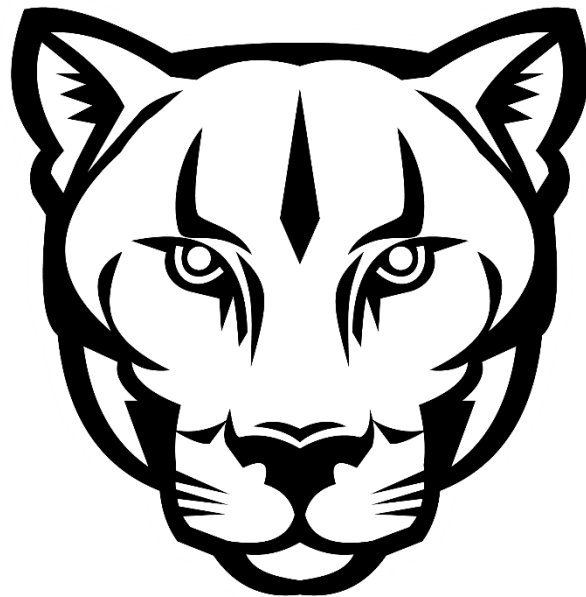


# **J. W. Coon Elementary School Parent and Student Handbook**



**2021-2022**

COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance (e.g. hand books, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.

### **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**

As a school community we will build trusting relationships through collaboration that empowers students to be successful and become lifelong learners.

### **Our PBIS Pledge**

At J.W. Coon we are:

**Prepared**

**Always respectful**

**Work together**

**Show Pride**

### **Helpful Links**

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

Twitter: @jwces1

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

[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.

### **Afternoon Dismissal Procedures**

- No checkouts will be permitted after 2:15.
- All “parent pick-up” students will be walked to their parent’s vehicle. Parents must show ID or have Parent Pick-Up Paper visible in the vehicle. **All parents must stay in their vehicles and follow the flow of traffic.**
- 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 the year.**

### **Arrival**

Students cannot be dropped off prior to 7:15. Parents will drop off their children using the driveway at the rear of the school. Please obey the speed limit and all posted traffic patterns. Only school buses and approved daycare vehicles will be permitted to use the front driveway. At 7:45, you and your child will be sent to the office for a tardy pass.

### **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, the parents/guardians of students with excessive tardies and absences will have to attend a meeting with school system personnel. Some cases will be turned over to DSS.**

### **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 pro-rated.
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 and will not be revisited until the end of the day. 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. Students will be seated in a socially-distanced format. The school principal/designee has the authority to suspend students from the bus for bus misbehavior.

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 bring their lunch from home if parents choose to send it with them.

### **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 to the front door 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. No Tardy Parties are held periodically for students with no tardies.

### **Check-Out**

Once students arrive on 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 am will be counted absent for the day. **No checkouts will be allowed after 2:00 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.

### **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 classes encourage parents to sign-up for Class DoJo, an online system of communication. Please connect to Class DoJo within the first three weeks of school. This will be our primary communication tool during all remote learning periods. The J.W. Coon website, Webex, and social media platforms will also be used to keep parents and community members informed.

### **Counseling Department**

J.W. Coon Elementary School provides an assortment of counselor 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.

### **Deliveries to Students During School Hours (CCS Regulation Code 5020-R)**

The paramount concern of the board and administration is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. For safety's sake, access to schools during school hours must be carefully regulated.

In the interest of security and minimizing disruptions to the instructional environment, only the parents/guardians on file with the school shall be permitted to make deliveries to or for their student(s) only. Commercial deliveries to or for students are not permitted. **Deliveries of flowers or balloons are not permitted, and deliveries of food shall be limited to lunch items only. Any deliveries of student medications by parents/guardians must conform to the requirements of Policy 6125 and Regulation 6125-R. Approved by Superintendent: June 26, 2019**

**This policy prohibits deliveries of all party and birthday treats to school for our students! Birthday parties will not be permitted at school.**

### **DISCRIMINATION POLICY**

No person shall, on the basis of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the Cumberland County Public School System. If an employee, student, parent or community member believes such exclusion, denial, or subjection has occurred, he/she should contact J. W. Coon Elementary School Administration.

### **Dress Code**

J.W. Coon Elementary has a Uniform Dress Code. The uniform requirements will be waived for this school year.

All students are required to adhere to the prescribed dress guidelines found in the CCS Code of Conduct. All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school based solely upon violation of an existing individual school dress code. However, students will forfeit participation in various reward programs and activities if they repeatedly violate the dress code.

Required for 2021-2022 and beyond:

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. Hats, caps, scarves, bandanas, or any type of head coverings are not to be worn into the school.
7. Coats must be placed in closets upon arrival at school.
8. No wheelies are to be worn to school.
9. No heels can be worn by students higher than a ½ inch. Soft-soled flats are preferred.
10. Other items that pose a danger to student health may be prohibited by administration.
11. No spaghetti strapped tops or dresses. If worn, a sweater must be worn on top.
12. Please make sure all tops worn cover the entire torso area. Examples: No oversized jerseys that expose a large portion of the side of body and midsection areas.
13. Recommendation: For younger students, consider having your child wear a pair of shorts under their dresses, skirts, or skorts.
14. Hoodies can be worn, but the hat will not be worn on any part of the student's head while in the building.
15. Pants cannot have holes, large openings, rips, slits that are larger than your thumb. No openings can be higher than the knee area.
16. No netted or mesh clothing can be worn.
17. Rubber-soled shoes are recommended. Flip flops are not allowed.
18. No off-the-shoulder shirts can be worn.
- 19. Any clothing that poses a distraction to the learning environment will be prohibited. This will rest with the discretion of the principal.**

### Email

All faculty email addresses are posted on our school's website.

Students and parents can access student email accounts by going to [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us) and clicking on CCS Google Mail. The student's PowerSchool number is their username and their birthdate (mmddyy) is their password.

### 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.

## Finances

Please do not send in more than \$25 cash with your child.

Anytime you send in money, please place it in an envelope or Ziploc bag. Please include a note or order form explaining the purpose of the money.

Most financial transactions with the school will be completed using SchoolCashOnline. **ccs.schoolcashonline.com**

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

IV- Above Grade Level

III- On Grade Level

II- Below Grade Level

I – 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

## 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 7:15 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. Parents and teachers need to communicate to ensure that students are able to complete makeup work in a timely manner.

### **Media Center**

Students in K-5 classes will visit the media center with their class and check out books from the media center. Students are responsible for the books that they borrow. Any book that is lost or damaged must be paid for before the student will be allowed to check out another book.

### **Medication**

Students cannot bring medication to school. In order for the school to administer medicine to a student, the appropriate medical forms must be completed and the parent must sign the medication into the front office. Students cannot bring to school medicine-related items such as cough drops, nasal sprays, etc.

### **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.

### **Progress Report Schedule**

First Day for Students	Monday, August 23, 2021
Progress Reports Go Home	Monday, September 20, 2021
<b>End of 1st Grading Period</b>	<b>Friday, October 15, 2021</b>
Report Cards Go Home	Friday, October 22, 2021
Progress Reports Go Home	Wednesday, November 17, 2021
<b>End of 2nd Grading Period</b>	<b>Friday, December 17, 2021</b>
Report Cards Go Home	Friday, January 07, 2022
Progress Reports Go Home	Friday, February 04, 2022
<b>End of 3rd Grading Period</b>	<b>Thursday, March 10, 2022</b>
Report Cards Go Home	Thursday, March 17, 2022
Progress Reports Go Home	Tuesday, April 12, 2022
<b>End of 4th Grading Period/Last Day for Students/ Elementary Report Cards Go Home</b>	<b>Friday, May 20, 2022</b>

### Safety Requirements

For In-person schooling: Please ensure that your child's records reflect current medical information, i.e. asthma action plan, seizure plan, etc. Please provide medical documentation to the school upon your child's return from an absence. **Parents must provide an accurate Attestation Form per the CCS guidelines.**

### 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. We ask that students not bring items to school that are valued at more than ten dollars. This includes, but is not limited to, jewelry, expensive headphones/earbuds, etc.**

### 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. Due to ongoing COVID-19 concerns, visitors will be prohibited in our building until our school returns to pre-pandemic operations.

### **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 Twitter page. **Follow us (@jwces1)** we'll keep you up-to-date on bus delays, school events, and more. We also use Class DoJo as a major tool of communication between home and school.

FYI: Cumberland County Schools also has a Facebook and Twitter page.

### **Inclement Weather**

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

Two-hour delay:

1. School Building Opens at 9:00. 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. O'Brien 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.**

### ***PARENTS RIGHT TO KNOW STATEMENT***

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, WS/FCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

### **DECLARACION DEL DERECHO A SABER DE LOS PADRES**

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

### **SECTION 504 – AMERICANS WITH DISABILITIES ACT**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they

have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances.

If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator.

## PARENT & FAMILY ENGAGEMENT POLICY

J.W. Coon Elementary School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families including Parent Teacher Conferences, MOY Night, EOG Night, RTA Night, and Curriculum Night to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held in September/October to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) that are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet **every 2<sup>nd</sup> Monday** to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information in a timely manner. Information includes, but is not limited to the following:
  - school and district report cards,
  - student assessment results and interpretation of such results,

- description of curriculum, state content standards and how student progress is measured,
- opportunities for parent and family meetings to share in educational decision making,
- qualifications of teachers,
- timely responses to parents and family suggestions, and
- Inclusion of parents and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement will be sent home for parent review.
- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.