

Wintergreen Primary & Wintergreen Intermediate Parent / Student Handbook 2025-26



Primary Eagles

Wintergreen Primary School
4710 County Home Road
Greenville, NC 27834

Wintergreen Primary Phone:
252-353-5270



Intermediate Gators

Wintergreen Intermediate School
4720 County Home Road
Greenville, NC 27834

Wintergreen Intermediate Phone:
252-355-2411

Greetings from the Principal

Dear Wintergreen Families,

On behalf of Wintergreen Schools, I am happy to welcome you to the 2025-2026 school year! We are excited to have students back in our classrooms and are looking forward to working together to ensure our children can achieve their highest potential. This year promises to be one filled with golden opportunities for all our students as we strive to grow our children academically and socially.

As partners, we share the responsibility for our children's success, and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school

We look forward to a very positive and productive year together. We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We want and we value your involvement and support in your child's education! Your active participation is key to the success of our young Eagles and Gators as they strive towards academic success. Throughout the school year, we will celebrate our student's success and our teacher's hard work on the Wintergreen Schools Facebook Page. Please take the time to like this page to follow all the great things taking place and to stay abreast on our weekly happenings.

I am honored to serve as the Principal of Wintergreen Schools. It is truly a privilege to be a part of a community where parents, teachers, and students care for each other and represent their school with pride. As a staff, we thank you in advance for your support and look forward to a great year.

Sincerely,

Paul Briney, Principal

Forward

The purpose of this handbook is to help guide you and your child in understanding our school's regulations, procedures and services. These procedures are necessary for effective operation and quality instruction. It is the responsibility of all parents/legal guardians to read and become familiar with the entire contents which will hopefully keep lines of communication open between home and school. This document is subject to change pending new procedures and policies given from the district and school level.

[PCS Parent Guide to Student Achievement](#)

[2025-26 Parents' Guide to Conduct to Support Safe Schools & Annual Notices](#)

Mission Statement

As a diverse learning community, Wintergreen Schools' mission is to provide a safe and secure learning environment to ensure that all students will be immersed in a rigorous and relevant curriculum. We will equip our students for the 21st century with the necessary skills to be independent and critical thinkers, problem solvers and productive citizens in a global society.

Disclaimer

The Wintergreen Parent-Student Handbook is to serve as a resource for parents and students. Although it references some of the policies and procedures of Pitt County Schools, it is not all-inclusive. To access all district policies, please visit our website at www.pittschools.org. The information contained within this Handbook is not intended to and shall not supersede the policies of the North Carolina State Board of Education or Pitt County Board of Education. This handbook is a "living" document; therefore, for the more current information and guidelines, please refer to the online version of the Wintergreen Schools Parent-Student Handbook found via the Pitt County Schools website and by Should there be any required procedure changes based on actions of the State Board of Education, North Carolina General Assembly or the Pitt County Board of Education, the content of this Parent-Student Handbook is subject to change without prior notice.

Arrival Procedures

Student arrival time is 7:25 am. Students should not arrive prior to this time unless supervised by the parent(s). Staff is not required to be on duty until 7:25 am and proper supervision is necessary to ensure the safety of all students. Students arriving prior to 7:25 a.m. are to remain with their parent/guardian in their vehicle until the bell rings at 7:25.

***Students are late/tardy if not in their assigned classroom when the 7:50 bell rings.*

Drop Off

Kiss and Go. Wintergreen Primary and Intermediate students may be dropped off in the Kiss and Go line at either school. At this time, walking children up to the building is not permitted after September 2, 2025.

Bus Lot. Parents may drop off students in the bus lot **after 7:35** each morning unless a bus is unloading or is arriving late. At 7:50, students must enter at the office, and receive a tardy pass.

Please note: The bus lot is used for (in order):

- 1) Buses
- 2) Students with documented disabilities who require adult assistance when entering the building at the WP cafe entrance. Some ride special transportation buses. Others are assigned designated car passes for this purpose.
- 3) **After 7:35 a.m. and before 7:50 a.m.**, overflow from the WP and WI car lines.
School administrators reserve the right to limit access to this lot.

Daycare Vans. Students who arrive by Daycare Vans will drop off in the Kiss and Go lane at either school.

Getting to the Classroom

If a student intends to eat breakfast, they must go to the cafeteria prior to going to the classroom. Staff on duty will assist our younger or new students who may need help getting to and from the cafeteria. If a student is not eating breakfast, they should go directly to their classroom. ****Students who are not in their classroom when the tardy bell rings at 7:50 are tardy. Instruction begins at 7:50.****

Tardy Arrivals

Students are expected to be in their classrooms on time each day. When a student is tardy, the parent(s) must walk their child inside to the front office to receive a tardy pass. Tardies are considered either excused or unexcused. Excused reasons for tardies are the same as those for absences. Late arrivals to school and the classroom are a disruption to teaching and learning. Excessive tardy arrivals will result in student consequences. Thank you in advance for your cooperation.

Dismissal Procedures

Identification/Pick Up Permission

Parents/Guardians will be required to show proper identification in order to pick up a student from Wintergreen Schools. Without proper identification we cannot release a student. In addition, said person must be on the “authorized pick up sheet.” This form will be sent home with students at the beginning of the year. Parents/guardians should complete the form and

return it to their child's teacher. If parents wish to make changes to the pick up form during the school year, they must come to the office to do so.

Early Check-Out

Student dismissal time is 2:30 PM. Students cannot be checked out during the last 20 minutes of school (after 2:10). The process of moving approximately 1,600 children in an orderly and safe manner is critical. For student safety and accountability, we ask that parents support this procedure.

Students should not be picked up early from school if at all possible because this is a class disruption and students need to be in attendance for the entire school day. Please remember that students should only leave school early for the same reasons as an excused tardy. (Refer to the Pitt County Schools 2025-26 Parent Student Handbook). A student leaving early during the school day must be signed out in the office by the parent/legal guardian or approved designee. The office staff will require a valid government issued ID for verification and will then call the student down to the office. Parents of students that are repeatedly picked up early from school will be reminded of our school procedures. Early check-outs are considered tardies (2L) due to missed instructional time. If the early pick up continues, the teacher will notify administration/attendance team and the parent/guardian will be contacted by administration. Written parental permission is required when someone other than the parent/legal guardian is picking up a student. The office needs to be informed of any special circumstances. Please refer to the following:

- A child may not be picked up who is already dismissed and on a bus for departure; we will not remove a child from the bus or hold up the bus dismissal.
- Under no circumstance is it acceptable for a parent to enter the bus loading area in search of his/her child in order to remove them from the bus.
- Please do not check your child out of school early unless it is an emergency or an appointment for the child that cannot be made after school hours.
- Students may only be checked out early by a parent/guardian or an approved person on their Emergency Contact list (this form is given to parents at the beginning of the year).
- If you believe you will have the need for someone other than a parent (i.e., grandparent, aunt, uncle, etc...) to occasionally pick up your child, please make sure their name is on the Emergency Contact list. We will not accept handwritten notes the day of. The information must be updated on the Emergency Contact List.

Court Orders

Parents who have court orders for custody and visitation must provide these to the office. An updated copy must be provided to the office if any court ordered changes are made. We will follow the requirements of the information on file. If there is a new/updated agreement, it is the responsibility of the Parent or Guardian of the student to bring in the new copy.

Transportation Change Request

Wintergreen students come to and depart from school in a variety of methods. Those generally include utilizing the bus, parents/family, and vans. It is imperative that you establish the form of regular and routine transportation your child will use each day upon dismissal and that this is communicated to your child's teacher. Unless we are notified otherwise in writing, this is the transportation home your child will receive daily. You will be asked to complete a transportation form at the beginning of the year to establish this procedure. If you need to make a permanent change in transportation home for your child, you will be asked to complete another form.

We realize that occasionally things happen beyond our control that require a parent to change the usual transportation home for a student in the afternoon. We ask that you help us protect the integrity of our instructional program and the safety of your child by keeping these changes to a minimum. Students who are not assigned a bus number, stop location, and approximate time of drop off will not be permitted to ride the bus until the PCS Transportation department approves and identifies the previously listed criteria. If you require a transportation change for your child in the afternoons, you have two options:

- **Students should continue to ride their school-approved morning and afternoon transportation. Transportation changes will only be approved in extenuating circumstances and shall not be excessive.** All transportation changes must be made in writing by parent/guardian and received by the school **no later than 1:00 pm**. The letter must contain a request for the change, homeroom teacher's name, address, parent/guardian signature, and contact number. The letter can be hand delivered or faxed to the school, **phone calls will not be accepted**. Students' mode of transportation should remain consistent each day. Changing back and forth is a safety concern as this is how a student gets on the wrong mode of transportation.
- There will be no checking out of students after 2:10 pm. Parents may **NOT** remove students from the buses.
- Parent/Guardian or approved person on student check out sheet must provide a photo ID when checking out students.
- Students who are car riders should have a car tag displayed for afternoon pick up. Anyone arriving on campus with a car tag must go through our pick up line to pick up their child. If your family needs an additional tag for another adult that will regularly pick up, please let us know and we will make an additional tag for you for a small fee.
- Students will **NOT** be released from their cars at morning drop off until the 7:25 am bell. We cannot adequately supervise our students until we get on duty.
- If a child needs to be picked up and does not have a car tag the car should park in the front parking lot and go into the main office with ID in order to pick-up.
- If you have a custody agreement, we must have a current copy on file in our office.
- **Parents are NOT to avoid the transportation line by dropping off their child off in the mornings in the bus lot or in our parking lots.**

Thank you for adhering to these procedures. These procedures are put in place in an effort to keep students safe and accounted for at all times. If you have questions, please contact Dr. Briney, Ms. Tolar, Mrs. Bowman, Mrs. Gilbert or Mrs. Stancil.

***Making last minute transportation change requests causes unnecessary classroom interruptions. Thank you for helping us protect your child and their education.
NO TRANSPORTATION REQUESTS WILL BE TAKEN AFTER 1:00 PM DAILY.***

Attendance/Absences

Regular attendance is compulsory for all students. When a student is absent, he/she is required to bring a written excuse from home including name, date of absence(s), reason and signature of parent/legal guardian on the first day the student returns to school. Parents/legal guardians may be asked to provide doctor's notes or other third party documentation for excessive absences, early check-outs in order to be marked excused. Refer to the 2025-26 Parent Student Handbook for the complete Pitt County Policy. An electronic version is posted on the Pitt County Schools website.

Approval for an educational absence must be made in advance. Only the principal or assistant principal can approve an educational absence. The parent must present a request in writing or email to Ms. Gilbert at WGP, Gilberk@pitt.k12.nc.us or Ms. Tolar at WGI, tolarb@pitt.k12.nc.us at least **one week prior** to the planned absence. The parent must include information as to the nature of the trip and its educational opportunities. Administration will notify the parent of the decision. If the educational trip is approved, the student will be required to keep a daily, grade-appropriate journal of his/her experiences as well as complete any classroom or homework missed while absent. The journal and all make-up work provided prior to the trip must be turned in to the teacher upon the student's return to class. ***An Educational Absence, although excused, is an absence.**

****Students missing 20 or more days of school (excused and/or unexcused) may be retained in their current grade.***

Accident/Injury Report

When a student has an accident/injury, the teacher or assistant will contact the parent/legal guardian that day by phone, letter or other means. An Accident/Injury Report will be completed and placed in the principal's box and the nurse's box on the same day. A copy of the report will be made available upon parent request.

After-School Enrichment Program (PCS P&R)

This program will be offered through Pitt County Community Schools beginning the first day of school and ending on the last day of school. The program will operate on regular school days from 2:35 p.m. until 6:00 p.m. and on teacher workdays from 7:30 a.m. until 6:00 p.m. The program will also follow the Pitt County Schools' closings due to inclement weather, early dismissal and closing procedures for snow and storm emergencies. Parents will be responsible

for picking up children in the event of such early closings. The program will not operate during holidays and certain designated days. Applications and Parent Guides are available at Pitt County Community Schools and Recreation, located at 4561 County Home Road Greenville, NC 27858. Program coordinators can be reached at (252) 902-1975.

Awards Assemblies

Face-to-Face academic assemblies are held at the end of each semester to recognize students for academic and citizenship growth. Dates and times for these ceremonies will be determined at a later time and announced.

REPORT CARDS GO HOME:

1st 9 weeks: November 12th

2nd 9 weeks: January 28th

3rd 9 weeks: April 15th

4th 9 weeks: June 10th

PROGRESS REPORTS GO HOME:

1st 9 weeks: Week of September 29

2nd 9 weeks: Week of December 8th

3rd 9 weeks: Week of February 25th

4th 9 weeks: Week of May 11th

Recognition Categories

Primary

Terrific Kid- Students who demonstrate positive attributes such as kindness, helpfulness, dedication and respect will be considered for the Terrific Kid award. One student will be selected as Terrific Kid each week in each classroom. Each teacher will recognize nine students during award ceremonies. These students will receive a Terrific Kid pin.

Encore Best of Class- Each encore teacher will select one class from each grade level to receive Encore Best of Class.

Flying High Award- Students who have received all S's or reached their individual academic goals for the 9 weeks.

BUG (Bringing Up Grades) 2nd-4th 9 weeks- Students earn the BUG award when the end of nine week average(s) are improved in 1 or more academic areas.

Golden Step Award- Classroom for each grade level with the highest number of character steps awarded to them.

Intermediate:

Honor Roll- To qualify for the honor roll, students must have all A's on academic subjects (communication skills, social studies, math, science, and health) and all S's on nonacademic subjects. Recipients receive a pin, placed on their lanyard.

Principal's List- To qualify for principal's list, students must have all B's or higher on academic subjects (communication skills, social studies, math, science, and health) and all S's on nonacademic subjects. Recipients receive a pin, placed on their lanyard.

BUG (Bringing Up Grades) 2nd-4th 9 weeks- Students earn the BUG award when the end of nine week average(s) are improved without any other averages declining. Recipients receive a pin, placed on their lanyard.

Encore Best of Class- Each encore teacher will select one class from each grade level to receive Encore Best of Class.

Terrific Kid- Students who demonstrate positive attributes such as kindness, helpfulness, dedication and respect will be considered for the Terrific Kid award. One student will be selected as Terrific Kid each week in each classroom. Each teacher will recognize nine students during award ceremonies. These students will receive a Terrific Kid pin.

Buses

Buses are assigned to schools by Pitt County Schools Transportation Department. Each student is assigned one bus based on his/her legal address. Students are not permitted to ride multiple buses, i.e. one in the morning and a different one in the afternoon. In order to ensure the safety of students and their whereabouts at all times, we must adhere to this rule. Please do not request for your child to ride a different bus home. In addition, drivers will not allow a child to get on a bus not assigned to them in the mornings. Bus transportation is an option for parents who live within our assigned attendance area.

New Information Regarding Bus Transportation

- Students who are not consistently riding will be dropped from the bus after 10 days. Reserving a space on the bus will not be allowed as a “just in case” scenario.
- If a bus request is made, students may only be added to the route if the address is already in the direction of an established stop. New stop requests may take up to 10 days to process through the Transportation Department.
- Students need to be at the bus stop at least 10 to 15 minutes before the scheduled time and wait 10 to 15 minutes after for the bus to arrive to allow for traffic issues.
- Pitt County Schools provides the **Edulog Parent Portal** smartphone app to help parents receive information about their child's school bus ride. It allows you to:
 - access designated bus stop times and locations for their child,
 - see real-time information about the location of their child's school bus, and
 - receive notifications when the bus is getting close to the bus stop.
- Use the following links for instructions on how to download and register for the App:
 - [Edulog Parent Portal Infographic](#)

- [Edulog Parent Portal Infographic in Spanish](#)

Behavior on the school bus is of utmost importance due to the safety of all students. As a disciplinary measure, bus transportation may be removed from a student for a period of time or permanently, in accordance with the Pitt County Schools Code of Conduct.

A Bus Behavior Contract will be sent home with each bus rider. We ask that parents review this with children, sign and return them to their bus driver.

[Bus Expectations and Procedures](#) and [Bus Behavior Matrix](#)

Cell Phones/Communication Devices

Per NC House Bill 959, Wintergreen Schools has adopted a "Put Away, Bell to Bell" restriction on student cell phone use.

Key Points:

- All cell phones and personal devices must remain turned off and put away during the school day.
- Students may turn devices back on only after dismissal, once they have exited the building.
- Violations will result in disciplinary action as outlined in the PCS Student Code of Conduct.

Students may turn devices back on at the end of the school day after they have exited the building. While riding a Pitt County school bus, if a student is found using a device inappropriately-such as recording or sharing videos of other students or inappropriate behaviors-disciplinary action will be taken in accordance with the PCS Student Code of Conduct. Smart Watches may be worn, but are not to be used for communication during the school day.

Meals, Snacks, Parties

Meals

All Wintergreen Students will receive breakfast and lunch free of charge through the CEP (Community Eligibility Participation) Program. These meals are served daily. Menus are sent home on a monthly basis. Each student is provided a lunch number barcode scanner for the cafeteria. All K-2 students will need to wear their number to breakfast/lunch for the first 9 weeks.

Parties

Student birthdays may be celebrated if coordinated with the teacher in advance. Due to the loss of valued instructional time, sharing of a child's birthday in the classroom may not include guests or opening gifts, etc. This must be scheduled with your child's teacher in advance at the time selected by the teacher and not exceed 15 minutes. It is preferable that this is during the regular snack time the teacher sets aside for the classroom. **Only pre-packaged, commercially prepared foods are allowed. PCS Policy 6230 states, "To ensure food safety, all food brought from home and served in the schools must come from a commercial source that has been properly approved by the local health department and list its ingredients on the label. This includes cakes, cupcakes and cookies brought for classroom birthdays and holiday celebrations."**

We respectfully request that families give their children's teachers at least 48 hours notice before bringing in any food items for the class so the teachers can plan accordingly.

Snacks

Students are encouraged to bring a snack to school. At times, parents may offer to send in snacks for their child's classroom. This is acceptable, however, parents should contact their child's teacher at least 48 hours in advance. This advanced notice will help the teacher ensure an adequate number of snacks are sent in and also ensure the snacks would not contain any known allergens that may affect students in the class. Snacks cannot be homemade and must follow Policy 6230, noted under "Parties" above.

Classroom Management

Teachers and support staff are responsible for developing and maintaining a classroom and school environment conducive to learning and safety. A well-managed classroom and school is evident when procedures have been explained, rehearsed and reinforced.

In regard to classroom management, teachers will:

- Explain classroom procedures clearly;
- Rehearse classroom procedures until they become routines;
- Reinforce a correct procedure and reteach an incorrect one.

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- Rehearse school procedures until they become routines;
- Reinforce correct procedures and reteach incorrect procedures.

Communication

Concerns / Questions

When concerns arise, we expect a chain of command to be followed. Concerns related to the classroom are to be addressed with the teacher first. If the concern is not resolved in collaboration with the teacher, an administrator can be contacted. When parents and/or guardians contact administration prior to contacting the teacher or other staff member, we will always refer you back to the staff member with which the concern or question should be directed. If after communicating with the staff member your concern is not rectified, an administrator will work with all parties to resolve issues. All staff can be reached by email. In addition, Wintergreen teachers have voicemail in their classrooms. To speak with an administrator, please call the main office to leave a message with the office staff. Please provide your name, phone number where you can be reached as well as the nature of your call.

All staff will respond to emails or return calls within 24 hours, with the exception of weekends.

Folders

Wintergreen sends home a weekly folder every **WEDNESDAY** to keep parents informed of their child's progress, school information and/or events. The folder will contain graded papers, notes, newsletters, etc. Please look over the papers with your child. The folder needs to be signed and returned the next day so your child's teacher will know it has been seen at home. If there is no school on a given Wednesday, then the Communication Folder will go home the first day the student attends school that week. **Progress Reports are sent home following the regular Wednesday Communication Folder schedule.**

Website

Families are encouraged to access Wintergreen Schools' website. Our website provides information about our schools, staff, procedures and resources.

[Wintergreen Schools Webpage](#)

Infinite Campus

Infinite Campus is our student information management system. It has features which allow us to send out calls and emails regarding school events.

Discipline

Establishment of classroom procedures and routines is the foundation of a successful classroom and school. Therefore, four main reasons for managing student behavior exist:

1. To create an orderly environment in which students can learn;
2. To teach expected standards of behavior;
3. To help students learn to accept the consequences of their behavior; and

4. To provide students with the opportunity to develop self-control.

In compliance with Student Behavior Policies, [PCS Board Policy 4300](#) teachers will establish a Behavior Management System (BMS) consistent with the procedures of our school and the policies of the Board of Education. A typical behavior management system includes expected behaviors, rewards and a process for addressing misbehavior. Teachers will provide parents with a written copy of the management system at the beginning of the year.

If a student's behavior warrants involvement of a school administrator, the teacher will electronically document the infraction and submit it to administration for review. If deemed necessary, an administrator may place a student in ISS (In-School Suspension) while a parent is contacted.

**Please note, a BMS may include parent contact as one of the steps. When a severe infraction occurs, the teacher may refer the child to administration prior to contacting the parent. In that case, a parent may hear from an administrator first.*

Authority of School Personnel, [PCS Board Policy 4301](#) states in part: *"The principal {and the principal's designee} has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules that, if violated, could result in short-term or long-term suspension or expulsion. The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the board, superintendent, and school principal. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant, or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds, or at any school-sponsored activity."*

When necessary, a student will be removed from class if a disruption to instruction occurs. In accordance with our Code of Student Conduct, all discipline matters will be fully investigated by administration and mitigating and aggravating factors considered in determining which actions are warranted.

In addition:

- An administrator may assign In-School Suspension (ISS) or Out of School Suspension (OSS) in accordance with the Pitt County Schools Code of Conduct.
- ISS will be an option for both Wintergreen Primary and Wintergreen Intermediate Schools
- There is no appeal process for suspensions 10 days or less.

- Bus referrals will be handled as disciplinary concerns and students may receive bus suspension, ISS or OSS depending on the nature, severity and number of referrals.

Dress Code

To help clarify, below is a summary of the dress code. Remember, our top priority is to keep our students safe while learning in the classroom setting. Any dress code concerns will be addressed on an individual basis.

[Click here to see a visual representation and examples of the dress code policy.](#)



DRESS CODE 2022-2023

Shirts



Bottoms



School, athletic, and community spirit shirts are acceptable.
Manufacturer's logos with identified graphics/pictures/words, personal monograms,
or principal/school approved logos are permitted.
Non-manufacturer's logos/graphics/pictures/words
are not permitted.

Wintergreen Schools Student Dress Code & Appearance Expectations Summary

MINIMUM REQUIREMENTS:

1. Clothing should be age-appropriate, properly fitted, and suitable for the learning environment.
2. Spirit wear, district/county programs/colleges/universities and community organizations clothing items are permissible.
3. Shirts/tops must have sleeves, and cover the chest and back from arm to arm.
4. Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
5. When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from arm to arm to mid-thigh with no exposed undergarments.
6. Shoes must be worn at all times and must conform to requirements for specific classes.
7. Hoodies and hooded jackets may not have the hood covering the head while in a school building. Continued violation of this requirement may/shall result in not being allowed to wear a hoodie at school.

ADDITIONAL REQUIREMENTS:

1. Attire, accessories and/or grooming depicting or advocating violence, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography or substance abuse are prohibited.
2. Pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
3. Headgear including hats, hoodies, bandanas, sunglasses, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
4. Manufacturer's logos, personal monograms or principal/school-approved logos, insignias, logos, labels, graphics, words and/or pictures that are appropriate for the school setting may be displayed on shirts.

Shirts that display dinosaurs, unicorns, flowers, cartoon characters, puppies, and similar images are acceptable.

Shirts that display the images listed above or similar images that were purchased from Walmart, Target, Children's Place, Old Navy, Disney, and similar department/online stores are acceptable.

Patterned, striped, and solid-colored shirts are acceptable.

Spirit wear as well as community organizations such as Future Stars, PGSA, Little League, Sara Law, Heartbreakers, PALS, Jackie Robinson League, Boys and Girls Club, etc. are acceptable.

Early Bird

Early Bird is a service provided to parents who may need to drop their children off prior to 7:25 a.m. The cost is \$2.00 per day and located in the Media Center for WP and WI. Parents may pay by the day, week or month. Students may not enter without payment. Early Bird begins at

7:00 am. ***Students who are a disruption and/or do not follow the directions of WG staff will not be allowed to return at the discretion of administration.***

Events

Wintergreen Primary and Intermediate maintain a Wintergreen Events calendar. Families can access the calendar on our Wintergreen Website.

Fees:

Pitt County Board of Education has designated a **\$25.00 fee** for all students. This money is used to purchase additional instructional supplies as well as technology to enhance the curriculum . All students are expected to pay school fees for the current year. However, fees can be waived or reduced for students who demonstrate economic hardship. If a parent wishes to have fees reduced or waived, the parent shall contact the principal in writing. [Click Here to access the School Cash Online Payment Portal](#)

Field Trips

Field trips are to serve an instructional purpose that is an extension of the NC Standard Course of Study goals and objectives. Students are required to use the mode of transportation being used by the school for the trip and to be counted present for the day. Wintergreen will utilize activity buses for ***out of county trips***. Teachers will provide families with advance notice of trips in order for parents to plan. Families may choose to pay for trips in installments or all at once. Families who are unable to fully pay for a trip should contact the principal in writing.

Parents are not permitted to ride Pitt County Schools buses. Any student may order a bag lunch through the cafeteria for the trip.

Emergency/Safety Drills

Tornado

Weather Warning Definitions

- Tornado Watch – means that weather conditions are such that a tornado may develop.
- Tornado Warning – means that a tornado has been formed and sighted and may affect those areas in the bulletin.

Severe Weather Plan

- Tornado Watch – all teachers notified of impending weather conditions and tornado plan is reviewed.
- Tornado Warning – all blinds and drapes are lowered and students are relocated to areas offering the greatest tornado protection.

Tornado Drill

- Tornado drills will take place periodically during the school year. THIS DRILL TAKES PRECEDENCE OVER EVERY OTHER SCHOOL ACTIVITY.
- The signal for the drill is a bell ringing for five (5) seconds, followed by silence for two (2) seconds in a repeating cycle.
- It is essential that when the first signal is given, everyone obeys orders and promptly relocates to designated areas.
- Students will be seated on the floor with their backs to corridor walls or glass areas. Cover heads, arms, and legs so as to reduce the number of injuries from flying glass and other debris.
- Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking, and inappropriate behavior will not be tolerated.

Fire Drill

- Fire drills at regular intervals are required by law and are important safety precautions. THIS DRILL TAKES PRECEDENCE OVER EVERY OTHER SCHOOL ACTIVITY.
- The signal for the drill is a long continuous bell.
- It is essential that when the first signal is given, everyone obeys orders and promptly clears the building by the prescribed routes.
- When the signal for the drill is given, students should stand and leave the room in a single file line. Students are not to break the single file line and running is not permitted. The last person out should see that all windows and doors are closed.
- Everyone will remain a safe distance from the school until the signal is given that it is safe to return to the building.
- Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking and inappropriate behavior will not be tolerated.

Lockdown Drill

- Lockdown drills will occur at regular intervals throughout the school year and are important safety precautions.
- The signal for the drill will be an announcement for staff and students to LOCKDOWN!
- When the announcement is made everyone must follow the lockdown procedures.
 - Students remain in classrooms
 - Doors are locked
 - Windows are covered
 - Lights are turned off
 - Everyone is to remain silent
 - Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking and inappropriate behavior will not be tolerated.

If you are a visitor inside the building during the drill, you will not be allowed to leave the building until the drill is over. If you are approaching the building as a visitor you will not be allowed to

enter the building until the drill is over. This is a very serious drill and is conducted for the protection of your child.

Grading

Pitt County Schools follow a 10-point grading scale for grades 3-12.

90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
60 - 69 =	D
0 - 59 =	F

Weighted grades are entered for students attending Wintergreen Intermediate. For each core subject (Reading, Social Studies, Math and Science), tests account for 40% of the child's average each nine weeks; 30% quizzes/projects; 20% classwork; 10% homework/participation.

****Parents are strongly encouraged to obtain access to Infinite Campus' Parent Portal. By doing so, you will have first-hand access to your child's grades. Please refer to the Infinite Campus - Parent Portal section for details.***

K-2 students will continue to receive assessment-based report cards and marked according to the level of completion (**S**: Satisfactory- On Grade Level; **I**: Improvement Needed- Below Grade Level; **U**: Unsatisfactory- Well Below Grade Level).

Homework

Homework is an integral part of the educational process and will be reflected in all students' final grades. When absences occur, parents may call the school requesting their child's assignments. Please allow teachers 24 hours to prepare work for pick up in our front office. It is encouraged that you also check individual teacher's websites. If a student prefers to wait until he/she returns to school to make up assignments, he/she has 1 - 5 days to do so, depending on the number of days absent. It is the responsibility of the student to make arrangements for completing make-up work.

Promotion/Retention

By the end of the first semester, parents of students in danger of being retained should be sent a promotion/retention notice attached to the student's report card. A parent/teacher conference should be held immediately following this notice.

Additional notices should be sent in subsequent report cards and progress reports if warranted. Teachers should also meet with the parents on several occasions to review the child's progress. Teachers will discuss the child's progress with a committee at the end of the year to help determine promotion/retention.

Pitt County Policy recognizes the right of a principal to make the final decision on grading and classifying students. Refer to the *Pitt County Schools Parent/Student Handbook* for more information regarding promotion/retention standards.

Hang Tags

Wintergreen will provide one (1) car hang tag to students who are designated car riders. Please place on your rear view mirror for all to see when using the Kiss-n-go lane. Bus/Van rider students may request a hang tag if their mode of transportation changes.

There is a \$3 charge for additional hang tags. Should you require being identified because of a missing hang tag, you will only be allowed two (2) occurrences before being required to replace it. No walk ups are permitted in the Kiss-n-go area. [Click HERE to access the School Cash Online Payment Portal](#)

Immunizations/Health Assessments

State law outlines the required immunizations for school entry. All children new to NC public schools (including transferring from private, charter, and home schools) must present a health assessment transmittal and an immunization form within 30 calendar days of the student's first day of attendance. These forms are available at your student's pediatrician's office. It is the parent's responsibility to pay for any costs involved in securing these documents.

It is preferred that documentation of immunizations and health assessments are provided to the school prior to or at the time of student enrollment. Students do have a grace period of 30 calendar days from their first date of attendance to come into compliance with these requirements. A student's continued enrollment is contingent upon the school receiving documentation of immunizations and of the health assessment. The principal shall not permit a child to continue in school after expiration of a 30-calendar day period unless evidence of assessment and immunization are presented. Exemptions are allowable only for medical and/or religious reasons with proper documentation. Please contact your school nurse with any questions about the required immunizations and health assessment.

A kindergarten health assessment form must be completed by a private health provider or the local public health center.

It is the duty of school authorities to inform the parent/legal guardian of the requirements for kindergarten assessment and immunization before the first official day of the school year or first day of admission.

Please refer to the Pitt County Schools Parent/Student Handbook or the PCS website for immunization requirements.

Loading/Unloading Students

Buses/Vans will load/unload in the parking lot between the 2 school buildings. Buses will unload at 7:15 am and load at 2:20 pm. Students may only ride the bus that goes to their legal residence.

Car riders will load /unload at the front of each building. Cars are to pull forward and wait until the car door has been opened by (or directed by) a staff member on duty. Staff will be on duty to provide this service for students from 7:20 am – 7:50 am and again at 2:35 pm.

Wintergreen Primary/Wintergreen Intermediate

Morning: Wintergreen Primary students may be dropped off at the Wintergreen Primary Kiss and Go. Wintergreen Intermediate students may be dropped off in the Kiss and Go line at Wintergreen Intermediate or Wintergreen Primary. At this time, walking children up to the building is not permitted after September 2nd. Students may unload each morning in the bus parking lot beginning at 7:35 a.m. or after all the buses have arrived and departed.

Afternoon: Wintergreen Primary and Intermediate students may only be picked up in the Kiss and Go line at their assigned schools.

If a parent has a student at each of the schools, the parent will pick up students at their respective schools. In other words, Wintergreen Intermediate students will only be picked up at Wintergreen Intermediate. Wintergreen Primary students will only be picked up at Wintergreen Primary.

Lost and Found

Lost items will be returned to the student or placed in the teacher's box when they are turned in to the office with a student's name on the item. Please label coats, sweaters, handbags, lunch boxes, etc. with the student's name. Items left unclaimed are donated to a charitable organization. Lost and found is located in the office at WGP and outside the cafe at WGI.

Media Center/Multimedia Access

Students are encouraged to read and will be able to check out books during their weekly Media/Technology encore and through our open circulation on non Media/Technology encore days. Students who lose or damage books are subject to a fine or replacement charge. Students may not be allowed to check out books until the debt is paid.

We also encourage students to use SORA to check out and read books online. Students are taught how to use this platform in Media Encore classes.

Students will be assigned a PCS device to keep at school and will be responsible for it. The \$25 student fee listed above includes a \$10 fee to cover a device protection plan. Students and parents will need to sign a K-5 Parent / Guardian Notification Regarding Loaned Devices at the beginning of the school year. The agreement will be kept on file with the media coordinator.

During the school year, many teachers photograph, videotape, and record students for various instructional purposes. **Please inform your child's teacher in writing if you wish for your child not to be photographed, videotaped or recorded.**

Parties

Teachers may hold 3 classroom parties per year at Wintergreen Primary and 2 classroom parties per year at Wintergreen Intermediate. **Only pre-packaged, commercially prepared foods are allowed.** [PCS Policy 6230](#) states, *"To ensure food safety, all food brought from home and served in the schools must come from a commercial source that has been properly approved by the local health department and list its ingredients on the label. This includes cakes, cupcakes and cookies brought for classroom birthdays and holiday celebrations."*

We respectfully request that families give their children's teachers at least 48 hours notice before bringing in any food items for the class so the teachers can plan accordingly.

Parents are encouraged to help teachers with the planning and implementing of parties. Parties may only be held after the classroom lunch time. Please contact your child's teacher if you are interested in helping.

Personal Social Media

Students are not permitted to access personal social media sites while on the campuses of Wintergreen Primary, Wintergreen Intermediate or while riding school transportation. Parents are strongly encouraged to monitor their child's activities on social media. Personal social media issues which arise off campus can impact students while in our care. Wintergreen administration will address person

Planners/Assignment Books

Students in grades 1-5 will be issued a student planner/assignment book for homework and communication between the teacher and parent. If the planner is lost, the student will be charged \$4.00 before another one will be issued. The teacher will provide written notification to the parent/guardian. [Click HERE to access the School Cash Online Payment Portal](#)

Parent Portal-Infinite Campus

Pitt County Schools has transitioned to a new student information system, NCSIS powered by Infinite Campus, beginning with the 2025-26 school year. This new NCSIS provides additional features to help you monitor your child's educational progress and a mobile-friendly experience that makes it easier to see everything on the go! This system replaced PowerSchool as your one-stop-shop for grades, attendance, assignments and other important school information. Please review the information below (video, graphics) to assist with getting you more familiar with Infinite Campus' operating system and all the features that you can access:

- [Campus Parent Portal - video](#)
- [Parent & Student Portal Walkthrough](#)
- [General Information: Parents & Students](#)

Progress Reports and Report Cards

Like all elementary schools in Pitt County, both Wintergreen Primary and Intermediate operate on a 9-week grading period. Students will receive a Progress Report mid-way each marking period followed by the report card at the end of the nine weeks. **Progress Reports** and **Report Cards** will be sent home via the communication folder on the following dates:

Progress Reports:

1st 9 weeks: Week of September 29
2nd 9 weeks: Week of December 10
3rd 9 weeks: Week of February 25
4th 9 weeks: Week of May 11th

Report Cards:

1st 9 weeks: November 12
2nd 9 weeks: January 28
3rd 9 weeks: April 15
4th 9 weeks: June 10

***Promotion/Retention Notifications will be sent home with select students.**

PTA (Parent/Teacher Association)

Both Wintergreen Primary and Intermediate Schools have a vibrant and active organization. They are an integral part of the life of our school. All parents and teachers are encouraged to join and be a part of this organization. Yearly dues are \$7.00 individual/\$10 per couple. Each year, the activities sponsored by our PTA provide funds to support various initiatives such as monies for technology, books and classroom needs.

PTA meetings will be determined in advance and meet no less than 4 times each year.

Facebook for WGI: <https://www.facebook.com/WGIPTA>

Facebook for WGP: <https://www.facebook.com/Wintergreenpta/>

School Resource Officer (SRO)

Wintergreen is fortunate to have a full-time SRO on our campus. Officer White returns for his second year with us. Officer White performs monthly security assessments, serves as a mentor, builds relationships, and supports administration in providing a safe environment.

Student Services

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional and behavioral issues that may interfere with their education success. Qualified professional personnel are available to provide preventive, remedial, and crisis interventions to identify and remove barriers to learning. With a variety of educators, parents, and the community to support students throughout the educational process, Wintergreen utilizes a team approach. The Student Services Team includes School Counselors, School Social Workers, School Psychologists, School Health Specialists, and additional specialized staff. Refer to the PCS Parent/Student Handbook or PCS website for duties of our Student Services staff.

Tardy to School & Early Checkout Procedure (Policy 4400)

Attendance in school for the full time allotted for classes is essential for student success. Unexcused Tardies to school/Early Checkouts cost your child valuable educational instruction and interrupt the learning process for other students. Additionally, punctuality is an important trait to reinforce at school. Students are expected to arrive at school and class on time and stay for the entire day of instruction.

Three bells sound each morning at Wintergreen. The first is at 7:25 allowing students to enter the building. The second rings at 7:45. This bell is the “warning” bell indicating the final tardy bell will ring in 5 minutes. The third and final tardy bell rings at 7:50. **Students are tardy if they are not in their classroom when the 7:50 bell rings.** Late students will need to have a **tardy pass** from the office to enter the classroom. Students will need to walk themselves to class once the final tardy bell has rung at 7:50 am.

Wintergreen will initiate the following actions on the days indicated.*

Number of Tardies and/or Early Check Outs	Consequences
3-6	Contact from administrator (Blackboard Connect call, email, letter, or phone call)
8-10	2nd Contact by administrator (Blackboard Connect call, email, letter, or phone call)

15	School based meeting with parents or school social worker visit to the home
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***Parents who have received special permission for children to attend Wintergreen due to out of district status will be held to modified consequences due to the nature of their approval. These consequences will be provided to the parent upon out of district approval.**

Our campuses are very busy in regard to traffic. Wintergreen Primary campus has one vehicle entrance and exit. Approximately 400 vehicles exit each morning following drop off. We encourage you to arrive as early as possible if your child is a car rider.

Students who are bus riders and are late arriving to school due to mechanical, driver or traffic issues are not tardy to school.

Late arrivals to school and the classroom disrupt teaching and learning. I kindly ask that if your child forgets their lunch, bookbag, device, or anything of the sort please plan on delivering those items to school by 9:30 AM. Items dropped after 9:30 AM will not be accepted unless approved by administration.

Testing

Wintergreen students are assessed formally and informally multiple times during the year.

K-2 Formal Assessments

- mClass (DIBELS 8) - Reading- Administered three times per school year; Beginning of Year, Mid-Year and End of Year
- District Common Math Assessment, Paper/Pencil- Administered twice per school year; Mid-Year and End of Year
- iReady, online - Math- BOY, MOY, and EOY

3-5 Formal Assessments (All Administered Online)

- Grade 3: Reading Beginning of Grade Assessment (BOG), Reading and Math End of Grade Assessments, mClass, Reading as required by the Read to Achieve (RTA) Law
- Grade 4: Reading and Math End of Grade Assessments
- Grade 5: Reading, Math and Science End of Grade Assessments
- NC Check Ins
- iReady - Reading (4-5) and Math (3-5) - BOY, MOY, and EOY

End of Grade tests are administered during the last 10 school days. Administration dates will be determined and parents will be informed as soon as possible.

Textbooks/Reading Literature Books

Students are supplied with various books and supplemental reading books throughout the year. If a book is lost or damaged, the debt must be paid before another one can be issued. Students will not receive a report card until the debt has been paid. The teacher will provide proper notification to the parent with the title and cost of the book(s).

Toys / Personal Property

Toys, including but not limited to cards, recording devices, video games, and large sums of money and rolling bookbags are not permitted in the school. If any of the above items are brought to school, the teacher will confiscate the item(s) and the parent/guardian will need to pick the item up from the teacher. If a cell phone or smartwatch is confiscated, the school will follow the PCS Code of Conduct procedures.

***Cell phones should be off and out of sight during the school day.**

***Smartwatches can be worn, however, should not be used as a communication device during the school day.**

Visitors/Volunteers Procedure

Wintergreen administration has developed the following procedures in accordance with PCS Policy Code 5020. The cull policy can be found on the Pitt County Schools website.

- All visitors/volunteers will utilize the “buzz-in” call button at the entrance of the school and state the reason for their visit.
- Once entry is approved, visitors/volunteers must sign in.
- All visitors/volunteers will be required to show a valid, government-issued ID at each visit. Without the proper ID you will not be allowed to visit. **Volunteers must be registered with the Pitt County Schools Volunteer program.**
- Every entry and exit must be through the school's kiosk “*Raptor System*” in the office. **Visitors and/or Volunteers are not permitted to walk from one school to the other using the connecting hall.**
- Volunteers will inform office personnel which teacher and/or classroom you will be visiting. The office staff will check the teacher's calendar to make sure the teacher has put you down to volunteer. (Students will be called to the office if a parent needs to see their child.)
- If you would like to visit/observe in your child's classroom, an appointment will need to be scheduled 24 hours in advance with the teacher and a Classroom Visitation Confidentiality Form completed and approved by the principal. This form can be obtained in our main office at WGP or WGI.
- Visitor/Volunteer badges must be worn at all times while in the building during the instructional day.
- Please park in a designated parking area, not on the yellow curb or in reserved parking spaces.

- **Visitors will not be allowed to visit classrooms during morning arrival.** Teachers are preparing for the instructional day between 7:25-7:45 am. If you need to meet with your child's teacher, please call and schedule an appointment in advance
- Any parent or guardian wishing to have lunch with their child must notify the teacher in advance and obtain prior approval. With 1600 students on campus, student safety is our top priority.