



Family Handbook

2025-2026

Corinth-Holders Elementary School

3976 NC Hwy 231

Zebulon, NC 27597

(919) 365-7560

<https://www.johnston.k12.nc.us/o/ches>

Mission

Educate all students academically, physically, emotionally, & socially in a safe, caring, & happy environment. Ensure that all students will become lifelong learners who will acquire the knowledge & skills necessary to lead fulfilling & productive lives in a democratic society that is constantly changing, culturally diverse, & technologically advanced.

Principal

Michelle Butler michellebutler@johnston.k12.nc.us

Assistant Principal

Amy Tabor amytabor@johnston.k12.nc.us

General Information - Office Hours 8:00 AM – 4:30 PM

All JCPS Board policies referenced in this handbook can be found online at http://www.johnston.k12.nc.us/district/board_of_education/school_board_policies/



Student Calendar 2025-26

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Find a Printable Student Calendar [HERE](#)



DAILY PROCEDURES

A. Morning Procedures/Arrival

6:45 – 8:25 AM.....Before School Care (contact the office for registration info)

8:25 – 8:55 AM.....Arrival Time for Buses and Car Riders

8:45 AM.....First Bell

8:55 AM.....Tardy Bell

8:55 AM.....Announcements and Morning Meeting occur, immediately followed by instruction

Arrival: Students may not enter school before the designated arrival time unless enrolled in the Before School Care Program. Those who eat breakfast at school should go directly to the cafeteria upon arrival. Car riders are expected to arrive in time to eat breakfast and be in their classrooms by 8:55 AM. Students arriving after 8:55 AM must be signed in by a parent/legal guardian in the front office.

Morning Carpool: Morning carpool begins at 8:25 AM, and students may be dropped off in front of the school until 8:55 AM using a single lane. For safety reasons, students may not be dropped off in the bus parking lot, on the side of the school, in the parking lot, or at the main road. Only students enrolled in the Before School Program may be walked from the parking lot to the cafeteria.

As a reminder, drivers must remain inside their vehicles during carpool and place their cars in park while loading or unloading. For safety, the use of cell phones is not permitted during this time. In addition, smoking is strictly prohibited anywhere on campus, including inside vehicles.

The safety of our students and staff is CHES' top priority. Parents will be permitted and encouraged to accompany students into the building on their first day of school only. For subsequent days, we ask that students walk to their classrooms independently. Staff will always be present to assist students as needed.

AM Bus Transportation General Information: If you need bus transportation arranged for your child, please contact the office for assistance. Students may only ride buses for which they are assigned and may only be picked up and dropped off at the designated address listed on their bus pass.

Bus stop times are estimates and may fluctuate due to traffic and weather conditions. Please be at the bus stop 15 minutes before the pickup time in the morning and wait up to 15 minutes in the afternoon. As a reminder, parents are NOT permitted by law to board a school bus at any time. Doing so is considered a felony offense.

Bus Expectations for Students: Students are expected to follow all school rules and adhere to the student code of conduct while riding the bus and at bus stops. Repeated violations will result in temporary or permanent suspension from the bus.

1. Sit facing forward in your seat on your bottom.
2. Sit in your assigned seat. No standing while the bus is moving.
3. Use kind words. No teasing others. No inappropriate language.
4. Keep your hands to yourself.
5. No eating or drinking, or chewing gum.

6. Speak in a low voice to those sitting in your row. No yelling.
7. Follow the bus driver's directions the first time.
8. Be smart. Make good choices.

B. Breakfast, Lunch, and Snacks

Our food service program provides nutritious meals. All students will receive free breakfast and lunch for the 2025-2026 school year. Extra items are available for purchase. Additional money may be placed on a student's lunch account to purchase extra items sold in the cafeteria. Forms of payment include cash, personal check, or online through LINQ Connect Portal (located on the school website). Please remember that lunch funds cannot be transferred between student accounts. If sending in a check, please write the student's lunch number on the memo line. If sending in a check for more than one student, please note how much money to place in each child's account.

Expectations: Students should follow the cafeteria rules to help keep lunch safe and respectful for everyone. Proper table manners are expected at all times.

- They should form a single line and wait to be served, without breaking in line or saving places for friends.
- All food must be eaten inside the cafeteria—students are not permitted to take food out, play with food, or engage in loud talking or playing.
- Students should remain in their assigned areas until a teacher, assistant, or monitor gives permission to line up and dispose of trash properly.
- For safety reasons, students are not allowed to share or exchange food. Canned or bottled drinks, including soda, are highly discouraged.
- Parents are asked not to send items that need heating, as staff cannot heat food for students. While staff will assist when possible, lunch items should be those that students can open on their own.
- Lunch lasts approximately 30 minutes, and students must manage their time wisely, as no extra time will be given.

School Snacks: If a classroom teacher asks students to bring a snack for the school day, parents should avoid sending drinks that may stain the classroom carpet. Water is the preferred drink. Healthy snack choices are encouraged.

C. Hall Procedures

Students are expected to walk silently in the hallways and must carry a pass when leaving the classroom during instructional time.

D. Afternoon Procedures/Dismissal

3:45 PM-3:55 PM..... Dismissal Begins for All Students

3:55 PM-6:00 PM..... After School Care (contact the office for registration information).

Bus and Carpool Transportation Changes: To change your child's usual dismissal plan, you must provide written notice—either a written note or an email to Nicole Carnes by 2:00PM at nicolecarnes@johnston.k12.nc.us.

If a note or email is not received, your child will dismiss in their normal manner. The note must include:

- Date of Letter and Date(s) for Change Request
- Names of all students needing the transportation change
- All Specific Information Regarding the Change Request

- Parent's signature

If you have an emergency during the day and need to make a transportation change, please call the office **before 2:00 PM** so we can deliver the message to your child's teacher before dismissal. *Teachers have limited access to parent communication, including messaging, during the school day to preserve the integrity of instructional time, and teachers are **NOT** responsible for communicating transportation changes to the front office.*

Afternoon Carpool: Afternoon carpool begins at 3:45 PM and will run using two dismissal lanes. Please do not begin lining up for carpool before 3:30, as this creates traffic congestion and an unsafe driving environment for our community. For safety reasons, students may not be picked up in the bus parking lot, on the side of the school, in the parking lot, or at the main road. Only students enrolled in the After School Program may be dismissed from the cafeteria.

Carpool Tags: Each student will be issued two carpool tags. One tag for each child must be clearly displayed on the car's dashboard at dismissal. If someone other than the parent or guardian is picking up the child, they must present the tag. Individuals without a carpool tag must park, enter the building, and present photo identification before a student will be released.

Safety Reminder: As a reminder, drivers must remain inside their vehicles during carpool and place their cars in park while loading or unloading. For safety, the use of cell phones is not permitted during this time. In addition, smoking is strictly prohibited anywhere on campus, including inside vehicles.

PM Bus Transportation General Information: Parents or guardians who need to arrange bus transportation for their child should contact the school office. Students may only ride buses for which they are assigned and may only be picked up and dropped off at the designated address listed on their bus pass. Bus stop times are estimates and may fluctuate due to traffic and weather conditions. Please be at the bus stop 15 minutes before the pickup time in the morning and wait up to 15 minutes in the afternoon.

Required Parent/Adult at bus stop: Kindergarten and first-grade students must have a parent, guardian, or sibling at least 18 years of age present at the bus stop. If no designated adult is present, the student will be returned to the school on the bus and must be picked up by an adult listed on the student's information sheet. Repeated violations of the required parent/adult not being present at the designated stop at the time of arrival may result in a suspension of bus privileges.

As a reminder, parents are NOT allowed to enter the bus parking lot at any time to retrieve children, and they are NOT permitted (by law) to board the bus at any time. Parents boarding the bus is considered a felony.

Bus Expectations for Students: Students are expected to follow all school rules and adhere to the student code of conduct while riding the bus and at bus stops. Repeated violations will result in temporary or permanent suspension from the bus.

1. Sit facing forward in your seat on your bottom.
2. Sit in your assigned seat. No standing while the bus is moving.
3. Use kind words. No teasing others. No inappropriate language.
4. Keep your hands to yourself.
5. No eating or drinking, or chewing gum.
6. Speak in a low voice to those sitting in your row. No yelling.
7. Follow the bus driver's directions the first time.

8. Be smart. Make good choices.

E. Student Check-In/Check-Out

For the safety and security of all children, parents or legal guardians must come to the office to check in students arriving after 8:55 AM or to check out students leaving before 3:55 PM. The individual checking out a student must present photo identification each time and must be at least 16 years old. Only individuals listed on the student information sheet may pick up a child. Parents/guardians are responsible for keeping this information current in the main office.

No student will be released between 3:20 and 3:50 PM unless an appointment card is presented. **We will adhere to this rule unless an appointment card is presented. This process is in place to ensure students receive the total number of instructional minutes in the school day, which includes recess for social development/physical activity time.**

**** We value instructional time at Corinth-Holders Elementary. Our day is filled with instruction from the 8:55 bell to the 3:55 bell. We ask that students be on time and stay for the entire school day to ensure they do not miss any valuable instruction. ****



ATTENDANCE

Regular attendance and active participation in school are essential to student success. Students are expected to stay in class for the entire day. Frequent tardies, absences, or early checkouts disrupt learning and may lead to a referral to the school social worker for follow-up.

A student must be present for at least half of a school day to be counted present. The cut-off point to be counted present is 12:25 p.m. Students returning to school the same day after being checked out must be signed back in at the office.

Notes for excused tardies must be submitted to the front office on the day of the tardy. The school's data manager maintains a record of all tardies. Parents will be notified of excessive tardiness through a letter from the principal and the school social worker.

Notes for all absences should be given to the teacher when the student returns to school. Students who do not present a note of absence within two (2) days after returning will have an UNLAWFUL ABSENCE code recorded in their permanent record. All absences will be coded unexcused until a note is received. All notes should contain the following information:

1. Student and Teacher name
2. The date note is written
3. Exact date(s) and reason of absence
4. Signature of parent or guardian

Absences are excused for one of the following reasons

- Illness or Injury to child; Quarantine (by local health officer or State Board of Health)
- Death in the student's immediate family, including parents, siblings, & grandparents
- Medical or Dental Appointments

- Court or Administrative Proceedings
- Religious Observance (*Prior approval must be granted by the principal*)
- Educational Opportunity (*Prior approval must be granted by the principal*)
- Military Leave (*Prior approval must be granted by the principal*)

Please note that North Carolina has a compulsory attendance law (NC Law G.S. 115C-378). Three-day and six-day absence letters will be mailed to parents. If a child is absent for ten days without a written excuse, the school is required to notify the Johnston County Department of Social Services/Child Protective Services Unit. To avoid this, please send a written note or doctor's excuse each time your child is absent so we can keep accurate records.

If your child misses more than ten days of school for illness, he/she will need a note from a licensed medical provider for these absences. Parent notes will only be accepted to excuse up to ten days of absences. If your child has a chronic condition or life-threatening illness, a statement from a physician or medical provider will be accepted and placed in your child's file (attendance letters will not be sent to you).



COMMUNICATION

A. Communication from School to Home

Parents should expect school communications on Tuesdays. Each teacher will share the type of letters, reports, and student work that will be sent home, while the office and PTO will also send important information on this day. Additional communication may be shared through Facebook, Class Dojo, phone calls, or email.

Email response: Teachers are focused on instruction during the school day and may be unable to respond immediately to messages. All messages will be returned within 24 hours. For emergencies or time-sensitive concerns, including transportation changes, please send directly to Nicole Carnes at nicolecarnes@johnston.k12.nc.us.

Parental Responsibilities: Successful student achievement depends on the active involvement of parents and guardians. To support this partnership, parents or guardians are encouraged to meet with their child's teacher in the core academic areas by the end of the first quarter of school. During this meeting, teachers will provide information about courses, requirements, and expectations for the year.

CHES will follow all JCPS Board Policies regarding academics. Below you will see a few policies that the school would like to emphasize:

- 3460 – Homework
- 3400 – Grading System
- 3430/3440 - Promotion and Retention and Student Accountability

B. Report Cards

All students will receive report cards four times a year, and parents are expected to sign and return the report card envelope the following day. Progress reports will be sent home midway through each grading

period to alert parents of any concerns that should be addressed before the final report card. In addition, parents should carefully review weekly folders, signing them if required by the teacher, as these provide ongoing updates about student progress. Families needing assistance with the Parent Portal must present a photo ID to the Data Manager to receive their access code.

C. Parent Conferences

Teachers will schedule at least two parent conferences each year, with additional conferences arranged as needed. Parents are encouraged to contact the teacher with any concerns or questions by sending a note or calling the school office to leave a message. To protect instructional time, teachers are unable to be interrupted during class. Please schedule parent contacts well in advance so teachers can give you their full attention. Parents may also schedule appointments at any time during the school year with teachers, counselors, or the principal by contacting the school office. Please allow a minimum of 24 hours for staff to respond to emails, phone calls, or messages.

D. Telephone

The school office phone is for business use only and may not be used for personal calls. Students will not be called out of class to talk on the phone. Teachers may receive parent phone calls before 8:20 AM and after 3:50 PM, unless they are in meetings. During the school day, office staff will forward messages to teachers' voicemail until 3:00 PM. After this time, messages will be delivered directly to the teacher. All calls home will be made by school staff. Students may not use personal cell phones to text or call home.

E. Directory Information

Directory information may be released to the public unless the parent requests that it not be released.



VISITING THE SCHOOL

A. Visiting During the School Day

We warmly welcome your presence at CHES and value your involvement in your child's education. To ensure the highest quality learning experience, we must also protect instructional time. For safety and accountability, all visitors are required to check in at the front office, sign in, and wear a visitor's pass. Volunteers must also sign in using the designated volunteer log and wear a pass while on campus.

Classroom visits should not disrupt instruction or take place during a teacher's planning period unless a conference or appointment has been scheduled in advance. Even brief conferences must be arranged for times when students are not present.

The safety of our students and staff is CHES' top priority. Parents will be permitted and encouraged to accompany students into the building on their first day of school only. For subsequent days, we ask that students walk to their classrooms on their own. We appreciate your support and cooperation in preserving a focused and secure learning environment.

B. Volunteers

To volunteer in Johnston County Schools, an online Volunteer Application must be completed and approved. A link to this process can be found on the school homepage under the Administration tab labeled *Volunteer Registration*. Level I status may be completed and approved at the school level, while

Level II status requires a criminal history/background check, which may take several weeks to process. Parents and guardians are strongly encouraged to complete a Level II application to be eligible to assist with field trips, if needed.

C. Parent/Guest Parking

Guest parking is available in the main parking lot by the office. The bus parking lot is reserved for staff, buses, and bus drivers only. It is off limits for parents and visitors during the school day. **Please do not park in the Fire Lane at any time.**

D. School Grounds

The custodial staff at CHES works hard to maintain a safe and clean environment for all faculty, staff, and students. They ask for everyone's cooperation by not littering. Throughout the day, students should make every effort to place paper towels, trash, and milk or juice cartons in the proper trash cans. Clean restrooms are provided for health and safety, and students are expected to do their part to help keep them that way.



SPECIAL EVENTS

A. Assemblies

Students are expected to move to and from school assemblies in an orderly manner and to give their full attention to the speaker or performing group. Once the program begins, all talking must stop. Students who do not follow these expectations may lose this privilege.

B. Field Trips

Field trips are an important extension of the curriculum, offering students real-world experiences that support and enrich classroom learning. Because these trips involve travel and interaction with people outside the school setting, students are expected to demonstrate maturity and appropriate behavior at all times. We appreciate your support in ensuring that our field trips remain safe, meaningful, and beneficial for all students.

Some field trips may require parent volunteers to serve as chaperones. All chaperones must be approved Level II volunteers. For safety and supervision purposes, siblings or other students not enrolled in the class may not attend the trip. Chaperones must provide their transportation and pay any applicable admission fees. Students may not be transported to the field trip location by their parent/guardian. Students may only be transported home from the field trip location by their parent/guardian with prior approval from the principal. Please note that no refunds will be issued for students or parents who are unable to attend.

C. No Smoking

JCPS Board Policy 2600 states, "Smoking is not permitted on any Johnston County School property." This JCPS policy also prohibits the use of e-cigarettes.

D. Holiday Celebrations

Each grade level will decide how to celebrate special days at school and will send home that information to parents before the events occur.

E. Flowers, Balloons, or Gifts Sent to School

We kindly ask that all special deliveries, such as flowers, balloons, or gifts, be sent to students' homes rather than the school. If a delivery is made to the school, the student will be notified during the day, and the teacher will allow them to visit the office during a **non-instructional time** to view the item.

All deliveries must remain in the front office and may be picked up by a parent at the end of the school day. For safety reasons, deliveries will not be sent to classrooms and may not be taken home on school buses.

F. Birthdays

We welcome parents and visitors to join their child for lunch on their birthday and invite them to sit together on the stage during the designated lunch period. To minimize disruptions, decorations such as banners, treat bags, and balloons are not permitted in the cafeteria or in the classroom. **With advance notice to the teacher**, a birthday snack or treat may be provided to their homeroom class only, but will only be distributed and eaten during the last 10 minutes of lunch in the cafeteria. All treats must be commercially prepared and packaged (such as cupcakes, donuts, or individually wrapped baked goods), and easy to distribute. **Cakes that require cutting and drinks that need to be poured will not be distributed.**

To maintain student privacy and minimize disruptions:

- Parents may **not distribute** snacks to students.
- Parents may **not take photos** of other students.
- Parents may **not accompany students back to the classroom** after lunch.
- Only students from the same immediate family may sit together on the stage for lunch. Students may not invite or sit with friends or classmates who are not part of their immediate family.

We appreciate your cooperation in helping us maintain a safe, respectful, and focused school environment while still celebrating your child's special day.



STUDENT SUPPLIES/ MATERIALS

A. School Supplies

Parents are expected to provide students with the appropriate school supplies as outlined in each grade level's supply list. All students will have access to the school media center and may check out books regularly. Families will be held financially responsible for any lost or damaged textbooks or library books.

B. Valuables at School

While staff will make every effort to prevent loss or theft, the school is not responsible for students' personal belongings. Students should bring only the necessary school items each day. Teachers will inform families about special events, such as "Show and Tell," and what items may be brought for those

occasions. Unless specifically requested by the teacher, toys, electronics, and other personal items should not be brought to school.

Please also review JCPS Policy Code 4200 for additional guidance on student belongings and personal property.

C. Rain Attire

Students may wear raincoats to school. Please do not send umbrellas back and forth to school, as they are unsafe in crowded areas.

D. Book Bags

All book bags must fit into the cubby storage area along with coats and other personal items. For space and safety reasons, rolling book bags are discouraged.



EMERGENCIES

Make sure our school has an emergency number so we can reach you. If your phone number changes during the year, notify the office and your child's teacher of this change. **Please do not block the school's telephone number.**

A. Late Buses

There can be many reasons for a late bus; such as a driver illness, driver emergencies, or bus malfunctions. If you have concerns about a late bus, please phone the school office so we can provide you with accurate information. **It is impossible to call all parents in the event of a late bus.**

B. Early Dismissal

Speak with your child about what to do in the case of an unexpected early dismissal of school. Make sure your child knows what to do if you are not at home.

C. Inclement Weather - Severe weather or other events jeopardizing staff/student safety may call for emergency closings or delays to the schedule. The Superintendent will notify local radio and television stations. Parents are urged not to call the school, but to listen to the radio or the TV regarding school closing announcements. Phone lines need to be kept open for emergencies.



ILLNESS / MEDICATION

A. Illness

- If a student becomes ill or requires immediate treatment, a staff member will contact parents/guardians. Students should notify their teacher if they are not feeling well; they should NOT use personal cell phones to contact parents or guardians during the school day. For the well-being of all, children who are sick should remain at home, as they must be healthy to participate fully in classroom activities. If your child will be absent for an extended illness, please notify the classroom teacher. A written parent note may excuse up to 10 absences during the school year. After those 10 days, a doctor's note will be required for any additional excused absences. Parent or doctor notes should be sent with the child upon their return to school.
- Keep your child at home if he/she has a fever, a bad cold, a cough, an upset stomach, an earache, an unexplained rash, or swollen glands.
- No student shall return to school until they have been fever-free or symptom-free for 24 hours without the use of fever-reducing medicine, even if they feel better.
- If a child is well enough to come to school, we will expect them to go outdoors with his/her classmates, weather permitting.
- If your child becomes ill while at school and you are called, please cooperate by picking him/her up promptly. We will not call unless your child is too ill to remain at school.
- If your child has prescribed medication, a medication form must be completed by your doctor in order for the school to dispense the medicine. Schools must follow the NC State Protocol regarding administration of all medications. A copy may be obtained from the office staff.
- It is very important for you to give us updated numbers in case there is an emergency involving your child.

B. Injury and Treatment at School

A staff member will notify parents if a student needs immediate treatment for an injury. At school, injuries can be treated with soap and water, ice, and Band-Aids. An Accident Report will be completed for all injuries and will be provided to parents upon request.

C. Head Lice

If school staff discovers a case of head lice during the school day, the parents will be called to pick up the student. Letters will be sent home to notify all parents that a case of head lice was in the classroom. We will make every effort to get the letters out on the day of the discovery. Please make sure you check your child when shampooing and notify our office if you find that treatment is needed. Before the student can return to the classroom, **all lice nits must be removed**. A parent will be required to accompany the student back to school, bring proof of treatment, and have the office staff recheck the student's hair.

D. Medication

School personnel will not administer any medication (prescription) to students unless they have received a medication form completed and signed by the doctor. School personnel will not administer any medication (over-the-counter) to students unless they have received a medication form completed and signed by the parent. Over-the-counter medication must be brought in the original container. All medication must be brought to the office by a parent, and it must be in the original container. Students are not permitted to bring medication with them to school. All medicines left at the end of the school year will be discarded. These procedures protect the safety of your child. JCPS Board Policy 4520.

E. Immunizations

G.S.130A-155.....If a certificate of immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian, or responsible person. The parent,

guardian, or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.....Upon termination of 30 calendar days or the extended period, the principal or operator shall not permit the child to attend the school facility unless the required immunization has been obtained.

When possible, parents should provide the NC Health Assessment form before the beginning of school. NC Health Assessment Forms and immunization documentation must be received in the school office within the first 30 days of school. If students are not in compliance, schools are required to report it to the State, and the student is not permitted to return to school until all documents are on file and these absences are unexcused.

F. Student Insurance

Student insurance will be available to all students at the beginning of each school year. If you are interested in student insurance for your child, please visit www.k12studentinsurance.com. The site contains enrollment instructions, the enrollment application, claim forms, and coverage details (English and Spanish). If you have any questions, please call Health Special Risk, Inc. at 1-866-409-5734.



SCHOOL EXPECTATIONS

A. General Overview

- Students are not to be on campus until 8:25 AM unless they are enrolled in before-school care. Students should be picked up by 3:55 PM. Students are only permitted to remain at school after dismissal if enrolled in the after-school care program.
- Students are not permitted to bring items such as medicine, toys, handheld games, phones, video games, and walkie-talkies to school. Such items will be collected by the teacher and given to the office. Parents may pick up these items from the office. Corinth-Holders Elementary is **not** responsible for damaged, lost, or stolen items.
- Students are expected to be prepared for class each day.
- Students are not permitted to have tobacco or other smoking-related items.
- Students are not permitted to have anything that can be described as a weapon or anything that looks like a weapon. Any such item will be collected by the teacher and turned in to an administrator.
- Class Dojo or email is the preferred method of communication with staff. Please allow a minimum of 24 hours for staff to respond to messages.

B. Code of Conduct

Teachers will review the Code of Conduct with students during the first week of school. All students are expected to comply with all rules governing behavior and conduct. Violations and consequences are listed in the Code of Conduct for parents/guardians and students to review on the JCPS website.

C. Distribution Policy

Students are specifically prohibited from distributing, while under school jurisdiction, any advertisement, pamphlets, printed material, written material, announcements, posters, or other paraphernalia. Students are not to sell or trade personal items while on the bus or school property.

D. Student Dress Code

JCPS Board Policy 4220 - Please review the Johnston County Public School Dress Code for information related to student dress. All students, parents, and visitors to the school are expected to follow this dress code.

CHES follows the Johnston County School Board's dress code guidelines. Parents and guardians are asked to ensure students are dressed appropriately for classroom activities and outdoor play. Clothing, hairstyles, jewelry, and shoes should not create distractions for students or interfere with learning. In addition, apparel must not display inappropriate words, phrases, or graphics. Students are expected to follow the criteria listed below:

- Shirts, Shorts, Skirts, and Dresses: the length of shorts, skirts, and dresses must fall to mid-thigh. Shirts must completely cover the upper body. No spaghetti strap shirts are allowed. No excessively revealing tops or pants. Undergarments should not be visible.
- Shoes: Shoelaces must be tied at all times. It is recommended that students who are unable to tie shoelaces wear shoes with Velcro until they learn. Untied shoelaces present a safety hazard. We also recommend that students wear closed-toed shoes. For safety reasons, heels cannot be any higher than one inch.
- We request parent support in our efforts to maintain proper shoes and attire for the safety of our students. Parents will be called if their child arrives at school in attire that does not meet the dress code.
- For Kindergarten students, we encourage parents to provide a change of clothes to be kept at school.

E. CHES Nightly Reading Policy

At CHES, we believe that *Reading is the Foundation of Learning!* All students are expected to read every night, and we ask parents to help ensure this important habit is completed at home. Nightly reading also provides a wonderful opportunity for families to enjoy quiet time reading together. The nightly reading requirements are as follows:

- Kindergarten and First-grade students: Students should read or have someone read to them for at least 15 minutes each night.
- Second and Third-grade students: Students should read at least 20 minutes every night
- Fourth and Fifth-grade students: Students should read at least 30 minutes every night

Research shows that people who read regularly have a larger vocabulary, are better writers, and perform better in other subject areas.

F. Lost and Found

Any personal belongings found on school grounds should be turned in to the Lost and Found area located in the alcove of the gym. Students who are missing items should check this location. The school is not responsible for money, books, clothing, or other belongings left unattended by students. Due to limited storage space, Lost and Found items are donated every 30 to 60 days if not claimed.

G. Playground Equipment

There is no supervision for students on playground equipment after 3:55 p.m.; therefore, students must be accompanied by a parent or adult beyond 3:55 p.m.

H. Pledge of Allegiance

Faculty, staff, and students are encouraged to participate in the Pledge of Allegiance daily. Please encourage your child to participate and be respectful during this time.

I. Withdrawal/Student Transfers from School

The withdrawal process and information necessary for students to transfer to another school are very important. *Parents/guardians should immediately notify the office staff and fill out a withdrawal form when a student transfer is necessary. Only a legal guardian or parent may withdraw a student.* A 48-hour notice is required before withdrawal forms will be available.

J. Telephones/Cell Phones/Watches - Policy Code: 4318 Use of Wireless Communication Devices (Directly from JCPS Board Policies)

Introduction

The board recognizes that electronic devices have become important tools for communication and instruction. Therefore, students are permitted wireless devices on school property as long as such devices are not activated, used, and/or visible during the instructional day as defined below by grade levels, or as otherwise directed by school administration during an emergency. For the purpose of this policy electronic wireless devices include but are not limited to, cellular phones, paging devices, two-way radios, electronic readers, electronic tablets, electronic/ watches, laptops, iPads, headphones, earbuds, and similar cellular/wifi/bluetooth-enabled devices of any type not owned by Johnston County Public County Schools.

Authorized Use of Personal Communication Devices

The use of personal cellular phones or electronic/media devices by students or staff during instructional time is disruptive to the educational environment, not conducive to productive learning experiences, and often the source of disciplinary intervention.

Therefore, any use of a personal cellular phone or electronic/media device during instructional time is prohibited. Students are required to power off and securely store their personal cell phones away from their person.

Johnston County Public Schools has provided computers for every student to use individually. Students are expected to use the JCPS-provided device for all educational activities. Accordingly, there should be very limited circumstances in which a student may use a privately owned electronic device at school. Administrators and teachers may authorize individual students to use personal electronic devices for communicating during a crisis, educational purposes, or for unforeseen needs.

The following guideline shall be followed while on school campuses. (Medical exemptions may be provided by the school nurse or school administration).

Elementary School: Students are not allowed to utilize personal cellular phones or electronic/media devices (Ex. Smart Watches) from the first bell to the last bell each day. Students are required to power off and securely store their cell phones away from their person throughout the school day.

Consequences for Unauthorized Use

If a student does not comply with the policy, the code of conduct has to be enforced on this issue. In the event a device is confiscated by an administrator, the electronic devices will be returned only to the student's parent or guardian.

Policy 4304 prohibited conduct # 3 Electronic Devices

- 1st Offense: Parental notification and the administrator will place the phone in a secure area in the main office for the parent or guardian to pick up.
- 2nd Offense: The student may receive up to a 3-day suspension.
- 3rd Offense: The student may receive up to a 10-day suspension; may be recommended for long-term suspension only if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

Liability

Students are personally and solely responsible for the security of their electronic devices. The school system is not responsible for the theft, loss or damage of any personal electronic device at any time while on school property.

Please contact us if you have any additional questions about any content contained in this handbook. We are extremely excited about all the great things that are going to take place this year! It is going to be an Amazing School year! Go Pirates!