

# C. Wayne Collier Elementary Family Handbook

EXCELLENCE FOR ALL...EXCELLENCE FROM ALL!



## 2023-2024



**C. Wayne Collier Elementary School**  
**Home of the Beavers**  
**2023-2024**

**3522 Sturbridge Rd.**  
**Hope Mills, NC 28348**  
**Phone: 910-424-7200 Fax: 910-424-1684**  
**[cwces@ccs.k12.nc.us](mailto:cwces@ccs.k12.nc.us)**

**Ms. Larissa Perkins**  
**Principal**

**Eric Bradley**  
**Assistant Principal**

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**PRINCIPAL'S MESSAGE**

Welcome to C. Wayne Collier Elementary School for the 2023-2024 school year. We are excited for this new school year and look forward to educating all of our students and providing them with a lifelong education. We are gearing up for a successful school year as we strive to provide the best education for your child.

Our Collier handbook has important information outlining our policies and procedures. We encourage you to review this handbook with your child(ren). Always know that you are welcome to contact our school office if you have any questions or concerns. We will continue to have open and clear communication between home and school to help us with our endeavor of educating the whole child. Here's to a successful year as we Build Excellence at C. Wayne Collier Elementary.

# Important School Dates and Events

## 2023 - 2024 CUMBERLAND COUNTY SCHOOLS

### [TRADITIONAL 10-MONTH CALENDAR](#)

### [Progress Report/Report Card Schedules](#)

SIT Meetings will be held on the 3rd Monday of each month at 3:30 pm.  
(Please email Ms. Perkins at [larissaperkins@ccs.k12.nc.us](mailto:larissaperkins@ccs.k12.nc.us) if you are interested in serving on our School Improvement Team)

## SCHOOL INFORMATION

### Administrative & Office Staff

**Principal: Larissa Perkins**

[larissaperkins@ccs.k12.nc.us](mailto:larissaperkins@ccs.k12.nc.us)

**Assistant Principal : Eric Bradley**

[ericbradley@ccs.k12.nc.us](mailto:ericbradley@ccs.k12.nc.us)

**Data Manager/Registrar: Nikkie Jones**

[nikkiejones@ccs.k12.nc.us](mailto:nikkiejones@ccs.k12.nc.us)

**Bookkeeper: Shawndra Grayman**

[shawndragrayman@ccs.k12.nc.us](mailto:shawndragrayman@ccs.k12.nc.us)

**Receptionist: Allison Ivey**

[allisonivey@ccs.k12.nc.us](mailto:allisonivey@ccs.k12.nc.us)

**Parent Facilitator: Randolph Williams**

[randolphwilliams@ccs.k12.nc.us](mailto:randolphwilliams@ccs.k12.nc.us)

**Social Worker: Marsha Gaines**

[marshagaines@ccs.k12.nc.us](mailto:marshagaines@ccs.k12.nc.us)

**Counselor: Rochelle Johnson**

[rochellejohnson@ccs.k12.nc.us](mailto:rochellejohnson@ccs.k12.nc.us)

**Cafeteria Phone Number - 910-424-7575 (Cafeteria Manager-Joey Johnson)**

# School Operational Hours

## Office Hours

8:00 am -4:00 pm

## PrimeTime

PrimeTime will have a site for the 23-24 school year at CWCES. Please visit [CCS Webpage](#) for more information in regards to time and cost.

## Regular Schedule

8:00 am Students Enter Building

**\*Students must not arrive on campus before 8:00 am as there is not sufficient supervision.\***

8:25 am Warning Bell

8:30 am Tardy Bell- Instructional day begins

3:05 pm Daycare/PK Bus Riders leave Classrooms

3:10 pm Dismissal (Buses/Car Riders/ Walkers/Primetime)

**\*Check-outs are not permitted after 2:30 pm due to end of school preparations.\***

## Early Dismissal Schedule

1:05 pm Daycare/PK Bus Riders Leave Classrooms

1:10 pm Car Riders/Bus/Walkers/PrimeTime Dismiss

## Delayed Opening

Inclement weather delay means that students will begin the day one or two hours later than regularly scheduled. CCS does not serve breakfast on days that have delayed starts.

# ENROLLMENT/WITHDRAWAL

## **Enrollment**

Only a legal parent/court appointed guardian/custodian is permitted to enroll a student. Enrollment paperwork must be completed neatly and accurately to avoid any data entry errors. If any documentation is outstanding at the time of registration it must be submitted within 30 days or the student will be withdrawn. If it is determined that a student resides outside the school district and entered C. Wayne Collier Elementary School without meeting residency or accepted as a Voluntary Transfer, the student will be subject to immediate dismissal. Using an address within the C. Wayne Collier Elementary School district that is not the student's primary residence does not qualify a student as living within the school district and the student will be subject to withdrawal.

Parent(s) or court-appointed custodian(s) must provide the following documentation to the school upon presentation for enrollment:

### *Kindergarten:*

Certified birth certificate

Record of immunizations

Health assessment

Current proof of residency in the attendance area of the enrolling school

Photo ID of Legal Parent/Guardian

### **Kindergarten Age Requirement - NC House Bill 150**

In July 2007 the North Carolina Legislature amended the age requirement for admission into public kindergarten. In order to enter kindergarten in a public school system in the state of North Carolina, a child must have reached his/her fifth birthday by August 31 of the school year in which he/she is presented for enrollment.

### *1st - 12th grade:*

Certified birth certificate

Record of immunizations

Last report card, withdrawal documentation, or transcript from the previous school

Current proof of residency in the attendance area of the enrolling school

Photo ID of Legal Parent/Guardian

## **Notarized Affidavits**

In order to remain at C. Wayne Collier Elementary School, students who are currently enrolled with a notarized affidavit must renew the affidavit each year. Part of our intake for students with an affidavit is that our school social worker will make contact with families to provide any assistance that may be needed.

It is the responsibility of legal parents/guardians to maintain correct and current up-to-date information on the Student Data Card maintained in the school office as well as ensuring prompt arrival and pickup of your child daily.

### **The procedure for withdrawal from school is as follows:**

Parents need to notify the school either by phone or by email as soon as you are aware that your child will be withdrawing. We need at least a two-day notice to properly process withdrawal papers. A withdrawal form will be given to the classroom teacher by the office. Parents will receive withdrawal forms by email or mail unless other arrangements have been made.

## Immunizations & NC Physicals

All Students: In accordance with state law, a parent/guardian enrolling a student for the first time into a North Carolina school **MUST** present proof of immunizations and a current NC Health Assessment Transmittal Form within 30 days of the first day of school. All students entering school for the first time shall have completed or have started the course of immunizations.

# ATTENDANCE

## Student Absences

Regular attendance, as well as being on time daily, is essential to success in school. When tardy or absent, a student misses important instruction and learning opportunities; thus, your child should be in school at every opportunity. We understand that illnesses do occur, however, if your child is absent for more than one day, please call the school. This will keep us informed for accounting purposes. After three days of absence, a wellcheck contact will be made with a parent/guardian. Three days of lawful absences are permitted when a student must be absent for attendance at a funeral for immediate family members. More than three days must be coordinated with the CWCES administration and the school social worker.

Students who show any of the following symptoms will not be permitted in school until he/she has been symptom-free for a minimum of 24 hours:

- Temperature of 100 or greater
- Vomiting
- Diarrhea
- Lice
- Skin rash of a contagious nature
- Discharge from the eyes or ears

If there is an unusual problem, please notify the child's classroom teacher by calling the school. When a child contracts a communicable disease, such as Covid-19, Mumps, Measles, Chicken Pox or Scarlet Fever, the child's teacher and/or front office must be immediately notified by a telephone call.

Accurate home, work, and cell numbers on the verification of address are essential. The names and numbers of reliable emergency contacts will be necessary in the event we cannot reach parents. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment. Even if a phone contact is made, a **written excuse from the parent is required when a child is absent from school**. Also, a written excuse is needed when a child is not able to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. For any type of illness or injury that affects participation in physical activity, a doctor's note is needed. When a child returns to school from any absence, the parent must send a note explaining the absence. A reason is necessary for coding the absence in our records. **Excuse notes should be sent in on the day the student returns**. If a note is not received within three days of the absence, the absence is coded unlawful. After ten days of absence, a letter will be sent requesting that all future absences be covered by a doctor's note or the absences may be coded unlawful.

*Educational opportunities and vacations will be coded as unexcused unless PRIOR permission has been granted by administration. Only five days per year are allowable for*

*educational absences and are subject to administrative approval.* Absences due to military deployment will be coded as excused with appropriate documentation/administrative approval.

### **Medication Policy**

In an effort to do all we can to assure the health and safety of all students, we are seeking your support in the full implementation of the CCS policy dealing with medication at school. Medication cannot be given at school unless it is prescribed by a doctor with written instructions on how and when it will be administered during school hours. This includes over the counter medications. The following procedures will be utilized by all schools for the administration of medication by school personnel:

All medication including aspirin, cough drops, sunscreen, insect repellent, etc., administered by school personnel at school must be in a prescription labeled container **and have a completed Physician's School Medication/Release of Liability Form signed by a physician and the child's parent/guardian.**

Medication must be in the original container prepared by the pharmacist. It must include the student's name, dosage, fill & expiration date, and instructions. Instructions on the container must match exactly the instructions on the Physician's School Medication/Release of Liability Form.

Medicine will be administered to your child by school personnel designated by the principal. A log will be kept of medication administered at the school. Parents are responsible for transporting medication to and from school. **Children are NOT allowed to transport medication to and from school.** Medicine will be counted in the presence of the parents.

Students may not have any medicine with them at school (to include inhalers, cough drops, ointments, medicated lip balm, over the counter medicines). Medication that is not picked up and signed out on the last day of school will be disposed of by the school nurse.

### **Requesting Make-Up Work**

**ABSENT ONE DAY:** The student will receive make-up work from the teacher on the day following the absence. Please be reminded that make-up work will only be given when an absentee note for a lawful absence is presented to the teacher.

**ABSENT MORE THAN ONE DAY:** A parent should call the school in the morning to request work. Work will be in the front office for the parent to pick up. Please allow a 24 hours' notice. Office hours are from 8:00 am to 4:00 pm. Students have five days to complete and submit missed assignments due to absences.

### **Tardies/Late Check-In**

#### **CCS BOARD OF EDUCATION TARDINESS POLICY**

The Board of Education Policy Manual; Section 4000 - Students; Regulation Code: 4400-R1 Unexcused Tardiness / Early Check-Outs: School attendance is essential for student success and the habitual, chronic tardiness is a major factor in the loss of instructional time for students regardless of age. It is also one of the most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future.

The Cumberland County School system is continuing its efforts of "Every Minute Counts" to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness. Parents should make every attempt to make appointments outside of the school day so interruptions and missed school time are minimal.

A student who arrives after 8:30 am is considered tardy. The student must report to the office, accompanied by a parent or legal guardian, to obtain a "late pass" which is given to the teacher upon entrance to the classroom. This allows the office to correct the attendance report. All tardies will be coded unexcused unless a doctor's note is turned in at check-in or within 48 hours.

CCS PROCEDURE~ Policy 4400-R1 :

- All instances of absences, tardiness and early check-out's are recorded, whether excused or unexcused, in the district database (PowerSchool).
- The school social worker will contact the parent when the student is tardy and/or checked out early following the 3rd, 6th, and 10th unexcused tardy/early checkout by using the district form letters.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter reminding the parent/guardian of the time that school starts and ends and of the Cumberland County Schools policy on tardiness and early checkouts.
- After 6 unexcused cumulative instances of tardiness or early check-outs, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts and that he/she may be referred to take a series of Parent Accountability Classes. The school social worker will work with the child and the parent to develop a plan for addressing the chronic check-in/checkouts.
- After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting with the social worker and school administrator. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good faith effort, the social worker will notify the Student Support Services Office which will arrange for the parent/guardian to attend a series of mandatory Parent Accountability Classes to eliminate tardies/early checkouts. Parents will be informed with a phone call and follow-up letter.
- After 25 cumulative instances of unexcused tardies and/or early checkouts, the Principal/Social Worker may refer a parent to the Truancy Mediation Council (TMC).
- The school (Principal/Social Worker) may file an affidavit with the Cumberland County District Attorney's office concerning excessive tardies and/or early checkouts for a loss of instructional time. The record of tardiness and early checkouts will be included in the filing as well as the student's cumulative file. The parent/guardian will be notified that the filing was made and of the possibility of prosecution.

### **Early Check-Out**

Students leaving school during the day **must be signed out from the office prior to 2:30pm**. Cumberland County Board of Education Policy states that "no staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct approval and knowledge of the principal or principal designee." Students will not be dismissed from school unless the parent, guardian or authorized adult comes to pick up the student and sign him/her out. The names of persons authorized to pick up students, other than parents or guardians, must be listed on the student's information card. **Proper picture identification will be required when students**






are checked out of school. All check-outs will be coded unexcused unless the school called for the child to be checked out due to illness or injury or a doctor's note is returned to school within 48 hours.

**Afterschool/Late Pick-Ups**

If your child is not picked up by 3:25 pm, parents are required to sign out their child in the front office. ID is required. After three late pick-ups, a referral will be made to the school's social worker and a conference will be scheduled.

# BEHAVIOR/EXPECTATIONS/PBIS

The teachers and administration at C. Wayne Collier Elementary School believe that a safe and orderly environment is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. We want to guide your children toward responsible decision-making. The following Beaver Code is a Matrix of appropriate behaviors that we explicitly teach and expect our students to adhere to during the school day, including when traveling to and from school whether walking, riding the school bus or waiting at the bus stop. These have been adopted by C. Wayne Collier and were adapted for Covid during the 2019-2020 school year and are subject to adjustments should CCS guidance change during this school year.

<b>C. WAYNE COLLIER ELEMENTARY SCHOOL</b>								
<b>SCHOOL-WIDE BEHAVIOR EXPECTATIONS</b>								
BEAVER CODE	CLASSROOM	HALLWAY	CAFETERIA	MEDIA CENTER	SCHOOL GROUNDS	BATHROOM	BUS	ASSEMBLY
	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Follow "voice limits"</li> <li>* Keep floors clean</li> <li>* Keep hands &amp; feet to self</li> <li>* Keep chair on floor</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on the right side of the hall</li> <li>*Follow "voice limits"</li> <li>*Stay in the second solid block</li> <li>*Keep hands &amp; feet to self</li> <li>*Walk in traveling position</li> <li>*Report any issue/problem</li> </ul>	<ul style="list-style-type: none"> <li>*Walk single file</li> <li>*Follow "voice limits"</li> <li>*Keep hands and feet to self</li> <li>*Chew with mouth closed</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Enter &amp; Exit using "voice limits"</li> <li>*Hold books closed at your side</li> <li>*Ask for help to reach books</li> <li>*Keep chair on floor</li> </ul>	<ul style="list-style-type: none"> <li>*Be alert</li> <li>*Keep hands &amp; feet to self.</li> <li>*Use equipment appropriately</li> <li>*Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>*One person in a stall</li> <li>*Walk</li> <li>*Use paper towel and toilet paper appropriately</li> <li>*Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>*Walk single file</li> <li>*Use "voice limits"</li> <li>*Keep hands &amp; feet to self</li> <li>*Keep aisle clear</li> <li>*Sit seat to seat, back to back</li> <li>*Stay seated until bus completely stops</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Use "voice limits"</li> <li>*Follow entrance &amp; exit procedures</li> <li>*Keeps hands &amp; feet to self</li> <li>*Keep feet quiet</li> </ul>
	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Bring all materials</li> <li>*Remain in assigned seat or area</li> <li>*Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>*Have a Hall Pass</li> <li>*Have a Buddy</li> <li>*Have a purpose</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned area</li> <li>*Get all items needed while in line</li> <li>*Bring lunch card</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Follow check-in &amp; check-out procedures</li> <li>*Use place marker correctly</li> <li>*Bring media card</li> </ul>	<ul style="list-style-type: none"> <li>*Gather and return equipment to proper places</li> <li>*Follow directions quickly</li> <li>*Report any issues/problems</li> </ul>	<ul style="list-style-type: none"> <li>*Place trash in trash can</li> <li>*Use bathroom facilities correctly</li> <li>*Flush toilet</li> <li>*Report any issue/problem</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Gather all belongings before leaving the bus</li> <li>*Report any issue/problem</li> <li>*Walk in traveling position</li> <li>*Know your transportation assignment (bus/car/walkers)</li> <li>*Sit in you assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in assigned area</li> <li>*Stay with your group</li> </ul>
	<ul style="list-style-type: none"> <li>*Follow classroom procedures &amp; expectations</li> <li>*Be an active learner</li> <li>*Do your best</li> <li>*Be a team player</li> </ul>	<ul style="list-style-type: none"> <li>*Silent in the hall</li> <li>*Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>*Use good manners (please &amp; thank you)</li> <li>*Use positive language</li> <li>*Focus on your own lunch. Eat only your food.</li> <li>*Follow adult instructions</li> </ul>	<ul style="list-style-type: none"> <li>*Return books/materials on-time</li> <li>*Handle books with care.</li> <li>*Clean area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>*Help others learn &amp; play games</li> <li>*Resolve problems quickly and peacefully</li> <li>*Use respectful language</li> <li>*Show good sportsmanship</li> <li>*Be fair</li> <li>*Take turns</li> <li>*Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bathroom procedures</li> <li>*Respect privacy of others</li> <li>*Follow "voice limits"</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bus procedures</li> <li>*Follow adult directions, quickly</li> <li>*Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>*Be an active listener</li> <li>*Watch for adult signals</li> <li>*Be open to new and different ideas</li> </ul>

**PBIS**

This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The PBIS model is a research-based strategy. The

3-tiered approach reduces problem behavior as a barrier to student achievement. We only have 180 days each year to advance academic progress, so instructional time is very valuable. Research shows that schools following the PBIS model recover thousands of hours of instructional time and, on average, four days of student instruction per year.

The foundation of PBIS at C. Wayne Collier Elementary School is the three building-wide expectations:

- Be Respectful
- Be Responsible
- Be Safe

In addition to our behavior expectations, PBIS has four other components

1. Behavior matrix that explains behavior expectations in each school setting
2. Direct teaching of the expectations
3. Beaver Bucks which can be exchanged for other rewards
4. Office Discipline Referrals to record and address inappropriate behaviors

### **MINOR OFFENSES**

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school, in-person, remotely, and on the bus. Minor offenses include, but are not limited to, the following:

1. Talking out of turn or disrupting class
2. Not completing or turning in classwork and/or homework
3. Unauthorized eating
4. Being unprepared for class
5. Failure to follow the directions of adults
6. Using inappropriate language or gestures
7. Being disrespectful to classmates by teasing, picking, or name calling, etc.
8. Wandering or loitering in the hallways
9. Bringing or playing with toys/games/collectible cards and other unnecessary items during instructional time or anytime outside of recess, including Uzi, Pokemon cards, baseball cards, electronic games, etc.
10. Integrity violation
11. Selling of goods and articles during school hours

### **Consequences for Violation of Minor Offenses:**

Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to the principal or assistant principal. Consequences for minor offenses may include, but are not limited to:

- Reminder of appropriate behavior expectations
- Buddy Bounce to other classrooms (both on grade level and off grade level)
- Time-out, loss of privileges to include reflective lunch
- Phone call to parent/guardian
- Apology to appropriate individual(s)
- Parent conference
- Note to parents to be signed (please return to school the next day)
- Written reflection
- The teacher will keep any inappropriate item brought to school until a parent picks it up.

## **Major Offenses and Consequences**

Major Offenses and Consequences are covered in the Cumberland County Schools' Code of Conduct booklet, which is distributed to every student each year. It is imperative that you review the CCS Code of Conduct with your child. Parents and students are responsible for knowing the rules of our county/school. Please review this booklet with your child. Students shall be subject to discipline, suspensions, and expulsions for violating rules/regulations set forth in our school rules and also those guidelines outlined in the CCS Code of Conduct.

All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the principal and assistant principal to investigate fully the cases of students appropriately referred to administration for misbehavior and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal or assistant principal.

## **CHILD NUTRITION SERVICES**

**Breakfast and Lunch - Community Eligibility Provision (CEP)** The Community Eligibility Provision is being offered to C. Wayne Collier Elementary School. CEP enables each student enrolled in participating schools to receive a breakfast and lunch at no charge on days when school is in session. Since C. Wayne Collier is a CEP participant, our students will not be required to submit a lunch application to receive their meals at no charge. Students must continue to use their PowerSchool numbers at the register in order to receive their meals. When making a meal choice, students must select a complete meal. In addition to receiving a complete meal at no charge, students may purchase a la carte items if they have money in hand or on their accounts. Parents may direct questions pertaining to the Community Eligibility Provision to the Child Nutrition Office at 910.678.2502. The CEP breakfast and lunch program will begin on the first day of school and will operate each school day. Breakfast will be from 8:00-8:30 a.m. for students who eat breakfast. All lunches received from the school cafeteria or brought from home will be eaten in a supervised setting. **We ask that no outside food be brought into the school during lunchtime for students.**

**Two-Hour Delay:** Please be advised that CCS does not serve breakfast on days that have a two-hour delay. Please be advised there may be menu changes on school days operating after school closings due to inclement weather. Students are expected to eat lunch each day. We encourage your child to take advantage of the CEP breakfast and lunch program, which serves hot meals that meet federal nutritional requirements.

**For Students Bringing Lunches From Home:** Students are not permitted to have soft drinks or other carbonated beverages. Parents are advised not to pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or warmed.

No more than 2 family members will be able to come to have lunch with their child. A designated area will be available for you to eat with your child. Throughout the school day, students may have a capped/lidded bottle or container of water in the classroom for hydration. **Students may not have a container with any beverage other than water.**

# COMMUNICATION

We will communicate important information and events through weekly ParentLink phone calls and Class Dojo messages. In order to continue to receive updates, your contact information must be correct and can be updated in the front office anytime changes are made.

It is vitally important for you, as parents, to receive timely information about your child's progress in school. It is the parents/guardians responsibility to monitor their child's grades daily by logging into PowerSchool. Mid-term progress reports will be sent half-way through each 9 week period. A report card will be issued four times during the school year.

Each semester, we will conduct student-led conferences where parents, teachers and students will meet to discuss student progress up to that point in the school year. Our teachers are more than willing to schedule conferences outside of the instructional day to discuss your child's progress. Due to teachers being engaged with students throughout the day, responses may not be immediate. **If you are not able to reach your child's teacher, call or email Mrs. Gaines and she will help you schedule a conference.**

**Class Dojo:** All teachers have Class Dojo accounts to share pertinent information with families. It is extremely important for all parents/guardians to join Class Dojo as it is one of our primary ways of sharing information with all families. Teachers will check their messages daily but are not required to respond during instructional time. If you do not receive a response within 24 hours, feel free to email or call the school to speak with an administrator.

We are very proud of the teaching and learning that we have going on at C. Wayne Collier and ask that no one *interrupt instructional time*. Conferencing during class is not permitted.

Parents are always a child's first advocate; however, we realize that your child needs an advocate within the academic day. Your child's first advocate at C. Wayne Collier Elementary School is his/her classroom teacher; therefore, *parental concerns should be expressed first to the teacher*. Concerns that are more specific in nature should be made to the principal/assistant principal only after discussing them first with the teacher. Concerns and/or suggestions regarding school processes and policies should be shared with an administrator via phone call or email.

# STUDENT DRESS CODE

Please keep in mind that student attire can impact the school environment, ability of students to stay focused on learning, and their overall safety. Listed below is general guidance to assist families when choosing attire for students daily.

## **Guidelines**

- Skirts, dresses and shorts *must be knee length* all the way around when standing or bending.
- No clothing with inappropriate messages or that could cause a disruption to the school environment to include but not limited to: depicting intoxicating beverages, controlled substances, tobacco products, weapons, sexuality or suggestive of violence or obscenities. Clothing which causes disruption in-route to or at school is not permitted.

- Bottoms- jeans, pants, or skirts must fit at the waistline.
- Flip-flops/Slides are not permitted.
- Shoes to include sandals must have a backstrap and cover the majority of the foot. We encourage students to wear athletic shoes on the days they have physical education.
- Shirts that expose the stomach, chest, back or ribs are not permitted. Tank tops, racerback, crop tops and shirts/dresses with spaghetti straps are not permitted..
- Hats, hoods, or other headcoverings may not be worn in the building and must be kept inside the book bag. Individual consideration is made for religious headgear or documented medical-related issues. There may be exceptions for certain school spirit week related activities which will be announced in advance.
- Masks - Any mask worn in schools in response to COVID-19 or other health concerns may not contain or depict messages or images prohibited under CCS Policy Code 4316.

## RECOGNITION/GRADING

Awards Days are held to recognize students for social and academic achievement. Although we strive to acknowledge all students, it is our expectation that all students work extremely hard in order to receive an award. Students receiving an award will have written notification in their report card.

### **CCS Grading/Report Cards**

It will be necessary for all parents/guardians to sign up for the PowerSchool Parent Portal once the school year begins. The Data Manager will send home a unique Parent Portal sign in sheet for each child so that families will be able to access progress reports, report cards, and regular grading throughout the year.

Students in grades 3, 4 and 5, within the Cumberland County School System follow the following scale of Grade Averages. The grades are based on teacher judgment, student performance and curriculum guidelines.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

The grading scale for students in Grades K-2 is as follows:

IV	Above Grade Level
III	On Grade Level
II	Below Grade Level
I	Well Below Grade Level

### **SNACKS/FOODS**

Birthday parties and other types of personal celebrations are not permitted at school. Please remember we are **unable to accept deliveries of balloons, flowers, etc., for children at school.** If you choose to send in snacks be reminded that you will not be

allowed to take these to the classroom and that these items should be individually wrapped and store bought. If your child has dietary restrictions please complete the necessary forms that can be found on the CCS Child Nutrition website and attach any necessary documentation. If sending in snacks for your child or the class, keep in mind that many children have peanut or nut allergies and can be highly sensitive to these products. It is best NOT to send in any snacks containing peanut butter or any nuts. Thank you in advance.

## **FIELD TRIPS**

Students are required to have written permission on the CCS Field Trip Permission Form from their parents before going on any school-sponsored trip. Only C. Wayne Collier Elementary students are permitted to attend field trips. If a student loses his/her privileges to ride the bus that also includes any district bus, including sporting or field trips. All out-of-town field trips will use chartered/contracted buses. All students participating in such field trips must ride these buses. Field trip costs are kept at a minimum by factoring in the total number of students in a classroom/grade level to determine cost to each student; therefore, NO REFUNDS will be given for field trips regardless of reason to include, but not limited to, illness or suspension.

## **TECHNOLOGY/ELECTRONIC/COMMUNICATION DEVICES**

Student electronics/cell phones may not be seen or heard during the school day unless directed by the teacher. If it is determined that a child is using electronics/cell phones for recording, texting, talking, games, etc. at any time during the school day, the device will be confiscated and only a parent/guardian will be permitted to pick up the device. Students must not record any student or staff on school premises to include the bus and bus stop. **The school is not responsible for student electronics/cell phones that are damaged, lost, stolen, etc. at CWCES or at any off-campus activities with CWCES.** C. Wayne Collier Elementary School adheres to the official policy of the Board of Education regarding student cell phones and other electronic devices. All policies governing Cumberland County Schools are posted on the CCS web: <http://ccs.k12.nc.us>.

**The Board of Education Policy Manual; Section 4000 - Students; Policy code: 4318 Use of Wireless Communication Devices:** The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

**A. AUTHORIZED USE** Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs. No pictures or videos are allowed to be taken on school buses by students. **Cell phone use that results in Code of**



**Conduct infractions can result in suspension or expulsion.**

**B. CONSEQUENCES FOR UNAUTHORIZED USE** School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy. Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

**C. SEARCH OF WIRELESS COMMUNICATION DEVICES** In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

**D. LIABILITY** Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices. Legal References: G.S. 115C-36, -391

## **TRANSPORTATION**

### **Car Riders**

In order to ensure the safety of all our students, it is important to explain the Drop-Off and Pick-Up procedures. Please adhere to the following guidelines at all times. Also, please remember that if you live within the C. Wayne Collier school district bus zone your child may ride the bus.

### **Morning Drop-Off: All Students- Sturbridge and Sommers Lot Only**

- No students will be allowed to exit cars in the lot until the 8:00 AM arrival bell rings.
- Sturbridge is for 2-5 students and Sommers is for K-1 students
- Parents must drive through the parking lot and let students out at the designated area. After the 8:30 tardy bell, a legal parent/guardian **MUST** park and escort the student to the front office to check them in to school.
- **PARENTS/GUARDIANS SHOULD NOT EXIT THE VEHICLE DURING DROP OFF. IF YOU NEED TO CHECK IN MEDICATION OR HAVE A PRE-SCHEDULED APPOINTMENT. THERE ARE PARKING SPOTS DESIGNATED FOR VISITORS IN THE FRONT OF THE BUILDING WHICH MAY BE USED AFTER BUSES HAVE UNLOADED AND CLEARED THE FRONT DRIVEWAY**

## Afternoon Pick-Up:

### K-1<sup>st</sup> Graders

- ❖ Sommers lot - Parents must drive through and pick up their student at the designated area.

### 2<sup>nd</sup> - 5<sup>th</sup> Graders

- ❖ Pull into the Sturbridge lot in a **double** lane of traffic, pick up your student at one of the two pick-up areas and continue driving to exit onto Sturbridge Drive.
- ❖ Parents who pick up more than one student are requested to have the elder/eldest student(s) meet the younger/youngest student in the designated pick up area for the younger/youngest student being picked up. The designated parking lot would be that of the younger/youngest sibling.
- ❖ **PARENTS/GUARDIANS SHOULD NOT GET OUT OF THEIR VEHICLE DURING DISMISSAL PICK UP.**

## BUS TRANSPORTATION

Safe transportation of our students to and from school is of the utmost importance to all of us. C. Wayne Collier Elementary School is served by four buses, which transport students attending our school. Your patience and cooperation will be appreciated during the first few days of school as routes and timetables are established. Please have your child at the assigned bus stop 10-15 minutes prior to the scheduled arrival time.

Students who ride buses are expected to conduct themselves in an orderly manner **AT ALL TIMES**. ***School transportation is a privilege, not a right.*** Students shall observe the directives of the driver at all times while riding the bus. Failure to follow directives may result in suspension from riding the bus as determined by the principal and/or assistant principal. Students are prohibited from bringing anything dangerous or disruptive on the bus to include weapons, glass objects, or live animals.

The following conduct is specifically prohibited:

- Changing seats, standing, sitting improperly, playing, throwing items, and/or fighting.
- Refusing to meet the bus at a designated stop, leaving the bus without authorization when en route to or from school and/or delaying the bus schedule.
- Talking loudly, yelling, screaming, and/or using profanity.
- Inappropriate use of technology, ie. inappropriate sites, recording others, taking pictures, etc.
- Distracting the driver while the bus is in operation.
- Not following the directions of the bus driver and/or refusing to obey the driver.
- Not adhering to the Cumberland County School's Code of Conduct.

### **Discipline Policy for Bus Infractions are as follows:**

- 1st Offense and Repeated Offenses - This violation will result in suspension from the school bus and/or disciplinary action deemed appropriate by principal/assistant principal.

If a problem arises, we have asked students to use the following procedures rather than take matters into their own hands:

- Notify the driver of the problem.
- Notify the assistant principal or principal.



PARENTS/GUARDIANS WILL BE RESPONSIBLE FOR THE TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL WHEN BUS RIDING PRIVILEGES ARE SUSPENDED.

**As a reminder, public school laws prohibit parents and other non-school employees from stepping on a school bus. Non-school employees who violate this law will be charged with trespassing and prosecuted through the court system.**

### **Assigned Buses**

**\*\*CCS Bus Rule:** Bus transportation will be based on the student's home address of record. Students will not be permitted to ride a bus to the home of a friend, grandparent, relative, child care provider or daycare.

### **CCS Bus Stop Release Procedures**

Pre-kindergarten must be met at the bus stop by a parent or parent designee (parent designee being defined as a responsible adult). Kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). Parents / guardians may provide written permission to allow their children in grades First (1st) and Second (2nd) to walk home unsupervised. If parental consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route. Students in grades 3, 4 and 5 may be discharged at the bus stop without an adult present.

### **Transportation Changes**

All changes in how a child is transported home must be **submitted to the teacher in written form along with parent signature and contact information.** Changes in transportation will not be made via email, Class Dojo or phone calls.

Late changes cause confusion and will not be honored. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, daycare vehicle, or any other mode of transportation. Parents or other persons designated to pick up students in the afternoon cannot take students off a bus or a daycare van. Safety policy prohibits parents, or other persons designated to pick up students in the afternoon, from walking or driving into the bus parking lot or the daycare parking area. In addition to violation of safety procedures, staff members on duty in these areas have no data with them to confirm that a person who is attempting to take a child off a bus or remove a child from a daycare vehicle is an approved parent or person listed on the Student Data Card in the office.

When it is necessary to change the customary arrangements for your child's transportation, please plan ahead to ensure that you are in compliance with policies designed for the safety and welfare of all persons on the C. Wayne Collier campus. If you have any questions or concerns about our buses, please contact the assistant principal at 424-7200.

### **VISITOR POLICY**

Non-CCS Visitors, including parents/guardians must make an appointment to meet with their child's teacher, another staff member, an administrator prior to entering the

building. Please be reminded that teachers and instructional staff will not be available for meetings during the instructional day as they are teaching. Administration may also not be available during certain portions of the instructional day as they will be spending a good portion of their time observing active instruction in classrooms. All visitors with an appointment must possess a picture ID and will leave their keys with the front office staff in exchange for a visitor's badge. All visitors must adhere to mask mandates as per current CCS policy.

According to Cumberland County School's Policy Code: 5020, Visitors to the Schools, school visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited. Persons who are subject to policy 5022, Registered Sex Offenders must comply with the provisions of that policy. Policies are located on CCS web site: <https://boardpolicyonline.com/bl/?b=cumberland>.

### **Visitor's Use of Social Media**

Due to student and staff privacy, visitors are only permitted to record or take pictures of their own child. In consideration of our students' and staff privacy rights, please do not record, post pictures, videos or comments of other students or staff on the internet or any other way.

### **VOLUNTEER POLICY ~ policy is subject to change**

C. Wayne Collier Elementary and Cumberland County School policies require ALL volunteers to complete and submit a yearly background check form prior to volunteering. <https://www.ccsvolunteers.com>. After you are cleared and approved, please email our Social Worker, Mrs. Marsha Gaines at [marshagaines@ccs.k12.nc.us](mailto:marshagaines@ccs.k12.nc.us) and let her know that you are ready to volunteer. She will work to match your skills to an area of need and will provide you with times/dates for volunteering. We can always use someone to read to or with a child, shelf books, supervise in designated areas, assist with club activities and seasonal activities, assist teachers, or supervise field trips . When you arrive to volunteer, show your ID, sign in at the front office and let us know who you will be assisting.

Only adults, 18 years old or older, may volunteer. When volunteering or visiting in a classroom, it is not permissible to bring siblings, other children, family members, or friends with you. In order to avoid disruption and side conversations that are distracting to both teacher and students, individual conferences/concerns will not be heard during instructional time.

### **Volunteer Use of Images and Social Media**

Due to privacy, volunteers are not permitted to record, take pictures or post any student or staff member.

# ADDITIONAL INFORMATION

## **Nondiscrimination Statement**

No student or employee in the Cumberland County Schools shall, on the basis of age, sex, race, religion, national origin, marital status, or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity.

## **Grievance Procedures Title IX**

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall, within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render a decision within thirty days of receipt of the grievance.

## **Section 504 Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, solely by reason of his/her, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district level. Contact Dr. Natasha Scott 678-2433.

# PARENT RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW, WS/FCS* is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

## **DECLARACIÓN DEL DERECHO A SABER DE LOS PADRES**

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.