

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



**2022 - 2023**

**PARENT / STUDENT HANDBOOK**

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

**Principal – Lavetta Roundtree**  
**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"*

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**“We Can and We Will”**

**Lavetta Roundtree**  
**Principal**

**William Dent**  
**Assistant Principal**

Greetings W.H. Robinson Family,

**W. H. Robinson 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.*

As a staff we work hard to fulfill this belief each day.

Welcome to the 2022 – 2023 school year! It is our pleasure to welcome everyone back for another great school year at W.H. Robinson! We are looking forward to having students back in the classrooms and hallways, filling them with enthusiasm and an energy for learning. The last two years were different from any school year any of us have ever experienced. We are excited to return to a more normal school year this year!

We ask that you read and become familiar with our parent/student handbook. This handbook includes procedures and general information about W.H. Robinson. Please use it as a resource to assist you as you continue to be involved in your child’s education.

We are looking forward to partnering with you, parents, to ensure our students can achieve their highest potential. We know that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you, parents will make a great difference in your student’s education. We thank you for your continued support of our school. We value your involvement and support in your child’s education and look forward to a productive year. Our school is always stronger with the support of the community.

We thank you for your support and look forward to an AWESOME school year!

*Lavetta Roundtree*  
**Principal**

*William Dent*  
**Assistant Principal**



## SCHOOL OPERATIONS AND SCHEDULES

### SCHOOL HOURS

- 7:30 AM First bell; School open for students
- 7:45 AM Warning Bell
- 7:50 AM Tardy Bell (all students should be in class)
- 7:55 AM Instruction begins school-wide
- 2:30 PM School dismisses

**Front Office Hours 7:00 – 3:30**

### ATTENDANCE

Student success in school is directly tied to attendance. Coming to school every day ready to learn is important for your child's success—and it's required by state law for children between the ages of 7 and 16. Responsibility for attending class lies with the student and parent. Excused absences include: illness or injury, a death in the family, health care appointments, court appearances, and religious observance

#### **Absences/Tardies**

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.**

### 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.

### ABSENCES

Students who arrive after 11:30 AM and students who leave before 11:30 AM will be marked as absent due to missing over half of the day.

**The following actions will be initiated on the days indicated:**

Days Absent	Consequences
3	Letter from Administration
6	Letter from Administration
8	School Social Worker Referral
10	Letter and District Attorney Letter

### Excused Absences:

- Illness or injury
- Quarantine
- Death in immediate family
- Medical or Dental Appointments – must bring doctor's note
- Court or Administrative Proceedings –bring a note from Court House
- Religious Observances
- Educational Opportunity – must receive prior approval from administrator
- Military Deployment Activity

### 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 11:30 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 2:00 to ensure that we can safely dismiss students and that all staff can be in their appropriate location.

**This year, our tardy bell rings at 7:50 AM and we dismiss at 2:30 PM.**

"Students are expected to arrive at school and class on time and stay for the entire day of instruction" is included in this procedure.

Days Tardy	Consequences
3	Letter from Administration
6	Letter from Administration
10	Letter from Administration and School Social Worker Referral
15	Meeting with School Social Worker and Assistant Principal required

**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.)**

## **VISITOR POLICY**

Parents are welcome to visit the school campus. Visitors are asked to report to the main office to obtain a Visitor's Pass. Assistance will be given by the office staff. If parents would like to visit in their child's classroom, it must be pre-arranged with the teacher. Our goal is to protect every minute of classroom time for your child as well as others.

You must sign in and obtain a visitor's pass at the main office before proceeding to your child's classroom. Parents should not arrive at their child's classroom unannounced for a conference. If you are in the building without a visitor's pass, you will be asked to obtain one in the office. This is for safety purposes. Please be mindful that circumstances can change during the school year that require the visitor policy to be amended.

## **GENERAL SCHOOL INFORMATION**

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

This program will be offered at W.H. Robinson, and is projected to begin on August 23, 2021 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

### **AWARD ASSEMBLIES**

Assemblies are held at the end of each nine weeks to recognize students for academic and citizenship growth.

**FIRST NINE WEEKS - November 17**

**SECOND NINE WEEKS - February 2**

**THIRD NINE WEEKS - April 20**

**FOURTH NINE WEEKS - June 7 (K-4 End of Year Awards Assembly)**

**June 8 (5th End of Year Awards Assembly)**

### **CAFETERIA PROGRAM**

Breakfast and lunch are served in the cafeteria. Menus are sent home on a monthly basis. Students are expected to pay for purchases in advance or at the time of service. Students may bring money to the cafeteria daily, deposit money on account at the cash register or pay on-line using [www.payschoolscentral.com](http://www.payschoolscentral.com). The money is deducted each time the student purchases a meal or extra item. The account may also be flagged to indicate "no charging allowed" or "no snacks". This request needs to be sent to the Cafeteria Manager in writing.

\*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.**

Money 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

Things 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.

**Breakfast (before entering classroom for all students)**

- Paid Student \$1.25

**Lunch (In the cafeteria)**

- Paid Student \$2.50

**COVID MANAGEMENT - 2022/23 SY**

**Management of Student Illness**

- Students who are sick will be managed per pre Covid-19 illness protocols and may return to school when they are well
- Students must be fever free for at least 24 hours (without fever reducing medication)
- Student should have no vomiting or diarrhea for at least 12 hours from last episode
- Students should feel well enough to fully participate in school activities
- Students are no longer required to be "cleared" to return to school~ no covid test or MD clearance is required to return following illness
- Students who become sick while at school should be directed home by their supervising teacher/staff member. Isolation areas/staff are no longer available at the school.

**Students who test Covid Positive**

- Students who have a positive covid test result should isolate from others for 5 days following the start of symptoms, then **wear a mask for 5 additional days to return to school/work.**
- Individuals should continue to isolate themselves from others until fever-free and symptoms have significantly improved.
- No covid re-testing is required for return to school for positive individuals.
- Students who are unable to wear a mask should not be excluded from school after their 5 days of isolation

**Staff and students who are exposed to someone with COVID-19**

- Students identified as exposed to a covid positive individual (regardless of where exposure occurs-home, school, community, etc.) may continue to attend school.
- Contact tracing and notification of an exposure is no longer required.
- It is recommended that students who have a direct exposure and develop symptoms of covid be tested.

\*Covid testing will continue to be made available at school to be utilized at the request of staff or parents (consent for testing must be in place)

**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 students. We ask that you pay by the week or month to limit the exchange of money each day. Beginning this year parents can pay early bird fees through school cash online. ***Students will not be allowed to enter early bird without payment.***

\*Students can not be dropped off earlier than 7:30 to stand or sit in front of the building, unless they are going to Early Bird. Students need to remain in the car with their parents / guardian for safety and supervision until the bell rings. Staff is not required to be on duty until 7:25 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 \$10.00

\*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.

## NOTIFICATION OF HEALTH CONDITIONS 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.

## MEDICAL CONDITIONS

It is the parent's responsibility at the beginning of each school year to inform both their child's teacher and the school nurse if there are medical conditions that require special measures during the school day. Teachers are not responsible for communicating students' health-related information to nurses. School nurses are available for health consultation but are not present at the school on a daily basis.

## 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, Winter Break, Spring Break, and the end of the year.

## MASKS

Students/staff who have a positive covid test result should isolate from others for 5 days following the start of symptoms, then **wear a mask for 5 additional days to return to school/work.**

Otherwise masks continue to be optional for staff and students.

## 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 the 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:** Jessica Lawrence

**Vice President:** Stephanie Ham

**Secretary:** Grayson Blake

**Treasurer:** Ashley Haase

**Teacher Representative:** Latoya Smith

**School Representative:** Lori Coleman

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 CASH ONLINE

SchoolCash Online is an easy to use and safe way to pay for your children's school fees, technology insurance fees, repair fees, library fees, and field trip fees online. All you have to do is register an account, attach your children and in no time you will be able to make payments online. We accept many different payment forms so come in and check us out! You will need your child's Powerschool Identification number when registering.

<https://pcs.schoolcashionline.com/>

## SCHOOL UNIFORMS

### ***Dress and Appearance***

The Pitt County Board of Education requests that parents outfit their children in clothing that is conducive to learning. The board prohibits any appearance or clothing that does the following: (1) violates the guidelines in this policy; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others. Student appearance should reflect practices of good hygiene and cleanliness. It can be found on the Pitt County Schools website under the title "Student Dress and Appearance" (Policy 4316).

## TRANSPORTATION

**\*Please note that from 7:20-7:50 am and 2:10-2:45 pm all traffic in front of the school is one-way.**

**Car Riders:** 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 2:30 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.

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 12:30 pm. Any request to change transportation will be denied after 12:30 pm.

### **SCHOOL BUS SAFETY**

1. All students in our school who ride a school bus are subject to the same student behavior standards that apply in the classroom 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. A driver will report to the school administrator any misconduct or violation of the driver's instructions. (Any student(s) found not following directions, procedures, and/or guidelines will receive an appropriate consequence. Repeat offenders may receive long-term suspensions)
2. Bus changes are allowed pending space on the desired school bus.

### **WATER FOUNTAINS**

Hallway water fountains have “water filling” stations. Staff and students are encouraged to bring a refillable water bottle each day.

## **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***

November 7th

January 30th

April 17th

June 9th

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

#### ***Interim Progress Reports***

September 28

December 7

February 22

May 3

\*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.

*Technology* K-1 students will receive iPads, and 2-5 students will receive black Chromebooks).

[2022-2023 Student Device Agreement](#)

**(Use the link above to access the agreement)**

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

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

***A technology fee (of \$10.00) and signed, detailed student device agreement*** are expected from each student.

**NO** student personal devices can be used at school this year. All students are required to use a school-issued device this school year. **ALL** students are considered day users and **do not** have permission to take devices home.

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**

The news media may be at school covering various events. Photos/videos are also made at school and shared with local media when we have students to be recognized or honored. Student teachers and teachers also video their instruction for review of teacher practices. If you do not wish for your child to be videoed or photographed for any events, please notify Mrs. Roach via a letter to express your wishes.

## **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).