

Administrative Corner

Dear Parents,

As your Principal, I take great pride in welcoming you to J.W. Coon Elementary School. Our goals for this year are to provide strong instructional leadership, a positive school climate, a safe and orderly environment, and high expectations for all students with a strong academic program. We encourage students and parents to accept ownership in our goals and know that J.W. Coon Elementary School exists for you.

Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at J.W. Coon Elementary School. The administration will assume that all students understand the material within this book upon receiving it. Parents are encouraged to read this handbook and discuss school policies with their child or children.

Sincerely,

Regina Blanding, Principal

Afternoon Dismissal Procedures

- No checkouts will be permitted after 1:45
- All car-riders will be signed out and picked up in the cafeteria. Parents please park in the rear parking lot unless you have and are using a handicap-parking sticker. This does not include the parents of students in wheelchairs.
- Please follow the designated traffic patterns. Do not drive through the parking lot.
- Children have to be picked up by 2:30. If your child is not picked up by this time, they will be taken to the Principal's Office.
- Remember: Please adhere to the state seatbelt, booster seat, and car seat laws.

Assemblies

During the school year, several assembly programs are held for the benefit of the student body. When in an assembly for any purpose, students are to refrain from talking and displaying disorderly conduct. Students who misbehave during assembly programs will be asked to leave and may be subject to disciplinary action.

Attendance (Absences)

Cumberland County Schools has high expectations for student achievement. In order for students to meet these expectations it is critical that we protect instructional time. Repeated absences and check ins/outs will accrue and can result in possible negative consequences such as lower grades, retention, visit from truancy personnel, notice to DSS and/or law enforcement, and court action.

Reasons for lawful absences are as follows:

1. Illness or injury which prevents the student from being physically able to attend school.
2. Quarantine when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family when it is the death of a member of the immediate family of the student.
4. Medical or Dental Appointments of the student.
5. Court or Administrative Proceedings if the student is a party to the action or under subpoena as a witness for court or administrative tribunal.
6. Religious Observation if the tenets are of a religion to which the student or his/her parent adheres, requires or suggests observance of a religious event. The approval of such absences is within the discretion of the local board of education.
7. Educational Opportunity for the purpose of taking advantage of a valid educational opportunity such as travel. Approval by the

principal of such an absence must be granted prior to the absence.

8. Military deployment or reunification of the student's parent/guardian.

A student's absence from school for any reason other than those listed above will be considered unlawful.

Students who are absent for any reason must bring a note from home and present it to their homeroom teacher upon returning to school. All notes should contain the following information:

1. Date the note is written
2. Exact date(s) absence(s) occur
3. Exact and specific reason for absence(s)
4. Signature of parent or guardian

School truancy is a serious offense that may result in court action.

As part of the Every Minute Counts program, students with excessive tardies and absences will be visited by a community liaison and a law enforcement officer. In addition, parents will have to attend parent accountability classes.

Check-In

After 7:45, parents must enter the school and sign students in. Any student not in his/her assigned seat at 7:45 will be considered tardy. Students arriving late to class must report to the office to receive a tardy pass.

Students must be in school a minimum of 3 ½ hours to be counted present for the day. A student checked out before 11:00 a.m. will be counted absent.

Any student that accumulates three tardies/checkouts a grading period will not receive a Perfect Attendance Award at the nine weeks assemblies. Only exceptions are for medical appointments. No Tardy Parties are held periodically for students with no tardies.

Proper attendance will also be a factor in determining promotion and retention for all students.

Check-Out

Once students arrive on school campus during the school day, they become the responsibilities of the school. Identification will be necessary from the parent when checking out a student. The safety and welfare of our children are of utmost importance to us.

Students checking out before 11:00 a.m. will be counted absent for the day. **No checkouts will be allowed after 1:45 p.m.**

Books

The state of North Carolina provides most materials necessary for your public education. Textbooks are school and state property and should be treated accordingly. When lost or damaged, a fee will be assessed and must be paid by the student. Once the classroom teacher issues a student his/her textbooks, these textbooks become the total responsibility of the student. The same books issued must be returned at the close of the school year or the student must pay for them.

Book Bags

Book bags, athletic bags, or similar items may be used only for the purpose of transporting books, and other school-related materials to and from school. **Immediately upon student arrival at school, any book bag, athletic bag, or similar item must be deposited in the classroom closet. No rolling book bags are permitted, due to space issues.**

Bus Conduct

Students who ride the bus are expected to conduct themselves in an orderly manner. Those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The school principal/designee

has the authority to suspend students from the bus for the following infractions:

1. Delaying the bus schedule by failing to be at the designated stop
2. Fighting, using profanity, smoking, lighting matches or cigarette lighters, pushing and tripping.
3. Refusing to obey instruction of school authorities
4. Tampering with a school bus: Punching holes, tearing, cutting, writing, or marking on or willfully damaging any interior or exterior part of the bus. (Punishable by suspension and payment of damages.)
5. Holding any part of the body out of the bus windows or doors
6. Unauthorized exiting of the bus when en route to school or home
7. Entering or leaving the bus through the emergency door or through windows, as these are only used as exits in an emergency
8. Leaving your seat before you reach your destination
9. Holding or saving seats
10. Shooting rubber bands, water pistols, or any device containing water or any other liquid
11. Playing: throwing trash, paper, gum, or other materials or objects; popping caps or noisemakers
12. Crossing the street at the rear of the bus when entering or leaving the bus. Cross only in front of the bus.
13. Having electronic devices on the bus
14. Talking or singing too loudly, clapping hands, stomping feet, making excessive noises that may distract the driver and endanger the safety of others.
15. Refusing to remain in seats assigned by the school authorities or bus driver.
16. Failing to observe established safety rules and regulations.
17. Eating, drinking, and/or littering on bus

18. Having animals or pets of any kind on the bus

19. Bullying others

20. Possessing objects that will take up another student's seat, block the aisle, or obscure the driver's vision.

The Cumberland County Schools policy on Search and Seizure extends to students who ride the bus.

Cafeteria Procedures:

At J.W. Coon Elementary School, all students will be provided a healthy breakfast and lunch at no cost to them or their families. Students can purchase approved additional food items approved for a la carte sales. We welcome parents to join students for lunch as often as your schedule will permit. We have designated seating in the cafeteria for students and their guests. Student guests will have to pay for any school lunches they consume. On special occasions, parents and guests may choose to bring fast food to their children to consume in our cafeteria. We will no longer ask you to place these items in an alternate container. However, we do ask that you limit the amount of fast food that is brought into the cafeteria to encourage your child to eat nutritious meals prepared by our Child Nutrition Staff.

Change of Address

Inform the front office and your homeroom teacher if you change your address or telephone number anytime during the year. Please provide the appropriate paperwork to confirm address change, which includes your new lease or contract, and utility bill.

Clubs and Organizations

A variety of clubs are offered to J.W. Coon students each year. Membership in clubs is for students in grades 2-5. A complete list of clubs, advisors, and descriptions will be sent home after the start of the school year. **Students that are picked up late from club activities twice will be dismissed from that club.**

Communication

The school will utilize multiple ways to communicate with parents and community members. Weekly Parentlink calls occur on Sunday evenings. **If you do not receive a Parentlink weekly call, contact the school to ensure we have your correct number.** All K- 5th grade classes will encourage parents to sign-up for Class DoJo, an online system of communication. The J.W. Coon website and Facebook will also be used to keep parents and community members informed.

Dress Code

J.W. Coon Elementary has a Uniform Dress Code. All students are required to adhere to the prescribed dress guidelines.

Belts: Belts are required for ALL students wearing pants, skirts, shorts, or skorts with belt loops.

Girls:

Shirts: plain white, navy blue, black, or light blue polo, oxford style shirt or turtle neck (all shirts must have a collar)

Slacks, shorts, skorts, and jumpers: navy, khaki, or black (NO cargo, capri, or gaucho style bottoms)

Shoes: Rubber-soled shoes (No flip flops, wheelies, or high heels)

Socks: ankle, knee high, tights, hose (Non decorative) colors: white, black, navy, khaki, or tan

Sweaters: Navy, black, or white (pullover or cardigan)

All students: If a student needs to wear a sweater or jacket in the classroom, it must be a uniform color. Winter coats do not have to be uniform colors but will not be worn during class time. These coats will only be worn for outdoor

recess or PE. J.W. Coon Spirit shirts can be worn on Fridays with uniform bottoms. These shirts will be available for purchase at the beginning of the school year. Students will be allowed to wear casual attire on special occasions, such as dance and picture days. "Dress Down" days will also be used as an incentive for PBIS performance. On Dress Down days, please make sure your child complies with the dress code of JWCES.

Boys:

Shirts: plain white, navy blue, black, or light blue polo, oxford style shirt or turtle neck (all shirts must have a collar)

Slacks/shorts: navy, khaki, or black (No cargo style bottoms)

Shoes: rubber-soled shoes (No flip flops or wheelies)

Socks: ankle or knee (non-decorative) colors: white, navy, black, khaki, or tan

Sweaters: navy, black, or white (Pullover or cardigan)

In addition:

1. Trousers and pants are not to be sagging about the hip area.
2. Nothing will be worn that will be offensive to any race or gender, or which displays profanity in any form.
3. Shoes are to be worn at all times in the building and on the campus.
4. The body's midsection is to be fully clothed.
5. **Belts must be worn with all pants, skirts, and skorts that have belt loops.**
6. Shorts must pass "the fingertip" test in the front and the back.
7. Hats, caps, scarves, bandanas, or any type of head coverings are not to be worn into the school.
8. Coats must be placed in closets upon arrival at school.

9. No wheelies are to be worn to school.
10. Other items that pose a danger to student health may be prohibited by administration.

Emergency Information

Each parent must make an effort to supply the school with information pertinent to emergencies. Students can be better protected if we have at least one phone number where one or both parents can be reached in case of an emergency. Student should have a personal knowledge of their parent’s place of employment.

Emergency Drills

Periodically, emergency drills (tornado, lockdown, bomb threat, etc.) will be practiced during the school day. Every month fire drills will be conducted. Orderly evacuation of the building is the safest for all concerned.

Financial

No refunds will be given for any field trips. Checks will only be taken with a driver’s license number, address, and current phone number on the check.

Food

All food items brought to school will be consumed in the cafeteria during lunch hours. The unauthorized consumption of food or drink items will not be permitted in the classroom, hall, and restrooms.

Students will not be permitted to use microwaves at school to heat their lunch.

Grading Scales

K-2

- 4- Above Grade Level 3- On Grade Level
- 2- Below Grade Level
- 1 – Well Below Grade Level

3rd-5th

- A = 90-100 B= 80- 89
- C = 70 – 79 D = 60 - 69
- F =Below 60 S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

Guidance Department

J.W. Coon Elementary School provides an assortment of guidance services for the benefit of the student body. These services are intended to help the student learn about his/her abilities, skills, interest, and the world around them at work, as well as how each subject and activity of the school contributes toward his/her future success.

J.W. Coon also has a full-time Social Worker, whose main function is to identify and assist in removing barriers to learning. This is carried out through direct services, such as home visits, and enforcement of the compulsory attendance law, as well as advocacy for students and families, and serving as a liaison between the home, school, and community.

Hall Passes

Students are required to have a teacher’s hall pass when they are out of class. Failure to have a hall pass will result in immediate discipline.

Homework

Each teacher has been strongly encouraged to assign homework each school day. Homework is directly correlated with achievement and is considered an essential part of the student’s learning.

Hours of Operation

The official hours of J.W. Coon are 7:15 - 2:15. Supervision for students will be provided during these hours only. The front office will be open

for service 7:15 -3:15 daily. School-sponsored activities are the exception. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

Media Center

J.W. Coon Elementary School offers a variety of media services to the students. Books, magazines, and reference materials are available to the students in order to make learning more relevant. As part of their Media grade, students in K-5 will check-out books from our Media Center.

1. Items checked out from the media center are the responsibility of the student who checked them out. Students will be charged a fee for lost or damaged books. Failure to pay these fees may prohibit your child from participating in school enrichment activities.

2. Internet use must not be abused. Parents must sign the Internet Use Form, before a student will be allowed to use the Internet anywhere at JWCES.

3. Open Circulation is offered daily.

Loitering

Students are not permitted to loiter on school property after hours, before school, or on non-school days. Students are not to be on campus after 2:30 p.m. unless they are under the direct supervision of a teacher. Students are not allowed to arrive to school before 7:15 a.m. as there is no adult supervision before that time.

Make-up Work

Once missed, classroom instruction can never be completely recovered or made up. However, a student is allowed to make up his/her work, so far as possible, when he has missed school for illness or emergency, or another reason which is classified under the Board of Education Attendance Policy. Immediately, upon his/her return to school, the student should ask the teacher for detailed assignments. The student must complete the work

in five days or less after returning from an absence. The burden of responsibility for completing make-up work rest entirely upon the student rather than the teacher.

Non-Educational Items at School

Students are prohibited from bringing items such as toys, cell phones, ipods, mp3 players, cameras, electronic games, hats, sunglasses, trading cards, etc. to school. These items will be confiscated and placed in a locked administrative office. The items will only be return to the parents of the student they were confiscated from. Items not retrieved by the last day of school will be discarded.

Parent Conferences

Official Parent Conference Days and Times have been placed on our school calendar. If concerns arise between these days, parents are encouraged to make appointments for conferences with teachers, counselors, or the principal, by telephoning the school office. We request that all conferences be made after school hours or during a teacher's planning period. Please allow the school sufficient time to set up conferences.

Telephone Use

Students will not be allowed to use school telephones.

Theft prevention

The best way to stop thefts is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. ***If you have something stolen, report it to the office and your teacher immediately. The school cannot be responsible for items that are lost or stolen.***

Use of Restroom Facilities

Students will only be given permission to use the restroom during class in case of emergency. They must adhere to the posted restroom schedule.

Visitors at School

All visitors must report directly to the front office. After ringing, the “buzzer” at the front door, approved visitors will be admitted to the building. It will be necessary for all visitors to present identification at the main office.

Withdrawals and Transfers

Notify the school data manager 24 hours in advance of your withdrawal date. All fees, including library fines, must be paid as part of the withdrawal process.

Dismissal

A student dismissal will not be altered without a written note from a parent/guardian provided to the school 24 hours in advance.

Walkers: Students that are designated by their parents as walkers must be prepared to walk home immediately after school. No horseplay, bullying, etc. In addition, parents cannot pick up “walkers” in the parking lot.

Car Riders: Students that are car riders have to be picked up from the cafeteria. Students will only be released to individuals that are listed on their white information cards. Please be prepared to show photo ID if you are not the person that regularly picks up the child.

Parties/Celebrations

Parties/celebrations will be kept to a minimum to protect instructional time. **Birthday parties will not be permitted at school.**

NEW: No cakes or cupcakes can be brought in for any school celebrations. We are trying to support healthy living and decrease childhood obesity and diabetes. Alternative healthy snacks (store bought): muffins, fruit snacks, trail mix, etc. are permitted to be passed out to the entire class in the cafeteria. No homemade food will be distributed to students. No balloons, flowers, gifts, etc. can be brought or delivered to any student.

Keeping our Cougar Family Connected

New: J.W. Coon Elementary now has an **official** Facebook page. **“Like” our page (J.W. Coon Elementary School)**. We’ll keep you up-to-date on bus delays, school events, and more.

FYI: Cumberland County Schools also has a Facebook page.

Inclement Weather Procedures: Below are answers for the most Frequently Asked Questions regarding weather procedures.

Two-hour delay:

- 1) School Building Opens at 9:15. Tardy Bell Rings at 9:45.
- 2) Breakfast will not be served.
- 3) Lunch will be served.

Two-hour early release:

- 1) Students will be dismissed at 12:15.
- 2) Breakfast and lunch will be served.

One-hour early release:

- 1) Students will be dismissed at 1:15.
- 2) Breakfast and lunch will be served.

For all weather emergencies, Dr. Frank Till (Superintendent) or Ms. Blanding (Principal) will call you via Parentlink. Emergency information will also be on the Cumberland County Schools website (www.ccs.k12.nc.us), Cumberland County Schools Facebook and Twitter, J.W. Coon Elementary Facebook, and on local radio and t.v. stations.

FYI: If you receive a Parentlink call, please listen to the message completely before calling the school. We have a very limited number of phone lines and we really need to keep them clear for emergencies. Thank you for your cooperation.