Mission Statement
Selwyn nurtures an atmosphere of respect for individuality, where all children are motivated, challenged, and prepared for the next level of academic development.
Absences
Every absence requires parent correspondence to provide an explanation for the absence. The three acceptable means are as follows:
Letter: A written letter of explanation can be sent with the student in the correspondence folder upon your child’s return to school.
Email: An email may be sent to the student’s teacher and copied to Amy Goodson amyd.goodson@cms.k12.nc.us.
Telephone: Parents may call 980-343-5835 to inform the school of the reason for student’s absence.

Administration
Principal: Dr. Sharone Harris
Assistant Principal: Elizabeth Carrubba
Gigi Atkinson: Registrar, transportation and registration questions
Pamela Garber, Emily Young, and Nardish Mac: Talent Development
Teachers
Michelle Vulgamore: Literacy Facilitators, questions about curriculum, school information
Amy Goodson: Secretary, questions about attendance, PowerSchool
Jenny Baer, Wendy Proctor & Jessica Webster: Counselors, questions about Parent University, and community services
Jenny Primm: Makerspace/Technology support, questions about technology, equipment and Makerspace lab
Cassi King: School Nurse, questions regarding vaccinations, illnesses
Melissa Wadsworth: Financial Secretary, questions about finances, school funds

After School Enrichment Program (ASEP)
Selwyn’s tuition-based after-school program is only for Selwyn students. Additional information can be found on the Selwyn website by clicking on the “ASEP” link under CMS resources.

Routine Changes: If you have transportation changes on a routine basis, a note must be sent EVERY time the change occurs (i.e. if your bus-riding child is a car rider every Friday, a note must be sent in every Friday authorizing that change in transportation).

NO TRANSPORTATION CHANGES ARE ACCEPTED BY EMAIL OR PHONE

Visiting and Volunteering at Selwyn
Please visit Selwyn often and plan to volunteer in various aspects of the school as your schedule allows. Anyone who volunteers in the school, has lunch with their child on a regular basis, or chaperones on field trips MUST be a CMS registered volunteer. This is a mandatory CMS policy. To register in the CMS Volunteer Management system, visit www.cmsvolunteers.com.

Every parent/visitor/volunteer MUST sign in at the computer in the main office using a valid photo id to obtain a printed badge. This is a CMS requirement. The badge must be worn so that it is easily visible while on campus. Classroom visits are not permitted once the instructional day has begun unless a visit has been scheduled with the teacher or an administrator.

Please reference the Parking section for more information on where to park when visiting Selwyn.

Yearbook
Selwyn publishes an annual yearbook that captures images of the students, staff, classes, events, and activities. Information on ordering yearbooks is provided in the fall. Yearbooks are distributed at the end of the school year to those who purchased them.
**Tardiness**

Late Sign-In: A student is tardy when Selwyn staff has left the carpool line (7:45 a.m.). When a student is tardy, the parent **MUST** escort the student to sign in at the main office. Medical excuses must have a note from the doctor’s office.

Bus schedules may vary, especially in the first few weeks of school, as drivers learn their routes and students learn their routines. Students are not counted as tardy due to a late bus.

Late Pass: Students will be issued a tardy pass by the office staff for admittance to class. Students without a tardy pass will be redirected to the main office to retrieve one.

**Technology**

Students attend technology in the Computer Lab with Selwyn's technology coordinator. They work on integrated projects, multimedia software, and the internet. All students utilize state-of-the-art technology in the classrooms to support the curriculum taught by our teachers. Instructions will be provided by the technology coordinator on how applications and websites which are utilized at school may also be accessed at home.

**Text Remind**

Parents can sign up to receive text reminders about school events and important dates on Back to School forms distributed in the First Day Folders.

**Transportation Changes**

Your child’s transportation mode should remain consistent for the ease and security of the student and the teacher.

Stand Alone Changes: To make a change to your child’s method of transportation (i.e. a bus rider needing to be picked up by car), the request must be sent with the student in his or her correspondence folder. If the request is not sent in with the student, parents must come in to the office to submit a change in writing prior to 2:00 p.m.

Bus Changes: Please refer to the CMS Transportation information online.

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**Art**

Students attend art in either the art classroom located in the main building or in the art room located inside the Fine Arts Building once per week. Through art, students can enjoy learning about the world and about themselves. They will gain an appreciation for the arts and understand that art can enrich their own lives, whether they become an active participant in an art field or remain an admiring supporter of the arts. In the spring, Selwyn Celebrates the Arts “SCArts” with an evening program and art exhibition featuring multiple works and mediums by each student.

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**Building Blocks Campaign**

The Building Blocks annual campaign is one of only two major fundraisers at Selwyn and is the primary source for funding for the expendable resources used to educate our students. These funds directly impact the quality of learning in your child’s classroom. Funds raised through the annual campaign are also used to purchase capital items used by the entire school such as technology, water fillers, fences, playground equipment and improvements, and Makerspace lab supplies. Through Building Blocks, you have an incredible opportunity to contribute to every Selwyn student’s educational experience in a very meaningful and immediate way. The Building Blocks purchasing decisions are made by a committee of Selwyn teachers and staff.

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**Cafeteria**

Breakfast is available to all students at no cost. Lunch **may be purchased daily as desired.**

Lunch may be brought from home in a lunch box or bag. Milk or sides may be purchased as desired to supplement what children bring from home.
You can also fund your child's cafeteria account by sending in a check payable to Selwyn Elementary with your child. Instruct your child to give the check directly to the cashier in the cafeteria. You will be notified in writing (via a note home in your child’s backpack) as the account nears empty.

You can also fund your child's cafeteria account by sending in a check payable to Selwyn Elementary with your child. Instruct your child to give the check directly to the cashier in the cafeteria. You will be notified in writing (via a note home in your child’s backpack) as the account nears empty.

The best way to deposit lunch money into your child's account is online at www.paypams.com. This site can be used to set up lunch accounts, deposit lunch money, view purchases made in the cafeteria, and set up email reminders when the account is near empty.

The preferred method of handling cafeteria purchases is with your child's "cafeteria account," which is a 4 or 5 digit number assigned to each student. The number will be printed on the back of the student's I.D. tag (given to the students on the first day of school and kept at school). Students enter their assigned number at checkout. (Teachers, assistant teachers, and cafeteria staff are available to help as needed.) Parents may send in money daily, but it is easier for the cafeteria (and for the student) to fund the cafeteria account with a lump sum that will cover several weeks or months.

Calendar
A calendar of PTA activities can be found on the PTA website (www.selwynpta.org) along with calendars for every class. The published CMS calendar can be found on the CMS website.

Campus
Selwyn is composed of a lower school made up of classrooms for grades K-2 and an upper school made up of classrooms for grades 3-5.

Selwyn Family Fun
The PTA sponsors several family events throughout the year to encourage fun and community spirit. The events include: Friday Night Lights, Family Movie Night, the Dance Party, an annual Parent Party and Grandparents/Special Friends Day. We also enjoy outings to local sporting events and family dining locations.

Selwyn Scoop
Published three times a year, the Selwyn Scoop is an electronic newsletter featuring the latest news items and feature stories about Selwyn.

Student Sign Out
All students must be signed in or out at the front office AFTER the instructional day has begun (7:45 a.m.). A student must be accompanied by his or her parent/guardian when being signed in or out. If you are signing your child out early from school, it is highly encouraged that you pick up your child by 2:00 p.m. as this helps eliminate confusion during the busy end-of-day dismissal time.

Support Selwyn
Selwyn has Community Partners who support our school as we support them. You can participate by:

- Collecting Box Tops. Grade level collection contests are held twice a year.
- Linking your Harris Teeter VIC Card. Selwyn partners with Harris Teeter in the Together in Education Program. Selwyn’s number is 1736. You must re-link your VIC Card every year.
- Linking your Amazon account to Amazon Smile: www.smile.amazon.com
- Enrolling in the My PublixPartners program at Publix grocery stores. Shoppers can choose Selwyn as their school and enter your phone number linked to Selwyn at check out. Eligible purchases will support our school.

Talent Development
Our Talent Development Program works in conjunction with the classroom curriculum to challenge those students who demonstrate an ability to perform at advanced levels. The Talent Development Program begins with identification testing in second grade and continues through fifth grade.
Room Parents
Each classroom needs two parents who assist the teacher by coordinating volunteers for class parties, field trips, classroom volunteers, etc. Your child’s First Day Folder will contain information on how to volunteer to be a room parent if you are interested.

SIT (School Improvement Team)
Each school in CMS is mandated to have a School Improvement Team. SIT members serve three-year terms and are elected by the PTA general membership at the May PTA meeting. SIT’s responsibilities include facilitating the development and monitoring the progress of the School Improvement Plan (SIP) and building the capacity of the school to address parent and staff concerns.

School Hours
School hours are 7:45 a.m. to 2:45 p.m. Students are not permitted to enter the school until 7:15 a.m. Students must remain in their parent’s supervision until the 7:15 a.m. bell rings.

School Store
The School Store offers Selwyn apparel, magnets, yard signs, and a variety of other school-branded merchandise. The store sets up at major school events and is available online through the PTA website.

Science Lab
Students explore science in the science lab with their teacher. The science lab provides hands-on experiments to augment the concepts being discussed in the classroom and brings them to life in an exciting and engaging way.

Selwyn Annual Directory
The PTA publishes a directory including families’ names, addresses, phone numbers, and emails. You will be asked for your consent to be included in the directory. You will be given one copy of the directory after its publication in the fall. Additional copies are available for purchase.

Selwyn is fortunate to be a part of the Southpark Campus: 120 acres of wooded, hilly terrain crossed by two creeks and nature trails. The Southpark Campus also includes Alexander Graham Middle School and Myers Park High School.

Carpool Procedures
In the morning, drivers enter through the Colony Road entrance and pull as far as possible to the front of the drive. Selwyn staff members and Safety Patrol are there to greet children and see them safely to their classrooms.

In the afternoon, cars also enter through the Colony Road entrance and line up behind the cones in front of the upper school. Parents place a large card on the passenger side of the dashboard with the name of their child and his or her teacher. After students have been brought out and are in place for carpool, a staff member will signal the first car to move forward. Parents should pull all the way up, as directed, and staff members and Safety Patrol will ensure that students enter the automobile safely. Staff members will signal when it is safe to pull away.

No passing or phone usage is allowed in the carpool line. Using the Runnymede bus entrance/Alexander Graham Middle School’s carpool exit for dropping off or picking up Selwyn students is not allowed and will be enforced. Parents may park in the AG parking lot and walk over to pick up their child at dismissal.

Celebrations
Birthdays: Parents are welcome to celebrate their child’s birthday in the cafeteria during lunchtime or at snack time in the classroom with the teacher’s prior approval. Parents are encouraged to bring a light and healthy treat if they choose to celebrate their child’s birthday. The Selwyn Café can prepare cupcakes or chocolate chip cookie cakes with one week advance notice by completing the Café form on the PTA website and paying through PayPAMS account. Only commercially prepared food with an ingredient list is allowed for classroom consumption.

Class and School Programs: Please reference the Parking section on where to park to attend programs.
Citizens & Scholars
At Selwyn, character education is a priority and monthly assemblies highlight the learner profile traits. Each grade performs at one of the assemblies during the year. All students are encouraged to demonstrate good manners and become responsible, caring citizens.

Colors
Selwyn’s school colors are red and blue.

Contacting Teachers
Teachers can be contacted by sending a note via your child’s backpack, email (all addresses are listed in the Selwyn directory, on the class pages on the PTA website, and on the CMS Selwyn website), or by leaving a message with the Selwyn main office.

Dismissal
Dismissal is at 2:45 p.m. The carpool line begins loading after all vans and buses are loaded. (See Carpool Procedures for more information.)

Dress Code
Students dress appropriately every day for the school environment. All clothing must appropriately cover the body. Undergarments are not to be worn as outerwear for male or female students.
* Students are expected to dress appropriately for school. Hooded sweatshirts (“hoodies”) are only to be worn as outerwear.
* Skirts, skorts, dresses, pants, capris, and shorts are appropriate for girls and must be the appropriate length (end of finger tips length).
* Closed-toed shoes are encouraged to avoid injuries and accidents.
* Shirts are worn with sleeves. Girl sleeveless shirts must be 3 fingers wide; no halters or racerback style.
* Shorts and pants are worn at waist level and must be the appropriate length (end of finger tips length).
* Neither flip-flops nor slides may not be worn at any time. Headgear may not be worn except for religious reasons.

PTA
Selwyn is proud to have a longstanding tradition of strong PTA support. Our PTA currently has over 600 members who support Selwyn teachers and students through programming, volunteering in classrooms, and fundraising.

The PTA Board consists of more than 100 committee members. All PTA committee chairs are appointed by the PTA nominating committee each Spring and are automatically members of the PTA Board. Information on how to join the PTA and volunteer for one of its many committees is sent home in students’ First Day Folders. Family involvement is what helps make Selwyn a special place. General membership PTA meetings are scheduled throughout the year.

First Day Folders will also contain a Selwyn PTA Activity Calendar that will list dates of important PTA activities that take place throughout the year. This calendar is also available online at www.selwynpta.org.

The Board of Directors is elected annually and includes the PTA President, Vice President, Support Chair, Secretary, Treasurer, Audit Committee Chair, Director of Marketing and Communications, Director of Events and Enrichment, Past President, and Teacher Representative. The Board of Directors meets monthly with the administration of the school. For more information about Selwyn’s PTA, please visit www.selwynpta.org.

Red Ribbon Reading
Red Ribbon Reading encourages our children to read during summer break and is the primary source of funds for the PTA operating budget. Rising kindergarteners through fifth graders participate in this Selwyn tradition. Pledges are made in the Spring and collected in the Fall. An awards ceremony and celebration day called Red Friday recognizes all of the children for their reading efforts. Red Ribbon Reading funds provide meaningful enrichment opportunities for the school, including field trips, family events, arts residencies, staff appreciation, and professional development.
Nature Trails & Tales
Just outside Selwyn's backdoor, amidst the woods and encircled by a shallow creek, is Selwyn's Nature Trail and outdoor classroom. Students experience nature-based activities several times per year through the assistance of the Nature Trails & Tales PTA Committee.

Parking
Parents may park along the right hand side of the school drive from Colony Road to the No Parking Sign, in the AG parking lot, and any open spaces in the upper parking lot. Parents may not park on either side of carpool line as it is a fire lane and must remain clear or in the bus parking lot.

Parent Portal
CMS has implemented the Parent Portal program, a computer access program that helps parents track their children's progress in school. All grades for students in the third, fourth, and fifth grades will be updated in the Parent Portal program. You may access the Parent Portal at the following link: https://cms.powerschool.com/public/. Please contact the front office for login information.

Parent Room
Located just off Selwyn’s rotunda and across from the main office, the Parent Room is the hub of information for the PTA. All parents are welcome in the room and can locate the most up to date PTA information, policies, and forms as well as lists of staff favorites. Here parents can also drop-off Box Tops and other items that are collected throughout the year.

Physical Education
Students attend physical education in the gym with Selwyn's physical education teacher. Students need to wear sneakers on their P.E. day. Girls should wear pants or shorts (no dresses or skirts) on their assigned P.E. day.

Eagle Email
Eagle Email is a weekly email with important updates from the PTA. To sign up, go to www.selwynpta.org and click on the “Signup Eagle Email and Listserv” button in the right hand column. You can also sign up on the website to receive grade level specific messages by joining the appropriate grade level List Serv.

First Day Folders
At the beginning of the school year, your child will be sent home with a folder containing important CMS, Selwyn, and PTA information and forms to complete.

Health & Safety
Security: Selwyn and AG Middle are each served by a school resource officer.
Selwyn’s School Nurse: Cassi King
Medication Policies: No medications are permitted at school without proper CMS paperwork (Medication Authorization Form). This includes over-the-counter drugs. Contact the school nurse with questions. If your child requires medication at school, submit the Medication Authorization Form, completed by your child’s doctor, along with the prescribed medication to Nurse Cassi King, Amy Goodson, or Gigi Atkinson.
Health & Safety (cont.)

Allergies: The Selwyn staff is trained every year on signs and symptoms of allergic reactions and how to use Epi-pens if the need arises. Every classroom that has a student with allergies in it is marked as "Nut Free" and snacks with nut products are not allowed in those rooms. If a student has an allergy, a guardian will complete the CMS Severe Allergy form and appropriate medication provided by the parents will be kept in the health room and will be sent on all field trips. In the cafeteria, students with allergies sit at the same table as their class, but are separated from the students that bring their lunch from home by students who purchase lunch in the cafeteria. The cafeteria does not sell any products that have nuts in them. (Exception: sesame seeds.)

Injuries at School: Teachers complete incident or accident reports for any student who is injured at school.
- Serious Injuries: Parents are called if students experience any of the following: head injury, chipped tooth, temperature of 99.9 degrees or higher, vomiting, bee sting with allergic reaction, or eye injuries.
- Minor Injuries: Students who experience the following injuries are given the appropriate attention and may be returned to class: headache, stomachache, bumped elbow/knee, bee stings without allergic reaction, or minor cuts/bruises. Treatment may include an ice bag, rest, etc.

Screenings: Students in 2nd and 4th grades participate in vision screening. Additionally, other students are screened if they are identified by their teachers or parents as having difficulties. Selwyn also has a speech therapist who screens students for hearing; and in gym class, the students are screened for height and weight. Parents are notified if there are issues that need to be followed up with a physician, or specialist.

MakerSpace
Selwyn's MakerSpace embraces the newest trend in technology education. MakerSpace gives students a chance to dive into innovative hands-on learning activities. Students will design, build, test and rebuild to put their critical, creative and problem-solving skills to the test.

Mascot - Selwyn Eagle

Media
Students attend media class in the Media Center with Selwyn’s media specialist. Instructional units focus on different authors. Students receive library cards and begin to check out their own books from the Media Center. In the winter and spring, the semi-annual Book Fairs are held in the Media Center. Students and families can choose from a wide variety of books to purchase.

Music
In their weekly music classes held in Selwyn’s Fine Arts Building, students learn to sing a varied repertoire of music, including songs with sign language. Students also learn to play on pitched and unpitched instruments as well as to perform as a group. Each grade sings at various programs and events throughout the year. Fourth and fifth graders have the opportunity to participate in the school choir, and fifth graders have the opportunity to participate in the school play. Students of all grade levels can show off their individual musical talents during Selwyn Celebrates the Arts each Spring.