

## SELWYN INFORMATION

Phone 980-343-5835

School hours 7:45 – 2:45

### Contacts:

Gigi Atkinson – Registrar, for transportation and registration questions  
Linda Dennis – Financial Secretary, for questions about finances and school funds  
Amy Goodson – Secretary, for questions about attendance, parent assist  
Tom Cameron – Technology, for questions about technology, inventory  
Beth Phifer – Counselor, for questions about Parent University, Community Services  
Debbie Peabody – Literacy Facilitator, for questions about curriculum and volunteers  
Susan McGinty – Math Facilitator for questions about curriculum and school information  
Rebecca Werden – School Nurse, for questions regarding vaccinations, illnesses

### Absences

Every absence requires parent correspondence to provide an explanation for the absence. The three acceptable means are as follows:

**Letter:** A written letter of explanation can be sent with the student in the correspondence folder upon the child's return to school.

**Email:** An email may be sent to the student's teacher and copied to Amy Goodson ([amyd.goodson@cms.k12.nc.us](mailto:amyd.goodson@cms.k12.nc.us))

**Telephone:** Parents may call 980-343-5835 to inform the school of the reason for student's absence.

### Tardiness

**Late Sign-in:** A student is tardy when the adults have left the carpool line (7:45). When a student is tardy, the parent **MUST** escort the student to sign in at the front office. Excuses for tardies can be given verbally at the time of sign-in or in writing to the office staff.

**Late Pass:** Students will be issued a tardy pass by the office staff for admittance to class. Students without a tardy pass will be re-directed to the front office to retrieve one.

### Transportation

- **Unplanned changes:** To make a change to your child's method of transportation (i.e. bus rider needing to be picked up by car); the request must be made to **Amy Goodson in writing – sent with student or by phone by 2:00 p.m.** Do not leave a message on the voice mail.
- **Routine Changes:** If you have transportation changes on a routine bases, a note **must be sent EVERY time** the change occurs. For example, your bus-riding child is a car rider every Friday, so a note must be sent every Friday.
- **Bus changes:** Please refer to the CMS Transportation page. Students may only ride the bus they are assigned to.
- **Questions?** Contact Amy Goodson or Gigi Atkinson.

### Parent Sign-in, Student sign out, Visitors and Volunteers

- **Parents/Visitors Sign-in:** Each parent/visitor/volunteer **must sign in at the front office** computer and wear the name badge that is printed. The name badge must be worn so that it is easily visible while on campus. Classroom visits are not permitted once instruction has begun unless a visit has been scheduled with the teacher or an administrator.
- All volunteers **must** register with CMS and sign in during each visit to Selwyn. Compliance is required. **Please note that parents, students, and teachers are vigilant in the hallways looking for visitors without the proper I.D.**
- **Student sign out:** All students must be signed in/out at the front office **AFTER** the instructional day has begun. Students must be with the parent/guardian when being signed out.

## Parent Visits

- **Lunch visits:** Parents may join their child for lunch in the cafeteria during the student's designated lunch time. No appointment is necessary, but parents must sign in at the front office and get a name badge.
- **Classroom visits:** Parents must obtain prior teacher/administrator approval prior to visiting a child's classroom. All visitors must sign in and get a name badge before visiting a classroom.
- **Teacher conferences:** Parents and teachers will arrange conferences. The front office staff asks that these meetings take place before 7:15 or after 3:00 p.m. Sign in at the front office and get a name badge before your appointment time. Parent conferences will also be scheduled by all teachers at the end of the first quarter.

## Parent Volunteers

- **Register:** Charlotte-Mecklenburg Schools screens all volunteers to ensure student safety. Go to <http://www.cms.k12.nc.us/cmsdepartments/vp/Pages/VolunteerScreening.aspx> to complete the online volunteer registration form.
- All parents who volunteer in the school, have lunch with their child on a regular basis and volunteer to chaperone for field trips **MUST BE** CMS registered volunteers. This is a mandatory CMS policy.
- **Tracking hours:** There are two ways to conveniently keep track of the accumulation of volunteer hours: 1) Use the visitor computer in the front office and sign in as a volunteer, 2) log hours online at <http://www.cmsvolunteers.com>.
- **Siblings:** Siblings do not attend parent volunteer sessions; however, the child's teacher may be consulted for specific instances when the sibling is welcome to attend. Siblings are welcomed at school celebrations and assemblies.

## Celebrations

- **Class and School Programs:** Parents may park at A.G. in the parking lot, in the cue line off of Colony Road and in any open spaces near the old Selwyn building. Parents may only park in the bus lot **after classes have begun at A.G., buses have cleared the lot,** and before 2:00 p.m.
- **Birthdays:** Parents are welcome to celebrate their child's birthday in the cafeteria during lunchtime or at snack time in the classroom with the teacher's prior approval. See below for approved foods.
- Parents **may not** park behind the cafeteria and may not block the crosswalk at the back entrance from Runnymede.

## CMS Strict Food Policy:

***Only commercially prepared food is allowed for classroom consumption.***

**No peanut/tree nut food may be brought into the school.**

## Health & Safety

**Security: CMPD Resource Officer:** TBA

**Officer Leak** is located at Alexander Graham

**School Nurse: Rebecca Werden – is at Selwyn on Tuesdays and Thursdays.**

**Medication Policies:** No medications are permitted at school without proper CMS paperwork – Medication Authorization form. This includes over the counter drugs. Contact the school nurse with questions. If your child requires medication at school, submit the Medication Authorization Form, completed by your child's doctor to the school nurse with the required medication.

**Injuries at School: Teachers MUST COMPLETE INCIDENT and/or ACCIDENT REPORTS for each student injured at school.**

- **Serious:** Parents are called if students experience any of the following: head injury, chipped tooth, and temperature of 99.9 degrees or higher, vomiting, bee sting with allergic reaction, eye injuries.
- **Minor:** Students who experience the following injuries are given the appropriate attention and may be returned to class: headache, stomach ache, bumped elbow/knee, bee stings without allergic reaction, minor cuts/bruises. Treatment may include an ice bag, rest.