

Winecoff STEM Elementary



2021 - 2022 Student Handbook

Ahoy PIRATE Leopards!

Our theme this year is Teach (and Learn) like a P.I.R.A.T.E.! Our “P” stands for Passion and we seek to bring our passions into the teaching and learning. A perfect way to connect to all that we do. We encourage your child to share what he/she is passionate about this year! The “I” stands for Immersion and we are going to jump “All In” to the teaching and learning! Let’s roll up our sleeves and work side by side this year to support all students! The “R” stands for Rapport. We will continue with our restorative classroom circles and open communication to strengthen and build upon the positive relationships we have already established with each other. The “A” stands for Ask and Analyze and this means we are going to keep questioning the why and the how of delivering instruction. We want to ensure what we are doing is meeting the needs of each and every child in our building. The “T” is for transforming. We are going to identify and break down any barriers to learning that our students have. They are our top priority. Finally, “E” is for enthusiasm. We are enthusiastic about teaching and learning with all students this year!

Please join us in partnership as we have one “P.I.R.A.T.E” of a year and ensure each child is successful this year!

This student handbook includes important information that will help you understand the different policies and procedures for Winecoff STEM Elementary School. You may also use this link to gain additional information about Cabarrus County Schools Parent Information and Student Code of Conduct (available in English and Spanish): <https://www.cabarrus.k12.nc.us/Page/5253> If you have any questions or concerns, please don’t hesitate to let your child’s teacher or one of the school administrators know.

Mission Statement

Winecoff STEM staff will use research-based instructional and restorative practices to effectively implement a balanced, rigorous curriculum that is student centered and ensures equity for all students. We are committed to shaping students for the future by integrating real world experiences and problem-based learning that is strengthened by ongoing professional learning communities.

Vision

We Believe and Students Achieve

School Mascot and Colors

The leopard is the school mascot. Winecoff STEM Elementary School has two school colors – Blue and white.

Special Needs

If any member of our Winecoff Elementary School student body or their parents/guardians needs a reasonable accommodation, requires any written materials to be printed in an alternate format, or needs an interpreter, please contact our Assistant Principal, Ms. Stephanie Thomas at 704-260-6370.

Family Engagement

Our families are so important to us and we encourage you to become involved in our school. There are many different ways that you can be involved that range from volunteering in the classrooms, chaperoning field trips, proctoring for state tests, joining our PTO, or being a parent representative on our leadership teams. In order to always put the safety of our students first, certain opportunities require background checks and/or prior approval by the principal. You may complete the volunteer background check online using the link on the Cabarrus County School's website: <https://www.cabarrus.k12.nc.us/ccsvolunteer> Please let your child's teacher know of your interest in becoming involved at Winecoff STEM Elementary School!

As Winecoff Team members, you are invited to participate on our school leadership teams. We encourage you to become actively involved in helping us continue to make Winecoff STEM the absolute best!

Our **MTSS School Leadership Team** meetings are always open to our families and school community and we would love to have you attend our meetings. At these meetings, we review our data, budgets, and make decisions to better serve our students. This team meets on the 3rd Thursday of every month from 3:30 - 4:30 pm in the iHub or virtually on MS Teams.

Our **Goal Teams** have a specialized focus: Literacy Team, Math Team, STEM Leadership Team, and Classroom Management/PBIS Team. We also have a Family Engagement Committee. These teams meet on the 2nd Thursday of every month from 3:30 - 4:30pm in various classrooms in person or on MS Teams.

If you have an interest in joining any of these teams, please let Mrs. Cook, the principal, know. We'd love to have you on any of these teams!

Parent Teacher Organization (PTO)

The PTO is an organization where family members, teachers, and other Winecoff staff members work together for the total educational experience of the students. It supports the entire school program and includes volunteers for mentoring, tutoring, fund-raising, assisting teachers, etc. The Winecoff Elementary School PTO welcomes all as members. You may join our PTO by completing the membership form and submitting it to your child's teacher or contacting our PTO directly. The cost is \$5.00 per family. The contact information for our PTO is as follows:

Winecoff PTO winecoffpto@gmail.com

Cafeteria Information

The Federal Government is extending the free breakfast & lunch benefits for all students for this 2021 - 2022 school year. Students must have money to purchase additional snacks or treats to accompany their lunch. Students may not charge items to their account. Families may add money to a student's account to cover extra purchases.

Please take a moment to complete the federal application for meal benefits: www.lunchapplication.com While meals are currently free for all students, completing the application may afford families extra benefits through COVID relief programs if they qualify for free or reduced meals. Additionally, as a Title I school, we receive extra funding to support student achievement and the amount of funding we receive is based solely on the percentage of families that qualify for federal meal benefits. We encourage every family to apply!

Link to School Nutrition Program information regarding online payments:
<https://www.cabarrus.k12.nc.us/Page/39567>

Link to K-12 Payment Center to pay fees or add money to a student's account:
<https://www.k12paymentcenter.com/>

Appropriate Items in Café

While student learning is the primary purpose of our school, the health and well-being of our students is also a high priority at Winecoff STEM Elementary School. As a result, students will not be allowed to have the following items at school without the expressed consent of a school administrator or staff member: soft drinks, energy drinks or any other food item that may potentially alter a student's mood or behavior. These items are considered non-school items and we ask that they remain at home.

Visitors During Lunch

Currently, during the pandemic, we are not permitted to have any visitors in the school building. When we are permitted to have visitors, we welcome family visitors for students during their lunch times. As an approved visitor for a student, you will need to sign in at the front office using our Lobby Guard system. This requires a valid photo ID. Visitors will sit with their students at a separate table so that you have that special time together. *Other students will not be permitted to sit with you and your student during lunch.*

Student Fees

A student technology fee of \$20 is charged at the beginning of the school year to offset the costs of and materials necessary for the learning opportunities the school provides. These funds are used solely for the support of classroom materials. Families are able to pay by sending it in to their child's homeroom teacher. Additionally, it may be paid in 2 installments, one in the fall and one in the spring.

Student Insurance

To enroll in the student insurance program go online to www.K12StudentInsurance.com. Enrolling online is easy and should take only a few minutes. Start the process by using the link and following the directions for new visitors.

Academic School Calendar

For the most [current school calendar](#), visit www.cabarrus.k12.nc.us. Hover over "Calendars" and drag down to "Academic." Due to weather-related changes or legislative changes, this is your most accurate source of information. You are encouraged to use the school calendar for planning vacations to avoid unnecessary absences for your child. **Report card dates** and **progress report dates** can be found on our school's web page.

Progress Reports/Report Cards

Cabarrus County Schools uses a standards-based report card system. Students' most recent work is used to determine their level on the report card. The level reflects what they know or are able to do currently rather than an average of their performance throughout the quarter. Students' performance can be measured in many ways such as, tests, journal entries, and teacher observations. Student work that is sent home may comprise only a portion of the evidence that teachers use to determine students' performance levels. For more on standards-based reporting and report cards, please visit <https://cabarrus.instructure.com/courses/54123> (English) or <https://cabarrus.instructure.com/courses/75846> (Spanish).

The scoring that you will see on your child's report card will look like this:

1	Limited progress toward grade-level standard
2	Progressing toward grade-level standard
3	Meets grade-level standard
4	Exceeds grade-level standard

Other potential letters that may appear on the report card are below:

Non-Scaled Grade Descriptions	
C	Consistently
S	Sometimes
N	Not Yet
NA	Non Applicable

Identification Badges

All students will be required to wear a school ID card at all times. This card is appropriately worn when it is attached to the school-provided lanyard hanging around a student's neck.

ID cards are an important safety measure and they will also be used will be used in the iHub to check out books and also in the cafeteria to track meals served. Students must not deface the picture by covering it with stickers, markers, etc. If a student loses their ID badge, they should let their teacher know. The cost for replacing a Student ID is \$1.00.

School Hours

Student hours for the 2021 - 2022 school year will be from 8:15a.m. – 3:00p.m. Office hours are from 8:00a.m.- 4:00p.m. Students may begin entering the building at 7:45am and must be picked up by 3:30pm.

Visitors

*** Visitors are restricted from entering into the school building during the COVID-19 Pandemic. Once the restrictions are lifted, the following will be the process for visitors:*

All visitors must present their ID and sign in at the office. Visitors must have office approval and wear the provided badge before moving throughout the campus. For the first 2 weeks of school, parents/guardians will have the opportunity to walk their child to their classroom. After that, all students must enter the building from the buses or car rider line.

Please help us stay focused on teaching and learning. While we encourage our families to be active and visible in their child's education, we ask that you respect the instructional time by not interrupting lessons or preventing the teacher from teaching or taking care of other responsibilities. If you would like to meet with the teacher, please set up a conference time so that the teacher can give you his/her undivided attention. Visitors may conduct classroom observations only with prior principal approval.

Arrival and Dismissal

Student car riders may be dropped off at school no earlier than **7:45a.m.** Students who are car riders in the morning must be dropped off at the car rider entrance, **not in the front of the building.** We do not provide any supervision at the front of the school and we want to keep

students safe. Please use ONLY the car rider line to drop off your child. All students will report to the cafeteria first thing in the morning to have an opportunity to eat breakfast. The car rider entrance doors in the back lobby/atrium will be locked at 8:15a.m.; students who arrive after 8:15a.m. will be considered tardy and will need to check in at the office. At this time, please drive around to the front and walk your child in to sign in at the office.

During the COVID-19 Pandemic, visitors are not permitted inside the school building. Once the restrictions are lifted, Parents and Guardians that have a scheduled appointment, volunteering opportunity, or are assisting with bringing large items to the classroom may sign in at the office and proceed to the classroom, meeting, or event.

First and foremost, student safety is our top priority. By having all visitors use our Lobby Guard computer system in the front office to sign in, we can control access to our building which provides extra security and safety for our students.

Our students' instructional day begins at 8:15am and we expect our staff and students to be focused and engaged at that time. Having unexpected visitors in the classrooms may disrupt the learning environment and prevent our teachers and students from meeting this expectation. We also know that situations may arise where parents / guardians need to speak with the teacher in the morning. If a situation occurs, please come to the office and ask to speak with an administrator to assist with the situation.

Dismissal time is 3:00p.m., and all students need to be picked up by 3:30p.m. **Student check-outs are not permitted after 2:50p.m.**, and messages for change in transportation will not be guaranteed after 2:50p.m. These procedures are established to ensure a safe and efficient closing to each school day.

Checking In/Checking Out

Students must be present at school for at least half of the day to avoid being counted absent. This means students must check-in before 11:00 a.m. or check out after 11:00 a.m. in order to be counted present for the day. Students leaving school early must be signed out in the office by a parent or guardian. **A parent or guardian will need to show a picture I.D. when picking up his/her child early.** Only adults on the approved checkout list will be authorized to pick up a student from school. Students will not be called from class for checkout prior to their parent's or guardian's arrival. Excessive early dismissals and late arrivals disrupt the student's academic progress and the classroom. Please make every effort to have your child here on time and present for the entire school day.

Telephones

The office phones are for school business and students are only allowed to use these phones with permission from their classroom teacher. Students will not be called out of class to receive phone

calls. Please make arrangements for after school rides or activities and for personal messages before coming to school. In emergency situations, students will have access to an office phone.

Attendance

Parents should submit an absence note within 2 days of a student's absence electronically using the [absence form located here and on our school website](#).

During normal school operating schedules

Regular attendance in all classes is essential for the educational progress of students. With absences, not only is the academic progress for the absent student at risk, but the group is interrupted when the teachers are helping absent students catch up.

Students who are absent need to bring a note from a parent or guardian to give to his/her homeroom teacher on the day he/she returns to school for the absence to be excused. Parents may also send a note to their child's homeroom teacher via email or complete the online absence excuse linked on the school's webpage. An absence is considered unexcused until the note is received.

Lawful/Excused Absences include:

1. Personal illness or injury which makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. Death in the immediate family
4. Medical or dental appointments
5. Participation under subpoena as a witness in a court proceeding
6. Observance of an event required or suggested by the religion of the student or the student's parent's
7. Participation in a valid educational opportunity with prior approval from the principal or designee.

Educational Opportunity

When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, the absence(s) may be considered valid and lawful/excused. However, an Educational Opportunity Form must be completed and submitted to the principal prior to the absence to be eligible for this consideration. It is recommended that requests be turned in at least 1 week in advance to ensure adequate time for processing and return notification which has to occur prior to the absence. You may pick up a request form from the front office or request that one be sent home with your child. Please be sure to fill out both sides of the form with as much detail as you can provide.

Maximum Number of Absences

In accordance with NC law, students who are absent for more than 20 days, are subject to retention for lack of attendance. This includes excused and unexcused absences. Written notification will be provided periodically to parents/guardians by the school indicating an excessive number of absences are beginning to accrue. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school each day. Teachers, counselors, administrators, and the school social worker will provide interventions to assist parents in maintaining this expectation for students.

Make-up Work

Checking teachers' webpages / Canvas pages or emailing teachers is an effective way to obtain make-up assignments. Teacher email addresses can be located on the school's website. Please allow 24 hours to have the material ready after you arrange make-up assignment pick up with your child's teacher.

School Tardies

School attendance is mandatory, and parents are encouraged to bring students to school on time. When a student is late, he/she misses valuable instruction. Students arriving on a late bus are given an excused tardy pass to class and the opportunity to eat breakfast.

- An accumulation of ten (10) tardies and early check-outs (or a combination of), per semester, will result in the following:
- Five (5) – Parent notification
- Seven (7) – Administrator/designee contact with parent; problem-solve
- Ten (10) – Student ineligible for 'Perfect Attendance' recognition for the school year; begins make-up time; make-up time continues for each additional tardy/early check-out during the semester.
- Administrator has the discretion to impose additional consequences and refer for additional services.

- At the elementary and middle school level, a student will be given one (1) unexcused absence when the student has accumulated a combined total of five unexcused tardies of (15) minutes or more (example: 3 late check-ins + 2 early check outs will count as one unexcused absence).

Students who reach ten or more tardies/early check-outs (or a combination of) during 1st semester, will start over 2nd semester, however, ineligibility for Perfect Attendance recognition will carry over. If tardies/early check-outs resume 2nd semester, the administrator has the discretion to begin make-up time and impose additional consequences at any time prior to ten (10).

Inclement Weather Plan

Go to www.cabarrus.k12.nc.us for current information on school closings. When inclement weather occurs, the following options may be implemented.

- School is open.
- School opening is delayed 1, 2, or 3 hours.
- School may close before the regular dismissal time.
- School is closed. There are some things you can do to help.

Visit the website, or listen for announcements on radio and television. Local news channels are usually quick to post the information, as well as Cable Channel 21 (see the scroll bar at the bottom of the screen). If weather events occur during the school day, please listen for news statements. Please do not call the school as the phone lines need to be open for emergencies.

Fill out the student information forms carefully. It is imperative that your child and your child's teacher know where your child is to go if school dismisses early. Teachers are responsible for supervising children and cannot make phone calls. Teachers also need to get home for their own safety – so it is very important for you to pick up your child on time and be sure he/she knows what to do.

Connect-ED

Our school uses the Connect-ED telephone and email notification system. This is a system that allows the school to send phone and/or email messages to all parents within a matter of minutes. It is utilized for any inclement weather messages along with important school announcements and student absences. To be certain parents/guardians receive important notifications and timely communication in the event of emergencies, we ask that the school be kept informed of any changes or updates to contact information (phone numbers, home addresses, and email addresses).

Lost and Found

Students are urged not to bring valuables to school. The school cannot be held responsible for any lost or stolen items. Articles found should be turned in to the teacher or the front office. A student who has lost an article should check in the cafeteria before or after school. To ensure a better chance of finding lost articles, students are urged to label coats, book bags, and any other articles which the student may not have with him/her at all times. Any unclaimed articles will be donated to a charitable organization such as CVAN or Goodwill at the end of each semester.

School Nurse

Students at Winecoff Elementary School have access to the services of a public health nurse. Our school nurse is able to provide information and/or assist students with a variety of health-related issues such as: illness, injury, and medications. If a student is sick, he/she should ask permission from his/her teacher to go to the nurse. The nurse will help the student contact a parent or guardian if the student is unable to remain at school.

Instructional Materials

Students are provided with a variety of instructional materials throughout the school year. If your child is provided a textbook, literature, or other materials, they are expected to properly care for those items and return them at the designated time. Students may be charged for damaged or lost materials.

Technology

Winecoff STEM Elementary is fortunate to have excellent access to technology and students do not need to bring their own devices. Students are expected to use technology ethically and for educational purposes only. Care should be taken with all equipment. Damage or misuse of equipment may result in disciplinary action and/or financial responsibility for the replacement of equipment.

This year, students will be assigned a CCS chromebook with charging cord. Repairs and replacements will be supported by the school. The cost for a lost or unreturned device will be \$250 for the chromebook and \$40 for the charger.

Student Support Services

Students have a wide variety of social, emotional, psychological, and physiological needs. While all staff members attempt to meet their needs, students can seek specific assistance from the following program specialists:

School Nurse: Nurse Evonna Banko

School Social Worker: Sherronda Banks

School Officer Resource: Deputy Mark Drummond

School Counselors: K-2: Sheena Woods 3-5: Sandra Starr

School Counseling Program

The school counselors are available to assist students with a variety of concerns. Information discussed with the counselors remains confidential unless the situation involves a safety issue. Individual counseling is available both by appointment and as needed for crises. Group counseling is an option for students who want to share concerns about divorce, study skills, friendship issues, grief, and other problems. Classroom guidance lessons are coordinated by counselors, and topics covered include character development and education, transitioning to middle school, study skills, friendship, bullying, depression, anger, and the multicultural world. Counselors consult with teachers, administrators, and community resources on a regular basis. Our counselors are also a support to our families when it comes to supporting our students. Please feel free to contact our counselors if you have any questions regarding the program or resources.

Procedures to see a counselor:

- Teachers have appointment forms in their classrooms.
- Students complete forms and place them in one of the Counselor Communication boxes in the Student Services Suite. These secure boxes are checked at the conclusion of each school day. If the concern is an immediate one (example: safety issue), students should obtain teacher permission to bring their form directly to the Guidance office.
- Counselors will meet with students as soon as possible.
- Teachers may also refer students to counselors using the online link.
- Teachers will allow students to make up work missed when visiting the counselor.

iHub

Our Media Center has been transformed into a new and enhanced learning environment called the iHub (Innovation Hub). Students will be able to create, produce, problem solve...truly make what they're learning come to life! Some of our new enhancements are "Glassrooms" (three small group collaboration rooms), Robotics, Lego Wall, 3-D printer, and furniture that allows for students to move, collaborate, or just immerse themselves in reading. Of course, students will still be able to check out 2 books at a time for a period of 2 weeks. Be sure to visit the iHub during our Family Engagement events.

Academics

Our Winecoff STEM Elementary School staff is 100% committed to providing the highest quality academic instruction for our students. Through our uninterrupted core instructional blocks of time, our students receive whole class, small group, and individual instruction designed to prepare them to master the grade level content and standards. We are also fortunate to be able to provide intervention and enrichment opportunities to meet the unique learning needs of all of our students. Our highly qualified staff members utilize research-based instructional strategies and materials that maximize the teaching and learning that occurs in every classroom. In addition to being a full STEM school, some of the other programs and services that are offered include Academically Intellectually Gifted (AIG), Exceptional Children's (EC), English as a Second Language (ESL), Dual Language Immersion, VEX Robotics, Drama Club, and academic competitions such as Math 24, Math Olympiads, Science Olympiads, Spelling Bee, and Battle of the Books.

Winecoff STEM (Science, Technology, Engineering, and Mathematics) Elementary is a neighborhood magnet school. This means that all students residing in the Winecoff school district will be in STEM. STEM content will be infused within our curriculum and instruction that incorporates more hands on, problem-based learning experiences for students.

Student Behavior / Expectations

At Winecoff STEM Elementary School, the faculty and staff believe that students grow and learn best in a caring, respectful environment. Teaching students to be safe, responsible, respectful members within the school environment increases their likelihood of becoming productive citizens.

PBIS (Positive Behavior Intervention and Supports)

At Winecoff STEM Elementary school we use the PBIS model to teach, encourage and maintain positive student behaviors. The premise of the system is to create a safe, effective, positive learning environment for every child by explicitly teaching behavioral expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the following school wide expectations, we are confident we will see an increase in student learning and a decrease in classroom disruptions.

Our staff has been able to develop a unique system to ensure student success at Winecoff Elementary School. There are four basic components to our program:

- The Behavior Matrix-Specific expectations for every student to follow
- School Wide Tier 1 Behavior Management System-An acknowledgement system to recognize when students are following Winecoff Elementary School expectations and a classroom

management system to increase student learning.

- Specific lessons used to teach students the behavior expectations for every physical setting in the school
- Office Referral Forms-Communication between school and home to open dialogue on how children can meet expectations

This section is a brief overview of our system. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact your child's teacher or school administrator if you have any questions or concerns. We ask you to read through the information in this section and discuss it with your child.

Thank you for your partnership in teaching the children. We are looking forward to a fabulous year!

Winecoff Leopard Expectations

Our School Matrix is located on our website

The Winecoff Leopard Expectations are summarized in the four short rules that we expect everyone in the Winecoff community to follow. Leopards ROAR when they:

R- Respect everyone

O- Obey safety rules

A- Act responsibly

R- Ready to be my best

It is our goal to make the Leopard Expectations as clear and specific as possible. What you will find on the matrix is what you would expect to see happening in every physical setting at Winecoff STEM Elementary School. Since the system is designed to promote a positive environment, you will find it is written to advise children on what it looks like to ROAR at Winecoff STEM Elementary School. Our staff will continuously help our children understand and learn the behavior expectations we have in place. We will explicitly teach, model, and practice the behavioral expectations in order to ensure our students are able to apply them in all settings.

Please review the matrix with your child(ren). It would be wonderful if you could post the matrix in a visible place in your home. This will serve as a continuous reminder for your children.

Winecoff Elementary School Behavior Matrix located under our Parent Resources tab on website and also here at WES [School Matrix](#)

School Wide Tier 1 Behavior Management System

ROAR Tickets ----An Acknowledgement/Reinforcement System

Research indicates that positive reinforcement is one of the best ways to not only change behavior but to encourage and maintain continuous appropriate behavior. Another component of the PBIS system is the use of consistent, positive reinforcements to celebrate students' success with the Winecoff Leopard Expectations. Students who demonstrate behaviors outlined in the behavior matrix will have opportunities to receive immediate reinforcement from all Winecoff STEM Elementary School staff members.

Classroom Management Systems

All teachers have aligned their classroom management systems with PBIS and implement them consistently and fairly for all students in order to teach and reinforce the expectations and also to redirect them when they exhibit behaviors that do not meet expectations. Your child's teacher will share their classroom management plan with you and if you have any questions or concerns, please let the teacher know.

Teaching Leopard Expectations

One of the most important parts of the PBIS system is that behavior and expectations are taught directly to the students. In this way, students know exactly what is expected of them and how we expect them to behave at school. The teaching of these expectations will occur during our PBIS Assembly during the first few weeks of school. The children will model and practice how to behave at lunch, in the classroom, hallways, bathrooms, assemblies and playground. This is continuously reinforced throughout the school year.

The Office Discipline Referral

Unfortunately, there will be times when some students misbehave even though we have explicitly taught them our expectations, offered reminders of the expected behaviors, and used the positive reinforcement system. When this occurs, the staff will use the Office Discipline Referral Form (ODR). These forms look at “major” behavior infractions that may disrupt student learning or create an unsafe environment for others at school. Staff will document what has occurred in writing. Teachers and/or an administrator will make telephone contact with parents to discuss the issue of concern so that a plan can be formulated if needed to help the student correct these behaviors. Our goal is to keep the lines of communication open between school and home.

INTERVENTION

CICO System

The Check In-Check Out (CICO) process is a strategy to assist those students who are struggling with inappropriate behaviors. Its primary goal is to identify students early and provide frequent feedback to prevent future problem behavior. It provides a daily system of support and monitoring of student behaviors and increases school-home communication.

If it is determined that your child could benefit from this program, a letter will be sent to you outlining the CICO process. A certified staff member will meet with your student every morning and afternoon. During these brief meetings, the teacher will touch base with the student and talk about a daily goal directly connected to our ROAR expectations. These meetings are meant to provide a positive and encouraging start and end to each day.

Restorative Classrooms

Establishing and maintaining positive relationships is essential to our supportive and nurturing learning environment. Teachers will use Restorative Classroom Circles at the beginning of each day that will foster not only positive teacher / student relationships, but student / student relationships as well. Our teachers and Classroom Culture Coach will also hold Restorative Justice circles with students who are experiencing conflict with each other. During these individualized circles, students discuss what harm was caused by individual actions, who was harmed, and how to repair that harm. By participating in these discussions, students not only learn to take responsibility for their actions but learn compassion and empathy as well.

Disciplinary Actions

We know that student misbehavior will occur, and we have clearly defined which misbehaviors will be handled in the classroom with the teacher and which ones should be referred to the office. Certain misbehaviors or repeated misbehaviors will require a student to receive a negative consequence. As a parent / guardian, you will always be contacted when this occurs. Only a school administrator will assign In-School or Out of School Suspensions as a negative consequence.

For more severe or illegal behaviors, students will be referred directly to the office. The Cabarrus County Schools Student Code of Conduct, a pamphlet which summarizes the Board of Education policies concerning fighting, drugs/alcohol, gang-related activities, stealing, vandalism, weapons, tobacco products/lighters, sexual harassment, cheating/plagiarism, and belligerent behavior, is provided at the beginning of the year. No student shall manufacture, distribute, dispense, possess, or use any alcoholic beverage, drug, or drug paraphernalia on school property which includes the bus and bus stop.

In-School Suspension

An in-school suspension (ISS) results from office referrals at the discretion of administrators only. It is used for more severe behaviors and/or patterns of inappropriate/disruptive behaviors that are referred to the administrative team. The student spends the day working on assignments from teachers. The student is counted present and is expected to complete the assignments which will be returned to the classroom teacher for grading. A student forfeits participation in any special event(s) on the day ISS is served.

Bus Expectations

Buses are provided so students can be transported to and from school in the safest manner possible. **Students are only allowed to ride their assigned bus. *Riding the bus is a privilege, not a right, and the administration at Wincoff Elementary School reserves the right to take this privilege away if a student exhibits irresponsible and/or inappropriate behaviors.***

These school bus rules and guidelines are for the safety of the students and the bus driver. Bus Rules and Guidelines

Be **Safe** at all times.

1. Remain seated, facing forward in your assigned seat. 2. No eating or drinking. 3. Keep your body and all other objects to yourself and inside the bus. 4. Use appropriate noise levels.

Be **Respectful** at all times.

5. Follow the School Bus Driver and/or Monitor's directions the first time given. 6. Be respectful with words and actions.

Be **Responsible** at all times.

7. Ride only on your assigned bus; get on and off at your assigned stop. 8. Maintain cleanliness and appearance of the bus. Do not damage the bus in any way. 9. Middle and High School Students – May use personal electronic devices responsibly.

Misbehavior on the bus potentially endangers the lives of all who ride, and it will not be tolerated. Bus drivers will be given the same respect as any teacher or staff member at Winecuff Elementary School. Students who do not cooperate with bus drivers or who violate bus conduct rules will be subject to school disciplinary consequences up to and including: warning with parent contact, changing seat assignment, short-term bus suspensions, long-term bus suspensions, in-school suspension, and out-of-school suspension. Bus referrals are cumulative for the year.

Extra-Curricular Activities and Field Trips

Extra-curricular activities (dances, movie nights, athletic activities, etc.) are for the enjoyment of the students. Students are required to exhibit appropriate behavior and are expected to follow all school guidelines. Failure to follow these guidelines will result in being removed from the event, and the price of the ticket will not be refunded. Administrators reserve the right to suspend or deny extracurricular activities/field trips based on unacceptable student behavior choices. Failure to follow rules and procedures during a field trip may result in a loss of privileges to attend the next field trip.

Personal Property

Teachers and administrators may authorize students to use electronic devices for instructional purposes provided that they supervise the students during such use. Cell Phones, iPods, MP3 Players, speakers, headphones, electronic devices, toys, lasers, or other items that do not have a specific educational purpose should not be brought to school. Therefore, if these items are brought to school, **the school is not responsible if they are lost or stolen.**

School Board Policy # 4318 states: School employees may immediately confiscate any electronic device that is on, used, displayed, or visible.

We know that there are some instances where parents / guardians need for their child to carry a cell phone to school. All cell phones should be powered off and stored in the student's bookbag and/or in the student's designated cubbie area. A student phone is available in the front office for students who have received teacher permission to phone a parent/guardian in the event of illness,

forgotten items, etc.

Weapons

Cabarrus County Schools will not tolerate the presence of weapons, bomb or terrorist threats or actions that constitute a clear threat to the safety of students and employees. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules. Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, without limitation, all of the following: loaded or unloaded firearm, including a gun, pistol, rifle, explosives, including a dynamite cartridge, bomb, grenade, mine, knife, including a pocket knife, bowie knife, switchblade, box cutter, utility blade, dirk, dagger, slingshot, leaded cane, blackjack, metal knuckles, BB gun, air rifle, air pistol, blowgun, stun gun, other electric shock weapon, such as tasers, ice pick, razor or razor blade, fireworks, laser pointers, mace, pepper spray, any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

Sexual Harassment

The Cabarrus County Board of Education has adopted a policy, which reflects the law, dealing with sexual harassment as it applies in the workplace and among students. Some examples that could involve students are: 1) making telephone calls and sending notes, letters, or materials of sexual nature or content; 2) touching and initiating physical closeness of a sexual nature; 3) making obscene or sexually suggestive looks, gestures, sounds, advances, or propositions; 4) making sexually provocative or graphic comments about another's body; 5) pressuring for dates or sexual activity; 6) engaging in sexual banter or teasing, making jokes or remarks, or asking questions of a sexual nature; 7) displaying sexually suggestive pictures, cartoons, or other related items; or 8) sending emails or instant messages that communicate any type of sexual or physical threats. A student should report any such incident to his or her teacher, counselor, or any member of the administration, and it will be investigated.

Bullying

Winecoff Elementary School promotes positive, supportive learning environments that are inclusive and accepting of everyone. We value the diversity and uniqueness of our students, families, and staff. Therefore, we do take instances of bullying seriously and encourage all

members of our school family to report it as soon as possible. Even if the actual instance doesn't meet the definition of bullying, we recognize that it is still serious and we will address it as such.

North Carolina Law provides specific criteria that define bullying and you may access information regarding bullying on the CCS district website:

<https://www.cabarrus.k12.nc.us/Page/19655>

The official bullying report forms can be accessed online at the link listed below. If you are unable to access the report online, please contact your child's teacher or an administrator for assistance. Paper copies of the form are available in the front office and in the Counselor suite.

Report Bullying:

<https://www.cabarrus.k12.nc.us//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=265>

Social Networking

Social networking sites have become an increasingly prevalent place for bullying to take place. The school respects the right of students to use social networking sites (e.g., Twitter, Facebook, YouTube), personal Websites, Weblogs, Wikis and other web tools (collectively, "Internet Postings") as a medium of self-expression. Due to the fact that some communication through these mediums can be seen as negative, demeaning, and an attack on another's character, any inappropriate Internet postings by students that cause substantial disruptions to the school environment will be subject to disciplinary actions.

The Cabarrus County School Board Policy # 4313 states: The inappropriate internet postings by students can cause substantial disruptions to the school environment. The Board requires that students observe the following guidelines for internet postings, regardless of the location of the internet access.

Prohibited Behaviors:

1. Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics in Internet Postings that could cause a substantial disruption to the school environment.
2. Students shall not use language, pictures or graphics promoting violence or gang activity in Internet Postings.
3. Students shall not use Internet Postings to libel or defame the Board, School System, school employees, or other students.

4. Students shall not use Internet Postings to harass, bully, or intimidate employees or other students. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, age or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, physically injure or damage the property of another student or employees.

5. Students shall not post pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system.

CONSEQUENCES- A student will be disciplined for creating and/or distributing written or electronic material, including Internet Postings that causes substantial disruption to school operations and/or interferes with the rights of other students or staff members. Violation of this policy will result in disciplinary action.

Tobacco Policy

The use of tobacco products are prohibited at any time in the school building, in the school facility, on school campus, and in or on any other school property owned or operated by the School Board.

Anti-Gang Policy

No student shall commit any act that furthers gangs or gang-related activities. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that show affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person as related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person as related to gang activity;
6. Soliciting others for gang membership
7. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Dress Code Guidelines

Acceptable Attire

- Skirts and Shorts – No more than three inches above the knee
- Shirts and Blouses – Must cover the student’s midriff – no plunging necklines or exposed cleavage. Straps must be the width of the student’s ID card.
- If leggings are worn, they must be worn with a dress, skirt or shorts that are acceptable attire as listed above.
- Pants – Fitted at the waist
- Shoes – Shoes or sandals

Inappropriate Items

- Facial piercing(s) that pose a health or safety risk
- Face paint
- Hair dye or colorings (green, purple, etc.) that distract from the educational environment
- Tanks tops, muscle, mesh, or see-through shirts/blouses, and spaghetti strap tops
- Clothing or accessories that contain inappropriate advertising (alcohol, drugs, tobacco) or suggestive comments
- Shirts that are too revealing
- Bedroom slippers or pajamas unless on a designated “spirit day”
- Clothing with holes, slashes, or items that expose flesh or undergarments above the knee
- Sunglasses, hats, stocking caps, toboggans, bandanas, headbands, or any other headgear
- Excessively tight clothing or baggy/dragging pants and shorts
- Clothing that displays words on the seat area of pants/shorts

The Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of self or others. If a student is in violation of the above dress code, parents will be contacted to provide a change of clothing.

Grading Scale

Wincoff uses Standards-Based Grading practices in all grades. The purpose of the Standards-Based Report Card is to provide specific feedback regarding the progress students are making toward grade-level standards. Each grade level has very specific curriculum standards, aligned to the Common Core State Standards and the North Carolina Essential Standards that students are expected to demonstrate by the end of the school year. Each standard identifies what

students should know and be able to do. When we share your child's academic progress using standards, we are providing important and specific information about learning successes and areas of needed improvement. The score reported will be determined strictly on the child's level of mastery of the standard.

Rather than the traditional A-F model, academic achievement is evaluated using a standards-based score of 4 (Exceeds Grade-Level Standard), 3 (Meets Grade-Level Standard), 2 (Progressing toward Grade-Level Standard), and 1 (Limited Progress toward Grade-Level Standard). The expectation is that all students will master the standards by the end of the school year. Therefore, there may be standards for which your child receives a 2 – Progressing toward Grade-Level Standard - during the first couple of quarters. Because it is the beginning of the year, this means that your child is making progress toward the end of the year standard, so there is no need for concern. Our goal is that every child receive a mark of 3 – Meets Grade-Level Standard - by the end of the year for each of the standards listed. This score indicates that your child is on target for his or her grade level and should be celebrated.

We are excited about the information this type of reporting provides to parents and students. By implementing a Standards-Based Report Card, we are able to provide more detailed information about your child's successes and areas for improvement. Standards-based grading helps parents, students, and teachers, understand where a child should be performing at the end of the year compared to where that child is currently performing in relation to the standards. This helps everyone to focus on what can be done to close any gaps. The report cards are posted on the Cabarrus County website (<https://www.cabarrus.k12.nc.us/Page/3793>) for you to review. If you have questions about standards-based report cards, please contact your child's teacher.

Homework Policy

It is the commitment of Winecoff STEM Elementary School faculty to promote learning not only during the school day but also while students are at home. Students can expect to have homework on a daily basis that supports the instruction taking place at school. Students are expected to read for approximately 20 minutes each night and parents can support their child by asking their child to retell the story and then by asking questions that elicit specific details about what they've read.

Students should expect to have an average of 10 minutes of homework per grade-level per night in addition to daily reading.

Title I School Information

As a Title I School, Winecoff STEM Elementary is fortunate to receive additional funding from the federal government. The amount of funding that we receive is determined by the percentage

of students receiving free and reduced lunch benefits, along with our total school enrollment. The higher the number of students and percentages of students receiving free or reduced lunch, the more money that we receive. To apply for benefits, please complete the online application at www.lunchapplication.com

Currently, we use our Title I budget to fund an additional classroom teacher and teacher's assistant, our Lead Literacy Teacher, Lead Math Teacher and MTSS Coach. The remaining budget provides us the ability to purchase additional instructional resources for our students here at school and at home. Our Lead Teachers are integral to teaching and learning, as they support and coach teachers with curriculum planning and delivering highly effective instruction.

A Parent's Right to Know

As a parent of a student at Winecoff Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the NC Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NC Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and qualified.

If you would like to receive any of this information, please call the school at 704-260-6370.

FAMILY AND PARENT ENGAGEMENT PLAN

STATEMENT OF PURPOSE:

The engagement of parents/guardians, families, and community members is an essential component to the educational success of our students. Every effort to invite and consider parent/guardian and community input will be made to ensure the safety and success of our students. The school improvement team developed the following parent engagement plan:

- I. Family and Parent Involvement Policy**
A copy of this policy will be provided for parents/guardians each year in the student handbook.
- II. Annual Information Meeting**
The annual public meeting will be held in conjunction with Curriculum Night on September 24th from 5:00 - 7:00pm. This will most likely need to be held virtually like our Open House. There will be a general meeting for all and interactive sessions with classroom teachers. There will be a breakout session for small group Q & A sessions, along with an interpreter available for all non-English speaking families.
- III. Flexible Meeting Times**
Wincoff will host a variety of meetings at flexible times. Examples of meetings are: Open House, Curriculum Night, 3 Family Engagement Events, PTO meetings, Book Fair, volunteer recognition, family education nights, 5th Grade promotion, quarterly awards ceremonies, as well as Individualized Education Plan meetings, 504 meetings, Tier 3 Intervention Supports, Spanish classes for parents, and English Language Learner meetings.
- IV. Parent/Guardian Participation in Planning**
Parents/guardians are encouraged to serve on the School Improvement Team (a minimum of 3 will be selected per year) and are also encouraged to serve on the PTO Board and PBIS team. Effort will be made to include parents/guardians who represent the diverse population of our school. Parent School Improvement Team members will attend meetings and provide input for the development of the plan.
- V. Parent/Guardian Information**
Parents/guardian will be provided with information about programs and the curriculum through curriculum night, School Improvement Plan, WES Website, individual classroom webpages and Facebook pages, individual conferences, Connect ED messages, and monthly family newsletters. Parents/guardians will be encouraged to attend and participate in curriculum night and all other parent meetings and opportunities. In addition, parents/guardians will be asked to attend the first quarter conferences and to schedule other conferences as needed. PTO meetings will also be held in designated months to allow parents/guardians to provide input and suggestions. Parent/guardian representatives will serve on the School Improvement Team, and meeting dates will be publicized for all parents/guardians and community members who wish to attend. Wincoff will also send a parent representative to serve on the Superintendent's Parent Council.
- VI. School-Parent Compact**
The Title I Parent Compact will be sent home to all parents/guardians in the student handbook to be signed and returned to school. The compact will be explained during curriculum night.
- VII. Building Parent Involvement Capacity**
 - a. WES will provide parents/guardians information on state standards and assessments at curriculum night. In addition, information will be shared through the school website, state website, and newsletters. We will also provide individual assistance through teacher conferences with parents/guardians. We follow a Multi Tiered System of Support (MTSS) for

- total school improvement to meet the needs of all students. Students who need extra support are provided interventions through a variety of resources.
- b. WES will provide parents/guardians with additional suggestions and ideas during curriculum night on how they can help their children at home. Information will also be provided through individual conferences, teacher and school newsletters, PTO meetings, student service team and the school website and Facebook page.
 - c. WES has a full-time Spanish interpreter to facilitate communication with our non-English speaking population.
 - d. WES works cooperatively with all CCS Pre-Kindergarten programs as families prepare to transition students into our Kindergarten and EC classes.
 - e. WES hosts a Kindergarten Camp in August for all rising kindergarteners with transportation included.
 - f. WES will accommodate parents/guardians with disabilities by utilizing available system resources. In addition, we will provide an interpreter for our non-English speaking parents.
 - g. WES embraces the philosophy of providing a safe, nurturing, and inviting school environment.
 - h. WES will utilize the School Improvement Team and the PTO Board to encourage businesses to partner with our school. We will also work with parents/guardians whose businesses allow and encourage participation in the school. Input from parents/guardians will be solicited through the use of parent surveys and the School Improvement Team.
 - i. WES will use Title I funds to pay reasonable and necessary expenses associated with parent engagement activities.