Raleigh Road Elementary School
Student & Parent Handbook

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Principal

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Principal's Letter

Dear Raleigh Road Family,

As the principal of Raleigh Road Elementary School, and on behalf of our dedicated faculty and staff, I am thrilled to welcome you to the 2026-2027 school year! We are delighted to have you as part of our Raleigh Road community. As our students begin **"Trotting Toward Success,"** every member of the Raleigh Road family plays a vital role in supporting each child's journey to success. Our team is committed to fostering both academic and social growth as we continue to strive for excellence.

To support student achievement and strengthen communication between home and school, we have provided a Parent/Student Handbook. This resource is designed to familiarize you with our school's programs, services, policies, and procedures. We encourage you to refer to this handbook throughout the school year. Should you have any questions, please don't hesitate to reach out to your child's teacher, our main office, or directly to me.

We warmly invite you to be an active participant in your child's education at Raleigh Road Elementary. Whether through classroom volunteering, joining the PTO, or attending our school events, your involvement is key to creating a successful and joyful school experience for your child.

Join us in our vision of excellence in education. We look forward to building a strong and supportive partnership with you.

Raleigh Road Mission Statement

At Raleigh Road Elementary, our mission is to create a safe, loving and inclusive learning environment where every stakeholder is valued and respected. We are dedicated to fostering a positive and engaging school culture through quality collaboration, critical thinking, cultural literacy, and creativity. Our goal is to empower everyone to become lifelong learners and global citizens, ready to make a meaningful impact on the world.

Raleigh Road Vision Statement

At Raleigh Road Elementary School, our vision is to prepare our students to be confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.

Motto

At Raleigh Road Elementary School we come to school ready to learn, do our best, have fun, be safe and make good choices.

School Calendar 2026-2027

*Events may be added or changed. Please utilize Class Dojo for the most up-to-date calendars.

August 19	Open House 4-6 pm
August 24	First Day for 1st Grade Students
August 24-26	Kindergarten Staggered Entry
August 26	Kindergarten Rosters
August 27	Kindergarten Open House 9:30-11 am
September 7	Holiday
September 15	School Improvement Team Meeting 3 pm
September 22	Due Date for Immunizations & Health Assessment Forms
September 22	Student Early Release; Staff PL
September 24	Curriculum & Title I Night 5-6:30 pm
September 24	Progress Reports Go Home
October 5-16	Parent/Teacher Conferences 3:30-5:30 pm
October 20	Student Early Release; Staff PL
October 23	End of the 1st Quarter
October 26	Student Holiday/Required Workday
October 27	School Improvement Team Meeting 3 pm
October 28	Fall Pictures
October 28	School Improvement Team Meeting 3 pm
October 30	Report Cards Go Home
November 3	Student Holiday/Optional Workday
November 10	Veterans Day Event 1 pm
November 11	Holiday
November 17	School Improvement Team Meeting 3 pm
November 23-27	Thanksgiving Holiday

December 3	Make Up Picture Day
December 4	Progress Reports Go Home
December 10	Multicultural Night 5-6:30 pm
Decmber 15	School Improvement Team Meeting 3 pm
December 17	Class Celebrations 1 pm
December 18	Student two hour early release
December 21	Student Holiday
December 22-January 1	Winter Break
January 13	1st Grade Awards
Janaury 14	K Awards
January 15	End of the 2nd Quarter
January 18	Holiday
January 19	Student Holiday
January 26	School Improvement Team Meeting 3 pm
January 27	Report Cards Go Home
February 8	100th Day of School
February 8-19	Parent/Teacher Conferences
February 15	Student Holiday/Required Workday
February 19	Progress Reports Go Home
February 22	School Improvement Team Meeting 3 pm
February 23	Student two hour Early Release; Staff PL
February 25	Black History Event 5-6:30 pm
March 5	Spring & Class Pictures
March 9	Student two hour Early Release; Staff PL
March 23	School Improvement Team Meeting 3 pm
March 24	End of the 3rd Quarter

March 25	Student Holiday/Workday
March 26	Holiday
March 29-April 1	Spring Break
April 2	Student Holiday/Staff Telework
April 7	Report Cards Go Home
April 9	Field Day
April 20	Student two hour Early Release; Staff PL
April 27	School Improvement Team Meeting 3 pm
April 30	Progress Reports Go Home
May 14	Career Day
May 17-21	Reading Rodeo Week
March 18	School Improvement Team Meeting 3 pm
May 25	1st Grade Awards
May 26	K Awards
May 27	Class Celebrations 1:00 pm
May 28	Last Day of School; Early Release; End of the Fourth Quarter; Report Cards Go Home

Arrival At School

Students arriving between 7:45 and 8:15 a.m. are to report directly to their classroom, unless eating breakfast. Students who participate in the school breakfast program are to report directly to the cafeteria to pick up breakfast. Breakfast will be available from 7:45 a.m. – 8:15 a.m.

Students are not permitted to enter the building before 7:45.

Attendance

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 dojo your students' teacher. This will keep us informed for accounting purposes. After three days of absences, 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 RRES 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 and/or fever free without the use of fever reducing medication for a minimum of 24 hours:

- Temperature of 100.4 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 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 on records. Excuse notes should be sent in on the day following the absence. 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.

Please do not send absence notes through Class Dojo. Instead, write a handwritten letter or email the homeroom teacher.

Educational opportunities and vacations will be coded as unexcused. Up to 5 Absences due to military deployment will be coded as excused with appropriate military documentation.

Check-In Procedures

Please be aware of the time school starts and stress the importance of being on time and ready to begin the day. A student who arrives at school after 8:15 a.m. 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 as unexcused unless a doctor's note is turned in at check-in or within 48 hours.

Check-Out Procedures

Students leaving school during the day must be signed out from the office. 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. **There will be no check-outs after 2:25 pm each day.**

Cafeteria Program

The Raleigh Road Elementary School cafeteria will begin serving on the first day of school. The menus can be found online at http://cn.ccs.k12.nc.us/monthly-menu/.

Meal Prices	Breakfast	Lunch
All Students	No Cost	
Adults	a-la-carte	a-la-carte
Extra Milk - Student and Adults	$ .50	$ .50

Soft drinks in bottles or cans are not allowed in the cafeteria. We understand that parents/guardians like to provide students with candy and sweets as a special treat, but we kindly request your support in the exclusion of candy in their book bags and lunchboxes. This request is to promote a healthier and more balanced approach to nutrition in our school environment (CCS Policy 6140). We like to offer treats on special occasions only. Additionally, RRES staff members are not permitted to heat up student lunches.

Change of Address/Telephone Numbers

Please inform the school immediately if you change your address or telephone number. For your child's safety, current telephone numbers must be kept updated and on file in the classroom and office. All changes to contact information must be made in person by a parent or legal guardian.

Cool to be in School

Students who have been in attendance daily for a consecutive week will be placed in a drawing for "Cool to be in School". One student per grade level will be recognized daily during the morning announcements and will have the opportunity to select a prize from the front office.

CCS Code of Conduct

Teachers and administration at Raleigh Road Elementary School believe that an atmosphere of safety and order is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. Behavior will be handled by the teacher according to the procedures sent to each parent by the classroom teacher. Students causing school disruptions will be subject to disciplinary action without exception. Each child will receive a separate Code of Conduct as outlined by Cumberland County Schools. These are specific rules and consequences that each student is expected to follow. Please read and discuss the code with your child. If, after due process, proper conduct is not established, students may be suspended from school. The principal has the authority to suspend a student from any class. Parents/Guardians will be notified of any inappropriate behavior. School codes and rules are applicable on the school premises, on any school bus or during any school activity, function, or event on or off school property. The online version of the Code of Conduct can be found here: https://www.ccs.k12.nc.us/Page/2700.

Field Trips

Throughout the school year, kindergarten and first grade students may have the opportunity to go on school sponsored field trips. Some of these trips may require payment to cover the cost of admission and transportation. All out-of-town field trips will use chartered/contracted buses. All students participating in such field trips must ride these buses. **Field trip monies are non-refundable**. Parents and chaperones are encouraged to attend, but must provide their own transportation and admission fee *(if applicable)*. In addition, we ask chaperones not to bring younger siblings in an effort to provide additional supervision. All chaperones must be cleared as a volunteer through a Cumberland County Schools' background check prior to the designated trip.

Immunizations

North Carolina General Statute # 130A-1569(a) requires the parent or guardian to provide proof of immunization record. If proper evidence has not been provided within 30 days of school, then we have no choice but to dismiss your child until evidence is shown. The dismissal notice will be sent to you, the Health Department, Cumberland County Schools Healthful Living Department and a copy will be kept on file in your child's record.

Inclement Weather

Delayed School Opening

The safety of students and staff is a top priority of Cumberland County Schools. Based on information provided by staff, law enforcement, and emergency services personnel, the Superintendent will determine any work schedule and/or operational changes necessary due to inclement weather. Parents should check local television stations, radio stations, and phones for delays and/or cancellations of school.

* The school day for students will begin one or two hours later than the regular school schedule as announced by the superintendent through the news media.
* Local school employees will report at least fifteen minutes before students arrive and remain at least fifteen minutes after students are dismissed or as scheduled by the school principal. The principal will maintain sufficient staff at school to handle supervision of children and emergencies until each student has been safely delivered to their home or to a caregiver.
* School will be dismissed at the regular time when delayed due to weather conditions.
* **Breakfast will not be served on a delay.**
* Lunch will be served.

Early Dismissal Due to Inclement Weather

If inclement weather is threatening the safe operation of schools during the school day, principals will monitor media stations, the system wide emergency radio, and electronic communications from the central office in the event that the Superintendent authorizes a shorter school day due to weather conditions. An emergency media announcement will be made to area stations, requesting they announce the early closing immediately. Bus drivers will follow regular routes on that day unless notified otherwise. We will refer to a student's emergency information if there is a question about the supervision of a child.

Kindergarten Health Assessment

Kindergarten Health Assessments are required for all children entering kindergarten. Each item listed on the Health Assessment Form must be completed by a physician. These items include: immunizations, weight, height, blood pressure, vision, hearing, developmental screening, and health information. The assessment shall be made no more than 12 months prior to the date of school entry. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance to present the required health assessment transmittal form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment transmittal form has been presented. Said assessment shall be completed by a physician licensed to practice medicine, a physician's assistant, a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.

Media Center Policies and Procedures

The Raleigh Road Media Center is "The Heart of the School," and serves as a resource center for the students and staff. The library collection consists of books, periodicals, eBooks, and audio-visual materials that have been selected to support the school's curriculum and our students' interests.

All classes are scheduled in the Media Center each week where students learn how to choose and check-out books, learn how to care for books, participate in library/literacy skills lessons, and enjoy story time activities. Students use technology, explore coding and learn how to be good digital citizens. Once students have demonstrated the knowledge and skills needed for independent use of the Media Center, they will be able to check out books on their own.

The Media Center operates on an Open Circulation schedule which means students may come to check-out books during the school day. Please read with your child every night, log the book(s) into the Reading Rodeo folder, and return the folder to school each day.

Kindergarten students begin by checking **one** book at a time with a due date of **one week** later. First grade students will begin by checking out **two** books at a time with a due date of **one week** later. When books are returned, new books may be checked out. Students are encouraged to return a library book as soon as they are finished reading and choose another book instead of hanging on to a book for an entire week. Our goal is to have students read as many books as they can each year.

Once students have read 500 books (recorded in the Reading Rodeo "At-Home" Reading Log"), they will be able to check out **an additional** book from the Media Center for the rest of the school year.

The Media Center does not collect overdue fines for late books, but students are unable to check-out until overdue books have been returned. Once a book has been checked out, it is the responsibility of the student to return it on time and in the same condition. A book that has been lost or damaged must be paid for prior to checking-out more books. Overdue notices will be sent home on an as-needed basis.

Here are some tips for taking good care of library books:

- Keep library books inside your mail bag when you are not reading them so you'll always know where they are.
- Keep library books dry. Wet books mold and cannot be repaired!
- Keep food away from library books. Always have clean hands when reading.
- Keep library books away from babies and pets.
- Never write or draw in a library book.
- Turn pages carefully from the top right corner.
- Read your library book and love it!

Please visit our library online catalog at http://destiny.ccs.k12.nc.us and click on Raleigh Road Elementary School or visit the school web site rres.ccs.k12.nc.us and click on the Media Center tab.

Medication

Per the Cumberland County medication training guide for school personnel, over-the-counter and prescribed medication may both be given at school. The two essential requirements of medicine administration at school are parental permission and health care provider authorization. This applies to both prescribed and over-the-counter medications (including cough drops and lip balm/chapstick). To have medication administered to your child, a parent or guardian must obtain a Physician's School Medication Form from the school. Your child's physician must fill out and sign this form and you must bring it with you along with the medication. ***Children must never transport medication to or from school.*** **Medication must be in the original container from the pharmacy and must be labeled with the following information:**

- Child's Name
- Name of the medication
- Dosage
- How medication is to be given
- Time medication is to be given
- Expiration date of the medications

As with prescription medication, over-the-counter medicine must also be in its original, labeled bottle or box and accompanied by a Physician's Medication Form. Never empty medications into a plastic bag or other container for convenience or any other reason. Administration of medicine is done in the office. A log will be kept of all medication administration at school. Please notify the front office of any changes or discontinuation of medications. We ask for your cooperation and understanding in these procedures.

Additional Medication Forms

Parent Communication

Our instructional day begins at 8:15 am and ends at 2:55 pm. Phone calls will not be forwarded to teachers during instructional time. Telephone calls will be returned at the end of the school day. Teachers are also available by appointment to discuss student progress or to address concerns after 2:55 pm each day.

All teachers have Class Dojo accounts to share pertinent information with families. Teachers will check their messages daily but are not required to respond during instructional time or after 3:30 PM. Expect a response during lunch or resource times. If you do not receive a response within 24 hours, feel free to email or call the school to speak with the teacher or an administrator.

Administrators will post schoolwide stories but will not read, monitor or respond to Class Dojo messages. We always reply to phone calls and emails within 24 hours. If you need to schedule a meeting with administration, please call the front office.

Parent-Teacher Organization (PTO)

We have an active PTO and encourage each parent to join and participate. This organization is an essential part of the total school program. Your support is needed and will be appreciated. **Please consider joining our PTO. Dues are $5.00 per person.**

Parent-Teacher Conferences

Parent-teacher conferences are scheduled for October 5-16, February 8-19, and as needed throughout the school year. Additional conferences with teachers or the principal may be made by telephoning the school at (910) 488-0850. Remember, conferences should be scheduled so as not to interrupt or interfere with a teacher's instructional time.

Personal Birthday Invitations/Snacks

In an effort to prevent hurt feelings on the part of the children, students will not be permitted to pass out party invitations at school unless an invitation is issued to all class members. If your child is planning a private party and inviting only selected classmates, invitations can not be issued at school. Due to student allergies, both known and unknown, Cumberland County Policy prohibits home baked goods from being served at school functions. In consideration of this policy, please provide store bought, nutritionally labeled items. Additionally, all items brought in for birthday celebrations must be consumed during regular lunch times. **Flowers, balloons, or other surprises must *not* be sent or brought to school for children since they disturb the learning process and cannot be taken home on the bus.**

Positive Behavior Intervention and Support (PBIS)

At Raleigh Road Elementary School, we are committed to creating a positive and supportive environment where all students can thrive. One of the ways we do this is through Positive Behavioral Interventions and Supports (PBIS).

PBIS is a school-wide approach that promotes positive behavior and helps prevent and address challenging behaviors. Instead of focusing solely on punishing misbehavior, PBIS emphasizes teaching and reinforcing positive behaviors. Here's how it works:

1. Clear Expectations: We establish clear, consistent expectations for behavior across all areas of the school, such as being respectful, responsible, and safe. These expectations are taught to all students so that everyone understands what is expected of them.
2. Positive Reinforcement: We recognize and reward students when they meet these expectations. This can include praise, special privileges, or other incentives. By acknowledging good behavior, we encourage students to continue making positive choices.
3. Support for All Students: PBIS is designed to support all students, whether they need a little extra help with behavior or are consistently making good choices. For those who need it, we provide additional support to help them succeed.

4. Data-Driven Decisions: We regularly collect and analyze data on student behavior to identify trends, address issues, and make informed decisions. This helps us ensure that our approach is effective and that all students are benefiting from PBIS.

We use a tool called the PBIS matrix as part of our Positive Behavioral Interventions and Supports (PBIS) program. The PBIS Matrix is a chart that clearly outlines the expected behaviors for students in various settings around the school. It is a guide that helps everyone understand what positive behavior looks like in different situations.

Raleigh Road Elementary School PBIS Expectations Matrix

At Raleigh Road Elementary School, we come to school ready to learn, do our best, have fun, be safe and make good choices.

Colts Are...	Classroom	Hallways	Cafeteria	Playground	Restroom	Bus	Assemblies
Caring	Use kind words Help others	Hands off of the walls	Share space Use manners Include others	Take Turns Invite others to play	Respect the privacy of others	Share seat space Be friendly to others	Applaud politely and at appropriate times
Organized	Complete assignments Have materials ready	Level 0 voice	Clean up after yourself	Line up quickly	Clean up after yourself Wash hands	Keep your belongings in your bag Be ready at your bus stop	Sit in assigned area "criss-cross-applesauce"
Leaders	Follow directions Actively participate	Be a role model	Follow food line procedures	Report any issues Share with others	Wait your turn Report any issues	Follow your bus driver's instructions Report any issues	Listen attentively
Trustworthy	Respect others	Go directly to your destination	Level I voice Use only appropriate language	Follow the rules	Go directly to the restroom Return to your classroom quickly	Level I voice Use only appropriate language	Level 0 voice
Safe	Use materials appropriately Keep hands and feet to yourself	Walk on the right side	Stay seated until dismissed Eat only your food	Stay in designated area Use equipment appropriately	Use facilities properly	Stay seated Keep aisles clear	Keep your hands and feet to yourself Keep aisles clear

PBIS Charm Necklaces

Our Raleigh Road Colts earn charms to place on a necklace for displaying positive behavior and for various student rewards/recognitions. Examples include: Terrific Kid, Reading Rodeo and Bus Behavior. This incentive is PTO sponsored with the hope that each child attending Raleigh Road will have a "positive" learning experience. We also hope that each child learns that making good choices has rewards, whether it comes from receiving a charm, Colt Cash, or just plain pride.

Charm necklaces will be worn on Fridays for Spirit Day and on the days when a child receives a charm. Necklaces will be kept at school until the end of year success day or when a child moves. Below is the list of charms students can earn. Each student has an opportunity to earn charms by making good choices and displaying positive behavior. Please encourage your child to always make good choices!

Charm	Reason	Person(s) Giving Out Charms
100, then green/gold beads	Reading Rodeo	Media Specialist
ABC	Alphabet Mastery	Kindergarten Teacher
Art	Positive Behavior in Art	Art Teacher
Bus	Positive Behavior on Bus	Bus Driver
Cafeteria	Positive Behavior in Cafeteria	Cafeteria Staff
Colt	End of Year	PBIS Team
Glow in Dark Book	1st Grade Master Stackers	Media Specialist
Good Choices	Special Guidance	EC Staff
Happy Birthday	Birthday	Office Staff
Helping Hand	Helping Others	All Staff
Mouse	Positive Behavior-Innovation Lab	Innovation Lab Facilitator
Musical Note	Positive Behavior in Music	Music Teacher
Open Book	Positive Behavior in Media	Media Specialist
Paw Print	Beginning of Year	PBIS Team
Recycle	Recycling	Recycling Team
Ribbon	Terrific Kid/Character Education	Guidance Counselor
Safety Patrol	Keeping Halls Safe	PBIS Team
Thumbs Up	Sight Word Mastery	Classroom Teacher
Ten Toes	Count by 2's, 5's, 10's	1st Grade Teacher
Tennis Shoe	Positive Behavior in PE	PE Teacher

As you can see, students that display positive behavior, make good choices, are caught being good, and are always on their best behavior, have many opportunities to earn charms from every staff member at Raleigh Road! The choice is up to them!

Recognition of Student Achievement

Terrific Kids

The Fayetteville Kiwanis Club sponsors the "Terrific Kids Program". It is designed for those students who are trying hard to improve but are not necessarily the "high achievers". Teachers or classmates can choose the Terrific Kid of the month for their class. The objectives are to build positive attitudes, develop self-esteem, recognize and encourage other students, and improve self-discipline. This selection will be based upon the following: academic improvement, acceptable attendance, self-discipline, positive attitudes, sharing and caring, respect for the rights of others, leadership, motivation, and independent thinking. Those who are chosen will take part in a "Character Education Celebration" at the end of each month. Each year, the Kiwanis randomly selects a Terrific Kid from Raleigh Road who will be the recipient of a bicycle and safety helmet.

The Terrific Kids Program attempts to promote:

September ~ Respect

October ~ Responsibility

November ~ Integrity

December ~ Caring

January ~ Self Discipline

February ~ Trustworthiness

March ~ Fairness

April ~ Citizenship

May ~ Perseverance

Traditional Report Card Grading for K-1

4: Above Grade Level
3: On Grade Level
2: Below Grade Level
1: Well Below Grade Level

Safety

Several safety drills are conducted throughout the school year. Fire drills are conducted monthly. Tornado drills and school lockdowns will also be held during the school year. It is necessary that everyone follow prescribed procedures.

Periodically, our School Resource Officer (SRO) will visit the students and staff at Raleigh Road. We encourage our students and staff to become familiar with and comfortable seeing and interacting with our SRO regularly!

School Registration Requirements

To be eligible to attend Raleigh Road Elementary School, the child and the parent, guardian or person having lawful custody of the child, must reside in the Raleigh Road School district.

If it is determined that a student resides outside the school district and entered without meeting residency requirements or Cumberland County student assignment requirements, the student will be subject to immediate dismissal. Only those students previously approved by the CCS Student Assignment Office are exceptions to this rule.

Basic requirements for student enrollment:

- Certified birth certificate
- Immunization record
- Proof of address (ONLY gas bill, power bill, water bill or mortgage/lease agreement)
- Parent/Guardian ID

Special Diets

Child Nutrition Services will accommodate any student who has a special dietary requirement. A form requesting this service is available through your child's cafeteria manager. You must have specific information provided by a medical doctor or nutritionist.

Diet Order Form

Spirit Wear

Each Friday is "Spirit Wear" day. Students are encouraged to display school spirit by wearing a PTO spirit shirt or a solid green or yellow shirt. School shirts can be purchased through PTO online.

Student Dress Code

School dress contributes to the school atmosphere. **We expect our students to wear tasteful, age-appropriate clothing that will allow for participation in all school activities**. Shoes must be worn in the building and on the school grounds. Hats and toboggans may not be worn in the building. When students come to school and their attire is not conducive to a positive/safe learning environment, parents will be contacted and asked to provide a change of clothing.

Prohibited attire:

. headbands with ears or other large adornments
. flip-flops
. high heels/wedge heel shoes
. sneakers with wheels/spinners/wedges
. cleats

. spaghetti strap tops or dresses, halter tops, or midriff tops
. mini-skirts, short shorts (skirts/shorts should be at finger-tip length)
. graphic t-shirts displaying inappropriate content

If possible, please have girls wear shorts under dresses. This will allow them to actively participate in recess and any other physical activity.

Additionally, any student wearing crocs must utilize the strap on the back of their foot. These shoes are not recommended or preferred for students, especially for physical education or recess.

Students in violation of the above guidelines will be required to change clothes. Parents will be contacted to provide a change of clothes if a set is not available at school.

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school based solely upon violation of an existing individual school dress code.

Transportation

Bus Riders

Students are assigned to school buses by the principal according to the North Carolina General Statutes #115C-244. **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 on a permanent basis. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** Students riding the bus must comply with the requests of the driver.

As outlined in Cumberland County's manual on school bus safety, a student can be suspended from riding the bus if any of the following infractions occur:

- Improper Boarding/Departing Procedures
- Bringing Articles Aboard the Bus of Injurious or Objectionable Nature
- Failing to Remain Seated
- Refusing to Obey the Driver
- Hanging Out the Window
- Throwing Objects In or Out of the Bus
- Lighting Matches/Smoking on Bus
- Spitting/Littering
- Fighting/Pushing/Tripping/Bullying
- Inappropriate Language
- Tampering with Bus Equipment
- Rude, Discourteous, and Annoying Conduct
- Destruction of Property
- Eating/Drinking on the Bus
- Other Behavior Relating to Safety, Well-Being and Respect for Others
- Rough-Housing/Fighting/Running/Bullying/Using Inappropriate Language/Gestures while waiting at the Bus Stop

Students who fail to adhere to these bus safety rules may face disciplinary action set forth by the administration. Major infractions may result in bus suspension for the remainder of the year. Ultimately, all violation consequences are decided upon by administration.

The consequences for violation of the bus rules are as follows:

- *1st Offense - A verbal warning will be given for minor offenses and documented.*
- *2nd Offense - A written warning will be given for minor infractions and sent home to parents. Major infractions such as physical aggression, fighting, etc. may result in suspension of bus privileges for a first offense.*
- *3rdOffense - 1-5 day suspension of bus riding privileges.*
- *4th Offense - 5-10 day suspension of bus riding privileges.*
- *5th Offense - Termination of bus riding privileges for the remainder of the school year.*

Kindergarten and first 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 first grade to walk home unsupervised via the *Bus Authorization Release* form. 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. If a parent/guardian is consistently not at the stop (more than 3 times), the child will be removed from the bus route and a parent/guardian must provide transportation.

Car/Day Care Van Riders

Parents/Guardians responsible for transporting students to & from school should adhere to the following guidelines:

1) When transporting students in the am/pm please use the designated parent drop-off/pick-up lanes.
2) When using the parent drop-off/pick-up lane, please be considerate of others by allowing your child to exit the car from the right side (closest to the building) promptly in order to promote continuous traffic flow.
3) In the afternoon, a staff member will deliver your child to the car.
4) Daycare van drivers should adhere to these guidelines.
5) Please use designated signs provided to you during open house for afternoon dismissal.

Walkers

Raleigh Road families residing in Castlebrooke and Palestine Point will be the only students approved as walkers. All walkers should use the front entrance of the building. In the afternoon, walkers will be released to parents/guardians at the bottom of the ramp at the rear of the building. Parking in Palestine Point and walking is not permitted.

Prime Time

Prime Time is a program at Raleigh Road Elementary that offers supervised after school care. Raleigh Road offers afternoon childcare from 2:55-6:00 p.m. The fees are reasonable and discounts are given to

families with two or more children enrolled. Prime Time is sponsored by Cumberland County Schools, but is operated by a separate staff and is not part of our regular day program. For additional information call the Prime Time director at (910) 678-2451.

Transportation Changes

Please send a signed note to your child's teacher if there is a change in his/her usual method of transportation (this includes all modes of transportation). Without a note, children will be sent home in their customary manner. **In order to provide security for our students, requests for changes in afternoon transportation will not be accepted by telephone or through Class Dojo.**

Valid Educational Opportunities

The Cumberland County Board of Education has adopted a student attendance policy, which permits prior approved temporary absence of a student from school for a valid educational opportunity to be coded lawful. This policy requires the principal to mark the students absent; however, if approved, the absence may be coded as an excused absence. This absence will not enable your child to receive perfect attendance.

The principal shall require that all conditions listed below be satisfied before a student's absence(s) can be coded lawful related to a valid educational opportunity. When planning a vacation, the school would like to encourage our parents to schedule the days on student holidays. We thank you for your support in helping us educate our children.

1. The student or parent(s) shall seek approval **at least five school days** in advance from the principal or principal's designee for a temporary absence to take advantage of a valid educational opportunity.

2. The student or parent(s) shall provide the appropriate school official(s) with written educational objectives(s) regarding the proposed educational opportunity.

3. The principal shall provide the student with written approval to be temporarily absent from school to take advantage of a valid educational opportunity.

4. The student shall provide the appropriate school officials with a **report** covering the objective(s) of the approved educational opportunity with five (5) school days following the student's return to school. The report may be written, oral, or show-and-tell style.

5. Valid educational opportunities will be approved **only** if the above criteria have been met.

If the above requirements are not met, the educational opportunity **will not** be approved.

Visitors

Parents, guardians or visitors who must access the building will be required to enter through the front entrance. Visitors will be asked about the purpose of their visit and will be required to show identification. All visitors will sign in and out through the front office. Visitor access is restricted only to parents and guardians attending required meetings (SST, IEP, parent/teacher conferences), family members attending school wide events and parents/guardians visiting for lunch. Visitors will not be allowed to visit in the classroom unless approved by administration.

Volunteers

We believe that parents are extremely important in the education of children. Parents will be provided the opportunity to volunteer in classrooms and school activities throughout the year. We ask that when you arrive on campus to volunteer, please sign our volunteer book in the front office and receive a sticker to wear. We ask that you sign out before leaving. Please do not bring siblings or other children when volunteering. For our children's safety, we (CCS) require an annual basic background check on ALL volunteers that interact with students. This will be discussed with you at the volunteer orientation. You can access the Electronic Volunteer Application Form at http://www.ccsvolunteers.com/.

Withdrawal of Students

The school should be notified by phone at least two (2) days in advance of a student's impending withdrawal. Only in an extreme emergency, to be determined by the principal, will teachers be interrupted to withdraw a child during the instructional day (8:15 a.m. – 2:55 p.m.). All textbooks, library books and fines must be cleared before the student secures a withdrawal form. The parent should pick up the packet from the office.

Additional Information

Social Media - Student Privacy

We ask that you only take pictures and videos of your child. In consideration of our students' privacy rights, we ask that you not post pictures, videos or comments of other students on the internet or any other way. Students are prohibited from video or audio recording unless given permission by the teacher.

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 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.