Winston Elementary School

Family Handbook 2023 - 2024

13691 Veterans Memorial Highway
Winston, Georgia 30187
(770) 651-4700

Home of the Wildcats
We welcome you and your family to Winston Elementary School. Our teachers and staff members are excited to have you as part of our school family. At Winston, we believe every child has a right to learn and that we should all work collaboratively to provide the best possible education.

In order to receive maximum benefit from the instructional activities, students are expected to be in school every day possible. Good attendance habits positively impact the learning process that carry over into the world of work. Students may enter the building at 7:00 AM and proceed to their grade level's bus room. Academic instruction begins promptly at 7:25 AM with morning work. Students are considered tardy at 7:40 AM. We begin dismissal procedures at 2:10 PM. Please make sure your child is here on time each day and that early check-outs are kept to a minimum.

Students whose parents are actively involved in their learning are more successful in school and in life! Parents are always welcome, wanted, and needed. However, in order to minimize interruptions in the classrooms, you must make an appointment for a conference or schedule a time to volunteer. You may do this by either sending a note/e-mail to the teacher or calling the school. We thank you for your cooperation in this important matter. Disruptions during instructional time negatively impact children's learning when they become inattentive and distracted. With your help and cooperation, teachers can utilize every possible instructional minute to do what they do best, TEACH!

This handbook contains information about Winston and the policies and procedures that directly affect Winston students and their families. The other section consists of the elementary school policies and procedures of the Douglas County School System.

Let’s work together to make this year a wonderful learning and growing experience.

With Warm Regards,

Heather George  
Principal

Dr. Candice Broome  
Assistant Principal
MISSION STATEMENT

At Winston Elementary School the staff is committed to providing experiences that will prepare students to be an active participant in our constantly changing world. Through the involvement of home, school, and community, students will experience opportunities that promote individual growth and respect for self and others in a safe and caring environment.
School Information, Rules and Regulations

Accidents /Illnesses
If a student is hurt on the bus or at school, he/she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident. If a student becomes ill during the school day (i.e., has a fever, is vomiting, or is seriously injured), a parent or authorized designee will be expected to pick up the child. Every child should have current emergency information on file in the school office. We must know how to locate a parent at all times in the event of an accident or illness.

Admission/Withdrawal
Students seeking admission to Winston from another school should have withdrawn from the previous school. Withdrawal papers should be readily available.

The following items should be on file in the school office:
- Birth Certificate with raised seal (we make a copy)
- Certificate of Immunization – form 3231
- Copy of Social Security Card or waiver
- Legal documents (i.e., custody papers), if appropriate
- Vision, Dental, Hearing and Nutrition screening certificate – form 3300 (rev 2013)
- 2 proofs of residence (recent gas/electric bill, deed, lease agreement, tax bill closing statement if recently closed)

The school office must be notified at least one day (24 hours) prior to student withdrawal. All textbooks, library books, and other materials must be returned. All lunch charges must be paid. All After School Program charges must be cleared. A copy of the withdrawal form, birth certificate, immunization form and vision/hearing/dental screening form will be given to the parent/guardian to take to the new school. All other student information will be sent upon request from the receiving school.

After School Program
Winston offers an after school program. It is a fee-based program for students at our school. There is a one-time registration fee (per year) of $10.00 for the family. The After School Program hours are from 2:45 p.m. – 6 p.m. The fee for the program is $10.00 per child per day. All fees must be paid in advance on a weekly basis. Parents are expected to be prompt in picking up their student(s). After three late pick-ups the director will meet with the parent to discuss possible withdrawal from ASP. After 6 PM, the charge is $1 per minute.

Agenda
Agendas are a great communication tool between school and home. All students should purchase an agenda, along with a binder, the first week of school for the cost of $10.

Attendance/Tardies/Continuous Early Checkouts
Although attendance at school is very important, students with a contagious illness or fever should be kept home. Upon returning to school after an absence, a written excuse must be given to the homeroom teacher within three days. Students who are absent miss instruction that is vital to the mastery of the standards. Students not in their classroom at the 7:40 bell are considered tardy. Students who are tardy miss valuable instruction and disrupt the class. If a student is late, a parent is expected to escort his/her child to the office for a tardy pass before the student goes to class. Students who are repeatedly checked out prior to the end of the instructional day (2:10 p.m.) miss valuable instructional time and disrupt the class. Students with excessive unexcused absences/continual tardies will be referred to the school social worker. See the Compulsory Attendance Law and Douglas County Board Policy posted on our webpage. In addition to the board policy, students that are on a permissive transfer will be withdrawn from Winston after 12 tardies and/or 10 unexcused absences and will return to their home school.
Attendance Honors
At the end of the year, **students who have no absences and no more than three early-checkouts and/or tardies combined** will receive a Perfect Attendance award. *This is a coveted award that only a few will receive.* At Winston, we believe that tardies and check-outs affect academic performance just as much as an absence.

Birthdays and Invitations
Birthday parties are not allowed at school. However, since we encourage parents to donate snacks for our students, we do allow cupcakes on a child’s birthday as a special “snack” to be consumed during lunch. Due to our Wellness Policy and concerns over food safety, all foods brought to school for student consumption must be commercially prepared and pre-wrapped. *(Wellness Policy EEE).* If you wish for the school to distribute birthday invitations to your child’s class, invitations must be provided for every child in the class or for all boys or all girls in the class.

Breakfast
**Refer to: Food Service Information for Prices and Lunchroom Information**
Breakfast is served daily at Winston beginning at 7:00. Car riders wishing to eat breakfast at school should arrive prior to 7:30. Any student at breakfast when the 7:40 bell rings is considered tardy and their attendance will reflect as such.

Bus Discipline
If your child is a bus rider, he or she is required to follow the rules set aside for bus safety. If your child receives a bus suspension, you must send in a note to the teacher explicitly stating how your child will be transported home from school until the suspension is over.

Cell Phones at School
The use of cell phones and other electronic devices are not permitted during the school day. If such items are confiscated, a parent/guardian must come to the school to claim the item. The school is not responsible for lost or stolen items and is not required to investigate cases involving these items. Consequences can be given to students who have an electronic device taken up.

Car Riders in the Afternoon Reminders
**See Transportation for Additional Information Regarding AM/PM Procedures**
Rules and procedures for car rider dismissal are in place for the safety of your student(s). Please stay in your car in the afternoon during car rider dismissal. Please hang your Winston issued placard on your car’s rear view mirror and leave it hanging till your child has entered the vehicle. This will allow us to ensure an effective dismissal. If your child needs assistance with his/her buckle, you will need to pull up and park so that the car rider line can continue dismissing. Additionally, students are not allowed to be brought around to the driver’s side of the vehicle for the safety of both the child and the loader. **Any vehicle without a Winston issued placard will be required to park and go to the front office with identification to receive your student at the conclusion of dismissal.**

Check-Outs
To ensure the safety and efficiency of afternoon dismissal, students needing to checkout from school should do so no later than 1:45. Parents arriving to checkout their student after 1:45 may be asked to wait in the front office until dismissal is complete. If someone other than the parent or guardian is to pick up a student, that person must be on the emergency card. Otherwise, please notify the school by note. For the safety of your student, please be prepared to provide a valid form of identification when checking out your student.

Communication Applications
The Douglas County School System uses Remind and School Messenger for parent communication. It is imperative that you sign-up and are able to receive messages from both of these platforms.
Classroom Observations
If a parent requests a classroom observation, 24-hour notice must be given, preferably in writing, to the assistant principal or principal. Observations are limited to no more than an hour. No pictures, videos, or anecdotal notes/recordings are allowed. In addition, no younger siblings are allowed in the classroom during the observation.

Clubs
Refer to Board Policy JHC/JHCA
Any student owing money from the previous year or throughout the year (lunch, ASP, Media Center, etc.) will not be able to participate in any after-school activities, clubs or camps. A child may be excluded from a camp or club if an in-school or out-of-school suspension occurs during the time of the activity. Wildcats must be present to attend school related functions. After school clubs at Winston are in place to enhance the instructional program. Refer to each of the flyers sent home advertising a club/camp for specific rules and regulations. As a reminder, teachers at Winston volunteer their time for all clubs/camps. They are not paid for their time/effort after the school day.

Conference Days
Teachers are required to have at least two conferences with parents/guardians. Parent conference appointments are readily available to parents. Please contact your child’s teacher to request a conference. Please do not assume that a teacher can meet with you before school if you come to the school without an appointment.

Debts
Many of our clubs, camps, and programs are funded by Winston staff and volunteers. When a student owes money for ASP, lunch, books, or programs specific to the school, WES is held liable/responsible. It is imperative that debts are paid in a timely manner. Students are unable to participate in any extra-curricular activities until debts are paid.

Deliveries
Parents are asked not to have bouquets of balloons or flowers sent or brought to the school for students. Students will not be called out of class to receive deliveries. For the safety of all students and the driver, flowers and/or balloons are not permitted on the school bus.

DISCIPLINE
Refer to Board Policy JCDA and JCDA_R(2) for a full description of the Elementary Discipline Code of Conduct and Administrative Procedures.

It is the policy of the Douglas County Board of Education that each school within this school district shall implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. Douglas County School System and Winston both believe that the school is a community, and the rules and regulations are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community.

TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d).

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in his/her class or with the ability of each student’s classmates to learn shall file a report of such behavior with the principal or his designee.
The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Discipline Code JCDA_R(2) serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school.

Stated rules in JCDA_R(2) are the general rules of Douglas County Elementary Schools. These rules apply to all students and will be fairly administered and consistently enforced. All of these rules are designed to protect the student’s right to receive an education, the teacher’s right to teach, and the property of individuals and the school system. The consequences for breaking the rules may range from warnings to suspension from school. In extreme cases, long-term suspension and expulsion may be used. Also, note that the rules cover certain acts that are also covered under local, state, and federal laws. Students who violate the law will be punished by the school system and will be prosecuted. In case of misbehavior not covered by the rules listed, the administration may enact corrective measures that are in the best interests of the school system and the students involved.

Any student who knowingly aids, abets, assists, or furthers the commission of an offense by another person in violation of the Student Discipline Code shall be subject to disciplinary action as if committing the act themselves which violates the Student Discipline Code. Punishment shall include the same punishments available for the underlying offense. All violations of law shall be referred to the proper law enforcement agencies by the school administrators in addition to school consequences.

A detailed explanation of the elementary discipline code and rules of conduct (JCDA_R(2)) may be accessed at the Douglas County website: https://www.dcssga.org/.

**Dress Code**

**Refer to Board Policy JCDB-R (1)**

Every student enrolled in Douglas County Schools is expected to observe a standard of grooming and dress consistent with the level of formality of the school setting. Certain items of dress are not considered appropriate and are not acceptable and as such, could result in a child having to call parents at home or work to bring appropriate clothing. Good taste and good judgment should be used by parents and students alike in the selection of school dress. Many “fads” in dress are not appropriate for school, this includes pants with holes above the knees, short shorts, excessively tight and/or loose clothing.

**Emergency Drills**

State law requires that schools conduct various emergency drills to ensure students are prepared in the event of a true emergency. If you are present in the building during one of these drills you will be required to participate.

**Food Service Information**

<table>
<thead>
<tr>
<th>Student Meals</th>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
<th>School Staff</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Price Lunch</td>
<td>2.25</td>
<td>2.50</td>
<td>2.50</td>
<td>3.25</td>
<td>3.50</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>.40</td>
<td>.40</td>
<td>.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Price Breakfast</td>
<td>1.25</td>
<td>1.25</td>
<td>1.25</td>
<td>1.65</td>
<td>1.65</td>
</tr>
<tr>
<td>Reduced Price Breakfast</td>
<td>.30</td>
<td>.30</td>
<td>.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Milk or 4 oz. Juice</td>
<td>.60</td>
<td>.60</td>
<td>.60</td>
<td>.60</td>
<td>.60</td>
</tr>
</tbody>
</table>
School Cafe is a secure, online system that allows parents to make cafeteria meal payments to their child(ren)'s cafeteria accounts via credit or debit card. Parents can remotely monitor their child(ren)'s accounts anytime from any Internet-enabled computer.

- Remotely monitor your child(ren)'s cafeteria account balance and purchases.
- Make a one-time online payment anytime, anywhere.
- Set up hassle-free automatic payments for each child.
- Set up low balance e-mail message alerts.

A student who has no lunch money and does not bring a lunch from home may charge his/her lunch. Students will be allowed up to $5.00 in accumulated charges. After two full meal charges, the child may be offered an alternative meal. You may apply for free/reduced meals using a family application obtained from your child’s school or by going to [https://schoolcafe.com/](https://schoolcafe.com/).

Families are required to complete one application per family every year on School Café. Notification of eligibility will be made within ten (10) days. These records are confidential.

Students may bring their lunch from home. Healthy and nutritious lunches are encouraged. Parents are allowed to bring lunches for their child(ren) only. Bringing “special” lunches for groups of students is considered discriminatory to the other students in that class. Please be aware that this includes bringing food for your child’s best friend. Some students rely upon parents/guardians to bring their lunches after school begins. This practice does not foster personal accountability. We want to avoid all disruptions to the classroom instruction once class begins. Anyone bringing lunch boxes for children after school begins must leave the lunch box with the child’s name on it in the front office.

**Gifted Program**

Program Challenge provides services to identified gifted students. Students that are referred for testing from school personnel or parents are tested in the fall or spring. Students are evaluated in mental ability, achievement, creativity, and motivation, and must qualify in three of the four criteria in achievement and mental ability. Gifted students receive services through differentiated curriculum in the Resource Room or advanced content. Students that are excelling in certain subjects may be invited to the Gifted classroom for certain parts of the day. Teachers and parents conference regularly to determine if wildcats would potentially benefit from this enrichment. Please be advised that at any point, if grades, behavior, or progress declines, students will not be allowed to continue visiting the Gifted classroom. This is for the child’s best academic interest and we will be glad to discuss the reasoning and rationale.

**Grading Guidelines and Report Cards**

**Grades**

Grades should be a fair reflection of a student’s performance on content standards. All grades taken on assignments, tests, and/or projects shall be recorded in the Student Information System's electronic grade book.

**Kindergarten:**

First-Fourth Nine Weeks: Exemplary, Satisfactory, Needs Improvement, Unsatisfactory

Georgia Kindergarten Inventory of Developmental Skills (GKIDS 2.0)- A report should be sent with the final report card.

**First – Fifth Grades:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-105</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>71-79</td>
</tr>
<tr>
<td>D</td>
<td>70</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>
Art, Music, and Physical Education
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Conduct
Student conduct shall be evaluated as follows:
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Report Card/Progress Report Dates

<table>
<thead>
<tr>
<th>Progress Report Dates</th>
<th>Grading Period Ends</th>
<th>Report Card Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8</td>
<td>10/6</td>
<td>10/13</td>
</tr>
<tr>
<td>11/10</td>
<td>12/16</td>
<td>1/5</td>
</tr>
<tr>
<td>2/2</td>
<td>3/10</td>
<td>3/16</td>
</tr>
<tr>
<td>4/20</td>
<td>5/24</td>
<td>5/24</td>
</tr>
</tbody>
</table>

Number of Grades Per Nine (9) Weeks
Grades should reflect a student’s relative mastery of an assignment and a sufficient number of grades should be recorded to support the grade average assigned. The following guidelines should be followed:

- Parents should have access to grades in a timely manner. Grades should be maintained in Infinite Campus and recorded weekly.
- The minimum number of grades used to determine the final grade must be nine for each 9-week grading per subject area (ELA, Math, Science & Social Studies).
- Each school will issue progress reports every 4 ½ weeks and report cards at the end of every nine-week grading period.
- Additional teacher-developed progress sheets may be sent home between reporting periods.
- Homework assignments should not count more than 15% of the final grade in grades 3rd-5th.
- Unit Assessments / Tests should count as a minimum of 15% and not exceed 25% of the final grade.
- Classwork should not count as more than 25% of the final grade.
- Progress Reports should reflect actual grades.
- 55% Rule – no grade lower than 55% should be posted on report cards.

Notification of Failure
The Principal should establish school procedures requiring parent/guardian notification prior to students receiving a failing grade as a final grade for an evaluation period. At a minimum, parents should be contacted by progress report time.

Appeals
A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.
Makeup Work
All students will receive credit for satisfactory makeup work after an excused absence. A student will be given as many days as he/she was absent to make up tests and assignments after an excused absence. Teachers are not required to provide assignments prior to an absence.

Extra Credit
Extra Credit opportunities will be provided consistently across grade levels at the discretion of the principal and must be academic in nature.

Homework
Estimated times for daily homework are shown below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Estimated Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten and First Grade</td>
<td>15-20 minutes</td>
</tr>
<tr>
<td>Second Grade</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Third Grade</td>
<td>30-40 minutes</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>40-50 minutes</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>50-60 minutes</td>
</tr>
</tbody>
</table>

- If two or more teachers are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule. Because students work at different paces, it may take some students more or less time to complete assignments.
- Homework is work that is assigned to be completed at home or in a designated after-school program.
- No new concepts should be included in homework unless using a flipped-classroom approach.
- Homework is not to be assigned on weekends, before holidays, or during holidays with the exception of previously scheduled special reports and/or projects.
- The purpose and directions for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepares the child to do the task independently and successfully.

Teacher Responsibilities
- To provide meaningful tasks that enrich and supplement work introduced in class
- To communicate homework assignments, both regular and long-range in an appropriate framework
- To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
- To provide course requirements and expectations at the beginning of each grading period to students and parents
- To consider available resources, materials, and home situations when assigning a task

Parent/Guardian Support
- To establish a specific time, place, and manner for homework to be completed
- To monitor as needed, but not do homework for the student
- To assist the student in planning a time schedule for long-term assignments/projects
- To initiate communication with the teacher when concerns arise
- To promote 15-20 minutes of reading each night

Student Responsibilities
- To complete assigned work on time and return it to the teacher
- To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
- To communicate with the teacher when he/she does not understand the assignments or is experiencing difficulty prior to the due date
- To read 15-20 minutes per night
Grievances
The school recognizes that at certain times, differences may occur between a parent and teacher. Please contact the teacher first to resolve any issues and if the concern still exists, then feel free to reach out to an administrator.

Guidance and Counseling Service
- In Douglas County, the purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.
- Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices.
- Counseling is defined as the help some students receive from a professionally trained counselor to help overcome personal and social problems, which may interfere with learning.
- The Douglas County Board of Education provides all students the opportunity for counseling services.
- If you have any questions or concerns about your student’s involvement in any guidance or counseling group activity, please feel free to contact Ms. Smith at 770-651-4700.

Head Lice
Winston Elementary follows the guidelines prescribed by Children’s Healthcare of Atlanta.

Inclement Weather
DCSS uses various means to communicate a change in school hour operations and/or school closings. Please ensure you’re able to receive DCSS School Messenger emails and text messages from the district.

Lost and Found
We do not have a Lost and Found at Winston. Please make sure your child’s name is located inside his/her coat, jacket, etc.

Lunchroom Visitors
We have limited space in our petite café, but we welcome you to join us! Music is used in the café so that students take the time to eat their food during the specific time allotted for lunch. Please follow all of the rules and procedures while eating with our Wildcats. It is greatly appreciated!

Make-Up Work
All students will receive credit for satisfactory makeup work after an excused absence. A student will be given as many days as he/she was absent to make up tests and assignments after an excused absence. Teachers are not required to provide assignments prior to an absence.

Media Center Rules
1. All books, materials, and equipment in the main section of the Media Center are available for the students.
2. Materials can be used in the Media Center and returned to the check-out desk. It is not necessary to check out materials if they are used in the Media Center.
3. All materials taken from the Media Center must be properly checked out.
4. All items except reference materials are checked out for one week. Reference materials are checked out overnight only. Materials may be renewed for up to two additional checkout periods.
5. When a student has overdue items, no further checkouts will be allowed until the overdue items are returned. If items are overdue for an extended time, parents will be contacted.
6. Any lost or damaged item will be paid for by the student who checked the item out.
7. Appropriate behavior is respecting the rights of others, using an acceptable voice level, walking, and using all equipment and materials correctly.
Medications (Prescription and OTC)
Board policy does not allow the school to give prescription medication unless it is in the original bottle. Students taking medications on a routine basis must complete a medication form. Medication forms can be requested in the front office of the school. All medications must be turned into the office. Students carrying medicine on their person are subject to disciplinary action.

Money Sent to School
Money sent in for lunch, ASP, clubs, camps, etc. should be clearly labeled in an envelope. The school is not responsible for cash/change lost at school. Ensure that your child knows to turn in any money as soon as they enter the classroom in the morning. Students cannot “mix” money. For instance, a child cannot send in a ten dollar bill where 5 of it goes towards a field day t-shirt and the other five goes towards ASP dues. Please note that we cannot give change.

Nuisance Items
During classroom instruction, nuisance items such as slime, fidget spinners, baby dolls, make-up, lip glosses, toys, Legos, Pokemon/sport trading cards, etc. are not allowed and should be kept at home. If such items are confiscated, a parent/guardian must come to the school to claim the item. Any items not collected after 10 school days will be discarded. Slime, both store-bought and homemade, is not allowed at school. Winston is not held responsible for lost/stolen or broken nuisance items.

Parties at School
Refer to Wellness Board Policy EEE
Classes are allowed two parties during school hours per school year. At Winston, we will have class parties at winter break, as well as the end of the school year. All foods, drinks, and treats are thanks to the generosity of our parents. It is not the teacher’s responsibility to provide these items. Note: All party preparations must have teacher approval.

Promotion and Retention
Refer to Board Policy Code: IHE

Report Cards/Progress Reports
Report cards go home every nine weeks. Progress reports go home at the 4 ½ week point between report cards. See Grading Guidelines for a schedule.

School Council
The School Council is an advisory board made up of at least two teachers, two parents, business partners, and the principal. The purpose of the council is to review and make recommendations in matters of school improvement. The School Council meets four times a year.

Social Media
Refer to Board Policy Code: JCDAG
Winston recognizes that today’s students are living in a world where social media outlets such as Facebook, Kik, SnapChat, Instagram, YouTube, etc. are prevalent across all age groups. If a negative act is committed via social media and it is brought to the school’s attention, students can face disciplinary actions regardless of where the act was committed. Please ensure your child’s internet/cell phone usage is monitored at home, as any social media issues typically roll over into the school day and can disrupt instruction.

Student Insurance
Parents can purchase school accident insurance for students. School-time and twenty-four hour coverage are available. Information explaining the program will be sent to each home. Payment is sent directly to the insurance company in the envelope provided.
Student Support Team (SST)
All schools in Georgia use MTSS (Multi-Tier Support System) to identify alternative strategies for students having academic or behavioral problems. “The tiered system includes evidence-based interventions and screenings that will provide the different levels of support needed to maximize student achievement and reduce behavior problems.” More information can be found by visiting the following website: GaDoe MTSS Framework

Teacher Requests
Winston does not honor teacher requests. All of our teachers are certified and credentialed. Class lists are constructed with a variety of needs in mind including, but not limited to, peer interactions, student/teacher personalities, current performance levels, scheduling needs, etc. Classroom placements and/or schedules are subject to change and are not considered permanent.

Telephone
Students are allowed to use the telephones only in emergencies. Arrangements for all after school activities should be made before coming to school. Students will not be allowed to call home for homework. Our goal is to encourage students to develop self-discipline and responsible behaviors.

Textbooks/Property (including laptops/Chromebooks)
Students are furnished with free textbooks and student consumable materials to be used while actively enrolled. Laptops/Chromebooks are provided, but require a $25 dollar fee. Students are responsible for the care of their issued items. Lost or damaged books, laptops, or library books must be paid for before report cards can be issued, a student is withdrawn from school, and /or participate in extracurricular activities. The buildings, the furniture, and the equipment therein, are provided and students should not deface school property. If there is damage to buildings, buses and/or equipment, disciplinary actions including financial restitution can be assessed.

Transfer Students/Tuition-Paying Students
A permissive/tuition transfer in our school system is not a right, but rather a privilege for those who choose to apply and permission is given. Winston maintains that all children are entitled to a quality education free of disturbances of the learning environment. Students that are disruptive to learning, come in tardy, or who are chronically absent will be given notice that the transfer could be revoked if the concerns noted are not resolved. Additionally, an open line of communication and parent cooperation is required for those students who are on a transfer.

Transportation
See Car Rider Reminders for Additional Information
At Winston Elementary School, our goal is to provide your children with a safe and orderly environment. In order to provide better supervision and to expedite the mass movement of children, it is necessary to implement certain regulations regarding the delivery and pick up of students. ALL transportation changes should be submitted in writing to your child’s teacher. Do not email, dojo, or leave voicemails for your child’s teacher for transportation changes. Please contact the front office with any emergency transportation changes after the school day has started.

Your careful adherence to the items listed below will help us provide a safer environment at Winston Elementary for your child:

- Please follow all traffic signs located on and around the school campus. The entrance and exit areas to the school are clearly marked.
- From 7 AM until 7:40 AM, no cars should enter the BUSES ONLY area. This is for buses only.
- Parents may bring students to school beginning at 7:00 am. No students are to enter the building before 7 AM.
- Students must be dropped off at the car rider entrance until 7:40 AM. After this time, parents must park and escort your child safely into the building and sign your child in. Do not drop your child off and then pull away.
- There will be no student checkouts from the office after 2:00 PM or during afternoon dismissal.
• **ALL transportation changes should be submitted in writing to your child’s teacher.** Do not email, Remind, or leave voicemails for your child’s teacher for transportation changes. Please contact the front office with any emergency transportation changes after the school day has started.

• Parents are to wait in their cars. No student will be released to an adult that is not in their vehicle.

• All car riders must have the school issued sign in order to pick up a child. No student will be permitted to enter a car that doesn’t have the proper sign. If you do not have a sign, you will be asked to park and go to the front office with a valid form of identification to be issued a school placard and/or to receive your student. This policy is in place to ensure the safety and security of your student.

• All students must be picked up by 2:40 PM.

• **Children not picked up by 2:30 PM or returned from the bus because no adult was home will be sent to the After School Program for their safety and supervision.** Parents will be charged after school fees including a one-time registration fee of $10.00 per family. **There will be no exceptions.**

• Students will board buses in an orderly manner. Students needing to ride a bus other than their assigned bus or who are going home a different way than usual must have a **note signed by the parent.** This is very important. No student will be allowed to ride a different bus or be a car rider without a note signed and dated by the parent. Notes must be given to the homeroom teacher first thing in the morning. This is also subject to available seating on the bus.

• Parents should be present at their student’s bus stop at least 5 minutes before and after their designated stop times.

• Every student is to respect and obey the school bus driver. The driver is in complete charge of the bus and is responsible for the safety of every rider. Please see County School Bus Discipline Procedure provided in the Ride Guide (located on the WES website).

**Visitors**

For the safety of all students, the office personnel **must** know who is in the building at all times. Therefore, **all** visitors must use the front entrance, sign in at the office, and receive a pass/nametag. You will be stopped by any school personnel and asked to return to the office if you are not wearing a visitor name tag. Office personnel may ask for identification if they are unfamiliar with an individual.

**Volunteers**

Assistance by parents and other adults in our school increases learning and strengthens the relationship between home and school. Volunteers should report to the office and sign in and receive a visitor’s pass at each visit **before** going to your assignment each time you visit any area in the building. For the safety of all students, younger siblings/children are not allowed in the classroom when you are volunteering. This is for the safety of all children and to protect instruction and avoid disturbances.

**Wildcat Weekly**

Winston uses a weekly communication tool called the “Wildcat Weekly”, which is a red plastic folder that contains student work and other school related information. These go home every Wednesday with the exception of the days that progress reports and report cards go home. On these days, WWSs will go home too. When you see your child’s Wildcat Weekly folder, please review the materials enclosed and return it back to the teacher the next school day. Wildcat Weekly folders may not be sent home on weeks where a school holiday occurs.