



Student / Parent Handbook

2023 – 2024

*Information in handbook is subject to change based on district & school policies *

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Winding Springs Elementary School Information:

The Winding Springs School bell schedule is 8:30 am until 3:30 pm.

Front office hours are from 8:00 am until 4:00 pm.

Please note the following:

8:00 am- Student arrival begins- Parents may not leave students by the entrance door unsupervised prior to 8:00 a.m.

8:25 am- Morning arrival and Car line are complete (ALL students arriving late must be signed in by their parent/guardian)

8:30 am- Instructional day begins

3:30 pm- Dismissal begins

3:45 pm- Afternoon Car line complete (All students who have not been picked-up by 3:45pm, will report to the main office to begin calling parents. A parent or guardian must come into the front office, present a picture ID, and sign out your child.)

At Winding Springs all students are empowered to pursue their purpose and passion when they feel valued, safe and comfortable. Therefore, we consistently build meaningful and trusting relationships which nurture the academic and social emotional growth of our community.

Our Beliefs:

Integrity: We hold ourselves and each other accountable for implementing high quality practices.

Empathy: We use problem solving structures to deepen our understanding of student needs and align our practices to those needs.

Community: We have collective responsibility for the outcome of students and work together to lay support for students.

Winding Springs' School-wide Positive Behavior Plan:

Respect:

- *Showing consideration through my actions
- *Being kind, courteous, understanding, empathetic, and fair to all
- *Honoring my peers' right to learn by positively contributing to the class
- *Honoring those who support me and my learning

Responsible:

- *Doing what is expected of me at all times, in all settings
- *Accomplishing what I promised so others can depend on me
- *Being accountable for my actions and their outcomes
- *Showing the courage to resist negative peer pressure
- *Being truthful and forthcoming

Safe:

- *Helping others when they need support
- *Making sure my actions are always safe for me and those around me
- *Doing my part to make sure all areas of our school are safe for all
- *Cleaning up after myself / Working to keep our school & classrooms neat and tidy
- *Avoiding negative situations / Alerting a trusted adult to anything dangerous
- *Controlling my feelings or asking for help with this, when I need support

After School Enrichment Program:

If your child attends or would like to attend the ASEP program, parents can register on the ASEP website:

<https://www.cms.k12.nc.us/cmsdepartments/asep/Pages/default.aspx>

Attendance:

Full-day student attendance and timely arrival at school are essential for student success. When students are absent for all or a portion of the day, they miss important instructional opportunities. Therefore, it is important for all students to arrive on time and attend school every day when they are healthy. North Carolina statute § 115C-378 states that "Every parent, guardian or custodian in this State having charge or control of a student between the ages of seven and 16 years shall

cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned shall be in session.” Therefore, in order to aid our students in developing the necessary academic and life skills to prepare them for college, career, and beyond, Winding Springs Elementary will follow the procedures listed below in response to student truancy:

An **EXCUSED ABSENCE** includes:

- Illness when documented by the parents/guardians or a physician (chronic, repetitive offenses must have documentation by the physician)
- Professional and/or court appearance
- Periodic medical or dental appointments
- Inclement weather
- Required religious observances
- Death of a family member

Please contact the front office at 980-343-5140 when your student is absent. The school may request formal documentation from medical professionals should absences become excessive. The following steps will be implemented should students be absent for unexcused reasons:

# of Unexcused Absences	Action Steps:
3 absences	<ul style="list-style-type: none"> • Parent/Guardian will receive a 3-day absence letter
6 absences	<ul style="list-style-type: none"> • Parent/Guardian will receive a 6-day absence letter • Parent/Guardian will be contacted for a meeting with school administration and/or counseling staff to implement an absence action plan
10+ absences	<ul style="list-style-type: none"> • Parent/Guardian will be contacted for a meeting to review absence action plan and connect with additional outside resources • Parent/Guardian will receive a certified 10-day absence letter • School may follow procedures to report the case to the Juvenile Court for truancy

Attendance HEROES Incentive Program:

At Winding Springs we’re looking for students who are Here, Every day, Ready, On time, Excited for, School. Our goal is to maintain as close to 100% attendance as possible each day. Each class that has over 90% and those classes who have 100% participation receive many different incentives for being present. A high rate of attendance also allows us to utilize that time to have a positive impact on your children socially, emotionally, behaviorally, and academically as we work to create GREAT kids at Winding Springs!!

Attendance: Sign-in/Sign-out Policy:

- Your student is at school to learn. Instruction is continuous from 8:30 a.m. until 3:30 p.m.
- Any early dismissal of a student requires an adult to sign him/her out. The adult must have a valid license or ID. The adult must be listed as an approved adult, guardian, or caregiver on the emergency contact sheet. If you must pick up a student early, please send a note via Class Dojo or send an email to the child’s teacher and front office.
- All parents must report to the front office to sign out their child.
- **There will be NO dismissals after 2:30 p.m.**

Behavior:

The purpose of behavior guidelines is to ensure an enjoyable, cooperative, respectful, and safe environment for learning. Students are responsible for their personal behavior at all times. Students are required to accept the leadership and authority of the administration, teachers, and other staff members. They are expected to be aware of the CMS Code of Student Conduct and follow system wide policies and regulations along with school rules and procedures regarding acceptable behavior. The Code of Student Conduct may be accessed here

<http://www.cms.k12.nc.us/parents/resources/pages/handbooksformsandnotices.aspx>

Bus:

Bus information is provided at the beginning of each school year. Parents who wish for students to ride the bus or need to make changes to bus transportation must do so through the bus transportation website

<https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/Routing-and-Scheduling-Forms.aspx>

Please remind your children that riding the school bus is a **privilege**. Students riding the bus must adhere to safety and behavior guidelines. Students are expected to be at the stop 10 minutes prior to the assigned pick-up time. Students are expected to sit in an assigned seat, talk quietly, and follow the driver's directions. Standing, yelling, making inappropriate comments, and any physical contact with others are violations of bus guidelines and these behaviors are not Respectful, Responsible, or Safe.

Students who do not adhere to bus guidelines will be disciplined as follows:

- 1st offense: conference with student and verbal warning
- 2nd offense: conference with parent
- 3rd offense: bus or school suspension

For more serious offenses, a student may be suspended from the bus. Please speak to your children about bus safety and the importance of practicing good bus behavior both to and from school.

Cafeteria:

The breakfast & lunch period should be a positive experience for all students. Therefore, there are specific expectations and procedures for ensuring students get through the line appropriately; (display proper behaviors, clearly state their order, use manners & have positive interactions with the cafeteria staff and each other, etc.).

Breakfast is served from 8:00 am–8:45 a.m. Provisions will be made for students if they arrive later than 8:45am because we WILL provide breakfast to every student who wants to eat. Students who eat breakfast are required to report directly to the cafeteria after entering the building.

Parents may bring store-bought treats to the cafeteria during the regularly scheduled lunch time to celebrate a child's birthday. Please make sure the teacher is aware of this in advance. Please do not bring or send balloons or gifts to school. If this occurs, they will remain in the front office until the end of the day.

Car Rider Arrival/Dismissal:

Safety and supervision supersede all we do at Winding Springs. It is our job to ensure all children are safe and supervised while on school grounds. Please follow all traffic patterns and staff directions during student arrival and dismissal. Additional information regarding Arrival and Dismissal procedures will be sent at the start of the year. For safety purposes students will only be dismissed through the carpool line if the appropriate car rider tag is visible. These will be issued during the first few school days of school and parents can request a car tag by contacting **Ms. Provenzano, Assistant Principal**. The car ride arrival ends promptly at 8:25am and car rider dismissal ends promptly at 3:45pm. If after those times, parents/guardians, must come inside the building following the procedures to either sign-in or sign-out their child depending on arrival or dismissal.

Cell Phone/Smart Watch Policy:

A student may possess a cell phone or smart watch on school property, at after-school activities, and at school-related functions. However, the cell phone, smart watch must remain off and stored in backpacks during school hours. Failure to follow this policy will result in the cell phone or smart watch being confiscated and/or other disciplinary actions. If a student has their cell phone or smart watch confiscated, the parent/guardian will be contacted by the school administrator. Parents will be required to pick up the confiscated item between the hours of 7:30 a.m. and 4:30 p.m. in the front office. Multiple violations of this policy will result in the loss of the privilege to possess a cell phone or smart watch on school property and the consequences outlined under the specific rule violated in the CMS Code of Student Conduct. The school is not responsible for theft, loss, or damage to cell phones or smart watches brought onto its property.

Change in Transportation:

If an emergency and you need to make a change in the way a child traditionally goes home, please do the following:

- Send written documentation to your child's teacher and the front office. You may send their teacher a note, email, or Class Dojo message. Phone changes are not permitted!
- For early dismissal, a parent or guardian must come into the front office, present a picture ID, and sign out your child.
- **There will be no early release after 2:30 p.m.**

Health Policies & Procedures

Medication: If your child needs to take medication of any kind at school, we must have a form completed by your doctor with specific instructions on dosage. Forms are available from the nurse. This includes over-the-counter medications, prescriptions taken on a daily basis and prescriptions taken on a temporary basis.

Allergies: If your child has a food allergy, please notify Nurse Christina and your child's teacher.

Asthma: If your child has asthma, please notify the school nurse to create an asthma action plan.

Diet Order Form: If your child has a specific diet, please contact our cafeteria manager, Mr. Addison, to complete the appropriate forms.

Power School:

Charlotte Mecklenburg Schools offers a program to parents/guardians that is called PowerSchool/ Parent Portal. Power School allows families to stay updated on their child's attendance, assignments, grades and other important information. For K-2 students the program is for attendance and demographic information. In grades 3-5 all academic information (grades, EOG results, attendance, etc.) is accessible. If you are new to our system, please call the front office to request your username and password. If you have a child continuing in CMS, the username and password will still be active this school year.

Parent Volunteers:

Parents are welcome to participate in school activities. In addition to visiting, there are many opportunities to be involved as a volunteer. Opportunities include classroom helpers, office/technology assistants, and media assistants. Please consider volunteering by contacting your child's teacher, the school office or the PTO volunteer coordinator. The website to register with CMS is <http://cmsvolunteers.com>. All volunteers must register prior to volunteering.

School Improvement Team (SIT):

The School Improvement Team is made up of school administration, teachers, staff, and parents who meet monthly to oversee the school improvement planning process. There is a general election for the SIT membership. The principal may add members to the team to balance the representation to reflect the student population of the school. This team focuses on the "big picture" of the school and looks at ways to continue to improve throughout the year. If parents are interested in this committee, please join us for our monthly meetings or you may contact the principal for more information.

Safety:

Safety and supervision supersede all we do at Winding Springs. The following protocols are in place to ensure that students and staff are safe at all times. All visitors must present a valid ID, sign in the front office using the Lobby Guard system and wear a visitor name badge while on campus. All doors, including the main entrance will be locked during the school day. District safety audits are conducted throughout the year to monitor our effectiveness in responding to an emergency. We will conduct safety drills, including lockdowns, fire, and tornado drills to practice how to stay safe in an emergency. Please follow the directions of the school staff if you are on campus during a drill or emergency. We request that you help us monitor student safety in our building. Please notify ANY staff member of any situation or condition that appears to be unsafe.

SOAR:

The SOAR program is the schoolwide behavior program being implemented during the 2023-2024 school year at WSE. SOAR stands for "Students Owning Actions and Results". Students will be explicitly taught expectations in regard to the schoolwide behavior matrix which includes Respect, Responsibility, and Safety. When students demonstrate schoolwide expectations, they will be rewarded within their classroom and through schoolwide incentives and celebrations. SOAR requires consistency across all school settings and teachers/faculty/visitors will reward students for displaying positive behavior.

Uniform Policy:

Winding Springs is a Uniform School. While there will be plenty of opportunities when we have a “dress down” or “spirit” day, it is expected that all students will be in uniform every day. The specific attire regarding “dress down” days will be communicated to you via connect ed, ParentSquare, Facebook, Instagram, and Twitter.

Tops: Students may wear a white, navy or green polo shirt. They are welcome to wear Winding Springs t-shirts any day.

Bottoms: Students may wear khaki or navy bottoms.

Footwear: Students must wear closed toe shoes/sneakers with their uniforms.

Outerwear: Students may wear any type of outerwear. They will be asked to remove hoods/hats in the building.

Visitors:

We welcome ALL visitors to our school. Visitors must register in the front office through the Lobby Guard security system. In order to sign into Lobby Guard, you must present a valid driver's license or ID. Please plan to arrive at least 30 minutes prior to any special events held on campus in order to allow time to sign-in. The Lobby Guard security system is a safety measure required by CMS. If you'd like to schedule a visit to observe your child(ren) please communicate with your child's teacher and call your child's contact administrator, Ms. Provenzano (PK, 1, 3, and 5) and Ms. Peterson (K, 2, and 4), at 980.343.5140.