

2016 -17

WINDSOR SPRING  
ELEMENTARY SCHOOL



*Where Students Experience Success*

STUDENT / PARENT  
HANDBOOK

# SCHOOL INFORMATION



## **TELEPHONE NUMBERS**

School Office (706) 796-4939  
Fax (706) 796-4702

## **SCHOOL WEBSITE**

<http://windsorspring.rcboe.org/home.aspx>

## **SCHOOL HOURS**

Office Hours	8:30 – 4:45
Homeroom Begins	9:05
Instruction Day	9:15 – 4:05
Recess	(varies)
Lunch	10:50 – 1:15
Dismissal	4:10

## **SCHOOL ADMINISTRATION PERSONNEL**

Valerie McGahee  
Kimberly Simon  
Kathryn Stewart  
Lisa Dean  
William Handy  
Sharon Thomas  
Wanda Daniels  
Nancy Smart  
J. Rochelle Brown  
Angeline Miller

Principal  
Administrative Intern  
Instructional Coach  
Guidance Counselor  
Media Specialist  
Bookkeeper  
Data Entry Clerk  
School Nurse  
School Social Worker  
School Psychologist

## **VISION STATEMENT**

Windsor Spring Elementary School will be a site where learning, social responsibility, technological advancement and parent/community involvement are clearly visible and effective. The building, inside and out, will be clean, well kept, uncluttered, decorative and child friendly. All staff members and students work together to keep the school and grounds clean and neat. Teaching staff is actively engaged with their students providing high quality, rigorous learning experiences that result in student achievement. Teachers utilize researched based best practices for instruction to ensure student learning and achievement. Teachers collaborate with colleagues, mentors, and school support personnel to plan rigorous instructional learning experiences that result in student learning and achievement. Teachers are knowledgeable about current educational research in instructional methodologies, technology, child development, and physical/emotional health that result in student learning and achievement. Teachers effectively gather and analyze diagnostic, formative, and summative data to determine the instructional needs of students and implement effective rigorous instructional experiences, with the aid of 21<sup>st</sup> century technology to personalize instruction that results in student learning and achievement.

Our school and classrooms are positive learning environments where teachers, staff, and students work together to create a caring learning community. The school will provide a peaceful atmosphere with individual personal responsibility and problem solving are the first and automatic response to resolve difficult situations. School Support Personnel work effectively to increase parental and community involvement to the level that classes have volunteers and mentors to build a sense of shared responsibility to the education and welfare of all students.

## **MISSION STATEMENT**

The mission of Windsor Spring Elementary is to nurture lifelong learners in a safe learning environment, while equipping them with the academic and social skills necessary to be successful at their next levels of education.

## **OUR MOTTO**

**Where Students Experience Success**

## **WE BELIEVE....**

- ❖ That students and teachers deserve a clean, nurturing, positive, and safe environment to enhance learning and achievement.
- ❖ That effective communication, committed cooperation, and strong interpersonal relationships among students, teachers, staff, and parents encourages a high quality learning environment, a sense of school unity, mutual respect and is vital to morale.
- ❖ An effective Positive Behavior Intervention System, which teaches personal and social responsibility, is vital to a high quality, positive, and caring learning environment.
- ❖ That high expectations, coupled with high interest and engaging learning experiences, lead to an increase of student self-esteem, confidence, motivation, and academic performance.
- ❖ That professional learning communities and professional growth is vital for teachers to remain current on new educational research, 21st century technology, and instructional best practices as well as renew their passion and dedication to meet the ever changing needs of students with varying abilities, backgrounds, and interests in a global multimedia society.
- ❖ That education is a team effort; parents and teacher work together to support the students' learning.
- ❖ That Windsor Spring Elementary is a community of learners where everyone is capable of self-motivation and self-evaluation on the path to reaching his/her greatest potential.



## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag  
Of the United State of America  
And to the republic for which it stands,  
One nation under God, indivisible,  
With liberty and justice for all.



## **WINDSOR SPRING SCHOOL PLEDGE**

I will act in such a way  
That I will be proud of myself  
And others will be proud of me, too!  
I came to school to learn,  
And I will learn!  
I will have a good day!

## **SCHOOL CALENDAR FOR 2016-17**

**Please refer to Richmond County Public Schools website**

**<http://www.rcboe.org/home.aspx>**

## **RICHMOND COUNTY BOARD OF EDUCATION GRADING SCALE**

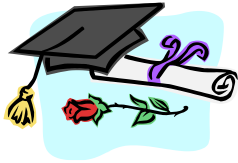
A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70



## **RICHMOND COUNTY PROMOTION POLICY**

It is the goal of Windsor Spring Elementary along with the Richmond County Board of Education, that all students will demonstrate mastery of state and local grade level standards K – 5. Promotion of a student shall be determined as follows:

### **Kindergarten**

To meet promotion requirements, a student must mastery 70% of the essential skills for Language Arts and 70% of the essential skills for Mathematics as identified on the Richmond County Board of Education report card. Additionally, the student must demonstrate readiness for first grade on the Spring administration of the Georgia Kindergarten Inventory Development Skills (GKIDS).

### **Grades 1 through 5**

To meet promotion requirements students in grades 1 – 5 must:

- a. Obtain a passing grade on
  - Mathematics
  - Language Arts
  
- b. Obtain a passing scoring in two of the following:
  - Social Science
  - Science
  - Health

Parents are notified about their child's academic progress with official progress reports during each grading period. At the end of each grading period, parents are notified about their child's progress towards promotion with an official school report card. In addition, students not meeting promotion requirements receive an Appendix B notice indicating difficulties. Parents, you are

**strongly encouraged** to contact your child’s teacher to schedule academic conferences to discuss academic needs for promotion.



## **SEMESTER AWARDS PROGRAMS**

Student achievement in academics as well as character development will be recognized in a classroom awards ceremony following each grading period. Certificates will be awarded for each nine week accomplishments. The following certificates will be presented to deserving students each nine week grading period.

A Honor Roll	Champions of Respect (Conduct)
A / B Honor Roll	Reading
Most Improved Academics	First In Math
Most Improved Character	Music
Best Effort	Science
Citizenship	Social Studies
Perfect Attendance	Physical Education

### **Award Recognition Criteria:**

#### **ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL**

“A” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

#### **ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL**

“A” or “B” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

#### **PERFECT ATTENDANCE**

Students must be in attendance for one half or more of the school day each day during the nine weeks grading period. A student will not be recognized for perfect attendance after ten (10) tardies.

## **END OF THE YEAR HONORS PROGRAMS**

In the final week of the school year, students are recognized for accomplishments made for cumulative grade level achievement (32 of the 36 weeks of school). The following is a list of cumulative grade level honors.

### **Plaque / Gift Card**

Principal's Award

Highest Grade Point Average Achievement Award (5<sup>th</sup> Grade only)

### **Trophies**

All "A" Academic Achievement Honor Roll

All "A/B" Academic Achievement Honor Roll

Distinguished Scholar Award

Highest Grade Level Academic Average in each

Academic Content Area (2<sup>nd</sup> through 5<sup>th</sup> Grades only)

WSE Spelling Bee Champion

### **Certificates**

Creative Writing Award

Kindergarten Participant

Kindergarten Master

### **Medallions**

Highest Grade Average in Music

Physical Fitness Award

Citizenship Award

Elementary Homeroom Spelling Bee (4<sup>th</sup> and 5<sup>th</sup> grades)

Most Improved Academics

Most Improved Character

Flag Corps

### **Lapel Pins**

Perfect Attendance for the year

Safety Patrol

## **Annual Honors Recognition Criteria:**

### **"A" ACADEMIC ACHIEVEMENT HONOR ROLL:**

**Criteria:** "A" in each subject with the exception of conduct.

### **"A/B" ACADEMIC ACHIEVEMENT HONOR ROLL:**

**Criteria:** "A" or "B" in each subject with the exception of conduct.

### **DISTINGUISHED SCHOLARS**

**Criteria:** A" in each subject area including conduct.

### **HIGHEST ACADEMIC ACHIEVEMENT AVERAGE**

**Criteria:** Student in grades 2<sup>nd</sup> – 5<sup>th</sup> and enrolled at Windsor Spring Elementary for three of the four grading periods.



## **PERFECT ATTENDANCE**

Students must be in attendance for the school each day during school year. A student will not be recognized for perfect attendance after ten (10) tardies or ten (10) early dismissals.

## **WSE PTA and WSE School Council**

We invite you to become an active member of Windsor Spring PTO and/or our Windsor Spring Parent Involvement School Council. The role of these organizations is to:

- Establish and maintain a working relationship among parents, school and community.
- Support school improvement teams and promote the finest education possible for the students at Windsor Spring Elementary.
- Increase student safety and security.
- Develop programs and projects that will support or enrich the curriculum.
- Enhance the quality of education by raising funds for school supplies or programs that fall outside the school budget.

We also invite you to serve on our Windsor Spring School Council. Please contact Ms. Kimberly Simon or Ms. Kathryn Stewart if you are willing to serve our school community by leadership. We anticipate enjoying an active parent involvement with high attendance at scheduled meetings and opportunities for all parents to participate in the education of their children.

## **PTA Officers for 2016 – 17**

*PTA will hold elections at the beginning of the school year to elect officers for the 2015-2016 school year.*

## **PTO Meeting Dates (TBA – Please Stay Tuned)**

## **WSE School Council Officers and members for 2016 - 2017**

Mr. Jessie Belangia – President (Parent)  
Ms. Katrina King – Vice President (Teacher)  
Ms. Lucy Whitehorne – Secretary (Teacher)  
Ms. Stephanie Covington – Parent Facilitator  
Ms. Lori Johnson – Principal  
Ms. Sarah Griffin – Teacher  
Ms. Nancy Belangia – Parent  
Ms. Tawana Johnson – Parent

Our WSE School Council meets 4 times during the school year.



## SCHOOL PICTURES

Photograph for individual students will take place in the fall and in the spring. **Parents who would like their children photographed will be required to pre-pay for pictures on or before all scheduled sitting dates.** If a student is absent on the fall scheduled date or parents are dissatisfied with fall pictures, students may be photographed again on the scheduled retake day if the photo package is returned to the photographer.

**Picture Day Schedule: (TBA Please Stay Tuned)**

## STANDARDIZED TESTS

To provide teachers with a better understanding of each child’s strengths and weaknesses, standardized tests of achievement, readiness, and mental ability are administered countywide during the fall and/or spring of the year at various grade levels. Results are available for parent review and are filed in student cumulative records. Parents are urged to discuss the test results with the teacher or principal during a conference and to actively participate in planning learning experiences to meet their child’s individual needs. Please support your child’s achievement by following the suggestions below to assist us in providing the best testing environment possible.

1. Be sure your child gets adequate rest the night before tests are to be administered.
2. Be sure your child eats a healthy breakfast.
3. Have your child dress comfortably in uniform.
4. Make sure your child is on time and attends school every day.
5. Be sure your child has his/her glasses, if needed.
6. Be sure your child has a supply of number 2 pencils with erasers.
7. Please avoid overemphasizing testing sessions.
8. Please avoid scheduling any appointments for your child before noon on test days.

Grade Level	Standardized Tests Given	Dates
Kindergarten	Universal Screeners	Ongoing
	Georgia Kindergarten Inventory of Developing Skills	Ongoing
First Grade	Universal Screeners	Ongoing
	Student Learning Objective Pro/Post Tests	August/May
	Cognitive Assessment Test (CogAt)	October
Second Grade	Universal Screeners	Ongoing
	Student Learning Objective Pre/Post Test	August/May
	Curriculum Based Assessments	Ongoing

Third Grade	Universal Screeners Student Learning Objective Pre/Post Test Curriculum Based Assessment Georgia Milestones Assessment	Ongoing August/May Ongoing April
Fourth Grade	Universal Screeners Curriculum Based Assessments Cognitive Assessment Test (CogAT) Georgia Milestone Assessment	Ongoing Ongoing October April
Fifth Grade	Universal Screeners Curriculum Based Assessment Georgia Milestone Assessment	Ongoing Ongoing April

Please contact Ms. Kimberly Simon or Ms. Kathryn Stewart, for additional information regarding academic achievement testing.

### **SCHOOL POPULATION AND ENROLLMENT**

Windsor Spring Elementary School serves Pre-Kindergarten through 5<sup>th</sup> grades and has a projected enrollment for 2016 - 2017 of 500 students. All students attending Windsor Spring must reside with their parent(s) or legal guardian(s) within the school zone designated by the Richmond County Board of Education. Requests for an exception to the zoning policy must be made to the Deputy Superintendent of Schools. Students who are determined to be residing outside the school zone will be withdrawn from school at the end of the current grading period to enroll in their legal school zone.

### **CLASS SIZE**

Class sizes are set by the Richmond County Elected Board of Education under the guidelines of the Georgia State Department of Education. The administration monitors enrollment numbers for each classroom and works collectively with the District offices to resolve issues regarding maximum class sizes set by the Board of Education.

### **CHARACTER EDUCATION PROGRAM AND BULLYING**

As part of our campaign against bullying, Windsor Spring will be continuing with Guidance Lesson that promote positive character and teaches students important values and personal characteristics to establish promote citizenship. We are excited about sharing the responsibility of molding our students' characters with our parents. If you have suggestions for speakers or activities related to our Character Program and bullying, or if you have concerns involving your child and bullying, please call our counselor, Mrs. Lisa Dean at (706) 796-4939 x 105.

## ACCEPTS CURRICULUM

In addition, teachers in grades Pre-K – 2 will instruct students in social skills using the ACCEPTS curriculum for positive social behaviors. ACCEPTS (A Curriculum for Children’s Effective Peer and Teacher Skills) is a complete curriculum for teaching classroom and peer-to-peer social skills to children in Grades K – 6. The curriculum cognitively teaches social skills as subject matter content. ACCEPTS includes a nine-step instructional procedure based in the principles of direct instruction; scripts that teaches critically important teacher-child behavioral competencies and peer-to-peer social skills; and behavioral management procedures. Students will receive instruction in the following skills:

1. **Classroom Skills:** Listening to the Teacher, When the Teacher Asks You to Do Something, Doing Your Best Work, and Following Classroom Rules
2. **Basic Interaction Skills:** Eye Contact, Using the Right Voice, Starting, Listening, Answering, Making Sense, Taking Turns, Questions, and Continuing
3. **Getting Along Skills:** Using Polite Words, Sharing, Following Rules, Assisting Others, and Touching the Right Way
4. **Making Friends Skills:** Good Grooming, Smiling, Complimenting, and Friendship Making
5. **Coping Skills:** When Someone Says No, When You Express Anger, When Someone Teases You, When Someone Tries to Hurt You, When Someone Asks You To Do Something You Can't Do, and When Things Don't Go Right

## AVID ELEMENTARY

Our students will participate in the AVID Program. Advancement Via Individual Determination (AVID), is a global nonprofit organization dedicated to closing the achievement gap by preparing all students for college and other postsecondary opportunities. AVID is a philosophy that if one holds students accountable to the highest standards, provide academic and social support, and they will rise to the challenge.

The AVID educators receive training and methodologies that develop students’ critical thinking, literacy, and math skills across all content areas. AVID Elementary takes a systemic approach through the use of WICOR and an explicit focus on high expectations, rigor, and developing a college readiness culture.

AVID Elementary incorporates:

**Student Success Skills** – encompassing communication skills (e.g. listening, speaking, writing), self-advocacy skills, note-taking strategies, critical thinking, and study skills.

**Organizational Skills** – both mental and physical; students learn to use organizational tools, as well as learn and practice skills around time management and goal-setting.

**WICOR Lessons** – emphasize instruction on writing to learn, inquiry, collaboration, organization, and reading to learn in all content areas.

**Partnerships** – among students, classrooms, grade levels, schools, feeder patterns, families, and communities.

AVID:

- Teaches skills and behaviors for academic success

- Provides intensive support with tutorials and strong student/teacher relationships
- Creates a positive peer group for students
- Develops a sense of hope for personal achievement gained through hard work and determination

## **AGE AND HEALTH REQUIREMENTS**

### **Age**

Georgia Law establishes age requirements for students enrolling in pre-kindergarten, kindergarten, and first grade as provided below.

Pre-Kindergarten – four years old on or before September 1.

Kindergarten – five years old on or before September 1.

First Grade – six years old on or before September 1.

Georgia law provides for certain exceptions to school age entrance requirements. It provides that a child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade or a kindergarten accredited by a state or regional association will be eligible to enroll in a Georgia school if the kindergartner is five by December 31 or the first grader is six by December 31.

**The proof of the two years residence in another state or enrollment in an accredited school is the responsibility of the parents. Documentation could include tax receipts, rental receipts, military records, etc. A copy of the proof should be made for the school files.**

### **Birth Certificate**

Any student enrolling in a pre-kindergarten, kindergarten, or first grade needs to have an official Birth Certificate at the time of registration. If the birth certificate is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the birth certificate is not received within 45 calendar days. A copy of the birth certificate will be permanently retained in the student's cumulative record. The hospital record of the live birth is not an official birth certificate and cannot be accepted.

### **Certificate of Ear, Eye and Dental Examinations**

Any student enrolling in pre-kindergarten, kindergarten, first grade, or a Georgia school for the first time must submit the Certificate of Eye, Ear, and Dental Examination (EED) at the time of registration. If the EED is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the EED is not received within 30 calendar days. A copy of the EED will be permanently retained in the student's cumulative record.

### **Required Immunizations**

Immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, varicella (chicken pox), hepatitis B, and rubella are required for all children who enter a Georgia

public school for the first time. The Certificate of Immunization (Form 3231) issued by the Georgia Department of Human Resources is the only form recognized by the Richmond County School System as proof of the required immunizations and must be presented to school officials at the time of registration. A copy of the certificate will be permanently retained in the student's cumulative record. The certificate may be obtained from any branch clinic of the Richmond County Health Department, the Outpatient Pediatrics Clinic, Eisenhower Medical Center, Fort Gordon, by those who are eligible to use that facility, or from a licensed private physician.

If the Certificate of Immunization is not available, a child may be registered with a conditional agreement that the student will be withdrawn if the Certificate of Immunization is not received within 30 calendar days. A copy of the Certificate of Immunization will be permanently retained in the student's cumulative record.

### **INSTRUCTIONAL DAY**

The instructional school day begins at 8:30am. All students are to be in your homeroom class ready to learn at 8:30am. Windsor Spring is a Standards-Based Learning School. Instructional classes are organized to strengthen understanding and use of the Common Core Georgia Performance Standards and instructional practices that support ever-improving student achievement through:

- › rituals and routine
- › engaging, rigorous lessons that teach the application of the Common Core Georgia Performance Standards
- › the workshop model, and
- › connections to real world application and assessment.

We encourage all parents / guardians to be a part of our educational process. However, in order to make optimal use of instructional time, it is important to limit interruptions to classroom instruction. Please help us to provide consistent positive learning opportunities for your child by adhering to the instructional schedule / guidelines when visiting the school.

### **Daily Schedule**

8:40 AM	Breakfast Program ( <b>Breakfast ends promptly at 9:20am</b> )
9:05 AM	First Bell to Homeroom Class
9:15 AM	Tardy Bell (student not in homeroom at this time will be marked as "tardy" and must have a tardy pass with the office)
9:20 AM	Academic Instructional Day Begins
4:05 PM	Afternoon Announcements (Students signing out before afternoon announcements will be marked as "early dismissal")
4:10 PM	Student Dismissal

**Staff members are not available to supervise students before 7:40 AM. Please do not bring your children to school before 7:40 AM.**

## **End of the School Day Dismissal**

At 4:05PM, the principal will make afternoon announcements and begin dismissing students. Car riders will be called to the new wing and escorted by school staff to waiting parents. All car riders have been given a notification sign to display on the front visor of your car. Parents please remain in your car and display your Car Rider Sign from your car's sun visor. **All car riders are to be picked up from school before 4:30 PM.** In the event of an emergency, please contact the main office to inform of arrangements that have been made to pick up your child/children.

After car riding students have been called, bus/day cares students will be called to the loading area. Please encourage your child to **walk** to the loading area and get on his / her bus or day care van immediately to support our staff in maintaining a safe environment.

## **Tardy / Early Dismissal**

A student is tardy when he or she enters the homeroom after the ringing of the 8:30AM, tardy bell. Leaving school before the ringing of the 4:05PM dismissal bell will be counted as a tardy. Students arriving late or leaving early miss valuable instructional time and interrupt lessons in progress. Whenever possible, please schedule medical appointments or other family business after school. If a child must arrive late or be dismissed early, please come to the office to sign the child in / out and obtain a Tardy / Dismissal Slip to give to the teacher to be filed for attendance records. **No student will be called for early dismissal after 3:45PM**

The accumulation of unexcused tardies to school will warrant disciplinary action. For more information, please refer to the Richmond County code of Students Conduct and Discipline Handbook.

If you have any questions concerning the tardy policy for Richmond County Schools, please contact Ms. Stephanie Covington, Parent Facilitator for Windsor Spring Elementary.

Please Note: Students who have accumulated more than 10 tardies will not receive perfect attendance awards at the end of the year.

## **RICHMOND COUNTY ATTENDANCE POLICY**

Absences shall be governed in accordance with the laws of the State of Georgia, the rules and regulations of the State Department of Education and local policy and are either excused or unexcused as outlined in the Richmond County Student Code of Conduct and Discipline. Excused absences shall include personal illness of a student, serious illness or death in the student's immediate family, recognized religious holidays observed by student's faith, mandate or order of a governmental agency, and school-related functions previously approved by the principal or other appropriate official. **Students who are absent from school are required to bring an excuse for the absence their first day back at school.**

A student must be in school for four (4) and ½ half hours of the instructional day to be counted present that day.

### **Make Up Assignments**

Class work missed due to **excused** absences including suspensions may be made up within five (5) days of the student's return to school. Parents need to make arrangements with the teacher for makeup of tests or long term assignments. Class work missed due to **unexcused** absences cannot be made up; however, teachers may choose to provide students with the opportunities to make up assignments for unexcused absences. It is the responsibility of the parent and student to request make-up assignments.

**Students in grades K – 5, with excessive illegal absences from school, may be retained and parents could face fines from Juvenile Court. Students enrolled in the Bright From the Start Pre-Kindergarten Program who is chronically tardy or absent can be disenrolled.** If the student transfers to another Richmond County School, illegal absences / tardies will follow the student.

If you have any questions concerning the attendance policy for Richmond County Schools, please contact Ms. Stephanie Covington, Parent Facilitator or Mrs. Carolyn Johnson, School Social Worker for Windsor Spring Elementary.



## **PARENT CONNECTIONS**

### **Classroom Visitation**

Visitors are **required** to come to the front office for clearance and obtain a visitor's pass anytime you are at Windsor Spring. Parents are encouraged to observe instruction and to attend class activities or presentations. ***In order to make optimal use of instructional time, it is important to avoid interruptions, distractions and interference to classroom instruction.*** If during your visit, you have questions or concerns you would like to discuss with the teacher, please report to the office to arrange a teacher/parent conference during his / her planning time. ***Any visitor causing a disruption on campus will be asked to leave the school grounds and may lose the privilege of coming on campus and/or attending school events in the future.***

**All parents and visitors are expected to abide by the follow Richmond County School System Code of Conduct for Visitors:**

- **Sign In:** Upon arrival, all visitors must report immediately to the administrative office of the school on order to sign-in and obtain permission to be on campus.
- **Respect:** Visitors are considered role models and are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school. Visitors



shall conduct themselves in a manner that is not disruptive to the positive educational environment.

- **Abide:** All visitors are expected to abide by the general rules of the school, any applicable provisions of the Code of Student Conduct and Discipline and shall comply at all times while on Board property with the Board of Education policies and procedures.
- **Maintain:** Visitors shall maintain the integrity of student confidentiality policies. Any confidential school matters overheard or observed shall remain in the school, and any concerns should be discussed with the site administrator.
- **Keep Them Put:** Visitors are not permitted to remove students from classrooms or other school activities without the direct permission of the legal guardian of the student and/or the site administrator.
- **Sign Out:** Parents/guardians visiting or volunteering in the school shall sign their children out using proper procedures established at the school. Visitors shall sign out or follow approved procedures established at the school. Visitors shall sign out or follow approved procedures for notifying the administrative office that the visit is concluded.

### **Parent Volunteer Program**

In order to best meet the educational needs of our students, Windsor Spring has implemented a Parent Volunteer Program. The overall goal of the program is to enable all students to reach their maximum potential through:

- a. Seeking your cooperation as parents in the process of educating students;
- b. Sharing the methods of tutorial assistance;
- c. Establishing positive relationships
- d. Insuring a safe and nurturing environment for school.

To achieve these goals, we encourage parents to assist our staff by becoming a school volunteer. Opportunities for parent volunteers include but are not limited to: classroom volunteer, morning duty monitor, breakfast monitor, lunch monitor, recess monitor, dismissal monitor, reading tutor, math tutor, chaperone for field trips, media center volunteer, and PTA.

Parent Volunteers must complete the Richmond County Volunteer training program. Windsor Spring conducts volunteer training classes monthly. A Parent Volunteer Awards Program is scheduled at the school year to show our appreciation to our parent volunteers.

Please contact Ms. Stephanie Covington, Parent Facilitator for additional information on volunteering at Windsor Spring.

### **Parent Workshops**

Throughout the year, Windsor Spring offers parents the opportunity to participate in workshops to enhance knowledge and skills in parenting. These workshops provide parents with valuable information to assist their child at home in continuing the educational experience.

### **Parent-Teacher Conferences**

We encourage parents to confer regularly with teachers concerning student academic and/or behavioral progress and greatly appreciate interest and participation in the educational process.

We will be glad to discuss any concern with you. **Please request and schedule a conference appointment in advance in order to avoid conflicts in the teacher's schedule.** We will try to arrange a conference at a time convenient for you.

### **Communication with Parents**

Information from the school office is sent home as the need arises. Parents will also receive announcement phone call through our command call Campus Messenger service. The Windsor Spring School website is updated with announcements and monthly calendar activities. Teachers also send home sign paper reports on Tuesdays. Ask your child for communications from school, and review your child's papers carefully each week. Please check book bags for notices and papers and check your child's agenda/folder daily for reminders from the teacher. Parents are encouraged to register for Infinite Campus Parent Portal to view your child's assignments and grades. Please contact Ms. Wanda Daniels, Data Specialist for Windsor Spring Elementary for your log-in information. Please contact your child's teachers if you have questions about grades and assignments.

### **Parent Contact Information**

Please remember to update registration information in the event that your address, home or work telephone, cell phone or emergency contact information changes. It is imperative that we be able to contact you in case of an emergency situation.



## **BEHAVIOR EXPECTATION**

Windsor Spring Elementary has an established Effective Behavioral and Instructional Support to enhance our capacity to educate all children by establishing school-wide, and classroom rules and procedures for behavior. These rules and procedures focuses on improving our ability to teach and support positive behavior for all students. The school wide and classroom rules and procedures create a safe and productive learning environment where teachers can teach and all students can learn.

Along with the Richmond County Student Code of Conduct and Discipline, Windsor Spring Elementary has adopted a unified set of classroom/school expectations. These expectations define appropriate behavior for students in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school and throughout the school year.

Our unified classroom/school expectations found in every classroom and non-classroom setting in the school are as follows:



Follow directions of the adults in charge the first time they are given



Raise your hand and wait for permission to speak



Stay in your seat/area unless you have permission to do otherwise



Keep hands, feet, and other objects to yourself



Treat other the way you wish to be treated

As part of our Discipline process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the rules in positive manner, we do the following when teaching academics and behavior.



Constantly teach and refer to our school-wide expectations.



Provide students with more praise and rewards than correction.



Talk to students with respect using positive voice tone.



Use prompts, acknowledgements, and corrections as we teach.



Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Students exhibiting positive behavior are recognized with positive praise and rewards. Students have opportunities to participate in special activities in their honor.

Please familiarize yourself with our plan and support us by reinforcing it with your child at home.

### **Discipline Procedures and Consequences for Inappropriate Behavior**

The classroom teacher, with the cooperation and support of parents, will manage most disciplinary incidents. However, the following list of inappropriate behaviors will result in immediate referral to the administration and may result in suspension from school. Teachers will notify parents of a discipline referral to the office.

Major Fight  
Habitual Threats/Bullying  
Major classroom disruption (tantrum behavior)  
Stealing  
Inappropriate physical contact  
Obscene language / profanity toward adults  
Leaving the classroom without permission  
Damaging / destroying personal or school property  
Prohibited Items (see p. 21)

In addition, when the teacher determines that a student is not responding to the positive reinforcement plan, the following consequences may be administered by teachers:

1. Parent contact to discuss the types of behaviors that are interfering with the learning process
2. Time out within the classroom
3. 1 to 2 days Recess detention
4. 1 to 2 days Silent Lunch
5. 1 to 2 days before school or after school detention (2<sup>nd</sup> – 5<sup>th</sup> grades only). Advanced parental contact by the teacher
6. Loss of special privileges (Christmas Parties, Field Day, End-of-Year Parties). Advanced parental contact.
7. Referral to the administration resulting in a suspension pending a required parent conference with the principal.
8. Referral to the administration resulting in 1 to 10 day out of school suspension

\*PLEASE NOTE: Consequence 8 may be administered by the principal to include but are not limited to the following infractions:

Fighting  
Habitual Threats/Bullying  
Major classroom disruption (tantrum behavior)  
Stealing  
Inappropriate physical contact  
Obscene language / profanity toward adults  
Leaving the classroom/campus without permission  
Damaging / destroying personal or school property (restitution for repairs/replacement will apply).



## **Prohibited Items**

The following items are prohibited in the building, on busses, and on school grounds:

1. Animals or Pets
2. Baseballs, bats, or other sports equipment
3. Beepers / lasers
4. Cellular Phones
5. iPADs / Tablets/SMART Phones\* (Non-registered BYOT)
6. Cap pistols
7. CD/DVD/Cassette/MP3 players
8. Candy/Chewing gum
9. Firearms
10. Fireworks
11. Food items (unless with lunch bag)
12. Jewelry which disrupts learning
13. Knives
14. Matches
15. Medications or drugs not prescribed by a physician
16. Electronic games and other electronic devices
17. Radios
18. Slingshots
19. Soft drinks
20. Tobacco products
21. Toy weapons
22. Toys (unless requested by the teacher for a designated activity)
23. Any other item(s) that may constitute a danger to others or disruption to in the instructional program

These prohibited items will be collected by teachers if they are brought to school. Teachers will place the items in an envelope (identified by student name, teacher name and date) which will be stored in the office until parents come to retrieve them. Parents will be contacted to be informed of confiscated items. Food items will be disposed of rather than held for collection by parents.

NOTE: Refer to the Richmond County School System Policy on weapons and dangerous instruments (Rule 6 in the Code of Student Conduct and Discipline). While these items are listed as prohibited, consequences for bringing them to school are more serious than simple confiscation by the teacher.

**\*BYOT:** Students within the Bring Your Own Technology (BYOT) Program are permitted to bring to school iPADS/electronic tablets or Smart Phones for educational instructional purposes at the discretion of the teacher. If you would like to sign your child/children up for the BYOT program, please check with your child's teacher.

## **SCHOOL PROCEDURES AND ROUTINES**

In an effort to protect our learning environment, students are expected to follow procedures and routines throughout the building. The following are the expectations for students:

### **Hallway Procedures:**

- Walk at all times
- Stay to the right of the hall
- Stay in line
- Eyes/body facing forward
- Hands/feet/other objects to yourself
- No talking/loud noises in the hall
- Follow the directions/commands for the teachers/adults in charge

### **Cafeteria Procedures:**

- Enter the cafeteria quietly
- Travel through the food line in an orderly and polite manner
- Hands/Feet/other objects to yourself
- Remain seated at table to eat lunch
- Raise hand for help/assistance from lunchroom monitors
- All food is to be eaten in the cafeteria
- Use good table manners at all times
- Follow directions/commands of the teachers/adults in charge

### **Recess Procedures:**

- Stay in your designated recess area
- Play by the rules and share with classmates
- Use the equipment correctly, nor jumping from the equipment
- Contact sports are not allowed
- No pushing or wrestling
- Line up immediately when directed by teacher or adult in charge
- Follow the directions/commands of the teachers/adults in charge

## **TRANSPORTATION**

Information about bus assignments and routes is provided at registration. **If bus/day care vans changes need to be made, a written request from the parent with contact information must be submitted to the school before a student may ride a different bus or day care.** The student must get on and off at only his/her own assigned bus stop. In order to continue riding the school bus, rules must be followed to ensure the safety of those riding the bus. Failure to comply

with these rules result in suspension from the bus. Remember, riding the school bus is a privilege. Such privilege will be denied temporarily or permanently if appropriate behavior is not shown at all times. Please discuss the transportation rules with your child and stress the importance of appropriate behavior on the bus and at the bus stop.

Please refer to Rule 19 of the Richmond County Board of Education Code of Student Conduct and Discipline for a complete description of school bus rules and pupil responsibilities.

**Parents are strongly encouraged to supervise their children at the bus stops for their safety and protection.**

**PROTECT YOUR CHILDREN**  
**Please teach these safety steps to your child for bus safety**

**Traffic Safety**

1. Know the safest route to the bus stop.
2. Leave for the bus stop early so you don't have to rush.
3. Don't play on the way to school or at the bus stop.
4. Stay on sidewalks or on the shoulder of the road.
5. Wear light-colored clothing or place reflective tape on clothing.
6. Cross streets at intersections and use crosswalks:
  - A. When crossing guards are present, obey them.
  - B. Do not stand right on the curb while waiting to cross the street.
  - C. Walk—do not run—across the street.
  - D. Always look to the right and to the left before and during crossing.
7. Never accept rides from strangers. Never go home with anyone else without first getting permission from a parent and the principal.
8. If strangers approach you while walking to or from the bus, walk away, and tell your parents or a teacher.
9. Always tell your teacher and parent if you see a stranger hanging around in a car near the bus stop, the school or the playground.
10. Always follow the bus safety rules and follow the directions of the bus driver.

**Transportation Provided by Parents**

Parents who drive their children to school must pull along the curb at the posted drop off area and have children exit their cars from the passenger side only. **Parents who wish to enter the school building should park only in the designated parking places. No Parking on the curb. The curb is reserved for parents who are dropping off/picking up students.** It is extremely dangerous for children to cross the driveway between day care vans and cars. **PLEASE DRIVE SLOWLY IN THE SCHOOL DRIVEWAY FOR THE SAFETY OF ALL.** Follow the morning/dismissal monitors, the correct flow of traffic around the driveway and observe posted traffic signs.

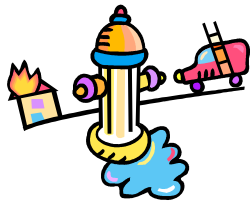


## **PARKING**

When visiting Windsor Spring, please use the available parking spaces rather than leaving your car in the drive or at the yellow curb. **Please remember that this is a one way, two-lane drive.** All cars should enter and make the loop before exiting. The area behind the cafeteria is reserved for delivery, maintenance, and garbage collection trucks, plus a few parking spaces for school nutrition staff. Parking or standing is not permitted in the bus loading zone between the hours of 8:40-9:30AM. or 3:45-4:50PM, as these are our bus take-in and dismissal times. Parking in the bus loop is reserved for our school busses during these time periods. Your cooperation in this matter will be greatly appreciated.

## **INSURANCE FOR STUDENTS**

The school system does not provide accident insurance for students. However, a private, commercial, student accident insurance plan will be made available at parents' expense. Application forms for this insurance will be distributed at registration or during the first two weeks of school. Parents are encouraged to purchase this coverage.



## **EMERGENCY PROCEDURES**

Each emergency drill should be treated as if it were an actual emergency situation that potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability of all students to follow directions and proceed in an **orderly manner** as they exit in the building. **At no time should students run while exiting.**

### **Fire Drills**

Fire drill instructions are posted in each room and must be followed when the alarm sounds. It is essential that everyone obeys promptly and clears the building by the prescribed route quickly and in an orderly manner. Students should refrain from noise and remain outside the building in line until the teacher signals them to re-enter. Fire drills are conducted monthly.

### **Tornado Drills**

Tornado drills are also an important safety precaution and will be announced over the intercom. Teachers and students will move to designated areas and assume safety positions. Students are



to be quiet and follow specific instructions and procedures given by the teachers until the all clear signal sounds. Tornado Drills are conducted yearly.

### **Civil Disturbance Drills**

Lockdown means the school has a major disturbance of imminent danger in the building or on the campus and the school must be totally secured. Lockdown drills are an important safety precaution and will be announced over the intercom. All teachers and staff are trained in Lockdown procedures to secure the safety of students and staff. It is essential that everyone obeys promptly. Teachers and students move to designated areas and assume safety positions.

**Students are to be quiet and follow specific instructions and procedures given by the teachers until the all clear signal sounds.** Lockdown Drills are conducted throughout the school year.

### **LOST AND FOUND ARTICLES**

Found items are placed in plastic tubs in the stage area of our cafeteria. If your child has lost an article of clothing, you or the child may check with the office staff to examine the lost and found collection bins. **As a precaution, we ask that you label all outerwear with the child's name so that we can return the item promptly to its rightful owner when found.** All items not claimed will be periodically given to charities.

### **TEXTBOOKS / LIBRARY BOOKS**

The media center is also an important part of the instructional program. Students are encouraged to check out library books regularly and to participate in the Accelerated Reader Program. When library materials are checked out, students receive a return date. Please assist us in teaching your child responsibility by ensuring that all materials are returned to the media center by the date due. Students will be charged a fee for lost and damaged books.

Textbooks and library books are checked out and assigned to students using the Destiny System. Each textbook and library book is barcoded by the publisher. Richmond County Public Schools recognizes that the rising cost of instructional materials must be addressed in order to maintain our goals of academic excellence for our student. The Richmond County School System provides textbooks and other instructional materials at no cost to the students and their parents/guardians. However, students are responsible for the proper care and use of textbooks, library books and other instructional materials that are assigned to them during the school year. Textbooks are to be covered and remain covered throughout the year. ***Parents, guardians, or other person having custody of the student to whom the instructional materials are issued shall be liable for any loss, abuse, or damage in excess of that which would result from normal use of the materials. Therefore, students will be charged the replacement cost if a book is lost or is rendered unusable.***

At the end of each semester or beginning of each semester or school year, or each grading period, the Principal will make diligent efforts to collect for such items and give the parents an opportunity at that time to make satisfactory arrangements to pay for such lost or damaged items.

Children will not be denied admission to school, but that payment is a legal obligation and shall be required as allowed. When a child is transferring school systems or any permanent records of the child are requested by another entity, those records will not be sent until the fees have been collected.

While a child shall not be denied the right to graduate, or to march if the graduation is a requirement, the actual diploma may be held in the possession of the school system until obligations are paid.

If you have any question in regards to our Media Center and materials, please contact our Media Specialist, Mr. William Handy.

### **STUDENT AGENDAS and “NICKY” FOLDERS**

Students in grades K through 5 will be issued agendas for use as a homework record, communication tool between parents and teachers, and as a pass for activities outside the classroom. Students who lose their agendas will be expected to purchase a replacement in the office at a cost of \$7.00.

Student in grades K through 2 will also be issued “Nicky” folders. These folders are taken home by the student daily as a means to communication homework assignments, daily conduct information, newsletters, and graded assignments. Students who lose their “Nicky” folder will be expected to purchase a replacement in the office at a cost of \$2.50.

### **PARTIES and FIELD DAYS**

There will be a Christmas Party and an End-of School Party for each class from 2:45 – 3:45 PM on the last day before the holiday and during the week of school. Birthday parties are not permitted at school; however, parents may bring cupcakes or cake during the lunch period to honor a child having a birthday.

Students will also have the opportunity to participate in Field Day Events at the end of the year. Parents please note that the parties and field days are privileges and are not mandatory by the school board of education. It may be necessary to deny students these privileges due to behavior. A parent conference will take place before this decision takes place.



## MEDICATION

The policy of the Richmond County Board of Education is that all medications be administered at home, whenever possible. If medication must be administered at school, specific conditions must be met:

1. A complete medication form must be on file in the school office/clinic. It must include the following:
  - a. Name, address, telephone number
  - b. Name and strength of medication
  - c. Amount of medication to be administered and time to be administered.
  - d. Purpose of medication
  - e. Medication must be in the original bottle. The pharmacy will furnish the school a bottle if the parent requests.
  - f. Physician's anticipation of any side effects.
  - g. Instruction for school personnel in case of side effects.
  - h. Expiration date
  - i. Parent's signature
  - j. Physician's signature
2. No medications containing aspirin will be administered.

Medication will not be administered unless the above conditions are met. Please contact Mrs. Viola Smart, school nurse, at 796-4939 ext. 104 if you have questions or concerns.

**Students who are vomiting, experiencing diarrhea, or have a temperature of 100 degrees or over will not be allowed to stay at school.** A parent will be called and asked to make arrangements to pick up ill students as quickly as possible. **Please make sure that contact phone numbers are up to date at all times.**

## WITHDRAWAL OF STUDENTS

It may become necessary for some of you to leave our school during the year. **Please notify the main office at least one school day in advance so we can help make your transfer speedy and efficient.** Library books and texts must be returned and any debts paid before withdrawal forms can be completed. Please allow teachers and staff a minimum of 24 hours to complete necessary forms.

## BREAKFAST AND LUNCH PROGRAMS

We urge you to encourage your child to eat the meals prepared by our school food service staff. They provide a well-balanced, nutritious meal with choice of three main entrees offered daily. Monthly menus will assist you in planning lunch choices for your child.

The computerized system of lunchroom accounting requires that your child enter a personal code *number when going the through the serving line*. While breakfast and lunch are free for students, only one breakfast and one lunch is allowed per students. Students must use their personal code to record their school breakfast and lunch. Breakfast begins at 8:40AM and ends promptly at 9:20AM.

Meal Prices for 2016 - 2017

Student Lunch	Free	Adult Lunch	\$3.25
Student Breakfast	Free	Adult Breakfast	\$2.50

Parents are encouraged to join their child’s class for lunch. The adult meal can be paid for at the time of your visit. **Fast food or other restaurant packaged items are not allowed be brought to students in the cafeteria.**

**RCSS DRESS AND GROOMING POLICY**

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

Students shall at all times adhere to the following guidelines:

- A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming.
  - **Body Piercing** - No earrings (male) or body piercing (male or female).
  - **Hair** - Extreme hair color and/or styles that may cause a disruption to the learning environment or school program will not be allowed.
- B. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building.
  - **Coats and Jackets** - Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school. Coats and jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building. When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.
  - **Shirts or Blouses** - Shirts or blouses, including all T-shirts, must be tucked into the waistband of the pants, shorts or skirt. Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.
  - **Skirts, Shorts, Skorts and Dresses** – Skirts, shorts and skorts must be fitted at the waist and should be at the knee area in length. The school board deems miniskirts to

be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit that exposes the thigh above the knee area designation. Note: As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2 1/2 inches from the crease at the back of the knee.

- **Pants and Shorts** - Pants and shorts, including athletic uniforms, must be fitted at the waist. They must not be baggy and must not be frayed at the bottom. Pants must not drag the floor. Unacceptable shorts include, but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cutoff jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts.
  - **Belts and Straps** - Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied.
  - **Shoes** - Shoes should have a heel or a heel strap. Shoelaces should be tied. No shower shoes, thong shoes or house slippers are allowed.
  - **Hats** - No hats or head covers may be worn in the building.
  - **Bandannas** - No bandannas of any type will be allowed.
- C. Fraternity and sorority insignias on clothing are forbidden.
- D. Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- E. Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- F. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.

## **COUNSELING PROGRAM**

The Elementary Counseling Program focuses on helping the individual know, understand, and accept himself/herself. We are happy to have a full time counselor, who is active in promoting a positive school experience for all students. Please feel free to contact Mrs. Lisa Dean, our counselor, at (706) 796-4939 ext. 105.

### **WHAT DOES THE ELEMENTARY GUIDANCE COUNSELOR DO?**

The counselor helps the student to

- Adjust to the new school
- Learn to make decisions
- Find answers to his/her concerns
- Become aware of the world at work
- Achieve more in school
- Understand his/her abilities and limitations

The counselor talks with parents about their child's

- Progress in school
- Abilities and limitations
- Growth and Development

The counselor assists teachers in providing classroom guidance in areas such as

- Self-understanding
- Decision-making
- Problem-solving
- Career Awareness
- Study Skills
- Test Taking Skills
- Rights and Responsibilities
- Interpersonal Relationships

The counselor provides leadership in the school by

- Acting as Test Coordinator to ensure that the testing environment is the best possible and all procedural protocols are in place
- Serving on Response to Intervention Team to assist students who are experiencing difficulties in the school environment
- Conducting parent discussion groups on topics of common interest or concern
- Coordinating referrals to community agencies

## **GIFTED AND TALENTED PROGRAM**

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievements or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities.

### **EXAMPLES**

Grades 3-12

1. John has the required total mental abilities score of 96<sup>th</sup> percentile and an achievement score at the 90<sup>th</sup> percentile. He qualifies for placement.

Grades K-12

2. Mary has the required mental abilities component score at the 96<sup>th</sup> percentile but not the 90<sup>th</sup> percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and motivation meet requirements of the 90<sup>th</sup> percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K-2

3. Students in K-2 who score at the 99<sup>th</sup> percentile composite score on a mental abilities test will automatically qualify on that score alone.

An referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Gifted Program personnel notify parents of referred students and test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility. Gifted Program staff will evaluate those who do not have the required eligibility documentation.

Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report three times per year. Students in grades nine through twelve participate in Advanced Placement or higher-level courses for one or more periods per day. A facilitator certified in gifted education, works with students and their teachers to develop a plan for completion of a project in each student's area of interest. Students, general education teachers, gifted program facilitator and parents sign a contract. Gifted endorsement is received on the transcript.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus for the coming year.

Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

For further information about our Gifted and Talented Program, please speak with our Gifted and Talented teacher.

# **Students Clubs, Organizations, Events & Activities**

## **WSE STUDENT SAFETY PATROL & FLAG CORP**

The Windsor Spring Elementary Safety and Flag Corp Patrol is a volunteer group involving 5<sup>th</sup> grade students helping younger students. 5<sup>th</sup> Grade students exhibiting positive characters in respect, behavior and leadership are nominated to the organization by their 4<sup>th</sup> grade teachers. The Safety and Flag Corp Patrol is responsible for escorting younger children to their classroom, bus and daycare as well as raising and lowering the United States Flag each school day. Students are recommended for the patrol by their teacher for their leadership and civic characteristics.

## **WSE STUDENT BROADCAST TEAM**

The Windsor Spring Elementary Broadcast Team is a team of 4<sup>th</sup> and 5<sup>th</sup> grade students responsible for producing the Morning News Show. This team of students collects important news, announcements and interviews to share with the student body. They are trained and supervised by our media staff in the operation of video cameras, microphones, sound boards, public speaking and camera presence. Students must audition to be a member of the broadcast team.

## **WINDSOR SPRING ELEMENTARY STUDENT COUNCIL**

Student Council Association or S.C.A. serves to engage students in learning about democracy and leadership. The WSE Student Council Association is comprised of 4<sup>th</sup> and 5<sup>th</sup> grade students who help share students' ideas, interests, and concerns with teachers and the school principals. They also help raise funds for school-wide activities, including social events, community projects and school reform. Members of the Student Council learn skills that were an extension of their formal education.

WSE Student Council Association is a representative-based and modeled loosely after the U.S. Congress and based on the Executive Branch of the United States, with a President, Vice-President, secretary, treasurer, and reporter. In this form the student representatives and officers are elected from and by the 4<sup>th</sup> and 5<sup>th</sup> grade student body.

## **WSE HELEN RUFFIN READING CLUB**

The Helen Ruffin Reading Club is an organization of 4<sup>th</sup> and 5<sup>th</sup> grade students who compete in the Richmond County Reading Bowl. These students compete against other Richmond County Elementary Schools to test their knowledge of selected books. Students in the 4<sup>th</sup> and 5<sup>th</sup> grades, who have a love for reading are encouraged to sign up for this organization.

## **WINDSOR SPRING ELEMENTARY MATH TEAM**

The WSE Math Team is an organization of 4<sup>th</sup> and 5<sup>th</sup> grade students who compete in the Richmond County Math Competition. These students compete against other Richmond County



Elementary Schools to test their knowledge of mathematics and problem solving skills. Students in the 4<sup>th</sup> and 5<sup>th</sup> grades, who have excellent mathematics skills, an analytical mind, and a love for math and numbers, are encouraged to sign up for this organization.

### **WINDSOR SPRING ELEMENTARY 4-H CLUB**

Windsor Spring Elementary has an active 4-H Club for all 5<sup>th</sup> grade students. 4-H prepares young people to step up to the challenges in their community and the world. Using research-based programming around positive youth development, our 5<sup>th</sup> graders get the hands-on real world experience they need to become leaders. This organization is open to all 5<sup>th</sup> grade students.

### **WINDSOR SPRING ELEMENTARY JUNIOR BETA CLUB**

4<sup>th</sup> and 5<sup>th</sup> Grade students who demonstrate outstanding academic achievement, exemplified worthy character, and maintained a commendable attitude throughout the first semester are invited to join Windsor Spring Elementary Chapter of The National Junior Beta

The National Junior Beta Club recognizes high academic achievement, promotes character and social responsibility, encourages service involvement to school and community, fosters leadership skills, and provides settings for your child to develop interpersonal relationship skills.

Students receive development in leadership and service by performing school and community based service throughout the school year.

### **WINDSOR SPRING ELEMENTARY GOLF TEAM**

3<sup>rd</sup> – 5<sup>th</sup> grade students who demonstrate skill and talent in physical fitness, endurance and golf basics are selected to represent our school in the Richmond County Schools annual Golf Tournament. Students compete against other Richmond County Elementary Schools

### **WINDSOR SPRING ELEMENTARY TRACK TEAM**

2<sup>nd</sup> – 5<sup>th</sup> grade students who demonstrate skill and talent in physical fitness and endurance are selected to represent our school in the Richmond County Schools Annual Track Meet. Students participate in individual and team track and field events, competing against other Richmond County Elementary Schools.

**In addition, WSE students will have the opportunity to participate in the following school activities:**

**Martin Luther Day of Service** – January, Pre-K – 5<sup>th</sup> grade

**WSE Spelling Bee** – December, 4<sup>th</sup> – 5<sup>th</sup> grade

**Reading Fair Projects** – March, Pre-K– 5<sup>th</sup> grade

**WSE Storybook Character Day** - March, Pre-K – 5<sup>th</sup> grade

**Math Family Fun Night** – October, Pre-K– 5<sup>th</sup> grade

**Science Fair Projects** – January, Pre-K – 5<sup>th</sup> grade

**Science Family Fun Night** – January, Pre-K – 5<sup>th</sup> Grade

**Classroom/Grade Level Field Trips** – Throughout the school year, Pre-K – 5<sup>th</sup> grade

Parents if you wish to volunteer to assist with any of our clubs or school activities, please contact Mrs. Lisa Dean, Volunteer Program coordinator.

