J. W. Coon Elementary School

Parent and Student Handbook

2025-2026

Mission Statement

At J.W. Coon, when we engage in learning, we feel confident. When we feel confident, we perform our best.
When we perform our best, we achieve success.

Vision Statement

We envision a school community that builds trusting relationships and fosters collaboration to ensure **ALL** students receive high-quality instruction that empowers them to become confident, successful, lifelong learners.

OUR PBIS PLEDGE

J W Coon Elementary School Students Show PRIDE:
Perseverance despite challenges.
Respect for myself and others.
Integrity in all situations.
Determination through adversity.
Empathy for all.

Dear Students & Parents,

Welcome to J. W. Coon Elementary School, home of the Cougars! Thank you for entrusting us with your education for the next year! JWC takes great pride in our PreK-5 school, students, and community! All students can learn and experience growth through rigorous learning opportunities, differentiated instruction, cooperative learning experiences, and high expectations. The faculty and staff are fully committed to the academic, social, and personal growth of each of the children enrolled. Please review the parent and student handbook with your family to familiarize yourself with our protocols and school-wide expectations. I am looking forward to working with each of you and hope to see you soon!

Mrs. Thomas

Principal

Helpful Links

J.W. Coon Elementary School Website: www.jwces.ccs.k12.nc.us

Twitter: @jwces1

Facebook: JW Coon Elementary

Cumberland County Schools: www.ccs.k12.nc.us

www.ccs.k12.nc.us/calendars/ = Report Cards, Progress Reports, and Holiday Calendars

www.ccs.k12.nc.us/parents/ = Curriculum Standards, Child Care, Student Code of Conduct and more.

Important School Dates and Events

August 25 First Day for Students

September 1	Pupil/Teacher Holiday
September 10	Grandparents Lunch
September 10	3rd BOG Reading Test
September 12	Sweet Frog Spirit Night 3:00-7:00
September 26	Progress Reports Go Live in Parent Portal
October 8	Title I Curriculum Night and Harvest Festival 5:00-7:00
October 9	Bubba's Spirit Night 4:00-7:00 PM
October 13	Student Holiday/Required Teacher Workday
October 17	End of Grading Period
October 20	Student Holiday/Telework Workday
October 23	Skate Night at Round-A-Bout 71st 5:30-7:30
October 25	Reports Cards Go Home/Grades available in Parent Portal
October 28	Fall Picture Day
October 30	Halloween Dance 3:00-4:00
November 4	Pupil Holiday/ Workday
November 7	Veterans Day Program
November 11	Pupil/Teacher Holiday
November 18-22	Scholastic Book Fair
November 20	Progress Report Cards Go Live in Parent Portal
November 26	Student Holiday/Telework Workday
November 27-28	Student/All Staff Holiday
December 11	Skate Night at Round-A-Bout 71st 5:30-7:30
December 19	Pupil Early Release at 12:40
Dec. 23 -Jan. 5	Winter Holidays
January 8	Group Picture Day
January 10	Reports Cards Go Home/Grades available in Parent Portal
January 19	Student/All Staff Holiday
February 6	Progress Reports Go Live in Parent Portal
February 11	Skate Night at Round-A-Bout 71st 5:30-7:30
February 13	Student Holiday/Telework Workday
February 16	Student Holiday/Required Workday
February 28	Spring Picture Day
March 5	Sweet Frog Spirit Night 3:00-7:00
March 13	Pupil Holiday/Teacher Workday
March 19	Reports Cards Go Home/Grades available in Parent Portal
April 3	Student/All Staff Holidays
April 6-10	Spring Break
April 16	Field Day (Rain Date April 17)
April 14- April 21	Benchmark 3

April 23	Progress Reports Go Live in Parent Portal
May 13-17	End-of-Grade Tests
May 20	Awards Day for PreK; K-2; 3-4; EC
May 21	5th Grade Crossover
May 22	Last Day for Students/Early Release at 12:40

SIT Meetings will be held on the 2nd Monday of each month at 2:50 pm.

***** If you block CCS messages, you also block J. W. Coon Elementary phone calls and messages. This means you will not receive any parent link notifications from JWCES concerning buses, school information, or crisis.***

After-school Activities

After-school activities are meant to enhance the academic and social-emotional development of our students. However, students must be picked up on time after all events. **If a student is picked up more than 10 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 before 7:15 AM. Parents must use the driveway at the rear of the school for drop-off. Please obey the speed limit and all posted traffic patterns, including pulling all the way forward in the drop-off line and following the guidance of staff members on duty. Only school buses and approved daycare vehicles are permitted to use the front driveway. After 7:45 AM, you and your child will be sent to the office for a tardy pass. Breakfast will not be served past 7:45 AM.

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 (CCS) is taking bold steps to combat chronic

absenteeism with the implementation of a revised attendance policy, which went into effect on January 1, 2025, for high school students. The updated policy, which communicates clear expectations regarding procedures for absences and emphasizes the importance of consistent school attendance, is part of the district's ongoing effort to address rising absenteeism rates and improve student outcomes. **The policy will be fully implemented at the start of the 2025-2026 school year when Elementary and middle schools begin implementation.**

Key Details of the Revised Policy 4400 Attendance:

- **Parent/Guardian Notes:** Elementary and middle school students are limited to ten parent/guardian notes to excuse an absence per year; High school students are limited to ten parent/guardian notes to excuse an absence per semester.
- **Documentation Requirements:** Absences will be marked unexcused unless a parent/guardian or doctor's note is submitted within five days of the student's return.
- **Excessive Absences:** Students accumulating more than 20 unexcused absences risk being retained (grades K-5) or failing a course (grades 6-12). *Students with excused absences due to documented chronic health problems are exempted from this policy.*
- **Waiver Process:** If a student has accumulated more than 20 unexcused absences, a parent/guardian may request from the school social worker a waiver for extenuating circumstances or legitimate illnesses..

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: **Student Absence Form**

As a part of the Every Minute Counts program, the parents/guardians of students with excessive tardiness and absences will have to attend a meeting with school system personnel. Some cases will be turned over to DSS.

BEHAVIOR/EXPECTATIONS/DISCIPLINE

The teachers and administration at J. W. Coon Elementary School we believe that a safe and orderly environment is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. We want to guide your children toward responsible decision-making. The following behavior goals have been adopted by J. W. Coon:

- We pledge to respect our school family, their belongings, and school property (be kind, ask to borrow materials and return them, and treat school property with care).
- We pledge to practice self-control in everything we do (listen and follow directions, wait your turn to speak, keep hands/feet/objects to ourselves, and remain seated).
- We pledge to be responsible by coming to school prepared to learn and participate in the learning process (have assignments completed, have needed supplies, eat breakfast, be on time, get plenty of rest, share ideas with classmates when appropriate, and ask questions when we don't understand).
- We pledge to always walk in a quiet and orderly manner so as not to disrupt other classrooms.
- We pledge to be good team members at J. W. Coon Elementary School (be cooperative, supportive of schoolmates, and display a positive attitude).

Minor Offenses

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school, remotely, and on the bus. Minor offenses include, but are not limited to, the following:

1. Talking out of turn or disrupting class
2. Not completing or turning in classwork and/or homework
3. Unauthorized eating or drinking
4. Being unprepared for class
5. Misuse of school passes
6. Failure to follow the directions of adults
7. Using inappropriate language or gestures
8. Being disrespectful to classmates by roasting, teasing, picking, or name-calling, etc.
9. Wandering or loitering in the hallways and/or restrooms
10. Bringing or playing with toys/games/collectible cards and other unnecessary items during school, including Uzi, Pokémon cards, baseball cards, electronic games, etc.
11. Integrity violation
12. Selling of goods and articles during school hours

Consequences for Violation of Minor Offenses:
Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to the principal or assistant principal. Consequences for minor offenses may include, but are not limited to:

- Reminder of appropriate behavior expectations
- Buddy Bounce to other classrooms (both on grade level and off grade level)
- Time-out, loss of free time, loss of privileges to include silent lunch
- Phone call to parent/guardian
- Apology to the appropriate individual(s)
- Parent conference
- Note to parents to be signed (please return to school the next day)
- Written reflection
- In-school suspension/Out-of-school suspension
- The teacher will keep any inappropriate items brought to school until a parent picks them up.

Major Offenses and Consequences are covered in the Cumberland County Schools Code of Conduct booklet, which is distributed to every student each year. You must review the CCS Code of Conduct with your child. Parents and students are responsible for knowing the rules of our county/school. Please review this booklet with your child. Students shall be subject to discipline, suspensions, and expulsions for violating rules/regulations outlined in our school rules and also those guidelines outlined in the CCS Code of Conduct.
All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the principal and assistant principal to investigate fully the cases of students appropriately referred to administration for misbehavior and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal or assistant principal.

Revisions to Short-Term Suspension (CCS Policy 4351)
Students will be given an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him/her. At the hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations, and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to the parent of the final decision. Initial notice may be by telephone, but will be followed by written notice no later than two days after the suspension is imposed.

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. I**mmediately 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. Students will be seated in a socially distant 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.

CELEBRATIONS

Each teacher may schedule two class celebrations per school year. These will be held at the winter holiday and at the end of the year. Birthday parties for individual students are not permitted. Treats may be brought to school to share with classmates for special occasions before 8:00 AM. Per Cumberland County School Board Policy, home-baked goods are not permitted. Flowers, balloons, or other surprises must not be sent or brought to school for students as this causes a disturbance to the learning process and cannot be taken home on the bus. These items will not be received or delivered to the student.
*In an effort to prevent hurt feelings on the part of pupils, students will not be permitted

to pass out party invitations at school unless the invitation is issued to all classmates.

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/Check-Out

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 who checked out before 11:00 a.m. will be counted absent. Any student who 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. Once students arrive on campus, during the school day, they become the responsibility 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 2:15 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.

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 from a parent or guardian. 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, based on 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

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 from school based solely upon a 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 2025-2026 and beyond:

1. **Pants** are not to be sagging around the hip area. Pants cannot have holes, large openings, rips, slits that are larger than your thumb. No openings can be higher than the knee area.
2. Please make sure all **shirts** worn cover the entire torso area. Examples: No oversized jerseys that expose a large portion of the side of the body and midsection areas. No crop tops. No spaghetti-strapped tops or dresses. If wearing a sweater must be worn on top.
3. **Shoes** are to be worn at all times in the building and on the campus. Soft-soled flats are preferred. Flip flops are not allowed. Crocs may be worn with the strap only.
4. Hats, caps, scarves, bandanas, or any type of head coverings are not to be worn into the school.
5. **Coats** must be placed in the closets upon arrival at school. Hoodies may not be worn and should be placed in the closet as well.
6. No off-the-shoulder shirts can be worn. All shirts should have sleeves or a 2-inch-thick strap.
7. Nothing will be worn that will be offensive to any race or gender, or which displays profanity in any form.
8. **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 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 in 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, or restrooms. Students may bring juice or water from home. Coffee and soda will not be permitted at school during lunch or snack times. **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

3rd-5th

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

S = Satisfactory N = Needs Improvement U = Unsatisfactory

Hours of Operation

The official student hours of J.W. Coon are 7:15 - 2:40. 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 10 minutes of the end 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 at 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 fewer after returning from an absence. The burden of responsibility for completing make-up work rests entirely upon the student rather than the teacher. Parents and teachers need to communicate to ensure that students can 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. 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, iPods, 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 returned to the parents of the student they were confiscated. Items not retrieved by the last day of school will be discarded.

Parent Communication
Guidelines for Communication:

1. **Response Timeframe:**
   All teachers and staff members will make every effort to respond to parent or guardian inquiries—whether by email, phone call, or ClassDojo/message platform—within 48 business hours (excluding weekends, holidays, or scheduled non-instructional days).

2. **Preferred Channels of Communication:**

   - Email (school-provided address)
   - School-approved communication platforms (e.g., ClassDojo, Remind)
   - Phone calls (leave a message with your name, child's name, and reason for the call)
   - Scheduled in-person or virtual meetings (as needed)

3. **Communication Hours:**
   Teachers and staff are available for communication during school business hours (typically 7:30 AM – 4:00 PM). Messages received outside of these hours will be addressed within the next available business day.

4. **Urgent Matters:**

   - For emergencies or time-sensitive concerns (e.g., changes to transportation), please contact the front office directly by phone and send an email for transportation changes. These changes may not be taken over the phone.
   - Classroom teachers may not be able to check messages during instructional time.

5. **Respectful Communication:**
   All communication should be professional and respectful. Our staff is committed to partnering with families in a manner that supports student growth and well-being.

6. **Meetings and Conferences:**
   Teachers or staff may request a conference with a parent or guardian to discuss academic or behavioral concerns. Likewise, families may request a meeting, which will be scheduled based on mutual availability within a reasonable timeframe.

Additional Notes:

- Staff are not required to respond during non-contract days or official breaks.
- Repeated communication within 48 hours is not necessary and may delay response.

Parent Conferences

Official Parent Conference Days and Times have been placed on our school calendar. If concerns arise 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 District-Wide Student Cell Phone Policy (CCS Policy 4318)

Executive Summary for Families, Students, and Staff

Policy 4318: Student Use of Cell Phones and Personal Devices

Effective August 13, 2025 – Cumberland County Schools (CCS)

Why This Policy?

Cumberland County Schools (CCS) is committed to promoting responsible digital use while supporting a safe, orderly, and engaging learning environment. This policy was adopted in response to both local needs and a new state law (G.S. 115C-76.100), which requires all North Carolina school districts to prohibit students from using personal devices during instruction.

What's Not Allowed?

Unless clearly authorized, students are **not allowed to display, use, turn on, or make visible** any personal devices (like phones, earbuds, smartwatches, etc.) during instructional time.

- Devices must be **turned off and put away** (out of sight and not easily accessible—e.g., in a backpack or locker).
- For **elementary students**, no device use is allowed from bell to bell, during the entire school day (subject to the limited exceptions described below).

School Level	Permitted Use
Elementary	Devices may be brought to school but must remain off and put away during the entire school day. Use is allowed only when: • Authorized by an IEP, 504 plan, or health plan • Approved in advance for assistive, safety, or translation needs • In an actual emergency and authorized by staff (e.g., family death, serious illness—not schedule changes)

Buses	Use is generally allowed before and after school. However, bus or school staff may restrict use if it creates safety concerns. Audio must be played with earbuds or headphones at a reasonable volume. Students must still be able to hear directions from staff.

If a Student Breaks the Rules

- **First offense**: Verbal warning to turn off and put away the device.
- **If ignored or repeated**: Will result in consequences outlined in the Student Code of Conduct and/or temporary confiscation of the device.
- **Repeated or disruptive behavior**: School administrators may determine that a device will be held until the end of the day and/or require a parent to retrieve it. Parents will be notified if patterns emerge.
- **Other violations:** Other misbehavior associated with or related to violations of the cell phone policy may result in additional consequences under the Student Code of Conduct, depending on the nature of the specific conduct.

Privacy and Device Searches

School staff may search a student's personal device if there is **reasonable suspicion** of a violation of law, Board policy, or school rules, following CCS's student search policy (4342).

Responsibility and Security

Students are responsible for the safety and security of their personal devices. **CCS is not liable** for lost, damaged, or stolen items, even if temporarily confiscated.

Family Communication Tips

- Please **do not call or text your child** during school hours.
- Contact the school office to relay any urgent messages.
- Partner with your child to understand and follow the new policy, and to promote healthy device habits.

For questions or to read the full policy, contact your school or visit www.ccs.k12.nc.us.

Students will not be allowed to use school telephones. All emergency calls will be made by school personnel. Students will not be permitted to use cell phones during the school day. Use of a cell phone or any communication device is not permitted.

Theft prevention

The best way to stop theft is to be conscious of the fact that you can eliminate the opportunities for theft to occur. ***If you have something stolen, report it to the office and your teacher immediately. The school will not 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.***

Transportation

Car Riders
In order to ensure the safety of all of our students, it is important to explain the Drop-Off and Pick-Up procedures. Please adhere to the following guidelines at all times. Also, please remember that if you live within the J. W. Coon district and outside the one mile radius, your child may ride the bus.
Morning Drop-Off: All Students- Back Parking Lot Only

- No cars will be allowed in the front parking lot (bus lot) in the morning.
- Parents must drive through the parking lot and let students out at the designated area. Visitors will not be able to enter the school building during arrival or dismissal times. If a student needs assistance walking to class, a staff member will be available to escort him/her.
  After the 7:45 tardy bell, a legal parent/guardian MUST park and escort the student to the front office to check them into school.

Afternoon Pick-Up:
No checkouts will be permitted after 2:15 as the dismissal process begins.

Car Riders

- ❖ Parents must drive through and pick up their student at the designated area. Parents must have a pick-up tag displayed in the vehicle.
- ❖ NO PERSON SHALL PARK OR GET OUT OF THEIR VEHICLE DURING DISMISSAL PICKUP.

Bus Transportation

Safe transportation of our students to and from school is of the utmost importance to all of us. Your patience and cooperation will be appreciated during the first few days of school as routes and timetables are established. Please have your child at the assigned bus stop 10-15 minutes prior to the scheduled arrival time. First & second-grade students without a signed release form on file must be met on time at the bus by a parent/guardian. Students returned to school for parents failing to be at the bus stop on time or not at all to pick up their child may temporarily lose bus riding privileges.
Students who ride buses are expected to conduct themselves in an orderly manner AT ALL TIMES. *School transportation is a privilege, not a right.* Students shall observe the directives of the driver at all times while riding the bus. Failure to follow directives may result in suspension from riding the bus, as determined by the principal and/or assistant principal. Students are prohibited from bringing anything dangerous or disruptive on the bus to include weapons, glass objects, or live animals on the buses.
The following conduct is specifically prohibited:

- Changing seats, standing, sitting improperly, playing, throwing items, kicking, hitting & fighting.
- Refusing to meet the bus at a designated stop, leaving the bus without authorization when en route to or from school, and/or delaying the bus schedule.
- Talking loudly, yelling, screaming, and/or using profanity.
- Inappropriate use of technology, ie, inappropriate sites, recording others, taking pictures, etc.
- Distracting the driver while the bus is in operation.
- Not following the directions of the bus driver and/or refusing to obey the driver.
- Not adhering to the Cumberland County School's Code of Conduct.

Transportation Changes
All changes in how a child is transported home must be submitted to the teacher in written form, along with the parent's signature and contact information. Changes in transportation will not be made via phone calls.

Late changes confuse and will not be honored. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, daycare vehicle, or any other mode of transportation. Parents or other persons designated to pick up students in the afternoon cannot take students off a bus or a daycare van unless they first go into the office and check the students out according to school policies and procedures, which include ID verification. Safety policy prohibits parents, or other persons designated to pick up students in the afternoon from walking or driving into the bus parking lot or the daycare parking area. In addition to violating safety procedures, staff members on duty in these areas have no data with them to confirm that a person who is attempting to take a child off a bus or remove a child from a daycare vehicle is an approved parent or person listed on the Student Data Card in the office.

When it is necessary to change the customary arrangements for your child's transportation, please plan to ensure that you comply with policies designed for the safety

and welfare of all persons on the J. W. Coon campus. If you have any questions or concerns about our buses, please contact the assistant principal at 425-6141.

Discipline Policy for Bus Infractions is as follows:

- 1st Offense - Typically, a written or verbal warning will be given for minor infractions. Severe infractions such as physical aggression, fighting, etc., will result in suspension of bus privileges for a first offense.
- 2nd Offense - 1-3 day suspension of bus riding privileges.
- 3rd Offense - 3-5 day suspension of bus riding privileges.
- 4th Offense - 5-10 day suspension of bus riding privileges.
- 5th Offense - Termination of bus riding privileges for the remainder of the school year.

If a problem arises, we have asked students to use the following procedures rather than take matters into their own hands: 1. Notify the driver of the problem. 2. Notify the teacher of the problem. 3. Notify the assistant principal.

PARENTS WILL BE RESPONSIBLE FOR THE TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL WHEN BUS RIDING PRIVILEGES ARE SUSPENDED.

As a reminder, public school laws prohibit parents and other non-school employees from stepping onto a school bus. Non-school employees who violate this law will be charged with trespassing and prosecuted through the court system.
**CCS Bus Rule: Bus transportation will be based on the student's home address of record. Students will not be permitted to ride a bus to the home of a friend, grandparent, relative, child care provider, or daycare.

Parent & Visitor Code of Conduct and Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of J. W. Coon Elementary School, it is essential that all parents and visitors on school property be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook and the Comprehensive School Safety Plan. This includes phone calls to the school and written messages through email and Class Dojo.

Parents are expected to:

Recognize that the education of children is a joint responsibility of the parents and the school.

Help their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.

Ensure that children bring only items appropriate and related to the instructional program to school.

Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and our school.

Build good relationships with the faculty and staff.

Help their children deal effectively with peer pressure.

Inform school officials of changes in the home situation that may affect student conduct or performance.

Insist that their children be dressed and groomed in a manner consistent with the student dress code.

Provide a place for study, and ensure homework assignments are completed.

Review the CCS Student Code of Conduct with their child and sign it.

Public Conduct on School Property and School Phone

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

Anyone who is not a regular staff member or student of the school will be considered a visitor.

All visitors and volunteers must complete the mandatory CCS Background Check and be cleared to enter the building.

All visitors to the school must report to the office upon arrival at the school, produce an ID, and state the purpose of the visit. After confirming identity and background approval, visitors will sign in and will be issued a visitor's badge. This badge must be worn at all times while in the school or on school grounds. The visitor must return the badge to the front office and sign out before leaving the building.

Parents who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) 48 hrs in advance, so that class disruption is kept to a minimum. Classroom visits will not exceed 20 minutes.

Teachers are expected not to take class time to discuss individual matters with visitors.

Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police will be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property, School Phone, or Class Dojo

No person shall:

Verbally abuse, harass, or disrespect any other person on school property.

Intentionally injure any other person or threaten to do so.

Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee, or any other person lawfully on school property, including graffiti or arson.

Disrupt the orderly conduct of classes, school programs, or other school activities.

Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

Intimidate, harass, or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability

Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

Obstruct the free movement of any person in any place to which this code applies.

Violate the traffic laws, parking regulations, or other restrictions on vehicles.

Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers. Loiter on or about school functions.

Gamble on school property or at school functions.

Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

Willfully incite others to commit any of the acts prohibited by this code.

Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of a disruptive visitor to remain on school grounds or at any school function shall be withdrawn, and they shall be directed to leave the premises. If they refuse to leave, the SRO will be called, and they shall be subject to ejection. "No Trespassing letters" will be issued to those who violate the peace or safety of our staff and students.

The district reserves its right to pursue civil or criminal legal action against any person violating the code.

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. Parents must complete a withdrawal form in the front office to complete a withdrawal or transfer.

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 the 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 because of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in 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 based on 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 about 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 a 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) who are reflective of the socioeconomic and racial diversity of the school. Our School Improvement Team will meet **every 2nd Monday** to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information promptly. 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, the entire school staff, and students will share the responsibility for improved student achievement and 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.

School & Family Learning Compact

It is the mission of J.W. Coon Elementary School to make the learning process more exciting, inviting, involving, flexible, and unified. In order to achieve this goal, the home and the school must be willing to recognize and agree upon the responsibilities of each party in the learning process. This learning compact lists the ways students, parents and families, teachers, and principals can contribute to the success of every student.

Please acknowledge receipt and review of the J. W. Coon Handbook, Parents' Right to Know Statement, and Student Learning Compact at: Signature Form.