

Winter Park Elementary School

Student-Parent Handbook

2019-2020



204 South MacMillan Avenue

Wilmington, NC 28403

Phone: 910-350-2159

Fax: 910-350-2155

Mission Statement

The mission of Winter Park Elementary School is to create an inviting, safe and global learning community. We will value and respect all, while providing meaningful life experiences and connections that develop successful, joyful and responsible life-long learners in the 21st century.

Our Emotionally Safe Learning Environment at Winter Park

Winter Park Elementary has a very specific philosophy about creating and maintaining an emotionally safe learning environment. We strongly believe that all children at our school should have access to all the benefits and activities that the school offers. No one should ever feel uncomfortable because he/she can't participate in whatever is happening at school. Therefore, we do not ask students to bring money to school to buy anything or to pay for any activities. We provide everything free—from school supplies to field trips and yearbooks. The benefit to the school as a whole is that all children feel emotionally comfortable for learning and forming social relationships. Every person in our school community is equally respected and valued. All students and all adults are winners!

Some of the procedures we have implemented to help achieve our emotionally safe learning environment are listed below:

- The school provides school supplies. There is no need to bring supplies from home.
- All field trips are free to all students.
- When we have ice cream in the cafeteria, all students will receive it free of charge.
- All students get a free yearbook.
- T-shirts are free to all students when new ones are created, about every three years.
- We never collect money from students for gifts, parties, prizes, etc.
- All supplies for required projects are provided by the school.
- When parents or any adults come to school for lunch, they eat cafeteria lunches or bring food from home. Please do not bring fast food lunches from community businesses for equity issues as well as health issues.
- Book fairs are held after school hours to prevent some students from feeling left out and "less than".
- Every child is always respected for being himself/herself and for making progress on his/her learning level.

NOTE: Funding for the activities above listed comes from donations made to our PTA's "Make It Happen" campaign, as well as federal, state and local budget monies. If you would like to make a supply donation please contact your child's teacher, or Kathy Elliott (kathy.elliott@nhcs.net), Treasurer, at extension 205 for specific supply information.



Winter Park Elementary

Family Engagement Policy 2019-2020

School vision statement: We will create an inviting, safe and global learning community. We will value and respect all, while providing meaningful life experiences and connections that develop successful, joyful and responsible life-long learners.

List of assurances:

- Engage parents in developing a family engagement policy and make parents aware of their right to be involved in their children's education.
- Host annual Title I meeting. (9/13/19)
- Dedicate at least 1 percent of Title I funds for family engagement, with parents involved in deciding the best use of these funds.
- Develop a compact that outlines shared responsibilities for student achievement for parents and school staff.
- Build parent capacity by explaining state academic standards, showing how parents can support student learning at home.
- Provide take-home educational materials.
- Coordinate with other federal, state, and local programs, including early childhood and English learner programs.
- Provide materials in a language parents can understand, to the extent practicable.

Plan of Action

· **Title I annual meeting:** Parents' rights to be involved in children's education, Title I programs, family engagement policies, and state assessments are explained in a stand-alone meeting early in the school year and not as part of an open house or back-to-school night. A summary of the meeting can be found on the Winter Park website for parents that were unable to make the meeting and parents are encouraged to complete a Fall Title I Survey to provide input on how to use parent involvement funding. A follow-up meeting and survey in the spring provides additional parent feedback on Title I programs and allows for adjustment of programs for the upcoming school-year.

· **Policy on school meetings:** School schedules alternate meeting times for the annual Title I meeting to accommodate parent schedules. Transportation and child care are also paid through the Title I family engagement set-aside to encourage attendance.

· **Outreach to all families:** The school year begins with an event focused on grade level curriculum (Curriculum and Coding Night) and the school year ends with a celebration to highlight progress throughout the year (EOY Parade). Parents are encouraged to volunteer at school, including their children's classrooms. Teachers are required to complete weekly newsletters home and encouraged but not required to ride the bus home with students.

· **School partnerships:** School partners with UNCW and United Wesley Memorial UMC (Work Study and PAL's) to develop additional adult/student relationships and assist learners with academics. Translation services in Spanish are made available to parents at meetings. The school is assisted by a refugee resettlement agency. It also has a memorandum of understanding with local Head Start, Coastal Horizons, and New Hanover County Health Department.

· **Communication:** The school is committed to meaningful, two-way communication. School messages are delivered when necessary through robocalls, emails, and social media. The school publishes a monthly newsletter. It also surveys parents on all Title I policy, needs assessment, and funding decisions.

· **Use of family engagement set-aside:** Title I funds are set aside for take-home educational materials, providing transportation, and special events planned to support the parents of students at our school.

· **Parent capacity building:** Throughout the year, the school hosts family-oriented academic activities, such as a math night, science night, and coding nights. Take-home educational materials are provided.

· **Teacher capacity building:** Teachers participate in monthly Socratic seminars on topics such as equity in schools, relationship building, and innovative educational practices.

· **Parent advisory council:** The school has a parent advisory council that meets monthly with the principal and school staff. Every meeting focuses on a topic like the school budget, state academic assessments, the needs assessment, the parent-school compact, or family engagement policies.

· **Documentation:** Parents must sign in at all school meetings and activities. Sign-in sheets are recorded with dates and times and collected and archived for audits. The school also keeps parent survey results and meeting minutes as well as copies of the Title I plan and parent-school compact.

· **Parent-school compact:** This is included as part of this Title I plan.

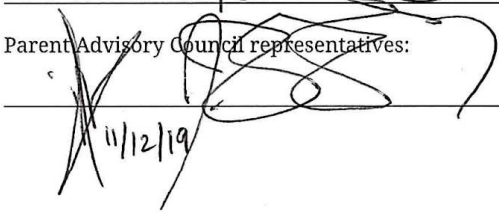
Principal signature:



Date:

11/12/19

Parent Advisory Council representatives:



11/12/19

Winter Park Elementary School
Administration, Teachers, Support Staff
2019-2020

Principal: Paul Slovik

Assistant Principal: Andrea Solana

Teachers

Teacher Assistants

Kindergarten

Cathy Getchell
Jessica McQueen

Hillarie Sharpe
Colleen Hurley

First Grade

Amy Connell
Kelly Read
Kristin Rudy

Tracey Beck
Johnna Griffith
Mary Vaught

Second Grade

Bethany Parkhill
Chelsea Motyka
Kim Ward

Third Grade

Megan Deal
Lindsay Kahrs
Natalie Rodgers

Fourth Grade

Abby Moser
Leah Creswell

Fifth Grade

Ruth Gourley
Sara Price
Thomas Duncan

EC Support Teachers: Nancy Brewer, Mary Beth Moore, Jacqueline Dalessio

EC Teacher Assistants: Nancy Jenkins, Athena Poulos, LaTroya Murrell

AIG: Tara Mulvey

Art: Amy Jo Mason

Counselor: Meranda Kohlenberg

Custodians: Carolina Torres-Balderas,
Martha Rourk, Cristina Huerta

Data Manager: Marilyn Lobough

ESL: Danielle Barone

Reading Coach: Marissa Neely

Media: Jessica Moore

MTSS: Catherine Fox

Music: Allyson Stoddard

Nurse: Tina Reaves

Receptionist: Kim Cotterman

Speech: Michaela Torres

Social Worker: Danielle Cooke

PE: Andrew Early

Technology: Mary Rizzo

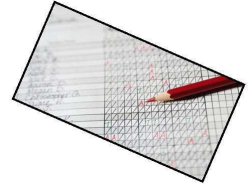
Treasurer: Kathy Elliott

Winter Park Phone Extensions 2019-2020

| Name | Extension | | Name | Extension |
|-----------------------------------|------------------|--|----------------------------------|------------------|
| Barone, Danielle | 114 | | Mason, Amy Jo | 225 |
| Beck, Tracey | 124 | | McQueen, Jessica | 126 |
| Brewer, Nancy | 206 | | Moore, Jessica | 235 |
| Cauciella-Bologna, Patrice | 128 | | Moore, Mary Beth | 231 |
| Connell, Amy | 124 | | Moser, Abby | 302 |
| Cooke, Daneille | 219 | | Motyka, Chelsea | 115 |
| Cotterman, Kim | 201 | | Mulvey, Tara | 116 |
| Creswell, Leah | 301 | | Murrell, LaTroya | 232 |
| Dallessio, Jacqueline | 232 | | Neely, Marissa | 113 |
| Deal, Megan | 238 | | NURSE - Tina Reaves | 217 |
| Duncan, Constance | 207 | | Parkhill, Bethany | 112 |
| Duncan, Thomas | 228 | | Poulos, Athena | 231 |
| Early, Andrew | 303 | | Price, Sara | 224 |
| Elliott, Kathy | 205 | | Read, Kelly | 123 |
| Fox, Catherine | 128 | | Rizzo, Mary | 239 |
| Getchell, Cathy | 127 | | Rodgers, Natalie | 242 |
| Gourley, Ruth | 223 | | Rudy, Kristin | 125 |
| Griffith, Johnna | 123 | | Sharpe, Hillarie | 127 |
| Hurley, Colleen | 126 | | Shivar, Nancy (cafeteria) | 109 |
| Jenkins, Nancy | 232 | | Slovik, Paul | 203 |
| Kahrs, Lindsay | 241 | | Solana, Andrea | 204 |
| Kohlenberg, Meranda | 240 | | Spencer, Eric | 108 |
| Lobough, Marilyn | 202 | | Stoddard, Allyson | 129 |
| | | | Vaught, Mary | 125 |
| | | | Ward, Kim | 236 |



North Carolina General Statute 115C-378 Compulsory Attendance



Unexcused Absences

- Parent notified of excessive absences (3,6, or more)
- Conference held
- Interventions put in place

10 Accumulated Unexcused Absences

- Referral made to Judicial Attendance Council
- Mandatory meeting before Council

*****Failure to attend this meeting may result in criminal sanctions or charges of violations of the Compulsory Attendance Law*****

Excusing Absences

The school must receive satisfactory evidence of...

- Illness or injury
- Quarantine
- Death in the immediate family of the child
- Medical or dental appointment (note from the doctor)
- Court or administrative proceedings
- Religious observance
- Immediate demands of the farm or home
- Educational opportunity (Prior approval by the principal of a trip is required).

Unexcused Absences

- Missing the bus
- Oversleeping
- Inclement weather
- Babysitting, etc.

Arriving Late or Early Dismissal

- Students must be accompanied by parent/guardian inside the school
- Excessive tardiness/early dismissals are reported to the social worker

Continued non-compliance may result in notification of:

- Department of Social Services
- Juvenile Court
- District Attorney

Questions regarding your child's attendance can be directed to your child's teacher or the school social worker, Daneille Cooke at 350-2159 x219 (daneille.cooke@nhcs.net).

School Procedures



School Hours

- 7:30 a.m. Students may go to classrooms and begin their morning work.
- 7:30—7:50 a.m. Students may get breakfast in the cafeteria.
- 7:55 a.m. Morning announcements begin
- 8:00 a.m. Tardy bell rings. Students arriving after 8:00 a.m. are tardy and must be checked in at the office by an adult.
- 2:30 p.m. Dismissal begins

Parents who bring their children to school should get them here between 7:30—7:50 a.m. in order to avoid tardiness and to give students an appropriate beginning for the day.



Tardiness and Early Dismissal

Any student who arrives after 8:00 a.m. must be checked in at the office by an adult. The student is marked tardy, and the receptionist will give him/her a tardy slip for admission to class.

If tardiness becomes a problem, the principal, social worker, and counselor will work with families to establish procedures for getting to school on time. Further action will be taken if tardiness continues to be a problem.

If you must check your child out before regular dismissal, write a note to your child's teacher. When you arrive to check out your child, go to the office and the receptionist will call your child to the office. **There will be no early check outs from the office after 2:00 pm.**

Transportation Changes

We must have notification from the parent or guardian if your child's afternoon transportation is changing from the transportation plan that the teacher has. To change your child's transportation you may send a note to the teacher or you may call Mrs. Cotterman at 350-2159, ext. 201. If you call Mrs. Cotterman about the change, please call before 1:00 p.m. Do **NOT** call the teacher's extension to leave transportation changes because the teacher will check her messages after dismissal. **Students may not ride a bus home with a friend.**

Regular Attendance

All children are required to be in school unless there is a legitimate reason for absence such as sickness. (See previous section on N. C. Compulsory Attendance)

If your child is absent because of sickness, send a written note to the teacher explaining the reason for the absence and the date(s) of the absence(s). All absences are marked unexcused until the written note is sent to the teacher.

Absences will be monitored by the teachers, principal, social worker, and counselor. We will contact parents if absences become a problem.

Regular attendance is very important to children's success at school. Being at school every day on time ensures that your child gets the maximum instruction that is provided by the school. Regular attendance also helps your child develop the concept of dependability.

Bus Behavior

Students reported by the bus driver for misconduct will be handled on a case-by-case basis. Parents will be contacted. Continued misconduct or a single serious offense may result in loss of privilege to ride the school bus.

Staff will supervise students as they arrive in the morning. Parents should say good-bye at the drop-off area as parking is difficult. We ask that you do not go into classrooms in the morning because the teacher is busy getting the day started and supervising students.

Volunteering

We welcome parents who volunteer in the school. If interested, please inquire about opportunities with your child's teacher. When you arrive to volunteer, sign in on the computer by the reception area and print out a nametag to wear.

Classroom Visits and Observations

Unscheduled classroom visits and observations are not permitted at Winter Park Elementary. We welcome all parents to each lunch with your child at scheduled lunch times.

Birthdays

Individual teachers have developed activities and procedures for celebrating birthdays. Teachers have a once-a-month celebration. Often the celebration is connected to the curriculum. Sometimes grade parents provide a treat. All birthday celebrations are under the direction of the classroom teacher. **We ask that you do not drop off or send food treats to school unless plans have been made beforehand with the teacher.**

Party Invitations

Party invitations **cannot** be distributed at school **unless the entire class is invited**. Otherwise you may use the school directory for addresses of families who choose to share their addresses and phone numbers.

Balloon and Flower Delivery

New Hanover County Schools Board Policy requires that balloons and flowers be delivered or brought to homes only and not to schools.

School Supplies

Winter Park Elementary provides all school supplies that are needed during the school day. Therefore, students should not bring any of their own supplies to school. Through State, Local, and Federal funds, PTA donations and parent donations we supply pencils, paper, pencil sharpeners, scissors, glue, and any other items that might be needed for work at school. If you would like to donate school supplies please contact your child's teacher, or Kathy Elliott (kathy.elliott@nhcs.net) at extension 205 for specific needs. A wish list of donations is also listed on our website. Personal school supplies should be left at home.

Returned Checks

New Hanover County Schools now uses **Envision** to recover payment from non-sufficient funds checks. There is a \$25 fee assessed for non-sufficient funds.

Toys and Other Personal Belongings

The school provides playground equipment for physical education. Toys, equipment, and other personal items should not be brought to school. Other items include trading cards, action figures, balls, bats, jewelry, cell phones and any other electronic devices. The school cannot be responsible for personal belongings, and sometimes the items cause problems at school.

Change of Address or Phone Number

It is very important for emergency and administrative reasons that every student maintains an up-to-date address and phone number at the school office. Notify the school receptionist, Mrs. Cotterman at extension 201, or our Data Manager, Marilyn Lobough, at extension 202 immediately if you have a change of address or phone number during the school year.

If you move out of the school district during the year and you want your child to remain at Winter Park, you may complete a Completion of Year Request. This form is available in the school office.

Severe Weather Policy

School will be in session unless the weather makes it dangerous for school buses to travel. When weather is severe, local radio and TV stations will announce any changes in schools schedule early in the morning. If weather conditions become severe during the day and bus schedules change, the local media will announce the changes. In case of early dismissal for any reason, students will use their regular transportation unless the school has received notification from the parent of another plan.

Kindergarten Registration

In order to register for kindergarten, a child must be 5 years old on or before August 31. All students registering for the first time must provide a birth certificate, immunization record, and proof of address. A period of pre-registration for kindergarten will be scheduled each spring.

Lice

School staff members may check students for lice periodically. "Upon identification of head lice on a student, a parent or guardian will be notified and information about treatment will be provided. Infected students may return to school after being treated and lice are no longer present. A parent or guardian must accompany the student the first day back to school. The nurse or an administrator will check the student's hair and if lice are found, the student will be sent home."

Lunch

Parents are invited to have lunch. Please sign in at the front office and then wait in the cafeteria for your child's class to enter for lunch. **Please do not bring fast food from outside vendors** as mentioned in our Emotionally Safe Learning Environment section.

Medication

In order for staff members at Winter Park Elementary School to dispense medication, the following procedures must be followed:

Prescription Medicine:

- All medications must be in the original container.
- The label must clearly name the student, dosage and name of the drug.

- The prescription must be current. A **"Physician Authorization of Medications for a Student at School"** form may be obtained from the New Hanover County School website, or our school receptionist, Kim Cotterman. It is mandatory that a form be filled out and signed by the prescribing physician and parent prior to administration of the medicine. Any student who does not have a form on file for the current prescription will not be permitted to take the medication at school.
- Parents may come to the school to administer medication to their children if they wish.
- Medicine will be administered by school personnel when the above requirements are met.

Non-Prescription Medicines (aspirin, cough syrup, etc.):

- Must be in the original container.
- Must clearly identify the name of the child, dosage, and procedures for administering the medicine.
- An **"Over the Counter Medication Parental Permission Form"** may be obtained from our school receptionist, Kim Cotterman, in the office, or on New Hanover County School's website. It is mandatory that a form be filled out and signed by the parent prior to administration of the medicine.
- A parent may come to the school to administer the medicine to the child if he/she wishes.
- Medicine will be administered by school personnel when the above requirements are met.

Student Accident Insurance

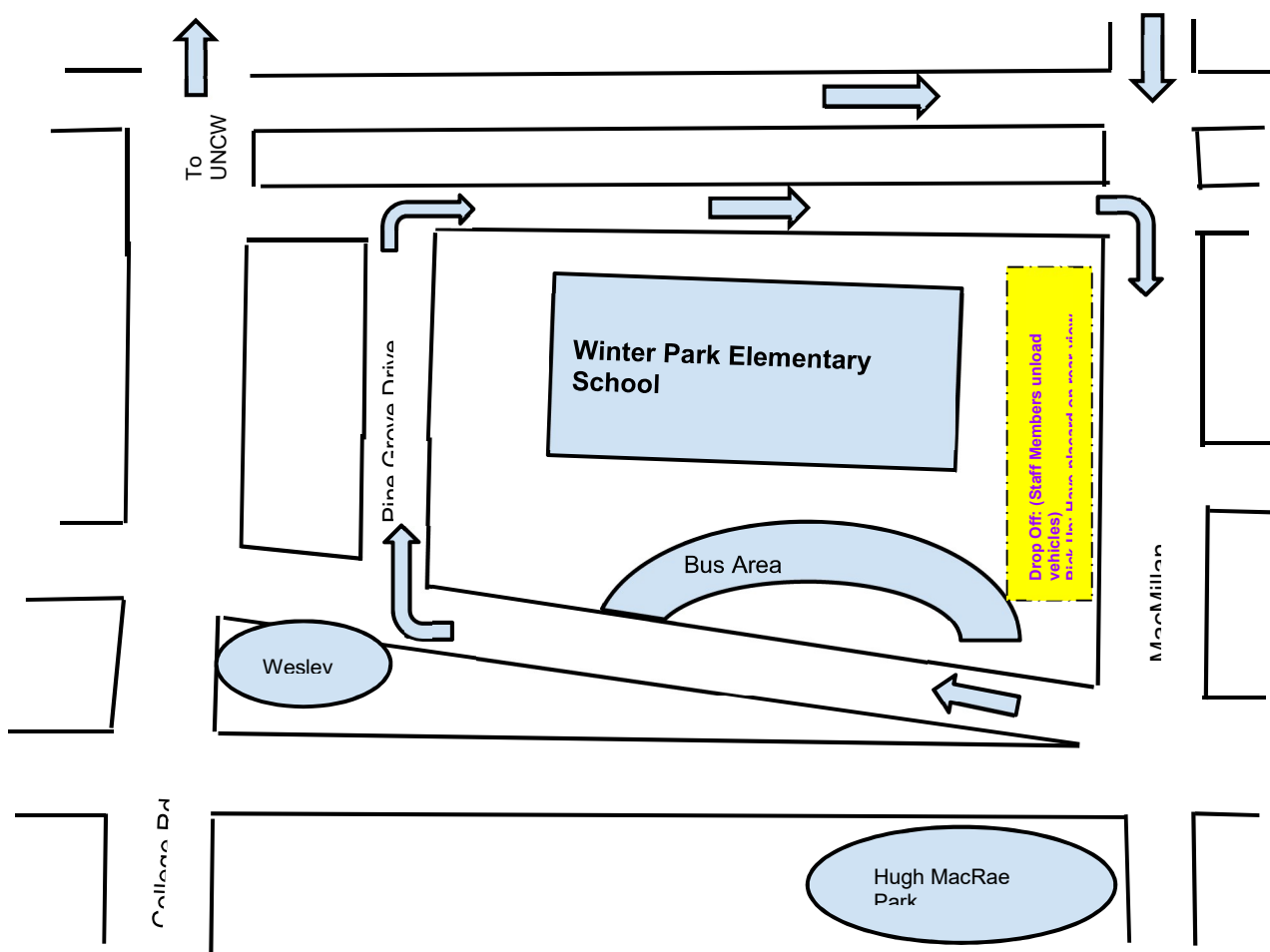
You may enroll online for K-12 Student Accident Insurance at www.studentinsurance-kk.com. You'll also find this link on the New Hanover County Schools website.

Student Drop Off and Pick Up Map

All car students are to be dropped off and picked up on MacMillan Avenue in the lane nearest the school. Staff members supervise pick up and drop off. Hang your pick up a placard on your rear-view mirror during pick up time. Continue to pull up until you reach the numbered cones. Your child will be waiting for you at the appropriate cone.

Please stay in your vehicle. Parking to pick up your child at the door of the school will not be permitted.

Walking students who live too close to school to qualify for transportation will cross MacMillan Avenue at the crosswalk where a crossing guard directs traffic. Crossing of MacMillan Avenue is allowed *only* at the crosswalk.



STUDENT DRESS CODE

Board Policy 8520

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. Those standards generally acceptable to the community as appropriate in a public setting shall be the determining criteria governing student dress.

A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

The principal may make reasonable accommodations to this Policy based on a student's religious beliefs or medical conditions. Therefore, the following rules shall be followed:

- All students in grades 9-12 will be required to display identification cards with their picture and their name while on the school grounds;
- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops, tube tops, or tank tops are allowed; Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Underwear shall not be revealed;
- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are not allowed;
- Gang-related clothing, accessories or symbols as identified by local law enforcement agencies will not be allowed;
- Clothing, jewelry, book bags or other items which are associated with intimidation, violence or violent groups, and about which students have been notified may not be worn;
- Leggings or other excessively tight fitting pants must be covered by a garment to the appropriate length. (The length of the garment shall cover the area to mid-thigh.); dresses, skirts, skorts and similar garments must meet the same criteria as put forth above.

Elementary School Principals may allow reasonable variations in determining whether the attire is school appropriate.

When, in the judgment of the principal, a student's appearance violates the intent of this Policy, or the policy of a school which has established a standard dress code, the student will be required to make necessary modifications. Continued violations of the dress code policy shall result in an out-of-school suspension.

Adopted: prior to 1986 Revised: 04/14/87, 05/07/91, 07/02/96, 07/20/99, 09/07/99, 10/19/99, 02/05/02, 04/05/11, 07/12/16

Multi-Tiered System of Supports

Each school in New Hanover County has designated a variety of programs and services to provide a successful, quality education for each student. Through the framework of MTSS (multi-tiered system of supports) teachers utilize high quality evidenced-based instruction, intervention and assessment practices to ensure that every student receives the appropriate level of support to be successful.

Family Education Right and Privacy Act (FERPA): FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years old or older have the right to inspect all records kept by the school about the student and the right to correct inaccuracies in those records. Under FERPA, access to the records by people other than the parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or students age 18 or older. New Hanover County School Board Policy #8700 on this issue is available for review in the principal's office.

Request to review student's records and requests to correct inaccurate records may be made to the principal. Decisions by the principal with respect to the request may be appealed to the Assistant Superintendent for Student Support Programs, Federal Programs and Testing. Complaints about New Hanover County Schools compliance with FERPA may be made in writing to the FERPA Office, Department of Education, 333-C Street SW., Washington, D. C. 20202.

Disability Information: No otherwise qualified individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of or be subject to discrimination from any program or activity of this school. The school seeks to locate and identify every 3 through 21 year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

For more information about student rights, see the New Hanover County Schools Notice of Rights in this handbook.



Discipline With Dignity

Educators know that we must have safe schools that promote dignity for all. When misbehavior occurs it must be confronted with firmness and clarity coupled with respect and dignity. More important, we must understand the needs that lead students to harm themselves and others, then develop and implement strategies that work to prevent these problems.

1. The dignity of all children and all adults should be maintained during all interactions between children and adults:
 - Reprimands should be private
 - Written records/statements on boards, walls, etc. should be avoided.
2. The teaching and support of appropriate behavior is always our objective. Punishment does not promote appropriate behavior in the long run.
3. We believe that convincing students that they're in a caring community encourages cooperation from students. Punishment interferes with the building of relationships, while genuine caring increases authentic relationships.
4. We always communicate our highest expectations for students (for both behavior and academic work) and let them know that we are here to assure that they reach our high expectations.
5. The ideal way to get students' cooperation in learning is to plan and implement meaningful work that is at an appropriate (challenging) level.
6. Establishing clear procedures and consistently teaching/re-teaching those procedures can prevent discipline problems.
7. Detailed, structured discipline plans (social contracts) should be used with individuals who need them rather than with the whole class.
8. Our goal is to have staff members become familiar with many theories of discipline so they can choose strategies that they believe in and that meet their individual needs. (However, all plans should maintain dignity for all.)

VOLUNTEER DRESS CODE

The New Hanover County Board of Education appreciates the important and valuable contributions that volunteers provide and requires that they dress appropriately relative to their specific tasks. Volunteers shall adhere to standards of dress and appearance that are compatible with an effective learning and workplace environment. Presenting a bodily appearance or wearing clothing, visible tattoos, or appliances which are disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited. A volunteer's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it disrupts classroom or learning activities or the workplace environment. Supervisors and school-level administrators are authorized to interpret and enforce this Policy. Reasonable accommodations shall be made as approved in writing by the appropriate supervisor for those volunteers who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this Policy for dress or appearance. In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

Adopted: 07/07/15