



WINRIDGE ELEMENTARY

Parent | Student Handbook

2025-2026

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2025-2026 Parent/Student Handbook

WINRIDGE ELEMENTARY SCHOOL

Home of the Wildcats

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School website

<https://schools.scsk12.org/winridge-es>

GREETINGS FROM DR. SHAFFER, PRINCIPAL

Welcome to Winridge Elementary! You are embarking upon a journey of success that is child-centered, and project driven. Our school climate is positive and nurturing but charged with learning accountability and responsibility for individual growth. Because we are a family of learners, we welcome parents, extended family and other community stakeholders to provide a high-quality instructional culture that inspires students to realize their full potential. Should you have questions that are not answered within the text of this writing, please feel free to contact the school by phone, e-mail, or visit us during school hours or by appointment. Best wishes to every Winridge Wildcat for happy learning and great success.

SCHOOL HOURS

Monday-Friday 8:15 a.m. – 3:15 p.m. Doors Open at 8:00 a.m. For student safety, no early drop-offs before this time.

PURSUIT OF EXCELLENCE

Each member of our school community is expected to give more than 100% in effort and dedication. It is our expectation that school administrators, students, teachers and parents have special gifts and talents that he/she may share in making our world a better place. We expect everyone to give their very best in everything they do, to ensure that we are Developing Global Leaders & Learners. Shelby County School Board Policies governing specific categories of student behaviors can be found on the SCS website. Other specific classroom rules and consequences are published, posted, and distributed within the grade level teams.

BEHAVIORAL EXPECTATIONS AND STUDENT DISCIPLINE

Behavioral expectations for everyone at Winridge are centered around the 5 B's: Be Responsible, Be Courteous, Be Safe, Be Respectful and Be Prepared. All students must understand the following principles: • Obedience – obey those who have authority over you. • Respect – respect yourself, others and the person and property of others; respect the boundaries established to maintain order. • Responsibility – assume responsibility for your actions and act upon the stated expectations for your role; be responsible for your environment. To remain at Winridge, students must continue to meet academic and attendance requirements as outlined in the MSCS guidelines.

ARRIVAL

Students are NOT to be dropped off before 8:00am. unless they are in before and after care. Otherwise, they will be unsupervised, which is not safe for your child. IN ORDER TO OFFER TEACHERS AN OPPORTUNITY TO USE EARLY BIRD TIME FOR PLANNING, PARENTS ARE NOT ALLOWED BEYOND THE FRONT LOBBY UPON ARRIVAL UNLESS THEY HAVE A

SCHEDULED APPOINTMENT, OR OTHER BUSINESS IN THE OFFICE. THANK YOU FOR YOUR COOPERATION.

DISMISSAL PROCEDURES

Dismissal will begin daily at 3:00pm and all students must be picked up by 3:30pm. Walkers will be escorted to the crosswalk by staff to dismiss from campus. Flagpole parents (walkup parents) are allowed to retrieve students at the flagpole at 3:15pm. For safety and security reasons, students are not allowed to return to the classroom once they have been dismissed. PK SPED students must be signed in and out daily. Reminder: All students should be picked up by 3:30pm.

LATE ARRIVAL

Parents of students that arrive after 9:00am will be required to report to the main office and sign your scholar in for the day. Students that are habitually late will be targeted for state level intervention (see MSCS truancy policy). Intervention begins early, so it is important that your child arrives at school on time. It is unfair to the child for them to miss quality educational time, unless there is an emergency.

DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

Students are not allowed to leave the school grounds except when going home at the regular dismissal time. If it becomes necessary for a student to leave school early, the parent or guardian MUST report to the school office, show valid ID, and sign the student out. Parents are encouraged to send the teacher a note by the child if he/she will be leaving school early. The note should include the time the child will need to be ready and the name of the person who will be picking up the child. This advance notice will allow the teacher time to get the student(s) and their things ready. Please understand that frequent early dismissal will be handled in a manner like excessive tardiness because your child is missing valuable learning time. No early dismissal after 2:30pm. Thank you for your understanding and cooperation.

ABSENCES

A written excuse should be sent after absences. The written excuse should be sent the day the child returns to school, stating the dates the child was absent and the reason for the absence. Any absence that does not have a written excuse is considered an unexcused absence. In case of communicable diseases (ringworm, pinkeye), a doctor's written notice is required to return to school. Students are expected to attend school every day. However, if your child is sick with a contagious illness, please keep them at home. We do not want to spread germs to other students or teachers. Five unexcused absences will be reported to the Truancy Department.

SCHOOL EMERGENCIES

It is essential that we have accurate and updated contact information on every child. We will gladly contact you or a responsible designee whenever your child becomes ill or is injured at school. Major school emergencies, such as early dismissal for the whole school, will be handled through public broadcasting. However, for day-to-day events, we need multiple numbers to call in order to serve the students' needs. Please notify the people whose names and numbers you submit so that they are aware of the agreed upon procedure for handling emergencies or contacting you. Also, it is important that you and your designee know your child's teacher by name and their grade.

LOCKED DOORS

For security reasons, all doors of the building will be locked. If you need to enter the school, please buzz in at the front door. This is an effort to keep our students safe from any unauthorized visitors during the school day. MSCS policy requires that all visitors sign in. You will be asked to leave a form of identification when signing in. You must adhere to this policy. It is important to everyone's safety that we know who is in the building. Parents and other visitors are always welcome at our school, but you must sign in at the office before going to any classroom and will need to have made prior arrangements with the teacher, counselor, or principal for confirmed conference times.

OUR UNIFORM/DRESS CODE POLICY

Uniforms are mandatory for all students in grades Pre-K-5. Listed below, you will find the basics of the dress code:

- Pants, skirts, jumpers and walking shorts must be tan, navy or black. No jeans unless it's Jeans Day, leggings, or ripped pants.
- Walking shorts, skirts/skorts must come to the knee.
- Pants must not be oversized or undersized. Nothing too short, too tight or too revealing.
- Blouses and shirts must have sleeves and collars (polo, golf, or dress style) and they must be plain white, blue, black or gold.
- Solid color jackets and hoodies (navy, white, or black).
- Tennis shoes are permitted. For student safety, no sandals or open-toe shoes. Crocks must be worn with the strap behind the heel.
- No colored undershirts (plain white) or distracting leggings/tights during the winter months. If your child comes to school out of uniform, you will be contacted to bring proper attire to the school. Repeat offenders will lose privileges such as the right to participate in special school extracurricular activities.

BREAKFAST

Grab & Go breakfast will be served daily from 8:00am-8:15am. All students may eat breakfast at no charge. Breakfast will be served in the classroom.

SCHOOL LUNCHES

Students will receive a free hot lunch daily. The lunch period is part of the regular

instructional program; therefore, no child is permitted to go home for lunch. Your child may bring his/her lunch. Please do not send glass bottles or soft drinks to school. No parent food drop-offs (unless a student left lunch at home) or deliveries from Door Dash, Uber Eats, etc. Thank you for understanding.

PARENT PARTICIPATION

Winridge is a member of the Partners in Education (PIE). We ask that all parents join the PIE. Also, be advised that we hold several Title I parent meetings. Watch the home school communication and monthly calendars for announced dates. Listed below are additional ways to help your child succeed at school:

- Become involved in your child's education. Supervise and check homework. Read and respond to flyers and check backpacks daily.
- Establish routines and procedures at home in the evening and on weekends that support learning and success in school.
- Provide resources at home for reading and learning.
- Stress the value of education by discussing its importance with your child.
- Encourage students to do their best in school.
- Support school rules and goals
- Contact your child's teacher early if there is a problem.
- Attend scheduled Parent/Teacher Conferences and Family Night events.

ARTICLES BROUGHT TO SCHOOL

Cellular phones, electronic games, CD players, headsets, radios, toys, expensive jewelry, and large amounts of money **SHOULD NOT** be brought to school. The school will not assume responsibility for these items if they are lost or stolen.

CAMPUS GUIDELINES

Due to traffic congestion at Winridge, the following regulations are being made for the safety of everyone, especially our students:

1. When dropping off your scholar (s), please enter on the North side of the school (apartment side). There is a fork in the center to either go left or go right (2 lanes), choose one of them for dropping off.
2. When letting students get out of the car, please do not block the crosswalk or entrance into the school building. Students should not exit the vehicle on the driver's side. Also, for their safety and yours, please follow the directions of the teachers who will be controlling traffic.
3. By order of the Fire Marshall, no area marked Fire Lane should be used for parking, ever! No stopping or standing is allowed in these areas.

HOMEWORK

During our Meet The Teacher Night, your child's teacher will explain homework expectations. In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, the best efforts are directed by the teacher to establish uniformity

for each grade level. Everyone at Winridge has assignments Monday-Thursday that are appropriate for each grade level. Time should be spent reading every night. Check Class Dojo and homework folder regularly for updates.

PROGRESS REPORT

Progress reports are used by teachers to report student progress during the mid-point of a grading period. A parent teacher conference will be requested for any student that receives an unsatisfactory or failing grade. Information about work habits may also be reported in progress reports. A parental signature is requested on all progress reports.

REPORT CARDS

Report cards will be issued every nine weeks. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Conferences are encouraged and may be requested either by the teacher or the parent as needed.

FORMATIVE ASSESSMENTS

Formative assessments will be administered at regular intervals during the year according to the district testing calendar.

TEXTBOOKS

All basal textbooks, workbooks, library books, and devices/chargers are issued without a charge to students for use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee. Progress reports and Report cards are not available until the fee is paid in full.

FIELD TRIPS

Field trips are scheduled to various places throughout the year; however, it is not mandatory for your child to attend. In order for your child to go on a field trip, they will be required to return a signed permission slip and any fee associated with the trip. Money sent in for field trips should be sent in an envelope with the student's name, teacher's name, and the name of the field trip. Students with unsatisfactory conduct may be asked to have a parent accompany them on the trip. A limited number of chaperones may be invited to accompany a class on field trips. MSCS Board regulations do not authorize transportation of younger siblings with Winridge students on field trips. Parents will not be allowed to ride the bus, as they are reserved for students and staff.

BIRTHDAY PARTIES AT SCHOOL

If you would like to celebrate your child's birthday with his/her classmates, you are welcome to do so during their lunchtime or bring snacks in Ziploc bags for all students in the classroom to take home. Please follow three simple guidelines: 1. Ask your child's

teacher in advance. If not scheduled in advance, you will have to reschedule for another day. 2. Only cake/cupcakes, ice cream, and pizza are allowed and must be purchased (no homemade items). 3. Balloons/Gifts are allowed.

SCHOOL VISION

The vision for Winridge Elementary School is to equip students with the knowledge, skills, and values to become responsible citizens and leaders of tomorrow. Our school will always have a challenging, nurturing, and rewarding environment with high expectations and data driven instructional activities that are meaningful, relevant, and inclusive.

At Winridge Elementary School, we are dedicated to exceptional teaching and learning where:

Students: • Are respectful and focused on learning; • Feel a sense of community where me turns to we, and students use positive peer interaction to encourage academic achievement; • Are global, independent, and accountable learners, responsible for their own growth and achievement; and • Are actively engaged in scholarly activities, independent study and community involvement.

Teachers: • Work collaboratively to share and implement a variety of effective instructional strategies; • Utilize innovative technology to enhance learning; • Foster a cultivating environment in each classroom; and • Analyze student performance data frequently to meet the individual needs of each child.

The School: • Requires the highest form of professional talk among students, teachers, and parents; • Promotes and works toward the commonly held vision of teaching and learning; • Creates schedules that maximize time for instruction and collaboration; and • Leads improvement through hands-on visibility and classroom engagement.

Parents and Community: • Are so involved in the school that you can describe student goals and needs; • Are actively involved in a variety of committees and services; and • Have regular meetings with school leadership and teachers to learn about how to support teaching and learning.

WISE

INNOVATIVE

LEADERS

DEDICATED

CONFIDENT

ASSERTIVE

TRUSTWORTHY

SCHOLARLY