C. Wayne Collier Elementary

Family Handbook

EXCELLENCE FOR ALL...EXCELLENCE FROM ALL!

BUILDING EXCELLENCE...BRICK BY BRICK

2026-2027

C. Wayne Collier Elementary School
Home of the Beavers
2026-2027

3522 Sturbridge Rd.
Hope Mills, NC 28348
Phone: 910-424-7200 Fax: 910-424-1684
cwces@ccs.k12.nc.us

Ms. Larissa Perkins
Principal

Joseph McCree
Assistant Principal

PRINCIPAL'S MESSAGE

Welcome to C. Wayne Collier Elementary School for the 2026-2027 School Year!

Welcome to a brand-new school year at C. Wayne Collier Elementary! We are excited to begin this journey with you as we continue **Building Excellence…Brick by Brick**. This theme reflects our commitment to creating a strong foundation where every student can learn, grow, and succeed.

Our dedicated team is prepared to provide a safe, nurturing, and academically rigorous environment where every student can grow and thrive. We believe that strong partnerships between home and school are key to student success, and we are thrilled to have you as part of our Collier family.

Please take a moment to review the **Collier Family Handbook**, which includes essential information about school policies, procedures, and expectations. Discussing this with your child(ren) will help ensure a smooth and positive start to the school year.

As always, our front office and staff are here to support you. Whether you have questions, concerns, or ideas, we encourage open communication throughout the year.

Let's work together to make this school year one of growth, achievement, and excellence. We are proud to be on this journey with you—anchored in purpose and glowing with potential!

Here's to a fantastic 2026–2027 school year!

Important School Dates and Events

2026-2027 CUMBERLAND COUNTY SCHOOLS

TRADITIONAL 10-MONTH CALENDAR

Progress Report/Report Card Schedules

SIT Meetings will be held on the 2nd Monday of each month at 3:30 pm.
(Please email Ms. Perkins at 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

Assistant Principal: Joseph McCree
josephmccree@ccs.k12.nc.us

Data Manager/Registrar: Conseula Miletty
conseulamiletty@ccs.k12.nc.us

Bookkeeper: Leah Knight
nettieknight@ccs.k12.nc.us

Receptionist: Nicole Lowther
nicolelowther@ccs.k12.nc.us

Parent Facilitator: Randolph Williams
randolphwilliams2@ccs.k12.nc.us

Social Worker: Marsha Gaines
marshagaines@ccs.k12.nc.us

Counselor: Rochelle Johnson
rochellejohnson@ccs.k12.nc.us

Cafeteria Manager: Terra Ray
Cafeteria Phone Number – (910) 424-7575

School Operational Hours

Office Hours
8:00 am -4:00 pm

PrimeTime
PrimeTime will have a site for the 26-27 school year at CWCES. Please visit the CCS Webpage for more information in regard to time and cost.

Regular Schedule

8:00 am	Students enter the building

Parents, please be advised that students should not arrive on campus before 8:00 am.

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

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 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 requirements or was 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.

Withdrawal procedures
Parents need to notify the school either by phone or by email as soon as they are aware

that their 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. Please return Chromebooks, chargers, and library books before withdrawing your child.

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

Policy Code: 4400 Attendance

Student Absences

Cumberland County Schools (CCS) is taking strategic steps to reduce chronic absenteeism and promote academic achievement with the rollout of a revised attendance policy. The updated policy went into effect on Jan. 1, 2025, for high school students and will expand to include elementary and middle school students at the start of the 2025-2026 school year.

This updated policy clarifies attendance expectations, outlines documentation procedures and reinforces the importance of being present every day to support student success.

Key Highlights of Revised Board Policy 4400: Attendance

- Parent/Guardian Notes
  - Elementary & middle school students: Up to 10 parent/guardian notes per year
  - High school students: Up to 10 parent/guardian notes per semester
- Documentation Requirements
  - Absences will be considered unexcused unless a valid parent/guardian or medical note is submitted within five days of the student's return to school.
- Excessive Absences
  - More than 20 unexcused absences may result in:
    - Retention for students in grades K-5
    - Course failure for students in grades 6-12
  - *Note: Students with documented chronic health conditions are exempt from this policy.*
- Waiver Requests
  - Families may request an attendance waiver due to extenuating circumstances or verified illnesses. Contact your school's social worker for details.

Research continues to highlight the strong connection between regular attendance and student success:

- Early grades matter: Students who are chronically absent in K-3 are much less likely to read proficiently by third grade—a key milestone for long-term academic achievement. (*Source: Attendance Works*)
- Middle school warning signs: By sixth grade, chronic absenteeism becomes one of the strongest predictors of dropping out of high school. (*Source: Baltimore Education Research Consortium*)

This policy supports the district's broader efforts to address the root causes of absenteeism. During Attendance Awareness Month in September 2024, CCS worked with families, staff and community partners to spotlight the importance of consistent attendance and raise awareness of common barriers, including:

- Transportation issues
- Food insecurity
- Mental health challenges

In addition to the policy changes, CCS continues to invest in:

- Targeted dropout prevention efforts
- Enhanced truancy intervention services
- Academic recovery initiatives for students who have fallen behind

By combining supportive services with clear expectations, CCS is committed to ensuring every student has the opportunity to attend school regularly and thrive.

Medication Policy

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, or 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. 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.

C. WAYNE COLLIER ELEMENTARY SCHOOL

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

BEAVER CODE	CLASSROOM	HALLWAY	CAFETERIA	MEDIA CENTER	SCHOOL GROUNDS	BATHROOM	BUS	ASSEMBLY
	* Walk * Follow "voice limits" * Keep floors clean * Keep hands & feet to self * Keep chair on floor	*Walk on the right side of the hall *Follow "voice limits" *Stay in the second solid block *Keep hands & feet to self *Walk in traveling position *Report any issue/problem	*Walk single file *Follow "voice limits" *Keep hands and feet to self *Chew with mouth closed	*Walk *Enter & Exit using "voice limits" *Hold books closed at your side *Ask for help to reach books *Keep chair on floor	*Be alert *Keep hands & feet to self. *Use equipment appropriately *Stay in approved areas	*One person in a stall *Walk *Use paper towel and toilet paper appropriately *Wash hands with soap	*Walk single file *Use "voice limits" *Keep hands & feet to self *Keep aisle clear *Sit seat to seat, back to back *Stay seated until bus completely stops	*Walk *Use "voice limits" *Follow entrance & exit procedures *Keeps hands & feet to self *Keep feet quiet
	*Be on time *Bring all materials *Remain in assigned seat or area *Make good choices	*Have a Hall Pass *Have a Buddy *Have a purpose	*Stay in assigned area *Get all items needed while in line *Bring lunch card *Clean up after yourself	*Follow check-in & check-out procedures *Use place marker correctly *Bring media card	*Gather and return equipment to proper places *Follow directions quickly *Report any issues/problems	*Place trash in trash can *Use bathroom facilities correctly *Flush toilet *Report any issue/problem	*Be on time *Gather all belongings before leaving the bus *Report any issue/problem *Walk in traveling position *Know your transportation assignment (bus/car/walkers) *Sit in you assigned seat	*Sit in assigned area *Stay with your group
	*Follow classroom procedures & expectations *Be an active learner *Do your best *Be a team player	*Silent in the hall *Follow adult directions	*Use good manners (please &thank you) *Use positive language *Focus on your own lunch. Eat only your food. *Follow adult instructions	*Return books/materials on-time *Handle books with care. *Clean area before leaving	*Help others learn & play games *Resolve problems quickly and peacefully *Use respectful language *Show good sportsmanship *Be fair *Take turns *Include everyone	*Follow bathroom procedures *Respect privacy of others *Follow "voice limits"	*Follow bus procedures *Follow adult directions, quickly *Use respectful language	*Be an active listener *Watch for adult signals *Be open to new and different ideas

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 additional 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 and Consequences

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

The Community Eligibility Provision (CEP) 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.

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 parent's/guardian's 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 during 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 that 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 & crocs 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.

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 get a written notification.

CCS Grading/Report Cards
It will be necessary for all parents/guardians to sign up for the Infinite Campus 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 observations, 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 the 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

Cumberland County Schools Adopts New Cell Phone and Personal Device Policy

FAYETTEVILLE, N.C. – The Cumberland County Board of Education approved a new *Student Use of Cell Phones and Personal Devices* policy at its regular monthly meeting on Tuesday, Aug. 12. The policy will take effect on Wednesday, Aug. 13, 2025, and is designed to help students stay focused on learning while promoting responsible digital habits. It also supports a safe, orderly and engaging school environment in line with a new North Carolina law.

Under **Policy 4318**, students may not display, use, turn on or make visible personal devices (including cell phones, earbuds and smartwatches) during instructional time unless specifically authorized in advance. Devices must be turned off and stored out of sight, such as in a backpack or locker.

Key guidelines include:

- **Elementary schools:** Devices may be brought to school but must remain off and put away for the entire school day. Use is allowed only when:
  - Authorized by an Individualized Education Program (IEP), 504 plan or health plan
  - Approved in advance for assistive, safety or translation needs
  - In an actual emergency and authorized by staff (for example, a family death or serious illness — not schedule changes)

- **Middle and high schools:** Same exceptions as elementary schools. Additionally, students ***may*** generally use devices:
  - With prior teacher approval for instructional purposes
  - During non-instructional times, such as lunch periods and class transitions

- **School buses:** Use is generally allowed before and after school. However, bus or school staff may restrict use if it creates safety concerns. Audio must be played with earbuds or headphones at a reasonable volume, and students must still be able to hear directions from staff.

If the policy is not followed, staff will first give a verbal warning to turn off and put away the device. If ignored or repeated, consequences outlined in the Student Code of Conduct may apply, including temporary confiscation. Repeated or disruptive behavior may result in a device being held until the end of the day or requiring a parent to retrieve it.

The policy also reminds families that students are responsible for keeping their devices secure, CCS is not liable for lost or stolen items, and school staff may search a device if

there is reasonable suspicion of a violation of law, policy or school rules.

Families are encouraged to avoid calling or texting students during school hours and to contact the school office for urgent matters. Staff will share the needed information with students.

For more information, **click here** to read the Executive Summary of Policy 4318.

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.

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Afternoon Pick-Up:
K-1st Graders
Sommers lot – Parents must drive through and pick up their student at the designated area.

2nd- 5th 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, i.e. 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 a parent's 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.

Visitors

Visitor Policy
Non-CCS visitors, including parents/guardians, must make an appointment to meet with their child's teacher, another staff member, or 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.

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 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.

Parents 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.