
- Students getting their meals from the cafeteria, will enter from the main hallway and exit using the door behind the cashier. Markers will be placed on the floor and/or wall to indicate where students should stand.
- Each classroom will have a gray trash can that is to be used to place trash from breakfast and lunch. After each, the trash can is to be placed in the hallway for a custodian to pick up the trash.

### **Meals for students - "At home learning"**

- Students will pick up Monday, Tuesday, and Wednesday breakfast with Monday and Tuesday lunches when they are exiting at the end of their week at school (Friday). It is not mandatory for a student to take the meals, but they will be offered.
- On Wednesday students (at home learning) will have a mid-week meal pick up that will have Wednesday lunch, Thursday and Friday breakfast and lunch.

### **Lunch**

Paid Student \$2.35                      Reduced Student \$.40  
(Prices are subject to change. Child Nutrition department establishes pricing.)

Student lunch monies can be deposited to the student's account over the internet 24 hours a day, 7 days a week using PaySchoolsCentral. By logging onto [www.payschoolscentral.com](http://www.payschoolscentral.com), the parent can easily:

- Set up an account
- Deposit money
- Set e-mail reminders to notify when the student's account gets low
- Set up recurring payments
- Check your student's account balance
- Request an activity report that will display what the student has eaten in the previous 30 days

All that is needed to set up an account is:

- A valid e-mail address
- A credit card
- The student's identification number

If money is deposited before 9:00 pm Eastern Time, it is available the next morning in the student's account.

**All students may apply for the Free and Reduced Lunch Program. Contact the school office or Cafeteria Manager if interested in an application. Applications are to be completed/ renewed yearly.**

### **COMMUNICATION FOLDERS**

School memos from PTA, administration, faculty, etc., as well as, student work will go home with each student on Wednesdays. Please review information and sign the folder indicating you have seen the contents.

### **EARLY BIRD**

This is a service provided to parents that may need to drop their children off prior to 7:30 a.m. Early Bird will open at 7:00 a.m. each day. The cost is \$1.00 per day and will be located in a space that can accommodate social distancing. We are asking parents to pay by the week or month to limit the exchange of money each day. Students may not enter without payment.

\*Students should not be dropped off earlier than 7:30 to stand or sit in front of the building, unless they are going to Early Bird. Children will need to stay with their parent/guardian for safety and supervision until the bell rings. Staff is not required to be on duty until 7:20 a.m.

### **FEES**

All students are asked to pay school fees and a technology fee if using a school issued device for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum.

School fee total \$10.00

Technology use total \$25.00

\*Payment of fees or an attempt to pay fees should occur prior to students going on a field trip.

### **FIRE DRILL PROCEDURE**

The laws of our state, the rules and regulations of our school board, and common sense require that children in our school be trained to leave the school building in accordance with procedures known as a

fire drill. The main purpose of the drill is to make the exit of pupils from the building as automatic as possible, to lessen the chance of injury in the event of fire. This drill takes precedence over every other school activity, and aims at the rapid and safe exit of every pupil and teacher from the school building. A fire drill is not a race or an exhibition, but a serious undertaking intended to decrease the likelihood of injury in an actual fire. Fire drills occur monthly. This school year we will perform two fire drills a month; one fire drill with each group of learning zone students. Each month Learning Zone A and Learning Zone B students are required to participate in a fire drill.

## **FOOD ALLERGIES**

If your child is allergic to any foods or has any specific dietary needs, your doctor must provide directions in writing for the cafeteria manager and classroom teacher.

## **LOST AND FOUND**

When parents discover missing items, please check the office. All unclaimed items are donated to charity the day we get out for Thanksgiving, Christmas, Easter, and the end of the year.

## **MASKS AND HANDWASHING**

All students will be required to wear a mask on school grounds and on the bus.

Students will be provided 5 masks and a lanyard. Students may choose to use these masks, or any other appropriate mask.

*Please do not send students with masks that contain inappropriate images or words. The lanyard is to be used to make sure that while students are eating, the masks do not fall to the ground or become mixed up with another student's mask.*

**Teachers will add breaks in their schedules** so that they can take their class outside to remove their masks. Students will be socially distanced during this time.

**\*If you would like for your child to opt out of removing their mask during the break, please send in a letter to your child's teacher.**

Breaks will also be built into the schedule for hand washing.

## **MEDICATION**

If a student is to take any kind of medication at school, it must be kept with the homeroom teacher. The parent and physician must complete a medical release form, which can be obtained from the school secretary. Each medication to be administered must have a medical form completed by doctor and parent. Medication will be maintained in a locked box in an appropriate area. Over-the-counter medicine cannot be given to students. Over-the-counter medication schedules should be worked out for home. **STUDENTS MAY NOT TRANSPORT MEDICATION. PARENTS MUST BRING MEDICATION IN ORIGINAL CONTAINER.**

(Typically, medication is prescribed to be taken three (3) times daily. This would not warrant school involvement. Parents should give the medication before school, after school and before bedtime.)

## **MEDIA CENTER**

The Media Center will be closed for book check-out but we will have digital options for students to engage in reading online. Teachers will share access to digital resources with families.

## **PTA**

### **Executive Board Members**

**President:** Heidi Hosner

**Vice-President:** Stephanie Ham

**Vice President:** Ashley Daniels

**Secretary:** Margaret Monfee

**Treasurer:** Donna Locklear

**Teacher Representative:** Jennifer Anderson

**Teacher Representative:** Ginger Garner

**Teacher Representative:** Heather Landreth

Thank you for joining the PTA and for your attendance at PTA functions.

\*All parents and staff are encouraged to join the Parent/Teacher Association. Dues are \$8 .00

## **SCHOOL UNIFORMS**

### **Dress and Appearance**

Pitt County Schools has adopted a revised uniform policy. It can be found on the Pitt County Schools website under the title "Student Dress and Appearance" (Policy 4316).

## **TRANSPORTATION**

If students are to travel home a different way than normal, a note should be sent to the homeroom teacher. If students do not have a note, they will be sent home their usual way. PLEASE do not call the school and leave a message to have a student go home a different way since we have no way to verify who is calling. All changes in transportation must be made by 10:45 am. Any request to change transportation will be denied after 10:45am.

## **SCHOOL BUS SAFETY**

1. All students in our school who ride a school bus are subject to regulation until they get off at school or at home. Any misbehavior, which distracts the driver, is a very serious hazard to the safe operation of the bus and jeopardizes the safety of all students. (Any students found not following directions, procedures, and/or guidelines will be suspended from the bus. Repeat offenders may receive long-term suspensions)
2. Bus changes are allowed this school year.

## **WATER FOUNTAINS**

Water fountains will be turned off, but filling stations will remain on. They will be cleaned and sanitized, but staff and students are encouraged to bring their own water and reusable water bottle to minimize use and touching of water fountains.

## **REPORTING PROCEDURES, GRADING POLICIES, & PROMOTION/RETENTION GUIDELINES**

Kindergarten through fifth grade has four (4) 9-week reporting periods.

### **REPORT CARDS / ASSESSMENTS**

#### **Report Cards Go Home**

October 26th

January 11th

March 22nd

June 4th

Report cards will be sent home with the students on the last day of school.

#### **Interim Progress Reports**

September 16

November 18

February 17

April 28

\*Interim Reports are to be sent home for every student mid-way through each marking period.

## **INSTRUCTIONAL LEVELS**

1. The teacher should use all available information plus her/his own observation of student performance in determining the instructional level for each student.
2. The report card does not dictate teaching methods, techniques, or instructional materials. It does provide for reporting to parents the

instructional grade level of reading and mathematics.

## **TWENTY-ONE DAY FAILURE POLICY**

A student, who is absent a total of twenty-one days per school year, whether for reasons defined as lawful or unlawful, shall automatically fail for the school year. If a student has passing grades but amasses twenty-one or more days, he or she must appeal to the principal for a ruling. Appeals of decisions involving the twenty-one day failure rule may be made to the Pitt County Board of Education.

## **PERFECT ATTENDANCE**

Perfect attendance certificates may be earned with no absences, no unexcused tardies and no unexcused early check outs.

## **W. H. ROBINSON DISCIPLINE POLICY**

W.H. Robinson School teachers will implement PBIS (Positive Behavior Interventions & Support) in their classrooms. School-wide expectations for students are outlined in our “Paws Matrix.” The “Paws Matrix” will be posted in each classroom and in the hallways of the school.

Parents will be notified by teachers as an intervention to an office referral, however each time a Disciplinary Referral form is necessary from teachers and/or administration, parents are expected to sign and return referrals.

The W.H. Robinson faculty and staff expect all students to behave in a respectful and cooperative manner, which allows teachers to conduct classroom activities without unnecessary disruptions. Teachers will praise appropriate behaviors and redirect and/or give consequences for inappropriate behaviors. It is also the responsibility of all staff members to correct any student they observe acting inappropriately, and the

responsibility of all students to respond appropriately to those staff members.

Fighting, disrespectful words/actions, stealing, assaulting staff and/or another student, possession of a weapon or controlled substance are to be reported to an administrator immediately prompt action will be taken. If a child feels threatened in any way, they should immediately report the concern to a supervising adult.

When problems arise, the principal, assistant principal and/or guidance counselor will conference with appropriate staff and students, investigate reported problems, and notify parents by notes or phone calls. If discipline problems continue, a parent conference shall be scheduled to discuss strategies for improving the situation.

Students shall comply with all directions of all faculty and staff. As stated in the Pitt County Code of Conduct, repeated Category I offenses and any Category II, III or IV will result in suspension from school. A copy of the Pitt County Schools Code of Conduct can be found on the Pitt County Schools website.

## **TECHNOLOGY**

### **Device Acceptable Use Policy**

Students are expected to adhere to school guidelines about care and use of these devices.

[PCS Student Device Agreement](#) (click the link)

### **1:1 STUDENT DEVICE INFO**

Our district will be moving to 1:1 this year. K-2 students will receive iPads, and 3-5 students will receive Chromebooks. Your child will use the same device for three consecutive school years.



**A technology fee and signed, detailed student device agreement** are needed before the device may travel home with your child.

Students are able to bring their own device if they are participating in face to face instruction. Students using a personal device will be expected to bring it to school fully charged each day when they are in the face-to-face week.

Our school contact regarding devices is Mrs. Stahl, Media Coordinator. Please call or email Mrs. Stahl with specific questions related to the chromebooks or device agreement: [stahlk@pitt.k12.nc.us](mailto:stahlk@pitt.k12.nc.us)

### **MEDIA COVERAGE**

No media is allowed on campus at this time.

### **STUDENT SERVICES**

Pitt County Schools strive to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Qualified professional personnel are available to provide preventive, remedial, and crisis interventions to identify and remove barriers to learning. Utilizing a team approach, these professionals partner with educators, parents and community resources to support students throughout their educational process.

**SCHOOL GUIDANCE COUNSELORS** are assigned to each school to provide on-site services and essential student services coordination. Indirect services include, but are not limited to, coordinating the implementation of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction, and facilitating collaboration within schools, between parents and the community to address student needs.

**SCHOOL SOCIAL WORKERS** have multiple school assignments and work in K-12 schools on a weekly and as needed basis. School Social Workers serve as a liaison between home, school and community, with a primary focus on encouraging parental input and involvement.

**SCHOOL PSYCHOLOGISTS** also have multiple schools and serve K-12 schools weekly and on an as needed basis. School Psychologists provide evaluations and analyze test results to identify students' cognitive strengths and weaknesses as well as any learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents. School Psychologists assist with behavioral intervention planning, serve as members of the School-Based and Administrative Placement Committee, help with program planning, aid in staff development, and coordinate contractual services for assessment with available community resources and agencies.

**SCHOOL HEALTH SPECIALISTS** are provided by Vidant Medical Center to serve the K-8 schools on a weekly basis. Our health specialists are registered nurses and have multiple school assignments. Coordination of health care services is provided to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student achievement, linking students to health care providers, medication management, and assisting with coordinating care of children with exceptional needs.

To contact any member of your school's "Student Services Team", please call the school office.

## **HELPFUL RESOURCES**

Information about the Pitt County Dress Code or other Pitt County Policies, news or information can be found at the Pitt County Schools website – [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us).

Receive frequent updates of “School News” and a calendar of events by email. Email Mrs. Roach if you would like to receive these updates.  
[roachk@pitt.k12.nc.us](mailto:roachk@pitt.k12.nc.us)

## **TOOLKIT INFORMATION**

You can find plenty of additional information, resources and protocols in the toolkits listed below. Please make sure that you review the information in each of them.

[StrongSchoolsNC Public Health Toolkit](#)

[Lighting Our Way Forward](#)