

## **Mission Statement**

At J.W. Coon, we are dedicated to providing a quality education in a safe environment where all children can succeed.

## **Vision Statement**

At J.W. Coon, we are Prepared, Always respectful, Work together, and Show pride.

J.W. Coon Elementary School: [www.jwces.ccs.k12.nc.us](http://www.jwces.ccs.k12.nc.us)

Facebook: J.W. Coon Elementary School

Twitter: @jwces1

Cumberland County Schools: [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us)

Helpful Links:

[www.ccs.k12.nc.us/calendars/](http://www.ccs.k12.nc.us/calendars/) = Report Cards, Progress Reports, and Holiday Calendars

[www.ccs.k12.nc.us/parents/](http://www.ccs.k12.nc.us/parents/) = Curriculum Standards, Child Care, Student Code of Conduct and more.

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. Failure to read this book may cause your child to break a school rule. 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 children.

Sincerely,

Regina Blanding, Principal

### **Rights and Responsibilities**

Rights of Students:

Students shall have the right to:

1. Pursue a successful education in a safe environment without disruption.
2. Receive a fair and equitable treatment without discrimination in every aspect of the educational system.
3. Be treated respectfully and as an individual.
4. Be informed of their rights, responsibilities, and discipline policies.

Responsibilities of Students:

All students share with the administration and faculty responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

1. Attend school regularly, arrive on time, and bring materials.
2. Respect the personal, civil, and property rights of others.
3. Put forth conscientious effort in classroom work and homework.
4. Groom and dress appropriately.
5. Have knowledge of and conform to school rules and regulations.
6. Not use indecent, obscene, or foul language.
7. Report incidents or activities that may threaten or disrupt the school environment.

### Rights of Parent/Guardians:

Parents shall have the right to:

1. Receive regular official reports of their child's academic progress.
2. Receive an explanation for the basis of any grade given by the teacher.
3. Request a conference with the teacher and/or principal.
4. Receive a prompt report of their child's attendance to class or school.
5. Bring, or have the District provide, an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing.

### Responsibilities of Parent/Guardians:

Parents/guardians shall have the responsibility to:

1. Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time and for the whole school day in accordance with the laws of the State of North Carolina.
2. Present to school officials any concern in a calm, reasoned manner.
3. Work with the school on academic, disciplinary, or other related matters pertaining to their child.
4. Plan the time and place for homework assignments and provide necessary supervision.
5. Talk with their child about school activities and expected behavior.
6. Know the rules set for in this handbook and the CCS Student Code of Conduct and review them with their child.
7. Ensure that their child receives the periodic student health examinations that are required by law.

### **Afternoon Dismissal Procedures**

- No checkouts will be permitted after 2:15.
- All “parent pick-up” students 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 decal. This does not include the parents of students in wheelchairs.
- A student dismissal will not be altered without a written note from a parent/guardian provided to the school 24 hours in advance.

### **After-school Activities**

After-school activities are meant to enhance the academic and social-emotional development of our students. However, it is imperative that students are picked up on time at the conclusion of all events. **If a student is picked up more than 15 minutes late from any after-school activity, he/she will not be able to participate in any of these events for the remainder of that semester**

### **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 purposes 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.**

### **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.

1. New Book                      Full Price
2. One year old                80%
3. Two or more years or      60% or prorated.
4. A fee of 50 cents or more will be charged for damaged books.

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.
  21. If the bus driver has to bring your child back to the school for any reason on two separate occasions, your child will be suspended from the school bus for a length of time determined by school administration.
- 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 students or their families. Students can purchase approved additional food items approved for a la carte sales. We welcome parents to join students for lunch. We have a designated seating area in the cafeteria for students and their guests. Guests will have to pay for any school lunches they consume. On special occasions, parents may choose to bring fast food to their children to consume in our cafeteria. 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 Child Nutrition Services.

#### **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.

#### **Check-In**

Students who arrive at school after 7:45 must report directly to the office with their parents to check-in. If, however, a parent does not accompany the student, the tardiness is unexcused, and parents will be notified of unexcused tardiness. 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. The only exceptions are for required medical appointments. No Tardy Parties are held periodically for student with no tardies.

## 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 2:15 p.m.** This is a busy time for the main office staff, teachers, and students, and instructional time does not end until 2:40 when dismissal begins.

## Clubs and Organizations

A variety of clubs are offered to our students each year. Membership in clubs is for students in grades 2-5. A complete list of clubs and descriptions will be provided to our students and parents during the first nine weeks. 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 weekly Parentlink call, contact the school to ensure we have your correct number. All K-5 classes encourage parents to sign-up for Class DoJo, an online system of communication. The J.W. Coon website and social media platforms 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.

### Girls:

Shirts: plain white, navy blue, black, or light blue polo, oxford style shirt or turtleneck (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, navy, black, khaki, or tan

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

### Boys:

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

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

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.
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. **No heels can be worn by students higher than a ½ inch. Soft-soled flats are preferred.**
11. 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.

### **Financial**

No refunds will be given for any field trips if a student cannot attend due to illness or inappropriate behavior. 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

#### **3<sup>rd</sup>-5<sup>th</sup>**

A = 90-100    B= 80-89    C = 70-79    D = 60-69    F = 59 and Below    S = Satisfactory

N = Needs Improvement      U = Unsatisfactory



### **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.

### **Hours of Operation**

The official student hours of J.W. Coon are 7:45 - 2:40. Supervision for students will be provided during these hours only. The front office will be open for service 7:15 -3:10 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.

### **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 2:40 p.m. unless they are under the direct supervision of a teacher. Students are not allowed to arrive to school before 7:10 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 fidget spinners, toys, cell phones, i-pods, mp3 players, cameras, electronic games, PSPs, 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.

### **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.

### **Telephone Use**

Students will not be allowed to use school telephones. All emergency calls will be made by school personnel.

### **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.

### **Weather**

In case of inclement weather, parents should review with their children the procedure they want their children to follow when early school dismissal occurs. Parents will be notified of early dismissals via ParentLink calls, local radio, and television stations.

### **Withdrawals and Transfers**

**Notify the school data manager 24 hours in advance of your withdrawal date.**

## **Keeping our Cougar Family Connected**

J.W. Coon Elementary has a Facebook page. **“Like” our page (J.W. Coon Elementary School).** We’ll keep you up-to-date on bus delays, school events, and more. J.W. Coon also has a Twitter account. Follow us @jwces1

FYI: Cumberland County Schools also has Facebook and Twitter pages.

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

Two-hour delay:

- 1) School Building Opens at 9:00. Tardy Bell Rings at 9:30.
- 2) Breakfast will not be served.
- 3) Lunch will be served.

Two-hour early release:

- 1) Students will be dismissed at 12:30.
- 2) Breakfast and lunch will be served.

One-hour early release:

- 1) Students will be dismissed at 1:30.
- 2) Breakfast and lunch will be served.

For all weather emergencies, the Superintendent or Ms. Blanding will call you via Parentlink. Emergency information will also be on the Cumberland County Schools website ([www.ccs.k12.nc.us](http://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.**

