

Moncure School

Student/Parent Handbook 2020-2021



Moncure School
600 Moncure School Road
Moncure, NC 27559
Phone: 919-542-3725
Fax: 919-542-2035



CHATHAM COUNTY SCHOOLS | 2020-21 Student Academic Calendar

	Optional Teacher Workday – No Students
	Required Teacher Workday – No Students
	Required Staff Development – No Students
	First/Last Day of School
	Holiday – No Students
	Early Release
	Required Workday/Required Staff Development - No Students
	Annual Leave – No Students
	"No School" for Students & 10 Month Employees

12 Required Teacher Workday
13 Required Staff Development
14 Optional Teacher Workday
17* First Day for Students

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2021						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Holiday/New Year's Day
15 End of Second 9 Weeks (K-8)
15 End of Third 6 Weeks (9-12)
15 End of Semester 1 (K-12)
18 Holiday/M. L. King Day
19 "No School" for Students & 10 Month Employees
20 Required Workday (9-12) & Required Staff Development (K-8)

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

18 Early Release
19 Optional Teacher Workday

7 Holiday/Labor Day
23 Early Release
29 End of First 6 Weeks (9-12)

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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MARCH 2021						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

4 End of Fourth 6 Weeks (9-12)
15 Required Staff Development
26 End of Third 9 Weeks (K-8)

14 Early Release
21 End of First 9 Weeks (K-8)

OCTOBER 2020						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
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APRIL 2021						
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1 Early Release
2 Holiday/Good Friday
5-9 Annual Leave
27 End of Fifth 6 Weeks (9-12)

3 Required Workday (K-8) & Required Staff Development (9-12)
11 Holiday/Veterans Day
13 End of Second 6 Weeks (9-12)
25 "No School" for Students & 10 Month Employees
26-27 Holiday/Thanksgiving

NOVEMBER 2020						
S	M	T	W	Th	F	S
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28	29	30				

MAY 2021						
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30	31					

31 Holiday/Memorial Day

18 Early Release
21 "No School" for Students & 10 Month Employees
22-23 Annual Leave
24-25 Holiday
28 Holiday
29-31 Annual Leave

DECEMBER 2020						
S	M	T	W	Th	F	S
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JUNE 2021						
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9* Last Day of School for Students/Early Release
9 End of Sixth 6 Weeks (9-12)
9 End of Fourth 9 Weeks (K-8)
9 End of Semester 2 (K-12)
10 Required Teacher Workday
11 Optional Teacher Workday



	Día opcional de trabajo para los maestros – Sin estudiantes
	Día requerido de trabajo para los maestros – Sin estudiantes
	Desarrollo profesional para los maestros - Sin estudiantes
	Primer / Último día escolar
	FERIADO – Sin estudiantes
	Salida temprana
	Día de trabajo requerido / Desarrollo Personal – Sin estudiantes
	Vacaciones anuales requeridas – Sin estudiantes
	"No hay clases" para estudiantes y empleados de 10 meses

Enero 2021						
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31						

- 1 FERIADO / Año Nuevo
- 15 Final de 6 Semanas de Secundaria
- 15 Final de 9 semanas (K-8)
- 15 Fin de semestre 1 (K-12)
- 18 FERIADO/ Día de M.L. King Jr.
- 19 "No hay clases" para estudiantes y empleados de 10 meses
- 20 Día de trabajo requerido (9-12) y Desarrollo Personal (K-8)

- 12 Día requerido de trabajo para los maestros
- 13 Desarrollo profesional para los maestros
- 14 Día opcional de trabajo para los maestros
- 17* Primer día escolar

Agosto 2020						
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Febrero 2021						
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- 18 Salida temprana
- 19 Día opcional de trabajo para los maestros

- 7 FERIADO / Día del Trabajo
- 23 Salida temprana
- 29 Final de 6 Semanas de Secundaria

Septiembre 2020						
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Marzo 2021						
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- 4 Final de 6 Semanas de Secundaria
- 15 Desarrollo profesional para los maestros
- 26 Final de 9 semanas (K-8)

- 21 Final de 9 semanas (K-8)
- 14 Salida temprana

Octubre 2020						
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Abril 2021						
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- 1 Salida temprana
- 2 FERIADO / el Viernes Santo
- 5-9 Vacaciones anuales requeridas
- 27 Final de 6 Semanas de Secundaria

- 3 Desarrollo Personal (K-8) y Día de trabajo requerido (9-12)
- 11 FERIADO / Día de los Veteranos
- 13 Final de 6 Semanas de Secundaria
- 25 "No hay clases" para estudiantes y empleados de 10 meses
- 26-27 FERIADO / Día de Accion de Gracias

Noviembre 2020						
S	M	T	W	Th	F	S
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Mayo 2021						
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30	31					

- 31 FERIADO / Día de los Caídos

- 18 Salida temprana
- 21 "No hay clases" para estudiantes y empleados de 10 meses
- 22-23 Vacaciones anuales requeridas
- 24-25 FERIADO
- 28 FERIADO
- 29-31 Vacaciones anuales requeridas

Diciembre 2020						
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Junio 2021						
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20	21	22	23	24	25	26
27	28	29	30			

- 9* Final del año escolar /Salida Temprana
- 9 Final de 6 Semanas de Secundaria
- 9 Final de 9 semanas (K-8)
- 9 Fin de semestre 2(K-12)
- 10 Día requerido de trabajo para los maestros
- 11 Día opcional de trabajo para los maestros

**Annual Parent Notice
Right to Request Teacher Qualifications
(CCS006)**

**Moncure School
August 20, 2020**

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the Elementary and Secondary Education Act. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- If state licensing requirements have been waived for the teacher on a temporary basis;
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the front office.

Thank you for your interest and involvement in your child's education.

Sincerely,

Justin Sudol
Principal
Moncure School
600 Moncure School Road
Moncure, NC 27559
(919) 542-3725

Arrival and Dismissal

At 7:30 a.m. students are allowed to enter the cafeteria for breakfast or to wait until 7:40 a.m., when students are allowed to go to their classrooms. There is no supervision available for students who are dropped off prior to 7:30 a.m. Students may not report to classes before 7:40 a.m. ALL STUDENTS THAT WALK TO/FROM SCHOOL MUST HAVE WRITTEN PERMISSION.

Bus Arrival/Dismissal

- Buses load and unload in the side lot. This lot is for employee parking and buses only.
- Buses begin arriving between 7:30 and 7:40. The students will stay on the bus until 7:38. At that time students will enter the building and either report directly to the cafeteria for breakfast or to classrooms.
- Buses will leave each afternoon between 3:00 and 3:10 p.m.
- Further information on bus transportation is located under School Bus Expectations.

Carpool Arrival/Dismissal

- During both arrival and dismissal times school staff are stationed at the carpool lane to monitor students and provide additional safety.
- PLEASE ENTER MONCURE SCHOOL ROAD/TRAFFIC CIRCLE VIA OLD US 1.
- All parents need to drive and park in a single car line. Staff will escort children to/from the appropriate vehicles.
- If you need to park in the morning or the afternoon, please park in the side lot near the playground.
- Carpool students will wait for their rides under the front shelter area unless escorted by a staff member. Students will sit on the front benches and wait quietly for their rides. Carpool students may exit the building from the front doors only. Students are not allowed to walk to the street or the staff parking lot to meet parents.
- School personnel will unload and load from the right side only. This places your child close to the walkway into the school and an accident is less likely to occur.
- The carpool lane is considered a single lane road and passing is not allowed.
- Parking on the left side of the front loop is NOT permitted between the hours of 7:30-8:00 a.m. and 2:30-3:00 p.m.
- PLEASE NOTE: Parents are discouraged from parking in the lot in the afternoons and walking to the front of the school for their children. Without a railing between the sidewalk and street, using the sidewalk is a safety issue when traffic is moving through the front loop. Traffic in the parking lot is also a concern. You are asked to drive through the car rider line to pick up your children. NO parents may park in the bus lot to pick up students.

Attendance

Regular attendance is mandatory for all students. To be counted present, a student must be in attendance at least one-half of the student school day (11:30 a.m.).

Absences from school will be considered excused if:

1. the student is unable to come to school because of illness or injury;
2. there is a death in the student's immediate family;
3. the student has a medical or dental appointment;
4. the student has been isolated by the State Board of Health;

5. the student is a witness in a court proceeding;
6. the student is observing a religious event with prior approval of the principal;
7. the student is participating in a valid educational opportunity, with prior approval of the principal. (The student will submit a work product representing some aspect of the educational experience.)

Absences from school will be considered unexcused if:

1. the absence does not meet the reasons classified as excused absences; and
2. the student does not provide the principal with proper and timely notification.

In the case of excused absences and out of school suspensions students will have the opportunity to make up work without penalty to their grade(s) including quarterly, semester, or grading period exams. The teacher, within a reasonable period of time, will determine what work is to be made up. Students in grades 6-8 are responsible for finding out what assignments are due and for completing them in the specified time period. Students in grades K-5 will have make-up work arranged at the direction of the teacher.

Afternoon Dismissal (Car Riders/Walkers Only)

Students who are not in supervised school sponsored activities must be away from school grounds by 3:15 p.m. If students are left at school or are picked up late repeatedly, parents will be contacted to resolve the problem. If the problem remains unresolved, it will be reported to the school social worker.

After-School Activities

Students attending sports events, social functions, etc. ***must leave campus at the end of the regular school day and then return when it is time for these activities.*** Students assigned to Out of School Suspension (OSS) on days when there after school events are not allowed to attend. Students who attend after school activities are expected to participate in the programs taking place and remain in the supervised areas at all times. Failure to abide by these expectations may result in students being sent home or no longer being allowed to attend after-school events.

Athletic Events

School rules apply to the athletic events, and students are expected to behave appropriately and obey the supervisors or they will not be allowed to attend after school athletic events.

Athletic Eligibility

Academics

Students at Moncure in grades 6-8 must maintain at least a C or 2.0 Grade Point Average (GPA). If the student, at any time, falls below this average in any course, that student may not participate in team activities until the grade reaches or exceeds the 2.0 GPA at which point the student may be reinstated on the team. Students must also be eligible for promotion to the next grade. Academic eligibility will be reviewed prior to the beginning of each new sports season and periodically during each season.

Age

The principal must have evidence of the legal birth date of the student. A student shall not participate on a seventh or eighth grade team if the student becomes 15 years of age on or before October 16 of that school year.

Attendance

A player must be in attendance at least 85% of the previous semester.

Medical Form

The student must receive a medical examination each year (365 days) by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of N.C.G.S.90-9, 90-18.1, and 90-18.2.

Athletic Eligibility (cont.)

Promotion

Each year the athlete must be promoted from the previous grade.

Residence

The student must meet the residence criteria of N.C.G.S. 115C-366(a). The student may participate only at the school to which the student is assigned by Chatham County Schools. A student who transfers from another administrative unit to Chatham County Schools and was eligible for athletic participation in the previous district is immediately eligible for athletic participation in the receiving unit.

Cafeteria Rules

In addition to our regular school rules, the following rules are in effect in the cafeteria:

1. purchase items in one trip through the line
2. remain seated except for spills or emergencies
3. empty trays when class is dismissed
4. leave the table area neat and clean
5. always use good manners

Prices: These prices are effective for the 2019-2020 school year

Breakfast \$1.50 Milk - \$0.50
 free (Reduced)

Lunch \$3.00 Milk - \$0.50
 \$0.40 (Reduced)

Managing your student's school nutrition account:

Meals and other school nutrition purchases must be paid for ahead of time or at the cash register at the point of selection. Parents are encouraged to pay for their student's meals in advance. Prepayments can be made at intervals convenient for the parents—weekly, monthly or for the entire year. Each student has an individual account specific to his/her student ID number and all transactions are recorded as they are made. Parents can manage student accounts online at <https://www.chatham.k12.nc.us/Page/21129>.

Calling the School

Our school phone number is (919) 542-3725. Please do not hesitate to call us in the event of an emergency. We will help you reach the student or teacher. For non-emergency calls, the office will leave a note in the teacher's box and your call will be returned as soon as possible during non-instructional time.

Cell Phones

Cell phones and other wireless communication devices are allowed at school as long as they are not turned on, handled, or visible during the school day. If students violate this rule, the phone or device will be taken from the student and returned to the parent at a later time. Continued violations may result in disciplinary action, including suspension. Refer to CCS Board Policy 4318 for additional information. (CCS Board Policies are accessible from our website: www.chatham.k12.nc.us).

Checking Out Of School Early

If a student must leave school during the school day, a parent/guardian or person listed on the emergency information sheet must sign the student out using the computer in the front lobby. Upon returning, the student should present a note signed by the parent/guardian or a note from the dentist/doctor. School ends at 2:55 p.m. Early student checkout causes instructional disruptions for the student leaving early and for his/her entire class. Excessive early checkouts will result in a parent conference with the principal and may be reported to the school social worker.

Classroom Snacks

Food eaten at break should be nutritious. We discourage students from bringing sugary snacks. We encourage fruits and vegetables. A list of healthy options can be found at the end of this handbook.

Communicating Needs and Concerns

Parents and students are encouraged to report concerns to teachers. If a concern or problem is not resolved after the report has been made to the teacher, the report should be made to the principal. The faculty, staff, and administration are here to help you. It is important that we know when there is a problem or concern. We are partners in the education of our students.

The staff at Moncure will commit to actively communicating with you through weekly phone calls, emails, newsletters, phone conferences, face-to-face conferences, interim reports, and report cards. To help, we ask parents to update contact information on a regular basis and to check what students bring home each night.

Contact Information

Parents must provide the school with current phone numbers where they can be reached in the event of an emergency. Any changes in phone numbers and/or home addresses should be reported to the school immediately.

Dress Policy

In order to promote a positive learning environment, students are expected to dress appropriately. The dress policy offers information on what is acceptable; however, it is not all-inclusive. **The dress policy applies to ALL students in pre-kindergarten through eighth grade.** Please refer to the *Students' Rights and Responsibilities District Handbook*, which each student receives a copy of at the beginning of the school year, for specific information regarding appropriate dress.

P.E. Attire

- Students in grades 6 through 8 may be required to dress out for gym. Students are asked to bring tennis shoes and clothing they can run, jump, and actively move in.

Drills

Fire, tornado, and crisis drills will be practiced throughout the school year so that students will be prepared for emergencies. Students will not be dismissed from school during a drill. Teachers will explain information concerning these drills to students.

Drugs/Alcohol

Students are prohibited from possessing, using, transmitting, selling, buying, or being under the influence of any drugs or alcohol while on school campus or at school sponsored activities. Please refer to the school district *Student Rights and Responsibilities Handbook* or the CCS Board Policy 4325 for additional information. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Finances

Ms. Doris Simmons, our secretary/treasurer, handles the day-to-day finances of the school. Any questions with regard to matters of payments or collections of money should be directed to her for clarification. She can be contacted at 919-542-3725.

Field Trips

Parental permission in writing is necessary before students will be allowed to participate in field trip activities. Students who do not have permission will remain at school and complete assigned work under the supervision of school staff.

Students who consistently demonstrate behavioral problems may be required to have a parent/guardian accompany them on a field trip in order to participate. In addition, frequent, documented behavior problems may prohibit participation on field trips.

To chaperone a field trip, adults must first complete an application on App-Garden, the online program that Chatham County Schools uses for our volunteers. If you plan to attend a trip with your child's class, please be sure to complete this step well ahead of time. This application can be found at:
<https://www.chatham.k12.nc.us/Page/21004>.

Chaperones are not allowed to bring children on field trips who are not in the class for which the field trip is scheduled unless prior approval by the principal. Chaperones who drive personal vehicles on the trip are allowed to transport their child(ren) only, and only on the return trip, unless written permission from a parent/guardian.

Food for Class Parties/Celebrations

Students are not allowed to bring homemade items to school. A list of approved foods and drinks can be found in Appendix A of this handbook, titled "Winners Circle Food and Beverage List". Additionally, no food may be served to students in the classroom until after lunch. More information is available from our school district Child Nutrition Department at 919-542-3626.

Guidance and Counseling

The guidance office can be reached at 919-542-6233. The counselor offers a comprehensive, developmental program that includes classroom guidance, small group sessions for students with common concerns, and individual counseling. Parents can call the counselor at any time to set up a phone conference or a conference at school.

Homework

Taking time to review notes, read books, practice skills, write papers, and conduct research outside of school is critical to furthering a student's education. As such, students are expected to complete all homework assignments by the deadline. Please refer to your child's teacher's guidelines for homework completion.

Inclement Weather

In the event of inclement weather, delay and closing information will be transmitted in several ways.

1. Chatham County Schools website (www.chatham.k12.nc.us)
2. Blackboard, a messaging system that notifies parents via email or text
3. Chatham County School's weather line (919) 542-3626 (extension 500)
4. Television and Radio stations:

Television

Radio

WRAL Channel 5	WUNC 91.5 (FM)
WFMY Channel 2	WRAL 101.5 (FM)
WGHP Channel 8	WDCG G105.1 (FM)
WTVD Channel 11	WCHL 1360 (AM)
WRDU Channel 28	WNCA 1570 (AM)

If school is canceled early in the day due to inclement weather, students will follow their normal dismissal procedures, i.e. bus riders will board buses and car riders will wait for pick-up. If parents want the student to have a different plan on inclement weather early dismissal days, they should indicate those plans on the form sent home at the beginning of the year or request the form from the office.

Internet Use

Internet use is for designated school assignments only. No personal use of the Internet is allowed during school hours. Student access to the Internet may be withdrawn if a student violates rules and regulations for use at school. Severe abuse may result in further disciplinary action. Please see CCS Board Policy 3225-7320. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Library/Media Procedures

The library/media specialist works with staff to integrate reading, writing, research, technology, and presentation skills. The media coordinator offers a comprehensive, developmental program that includes classroom instruction, small group sessions for students, and one to one help.

The number of books a student can have checked out at any given time is two. Any overdue notices will be sent home. Students will be unable to check out additional books until overdue books are returned or paid for. Books not found or accounted for at the end of the year must be paid for or replaced.

Lost and Found

Teachers usually try to determine if a lost item belongs to a child in their room before bringing the item to the main office. Please help the teachers by writing the name of the owner on any items sent to school. Lost and found articles are kept for a reasonable period of time. If you lose something, check the lost and found tub. Periodically, we empty our lost and found and send articles to the PTA Thrift Shop.

Medication at School

Medication may be administered at school only when the school has received a Chatham County Dispensing of Medication form signed by a physician. The form is available in the office. This includes both over-the-counter and prescription medications. Please see CCS Board Policy 8495. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Personal items at School

Personal items that do not have any instructional purpose do not belong at school and students are strongly discouraged from bringing these items to school. Examples include favorite toys, cards, jewelry, electronics or any special item of an irreplaceable nature. The school is not responsible for any personal items that are brought to school and become lost or broken. If your child must bring a personal item to school, the student should ask a teacher to hold it until dismissal time.

Parental Participation

Parent involvement is a critical piece to a student's success in school. We welcome parental input and your participation in the school process. Some possible ways to be a part of the school include:

- Parental visits—come by and eat lunch with your child as often as you can.
- Volunteering in the classroom to help run centers, stations, or special activities (please see section under **Volunteers** for requirements).
- Volunteering to do simple tasks at home including cutting, pasting, tracing, or folding materials for students and/or the teacher to use in the classroom.
- Parent-Teacher Conferences are a valuable way of keeping up-to-date on your children’s progress and what you as a parent can do to help them.
- Moncure PTA

Plagiarism

Plagiarism is the act of copying the work of another individual and representing it as one’s own. Examples of this include copying homework, cutting and pasting passages from websites and using them in reports, or incorrectly citing sources in a report. A student who plagiarizes will redo the assignment until it is done correctly and represents that student’s own thoughts. Students who plagiarize are also subject to disciplinary action under the “Integrity – II-1” section of the *CCS Students’ Rights & Responsibilities Handbook*.

School Bus Expectations, Procedures, and Consequences for Misbehavior

Expectations:

Students are expected

- To follow the directions of the driver.
- To keep their hands, feet, and objects to themselves.
- To stay in assigned seats facing the front of the bus at all times. Students may not sit on book bags or face sideways in seats.
- To keep all body parts in the bus and the aisle clear at all times.
- To refrain from throwing anything on the bus or out of the window.
- To refrain from eating, chewing gum, or drinking on the bus.
- To refrain from taking inappropriate items on board the bus, for example: balloons, glass containers, large items.
- Students should be completely ready when the bus arrives. There should be someone at home when the bus drops children off, particularly for the students in the lower grades. If a student in the third grade or younger and does not have a parent/guardian waiting at the stop during drop-off, the student will be brought back to the school until a parent/guardian can be reached to pick up the child. This is a safety precaution to make certain that students are as safe as possible.
- If a student has to cross the road when getting on the bus, he/she should look at the driver and obey the hand signals to cross. Students should not turn back for any reason.
- When exiting the bus, students should immediately move away from the road in the direction of their house(s). In the interest of safety, students should not stop to check phones after exiting the bus.

- Students are not allowed to get off their bus at a stop other than their assigned stop. Students may be granted permission to get off the bus at an alternate regular stop. When requesting a bus change the note should include:
 1. The student's name and teacher.
 2. The reason for the different bus stop.
 3. The date and number that the parents can be reached at in case the request cannot be granted.
 4. The stop requested must be a regular bus stop. Chatham County Schools' bus drivers are not allowed to make stops that are not on their routes.
- Electronic devices (iPods, etc.) with earphones are allowed on the bus. Cell phones may not be used on the school bus except for emergencies and with the permission of the bus driver. The school is not responsible for loss or damage to electronic devices and cell phones.

Consequences for Misbehavior

- In most cases, students receive a warning letter for their first bus referral for inappropriate behavior; however, some offenses such as fighting and blatant disrespect can result in an immediate suspension of bus privileges and/or After School Detention (ASD), In-School-Suspension (ISS), or Out-of-School Suspension (OSS).
- Students who misbehave on the bus should expect the following sequence:
 1. Warning by the driver
 2. Phone call from the principal to the parent indicating that if a third offense occurs, the student may be suspended from the bus.
 3. Suspension from the bus
 - 1st suspension – one day
 - 2nd suspension – three days
 - 3rd suspension – ten days
 - 4th suspension – remainder of the year

Note: Depending on the severity or frequency of the infraction, the length of suspension may differ.

Student Conduct

Teachers and administrators have developed rules and conduct jointly. They will be administered as consistently and fairly as possible. The board of education recognizes the need for parents and guardians to work with the schools in helping students learn and practice acceptable standards of behavior. Please see CCS Board Policy 4341N. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Student Conduct: General Behavioral Consequences

At the beginning of the school year, each student in Moncure School receives a copy of the Chatham County Schools Students' Rights & Responsibilities District Handbook. This handbook details policies, guidelines, and consequences regarding student conduct. All students shall comply with the District

Code of Conduct, state and federal laws, Board of Education policies, and local school rules governing student behavior.

Parents, please read this handbook carefully and discuss its contents with your child(ren). Administering responsible and appropriate consequences for student misconduct is at the discretion of teachers and the principal, who will base decisions on the guidelines found in the above-mentioned district handbook. Students who habitually break school rules should expect to receive a higher level of punishment for additional offenses.

Students and parents may appeal school disciplinary action. See CCS Board Policies 4360N, 4361N, 4362 N, and 4370N.

The following are examples of disciplinary actions that may be taken, in no special order:

- A note/call to the student's parents to explain the nature of the student's problem
- Time-out (within the sight of the teacher)
- Silent lunch
- After-School Detention (ASD)- ASD is an alternative to in-school suspension (ISS) and out-of-school suspension (OSS). Parents will be notified in advance if ASD is assigned. On the day of the ASD, the student will not be allowed to participate in or attend after school/evening school activities.
- In-School Suspension (ISS) ISS is an alternative to out-of-school suspension. Parents will be notified by the principal if ISS is assigned. On the day of the ISS, the student will not be allowed to participate in or attend after school activities.
- Out of School Suspension (OSS)
- Behavior Contracts
- Student – teacher – principal – parent conference
- Loss of field trip privileges following documented and frequent discipline problems
- Loss of after-school activity privileges
- Long term suspension

School Day

The school day begins at 7:55 a.m. and ends at 2:55 p.m. Students must be in their assigned classroom for work at 7:55 a.m. or the student will be recorded as tardy.

Student Information and Records

Parents have the right to access their child's entire cumulative record kept at the school. If parents wish to see the records, arrangements can be made through the school counselor. Please see Board Policy 4700 for additional information (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Tardies

School begins at 7:55 a.m. Students arriving after 7:55 a.m. are considered tardy and a parent/guardian must sign the student in. Excessive tardies will result in a parent conference with the principal and may be reported to the school social worker.

Thrift Shop Hours

Moncure School and the Moncure School PTA utilize the Chatham County PTA Thrift Shop as the sole fundraiser for Moncure School. We rely upon the Moncure community to donate hours of work at the thrift shop in Pittsboro to help ensure much needed resources are available to Moncure's students and teachers. The funding earned at the thrift shop has paid for much of Moncure's technology, instructional resources, reading incentives, athletic uniforms and supplies, and field trips. Tuesday night at 5:30 is Moncure's work-night at the thrift shop. The shop can be found at 400 East Street in Pittsboro.

Tobacco Free Campus

Tobacco products are prohibited from all campuses in Chatham County Schools. This applies to all students and adults.

Visitors

Parents and other interested citizens are welcome to visit our school. All visitors must be buzzed into the building; then, visitors sign in using the computer in the front lobby to obtain a visitors' pass/badge. Visitors must return to the office and sign out at the end of the visit. Parents wishing to visit the classroom should provide the front office and the teacher notice before the desired visitation.

Volunteers

We encourage parents to volunteer during the course of the school year. Volunteering sends a message to your children that you care enough about their education to donate your own valuable time. Our doors are open.

- All persons wishing to volunteer in our school must first complete an application using the online program App-Garden. Once approved, you and the school will receive notification and you may volunteer in classrooms. This application can be found here: <https://www.chatham.k12.nc.us/Page/21004>
- All volunteers are required to sign in using the computer in the front lobby before they go to classrooms. Please, make sure you have your visitor pass before going to the room. When leaving for the day, volunteers must sign out on the computer.
- If your work, time, or schedule is in conflict with school time, other ways of volunteering can be arranged by contacting the classroom teacher as well as the front office and media center.