

# Selwyn

## *Parent and Student Handbook 2023-24*



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## **Note From Dr. Harris:**

*We are honored and excited to welcome you to the 2023-2024 school year at Selwyn Elementary School. It is our wonderful partnership with students, parents, and teachers working together that ensures our success. We have learned that knowing our expectations in advance, and effective, on-going communication between home and school are vital components of success. The handbook is intended to support our partnership. Please review it with your child and check it regularly. Also, use our school, PTA, social media, and teacher websites to help you stay current with the happenings at Selwyn. We believe Selwyn is the finest school in CMS, and we are committed to continued excellence.*

*We look forward to a successful school year!*

*Respectfully,*

*Dr. Sharone Harris, Principal*

# **Selwyn Elementary Parent & Student Handbook**



## **AFTER SCHOOL**

Selwyn offers an After School Enrichment Program for K-5 students. The program serves as a safe and nurturing transition between the regular school day and home. Many activity choices are available, including enrichment opportunities, playtime, and study time. Contact the site coordinator for specific information and fees. Additional information is available on the CMS website.

We also offer several after school clubs that are offered throughout the year through community partnerships. Information about clubs will be sent through teacher weekly emails and the Eagle Email from the PTA.

## **ARRIVAL**

Teachers will be ready to assist students when they arrive at 7:15 AM. Students are **NOT** to enter the building before this time, as there is no adult supervision. Breakfast will be available for students between 7:15 and 7:45. Instruction begins promptly at 7:50 AM and it is crucial that students be in their seats and ready to learn. Students arriving after 7:45 AM are tardy and must **sign-in with a parent** when they arrive.

## **ASSEMBLIES**

We will celebrate students' hard work and success with quarterly awards assemblies. Parents will be notified and invited to attend if their child is receiving a reward. Students will be recognized for the following:

K-2: Eagle PROUD (character), Perfect Attendance, Most Improved Reading, Most Improved Math, Excellence in Science/SS & Excellence in Special Area (Art, PE, Music, Maker Space, B3, Media)

3rd-5th: Eagle PROUD (character), Perfect Attendance, Most Improved Reading, Most Improved Math, Excellence in Science/SS, Excellence in Special Area (Art, PE, Music, Maker Space, B3, Media), A/B honor roll and A+ club (95 and above in all subject areas)

## ATTENDANCE

### ***ABSENCES OR TARDINESS:***

- No single factor may interfere with a student's progress more than frequent absences and tardiness. When a student returns to school following an absence, the parent is expected to send a note or fill out the online form stating the reason for the absence. Without this written information, the absences are coded "unexcused." A child arriving after 11:00 AM or leaving before 11:00 AM, will be counted absent. Student illness, family death, and religious holidays are all excused absences. Legal action can occur when students miss excessive days without an excuse. **Link to enter absence or tardy:**  
<https://www.cmsk12.org/selwynES>

### ***SIGN-IN/SIGN-OUT POLICY***

- When students need to leave school early, the parent must come to the office to sign the child out and provide the reason for leaving. All parents should bring a photo I.D. when they arrive. **Students may be signed out early up until 2:00 PM.** When entering late, all students must be signed-in by a parent. Please try to schedule doctor/dental appointments after school hours.
- If you know in advance that you will need to check your child out early, please inform the teacher so that he/she can be packed up and ready to go when you arrive.

### ***EARLY DISMISSALS (School-Wide)***

- In the event school closes during the day, buses will run. We will need on file emergency plans for each child in the case of early dismissal for any reason. These dismissals are rare, but may occur with bad winter weather or major facility problems. Please be attentive to local news outlets, social media and school communication for system-wide announcements of school closings.

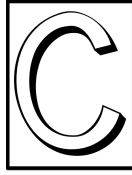


## BIRTHDAYS

Parents may bring **store bought and packaged treats** for their children to distribute to their peers within their class, with the advanced permission of their teachers. Please adhere to teachers' rules about treats. We have many children with severe allergies so we must keep these students safe.

## BULLYING PREVENTION

The Selwyn Elementary Staff are committed to preventing all forms of bullying. All CMS guidelines concerning bullying will be followed. Please report any instances of bullying to the classroom teacher. Open lines of communication are key to bullying prevention. If you become aware of any information pertaining to sexual harassment, gender discrimination, and bullying please report it to the classroom teacher or to the administrative team.



## **CAFETERIA EXPECTATIONS AND PROCEDURES**

- Our cafeteria staff provided balanced, nutritious meals that comply with State and Federal regulations.
- To add money to your child's lunch account go to [PayPams](#).
- Weekly cafeteria menus can be located on the CMS website under the [Child Nutrition Services tab](#).
- Parents may come and enjoy lunch with their child beginning on November 1st. Parents must sign in at the front office and sit at the family tables with their child only. Peers may not be invited to join the family tables.

## **CHANGE OF ADDRESS/PHONE NUMBER**

For the safety of our students, it is crucial that the school office have the current information on students at all times. Notify the school secretary or your child's teacher when your student has changed his/her address, phone number or emergency contacts.

## **CMS CODE OF CONDUCT**

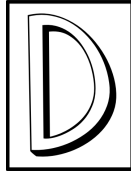
The Code of Conduct has been developed to help your child receive quality instruction in an orderly educational environment. Selwyn needs your cooperation in this effort. Therefore, please review the information contained in the link below. Should you have any questions when reviewing the Code of Conduct, please contact Mrs. Ellis.

- Visit <https://www.cmsk12.org> to access the 2023-24 CMS Code of Conduct document and Parent-Student Handbook.

## **COMMUNICATION**

Open lines of communication are imperative to a successful home-school relationship. Please utilize the following methods of communication in order to maintain the most up-to-date knowledge of Selwyn.

- Visit <https://selwynpta.org/> to register for the PTA Eagle Email messages.
- Follow the Selwyn PTA on social media.
- Utilize each teacher's email account for any questions, concerns or comments regarding your child's progress. Teachers will respond to email within 24 hours.
- Sign-up for PowerSchool to view your child's academic progress in 3rd-5th grades.

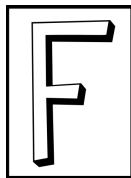


## **DRESS CODE**

We appreciate your help to have children follow our dress code to ensure that they are properly dressed for school. Our dress code is listed below.

- Sleeveless shirts should have thick straps that are at least the width of two fingers and cover their undergarments. Spaghetti straps and tie straps on tops and dresses are only allowed if the students are wearing a t-shirt underneath.
- Shorts, skirts and dresses should be reasonable in length. Teachers will contact you if your child's shorts are too short for classroom activities.
- Shorts and pants should cover undergarments.
- Students should wear shoes that cover their toes (athletic shoes/tennis shoes) on days when their classes have PE or B3.
- Flip flops are not safe shoes for school. Please have students wear shoes with ankle straps or shoes that cover the tops of their feet to help keep their feet protected during recess and classroom activities. Athletic shoes/tennis shoes with socks are the safest footwear for students.
- Young children may need a change of clothing throughout the school day due to spills and accidents. Please place a change of clothing in your child's backpack in the event that they need clean clothing articles during the school day. Our emergency clothing closet may not have the correct sizes. Having the extra clothing in their backpacks will allow the child to quickly change their clothes and return to their classrooms for instruction.
- Hats and hoods are not to be worn in the building, unless we have a Hat Day.
- Remind children to bring coats during the winter months. Teachers take the children outside for recess on cold days, so coats are essential protective clothing for recess in cold weather.

*Please write your child's name on all of their personal items (backpacks, lunchboxes, sweatshirts/jackets, winter coats, gloves, and hats).*



## **FIELD TRIPS**

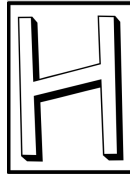
Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of their curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost.

## **FIRE AND SAFETY DRILLS**

Fire Drills are held once a month. Tornado drills are conducted annually and safety lock-downs are practiced periodically. Alerts are explained to students during the first week of school. We are prepared to handle a variety of emergencies. We are proud to say our safety scores have been 100%.

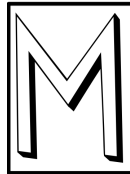
## **FOOD POLICY**

All food brought in for students for celebrations or special events should be store bought, packaged, and contain ingredient labels.



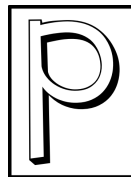
## **HEALTH SERVICES**

The health room provides emergency first-aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature above 99.8°F must be picked up from school. Current phone numbers to contact you or a responsible adult at all times are mandatory. **DO NOT** send children to school if they have a fever, nausea, or other symptoms of illness.



## **MEDICATION POLICY**

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the office. Students are responsible for coming to the office where a nurse, secretary or administrator will give the medication. All medicine is stored in a locked cabinet and records are kept of all medication that is administered. We do not dispense medication unless we have the proper documentation. Students may not transport medication to school; a parent must deliver it. All medication should contain the student's prescription labels.



## **PARENT VOLUNTEERS/VISITORS**

Parents are welcome to volunteer for a variety of school and classroom activities. Please be on the lookout for volunteer opportunities from PTA or your child's teacher. Please register as a Volunteer on the [CMS website](#). **ALL VISITORS ARE TO SIGN-IN AT THE MAIN OFFICE AND WEAR A VISITORS' BADGE.**

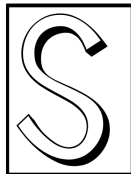
## **PERSONAL BELONGINGS**

- Toys and games are not to be brought to school. Toys and games should only come when they are part of class instruction and by teacher permission. Students are not allowed to bring items to school to sell for other organizations.
- Please label coats, caps, sweaters, etc. to help identify them if they are lost. Although we maintain a “lost and found,” clothing not identified will be bagged and given to charity after each quarter.
- Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.



## **REPORT CARDS & PROGRESS REPORTS**

Report cards are distributed four times a year at the end of each nine-week period. Mid-quarter reports are completed for students as well. The report card is to be carefully reviewed, then the envelope signed by a parent and returned to school. Parents are encouraged to monitor their child’s performance in PowerSchool. If at any time questions surface about performance, call to schedule a conference with the teacher. We are happy to meet with you.



## **SCHOOL SPIRIT**

The school colors at Selwyn are Carolina blue and State red. Our mascot is an eagle. On Fridays, students are encouraged to wear our school T-shirts and sweatshirts in order to boost school spirit. Spirit items are available for purchase at the [school store](#) on the PTA website.

## **STUDENT BEHAVIOR**

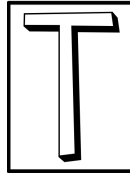
Students and staff at Selwyn believe every person should act in a way so that teachers can teach and students can learn. We expect everyone to work as a team to learn and solve problems in peaceful ways. Students are taught Selwyn expectations through our PRIDE (Personal Best, Respect, Integrity, Dependability, Empathy) Matrix.

### ***EAGLE TICKETS***

- Students can earn Eagle Tickets throughout the year for demonstrating P.R.I.D.E. throughout our building. They can choose to put their tickets in a raffle box, save them for a big purchase, or use them for classroom rewards.
- Visit our Soaring High with PRIDE section of the Selwyn website for more information.

## ***BEHAVIOR CONSEQUENCES***

- Students will receive consequences for negative behavior based on the guidelines in the Code of Student Conduct, which can be found on the [CMS website](#) under Parents & Students then Handbook and Forms.



## **TECHNOLOGY**

Students are expected to abide by the Selwyn Technology Usage Agreement. This agreement outlines expectations for appropriate behavior in terms of technology. All K-2nd grade students will be issued an ipad. All 3rd-5th grade students will be issued a chromebook. Your student's device will remain at school. Deliberate damage (beyond normal wear and tear) could result in fees.

Students must keep all personal cell phones or other electronic devices in their backpacks for the entirety of the school day. Phones should be in silent mode or turned off. If you need to communicate with your child during the school day, please call the front office.

Smart watches may be worn and used as a watch or step counter. If a child uses the watch to text or call then the watch will be collected until the end of the day. Students unable to refrain from texting or using other applications on a smart watch, will be asked to keep the watch in his/her backpack during the school day for the remainder of the year.

## **TRANSPORTATION**

### ***CAR RIDERS***

Arrival - Please pull all the way forward in our car line to drop your child off. When your car reaches the sidewalk, please make sure your child is ready to exit the vehicle immediately. Please do not wait to drop off closer to the front door as this delays our car line for all families. Do not pull around stopped cars.

Dismissal - All car riders must have a blue car rider tag on their front dashboard with the names of the students they are picking up. Please pull all the way forward. Your child will be directed to a section indicated by color cones. We use a two lane system for dismissal. Please pay close attention to directions from our staff members during dismissal. For student safety, we do not advance the car line until all children have safely loaded.

### ***BUS TRANSPORTATION***

Our intent is to offer safe, reliable transportation at all times. Riding the bus is a privilege that can be lost if safety rules are disregarded.

It is important that students stay on the curb until the bus stops and that they always cross the street in front of the bus. **Students are expected to respect the bus driver.**

Bus Rules:



- Ride only their assigned bus. Students may not change buses in the afternoon to accommodate special activities with friends.
- Keep hands, feet, and objects to self.
- Listen and follow your driver's directions.
- Sit quietly in your assigned seat at all times.
- Talk in a quiet voice to the children next to you.
- No food or drink is permitted on the bus.
- Properly care for the bus.
- Respect the bus driver.

Bus problems are handled with a verbal warning, an official written referral with parent contact, and finally a bus suspension.

**Frequently asked transportation questions:**

- **How do I change my child's bus stop?** In order to change a bus stop or request a new one, you must go to the [CMS website](#) and complete the Alternate Stop, Unsafe Stop, or Change in Request Form.
- **How do I temporarily change my child's transportation, such as to a car rider?** A written note is required. Submit the written note to the child's classroom teacher.

***WALKERS***

All walkers will enter and exit through the double doors at the back of the building. Walkers may not be driven to or from school. This dismissal option is for true walkers only. There is no on-campus parking for walkers. 5th grade students are able to walk home independently if provided with a written note from the parents. All other students must have an adult or sibling present to pick them up at dismissal.

All walkers will have a yellow sign that parents should bring with them to dismissal. This ensures our students are being dismissed safely.

***TRANSPORTATION CHANGES***

- Any changes to a student's transportation home should be made in writing and given to the child's teacher (written note). We understand that emergencies arise during the day. In those situations, please call the front office by 2:00 PM.
- Do NOT email your child's teacher with a last-minute transportation change. Teachers often do not have time to check their email until after dismissal.