



Welcome to Avery's Creek Elementary

T.C. Roberson School District
Avery's Creek Elementary School
Parent Student Handbook

2023-2024

Purpose Statement

To provide a safe, caring, and supportive learning environment that equips students for growth and success.

Direction Statement

Avery's Creek Elementary aims to build a strong foundation for learning that supports each student's journey to becoming a contributing member of society.

Belief Statements

We believe all students can learn.

We believe our school's diversity is an asset.

We believe in empowering students to contribute to our school community.

We believe effective instruction and high expectations are essential to student success.

We believe in doing what is best for students by developing their social, emotional, and academic skills.

Carrie Lynch - Principal
Kiki Alimonos - Assistant Principal
Kathleen Willi – Assistant Principal Intern

Avery's Creek Elementary School Family Engagement Policy 2023-2024

When schools and families work together to support learning, everyone benefits.

Avery's Creek Elementary School offers opportunity for family involvement by:

- Including families on the Parent Advisory Council, PTO Board and School Improvement Team.
- Scheduling families to conference with teachers about their children's academic performance.
- Providing an annual meeting to inform families of Title I and to explain the benefits and requirements of the Title I program.
- Offering family surveys to obtain information on topics of interest for family workshops and convenient meeting times.
- Providing materials and training to assist families with their children's educational growth.
- Completing a Home and School Compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement.
- Communicating with families regularly in a format easy to understand and providing written translations to families with limited English proficiency whenever available.
- Encouraging families to visit and volunteer within the school community.
- Providing transition events for families for the next school year.
- Offering a flexible schedule for family meetings (morning/afternoon/evening/virtual) in order to accommodate all families.
- Semester conferences to discuss academic assessments used to measure student progress and proficiency levels that students are expected to meet.
- Provide reasonable academic support for family involvement at their request.
- Sending printed report cards home for parent/guardian signature.

Avery's Creek Elementary School ▪ 2023-2024

Family Engagement Plan

Family involvement is a key element in academic success of students. At Avery's Creek Elementary we believe that when schools and families work together to support learning, everyone benefits. Family support and involvement come in many forms at our school as indicated below.

FALL 2023

- Ice Cream Social, Make and Take (August 15)
- Schoolwide Meet Your Teacher (August 25)
- Open House/Annual Meeting Information at each grade level. (September 21)
- Open House- Learning how to access PowerSchool (September 21)
- Family Literacy Workshop focused on phonics (Family Literacy Workshop focused on phonics instruction- 2nd grade (November 3)
- Family/Teacher beginning of the year conferences (October)
- School specific Home School Compacts signed and returned (September 21)
- Principal Newsletter addressing school events and beneficial habits at home to support student learning
- Printed report cards and progress updates, also available through the Parent Portal in Powerschool
- Printed classroom newsletters sent home, reminders pushed for families to check the Parent Portal in Powerschool
- PTO events (Varied times)

WINTER 2023-2024

- Printed report cards and progress updates, also available through the Parent Portal in Powerschool.
- Printed classroom newsletters sent home, reminders pushed for families to check the Parent Portal in Powerschool.
- Family Literacy Workshop focused on phonics instruction- 1st grade (December 8)
- Family Literacy Workshop focused on phonics instruction- Kindergarten (February 23)
- Principal Newsletter addressing school events and beneficial habits at home to support student learning
- PTO Events (Varied times)

SPRING 2024

- Kindergarten Orientation Night (TBD)
- Kindergarten Enrollment (TBD)
- Kindergarten Tours (AM and PM Meetings)
- 4th Grade Transition Night (Evening Meeting set by Koontz)
- Grade-level Transition Night Grades K-3 (April 25)
- Awards Program (During Classroom Morning Meeting-date/times vary)
- Printed report cards and progress updates, also available through the Parent Portal in Powerschool.
- Family/Teacher conferences. (February and March)
- Principal Newsletter addressing school events and beneficial habits at home to support student learning
- Printed classroom newsletters sent home, reminders pushed for families to check the Parent Portal in Powerschool.
- Curriculum Family Workshops (TBD)
- PTO Events (Varied times)

* PTO Events include: Monthly PTO meetings, Dining Out with ACES, Boosterthon, Valentine's Dance (these events happen throughout the year and are subject to change)

Academic Standards

The staff at Avery's Creek Elementary School holds high academic standards for all students based on the North Carolina State Standard Course of Study. Academic, as well as social and emotional growth of all students is important to us. Partnering together with students' parents and guardians is important for each child's success.

Homebase/Powerschool

Parents will have access to their child's academic progress, as well as attendance, through the Parent Portal in Powerschool: <https://buncombe.powerschool.com/public/> Powerschool is the NC centralized student record system which includes a personalized/confidential section for students and their parents. Parents may fill out a form to have an account created, add a student to an existing account or reset the password to an existing account. Forms will be available at the beginning of the school year and can be requested from the data manager, Ms. Barnwell.

Academic Performance

A minimum of two parent teacher conferences will be held yearly, one after the beginning of year assessment window held sometime in October and one after the middle of year assessment window held sometime in February/March. We encourage ongoing communication between school and home to enhance student success. Anytime you have a concern about your child's progress, please reach out to your child's teacher.

Withdrawal Procedure

Parents of students who are withdrawing from school should notify the data manager. An official withdrawal form will be signed by the teacher, the media specialist, and the cafeteria manager. This is to ensure that all books are turned in and all fees/fines are paid. Transcripts and student records will be forwarded once a record request from the new school has been received.

Homework

Homework will be given to students as a regular follow up to classroom activities. Homework is a learning process which should improve the mastery of skills. If students have difficulty with homework and the parent cannot assist, please send your child's teacher a brief note so the teacher can assist your child.

Grading Scale and Report Cards

Students in grades 1 and 2 are graded on a rubric scale 1-4 and will receive a report card each quarter. Kindergarten students will receive progress reports and only receive a report card at the end of the school year.

In compliance with the NC State Board of Education, the Buncombe County Board of Education has approved the following grading scale, which applies to Grades 3 through 12.

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: <59

Report cards will only show numerical grades. Please note that this scale does not include "pluses" or "minuses". Students in Grades 3 and 4 will receive a report card each quarter.

Attendance/Absentee Policies

Regular attendance is essential to success in school. Students who consistently come to school on time and remain through dismissal at the end of the day have greater success than peers who are late or absent often. To be counted present for the day, a student must be in school for one-half of the school day (7:50 a.m.-11:00 a.m.) Students in grades K-4 may only have a maximum combined total of fourteen (14) excused and unexcused absences in a school year.

When a student returns to school following an absence, please send a note within 3 school days. Notes can be hand delivered to the office or sent to your child's teacher. Absences will be coded unexcused until a note is received. If the reason for the absence is considered "lawful" then it will be changed to an excused absence. An absence may be excused for any of the following reasons:

1. Personal illness or injury that make the student physically unable to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. At least (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student's parents.
6. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.

Family trips and vacations scheduled during the school year are not considered lawful absences and will be coded unexcused. Educational trips, related to a student's grade level curriculum, *could* be considered as a valid educational opportunity and be excused. A "Request for Approved Educational Student Leave" must be submitted two weeks prior to an absence for principal approval. A yearly maximum of 5 days will be considered for Approved Educational Student Leave.

Teachers will work with students to provide access to assignments that can be made up and submitted as part of their quarterly grade. However, some class work missed (classroom discussions, collaborative group activities, etc.) cannot be made up outside of the classroom, which could impact the final grade for the quarter.

The School Social Worker will communicate with families who have excessive absences and/or tardies. Measures will be taken to help improve attendance for students, which includes, but is not limited to phone conferences, attendance conferences, attendance support meetings, and truancy charges for extreme cases. Please let the school know how to best support you in getting your child to school on time daily.

Please review the Buncombe County School Board Policy: [Attendance Policy Code 4400](#)

Bus Transportation

Bus transportation is provided for students to their home address within the Avery's Creek Elementary attendance district to the greatest extent possible. Please contact the office to inquire about bus transportation. All requests for bus transportation may take up to two school days to be approved so please plan for alternate transportation. No bus transportation will be provided to businesses, day care centers, or babysitters, or for social visits like sleepovers and playdates.

School bus safety is a top priority and the responsibility of each student who rides the bus. It is important that home and school work together to make certain that all children know and follow school bus safety rules.

Rules for School Bus Safety

Rules for Bus Safety are emphasized at school and each bus driver insists on the cooperation of each rider. **Please review these rules with your child at home.**

1. Students must remain seated and face the front of the bus.
2. Students may not delay the bus schedule while loading/unloading at school and/or at home.
3. Fighting, smoking, eating, loud talking, horseplay, selling items, using profanity, or refusing to obey school staff or a bus driver while waiting for, riding, or leaving a school bus will not be tolerated.
4. Students may not change seats during the bus trip unless directed to do so by the bus driver.
5. Students must meet the bus at the designated stop and may not get off at any unassigned stop without permission from the office.
6. Vandalism and tampering with buses will not be permitted. A fee will be charged for damages to buses.
7. Students may not be under the influence of or have in their possession alcoholic beverages or illegal drugs.
8. Cellular phones or electronic games are not allowed out on the bus, and should remain off and in the student's bookbag.
9. Students may not wear hats on the bus unless it is a designated hat day.

Failure to follow bus rules will be reported to administration and may result in parent notification, a new assigned seat, a consequence assigned by administration or a bus suspension depending on the severity of the problem.

Please Note:

1. Bus suspension begins the day following student/parent notification.
2. Severe disruptions, (i.e., fighting, weapons) etc. can result in an immediate suspension from the bus and may require the involvement of a Buncombe County Sheriff's School Resource Officer.

Cafeteria

Breakfast

Avery's Creek Elementary School cafeteria will offer FREE breakfast daily for all students for the 2023-24 school year. Students may get breakfast in the cafeteria when they arrive on campus. If

prior to 7:30, students will eat in the cafeteria. After 7:30, students may still eat in the cafeteria, or “grab and go” to class to eat if it’s close to 7:45.

Lunch

Avery’s Creek Elementary School cafeteria will offer FREE lunch daily for all students for the 2023-24 school year. The cafeteria offers a self-serve lunch and a lunch menu can be found on the district website under School Nutrition, meals. Students may choose to bring lunch from home. Milk and other extra Smart Snack items may be purchased from the cafeteria. Any student wanting to purchase extra items must have money at the time of purchase. Extra Smart Snack items may not be charged to student lunch accounts. Students are not allowed to purchase Smart Snack items for classmates.

Lunch Visits

We invite parents/guardians to come have lunch with your student throughout the year. Please note: Parents are asked not to bring take-out food for themselves or their students when they come to have lunch. Restaurant, fast food items and soft drinks may not be brought into the school for meals. These items are in direct competition with our Child Nutrition Department and are not acceptable. This is a county policy and not a school policy.

Dismissal

We will implement the following dismissal procedure in order to provide adequate supervision through the end of the school day.

****If your child needs to be picked up early, please sign your student out before 2:00 p.m.**

Please also send a note to your child’s teacher specifying time and reason. Otherwise, they will be dismissed through our regular dismissal procedure starting at 2:30.

In observance of building security and safety during dismissal, we will not dismiss students between 2:00 and 2:30, unless there is an extreme emergency with a student and/or family.

If you have given someone else permission to pick up your child, please include the name of that person in the note. This person must present a picture ID upon arrival.

All parents who transport their students are required to wait in the car line. Parents must remain in their car and display the school issued 2023-2024 car rider sign with the child’s name in the windshield. Please keep the sign displayed until you leave campus. Any parent/guardian who does not have a school issued car rider sign will be required to park and proceed to the office where he or she will show their identification.

Without parents’/guardians’ written permission no student will be allowed to travel home in any other vehicle. If someone other than the parent/guardian is picking up the student, the parent is responsible for providing them with the car rider school issued sign. Otherwise the person picking up the student will be asked to park and proceed to the office where he or she will show their identification.

Students who walk home from school must be escorted by an adult and must display the school issued walker sign. The parent escorting the child home will wait at the green picnic tables displaying the walker sign with the child’s name.

All students will be issued car rider signs at the beginning of the school year. If you need additional car rider signs, please send a note to your child’s teacher or visit the front office.

Please remember to refrain from cell phone use in the car rider line. This creates a safety concern, as well as distractions that interfere with moving the car line once dismissal starts.

All students must be picked up no later than 3:00. Any student not picked up will be escorted to the main office. Please park, walk in at the main office and check your child out with office staff. Please have a picture ID or car rider sign when you come to the office.

Student safety is our number one priority and we appreciate your help by familiarizing yourself with our dismissal procedures.

Dress Code

The following dress code has been adopted for students at Avery's Creek Elementary School to ensure that students maintain a learning environment that is safe and orderly. We encourage students to dress in comfortable clothes that are appropriate for the school setting. The following are not appropriate for the school setting:

- Baggy pants that fall below the waist and drag the floor.
- No clothing that promotes drugs, alcohol, tobacco, inappropriate activity or has weapons displayed
- Hats or any type of head covering, unless designated as a classroom or school-wide Hat Day
- Shirts and tops that do not cover the midriff, including see-through tops
- Halter tops or tank tops with spaghetti straps
- Shorts and skirts that are not finger-tip length
- High-Heeled shoes, flip flops, shoes with wheels or other shoes that would make play dangerous
- Chains of any type
- Pajamas/sleepwear, unless designated as a classroom or school-wide Pajama Day

Parents will be called if a child arrives at school in inappropriate clothing to make necessary arrangements.

School spirit days and classroom rewards may provide opportunities for students to wear hats, sunglasses or other items not typically allowed within the general dress code. These opportunities will be communicated in advance with families.

Personal items such as cameras, expensive watches, laser pointers, electronic pets, hand-held games, yo-yos, trading cards, large sums of money and other items deemed inappropriate or disruptive to the learning environment are not allowed at school. If it is necessary for a student to have a personal cell phone on campus, it must be turned off and in the student's backpack during the entire school day, including the entire bus ride. Avery's Creek Elementary will not be held liable for the destruction, loss or theft of such items. If preferred, students may turn their cell phone into the front office upon arriving on campus and pick it up as they are leaving campus. Personal property inappropriate in the school setting is subject to confiscation by school officials and may be reclaimed by a parent in the office.

We encourage families to make sure all jackets, sweaters, raincoats, lunch boxes and other items that could be lost easily are labeled with your child's name. Our Lost and Found area is near the

gym. Please have your child check this area often for misplaced items. We take all lost and found items to a local charity quarterly to prevent them from accumulating.

Dual Language Program

Dual Language Program

In preparing our students to meet the demands of the 21st century, Avery's Creek Elementary School offers an English/Spanish Dual Language Program. Applications for admission are available during Kindergarten Enrollment and selection occurs through a lottery process. In rare circumstances, a child may enter the Dual Language program up through the first quarter of 1st Grade if space allows. Due to the nature of the program, families are asked to commit to the program for five years so that students remain in Dual Language through 4th grade.

What Is Dual Language? Dual language is a form of bilingual education in which students are taught literacy and content in two languages. Students learn the same standard course of study as grade level peers, but it is taught in a partner language, in this case Spanish for a portion of the day. Throughout the course of the program, students learn the skills to read, write and speak English and Spanish.

The framework at Avery's Creek Elementary teaches content using the following breakdown:

Kindergarten – 90% Spanish / 10% English
First Grade – 90% Spanish / 10% English
Second Grade – 80% Spanish / 10% English
Third Grade – 70% Spanish / 10% English
Fourth Grade – 60% Spanish / 10% English

FERPA and Annual Public Notices

The following Annual Public Notices are provided for informational purposes to families and students each year. This includes the Family Educational Rights and Privacy Act (FERPA), a federal law, which gives parents and students over eighteen years of age certain rights with respect to the student's education records. These are updated each year by the School Board's attorneys and provided through the Assistant Superintendent's office. These can be accessed at buncombeschools.org, under Parents, then Resources, then FERPA: Annual Public Notices.

Notices include information on Non-Discrimination, Individuals with Disabilities Act, McKinney-Vento Homeless Assistance Act, Protection of Pupil Rights Amendment, Student Health, North Carolina Safe Surrender Law, Asbestos Hazard Emergency Response Act, Use of Pesticides, Student Restraint/Seclusion/Isolation, Parental Information for Title I Schools, Free or Reduced School Lunch, Student Discipline Policies, Discrimination, Harassment and Bullying, Student and Parent Complaint and Grievance Procedures, Equal Access to Facilities, Information Regarding Advanced Courses, School Bullying/Cyber-Bullying Policies, Student Testing Information, School Annual Report Card Grade, Student Wellness Policy, School Health Education Program, and Local Education Agency Report Card.

If you'd like a hard copy of these notices, please contact the school office.

First Days of School

We encourage independence, so we recommend that all students walk to their classrooms without parent supervision after the first full week of school.

General Rules and Expectations

RAMS EXPECTATIONS

1. **Respect** yourself and others
2. **Act** safely
3. **Model** Responsibility
4. **Show Self-Control** at all times.

Consequences

When problems occur, students will be dealt with fairly and firmly and parents will be notified, as necessary. When parents are notified, they will know that several attempts were made to correct the behavior and that their support and assistance is needed. When students are referred to administration for a policy violation, parents may receive a phone call and/or discipline form. The discipline form will state the offense and require a parent signature. Once the form has been signed, the child will return the form to the office.

Guidance and School Counselors

Guidance and school counseling services are provided through teacher referral, student/parent requests and classroom lessons.

Bullying

Buncombe County Schools strives to foster a climate of respect and personal responsibility among students and does not tolerate bullying in any form. Anyone with knowledge of a situation involving bullying can either report the incident to school officials, or by completing the online form on the school website.

All calls or completed forms will be addressed by school officials as soon as possible.

Head Lice

Buncombe County Board of Education treats all students who are infested with parasites with respect and dignity while addressing the issue. When live lice are found, students will be excluded from school at the end of the school day. Students may return to school once all live lice have been removed and they have been effectively treated. The treatment package (minus the contents) should be brought to school with the child on their first day back so that the child can be re-checked. Once deemed clear, the child will be allowed to return to school.

Interpreters

Families who speak another language other than English are eligible for an interpreter at any school function. If you need language services, please ask your child's teacher to have an interpreter for parent teacher conferences or other school events. Parents may also call the following numbers for interpretation services if there is a message that needs to be delivered to the child's school. Office: 828-350-2295. You can text the language needed or call the cell directly: 828-775-0736

Length of School Day

School begins at 7:45 a.m. with the tardy bell ringing at 7:50 a.m. School will dismiss at 2:30 p.m. Car riders are dismissed beginning at 2:30 p.m. Tardies and early dismissals are distracting for classrooms and take away from important instructional time for students. Tardies and dismissals should not occur unless there is a doctor's appointment or an emergency. Please make every effort to make appointments after school when at all possible.

Medication

Medication at School

In some circumstance it may be necessary to administer medication to students while they are in school. School staff must be aware of these situations and should know of any medication needed by a child. If it is necessary that medication be administered to a child while at school, the parent/guardian will need to come to the school office with the medication and proper documentation. No student may bring medication to school on their own. It must be brought by a parent. All medications, prescription and over-the-counter, must be in the original container. A doctor's order with the dosage, time to administer medication and physician's signature must be provided as well. If this procedure is not complete, the parent/guardian must come to the school to administer the medication.

At no time will a child be allowed to have medication/drugs of any kind in their possession, including over-the-counter medications. This is for the safety of all children. All medication will be kept in the office. Cough drops are considered over the counter medications.

If your child is unable to participate in gym class, please notify the teacher in writing with the details of your child's limitations. Students unable to participate in gym for 3 or more days will need a doctor's statement.

Legislation has been passed by the North Carolina Assembly giving guidelines to schools in caring for students with diabetes. The guidelines include the development of a written health care plan for all children with diabetes at the written request of parents and guardians. It is important that the student's medical provider, the parent and the school, including the school nurse, have input in developing this important health care plan.

Morning Arrival

School will open each morning at 7:15 a.m. Supervision is not available before that time. We are requesting parents to say their goodbyes in the car or at the entry points to the school. Students arriving after 7:50 a.m. must be escorted by a family member to the office to receive a tardy slip. Please see Buncombe County Schools attendance policy. Once school has started, parents will not be permitted to escort students to their classrooms unless there is an extenuating circumstance.

Breakfast will be served in the cafeteria at no cost to ALL students who would like a breakfast meal. All students will be directed to the appropriate location once they arrive on campus depending on if they want breakfast. At 7:30, all students will be dismissed to their classrooms and students who want breakfast will be able to eat in the cafeteria or take it to class.

Parent/Family Involvement and Volunteers

Parent/Family involvement is critical to the success of students and the support of our school community. There are several formal opportunities for involvement, such as serving on the School Advisory Council, Title I Parent Advisory Council, School Improvement Team and being part of the Parent Teacher Organization. For more information on how to get involved in these opportunities, you may reach out to the school principal, Carrie Lynch at caroline.lynch@bcsemail.org or the ACES PTO at acespto@gmail.com.

Parent/Family involvement also includes two-way communication between families and the school, attending parent/teacher conferences, participating in schoolwide or grade level events and volunteering. Our school appreciates the support of our parents and families to promote the success of our students.

Volunteers provide important services for our school and help establish a vital link between school and community. Volunteers may work one day a year or several days a week as their schedule permits. Please consider joining our volunteer program. Anyone who volunteers will be required to complete the online volunteer application found on the Buncombe County Schools website. You will select either Level 1 or Level 2 according to the activity level of your involvement. Level 2 requires a background check. If you have any questions, please contact your child's teacher or the PTO Volunteer Coordinator.

Parties/Celebrations

If you would like to celebrate your child's birthday at school, we ask that you communicate with your child's teacher for details. Individual celebrations cannot interrupt the instructional day. Meeting your child in the lunchroom to enjoy lunch with them on their special day is a great way to celebrate. We do not allow the delivery of balloons, flowers, etc., as they cause a disruption to the learning environment. Please do not send party invitations for your child or your child's teacher to deliver unless ALL students in the classroom are invited. Board policy does not allow home baked goods to be sent for classroom snacks or parties. All food sent must be from a commercial bakery or pre-packaged snacks. We encourage you to send snacks that would be considered healthy as part of our Healthy Active Children Policy.

**If your child's classroom is a nut-free classroom, please make sure to follow the guidelines set forth in the letter sent home at the beginning of the year.

Positive Behavior and Intervention Support (PBIS)

PBIS is a framework that supports school staff in setting expectations for academics and social behavior in a positive manner. It is a framework or approach that enhances academic and social behavior outcomes for all students. PBIS supports the success of ALL students.

Students are taught expected behaviors identified in the behavior matrix and develop classroom expectations with their teacher. These are the foundation for our school rules. Students are recognized for positive behavior through individual recognition, classroom incentives, and schoolwide incentives.

Parents should review and discuss with their student(s) appropriate behaviors for school. These are detailed in our schoolwide matrix below.

Avery's Creek Elementary RAMS Expectations

	Hallways	Cafeteria	Recess	Restrooms	Dismissal	Bus
R Respect yourself and others	<ul style="list-style-type: none"> • Quiet bodies • Keep body and objects to self • Silent greeting to others 	<ul style="list-style-type: none"> • Talk to people at your table • Use kind words • Use good manners 	<ul style="list-style-type: none"> • Treat others how you want to be treated • Use encouraging language • Include others • Maintain a clean environment 	<ul style="list-style-type: none"> • Use supplies as expected • Maintain a clean environment • Give privacy to others 	<ul style="list-style-type: none"> • Follow directions from adults • Wait quietly and patiently 	<ul style="list-style-type: none"> • Follow driver's directions • Use kind words and actions
A Act safely	<ul style="list-style-type: none"> • Walk • Face forward • Feet on the floor 	<ul style="list-style-type: none"> • Body, food and objects to self • Walk • Stay in your seat 	<ul style="list-style-type: none"> • Use equipment and structures appropriately • Keep rocks and sticks where they are 	<ul style="list-style-type: none"> • Wash your hands • Gently close stall doors • Keep feet on the floor 	<ul style="list-style-type: none"> • Walk to designated area • Stay in your area until called 	<ul style="list-style-type: none"> • Sit safely • Keep feet out of the aisle • Exit at your assigned stop • Maintain a safe bus
M Model responsibility	<ul style="list-style-type: none"> • Follow school expectations - show respect for self and others, act safely, have self-control 	<ul style="list-style-type: none"> • Hold tray with two hands • Use utensils appropriately • Clean up after yourself - table and floor 	<ul style="list-style-type: none"> • Use helpful words and actions • Play fairly • Report unsafe actions 	<ul style="list-style-type: none"> • Turn off the water • Throw trash away when finished • Return to class • Report issues to an adult 	<ul style="list-style-type: none"> • Be ready for your dismissal • Keep belongings in your backpack 	<ul style="list-style-type: none"> • Keep belongings in backpack • Be ready for your stop • Maintain a clean bus
S Show self-control	<ul style="list-style-type: none"> • Looking eyes • Listening ears • Silent voices • Hands to self • Quiet steps 	<ul style="list-style-type: none"> • Face your table • Listen for directions • Inside voices • Raise your hand if you need something • Feet on floor 	<ul style="list-style-type: none"> • Be aware of surroundings • Listen for directions • Use positive words • Be in control of body and mind 	<ul style="list-style-type: none"> • Be aware of surroundings • Silent voices • Feet on the floor • Hands to self 	<ul style="list-style-type: none"> • Be aware of surroundings • Listen for your name, van or bus • Silent voices • Keep body and objects to self 	<ul style="list-style-type: none"> • Face forward • Listen for directions • Talk quietly • Keep body and objects to self

PTO

Parent-Teacher Organization (PTO)

Our Parent-Teacher Organization (PTO) is committed to the support and improvement of our school. All parents are invited and encouraged to participate. The PTO supports Avery's Creek by sponsoring events, providing funding for the school, and providing volunteers for various opportunities. A volunteer survey is sent home at the beginning of the school year listing volunteer opportunities available at the school. The PTO Volunteer Coordinator will assist volunteers in finding an assignment in the school.

Check out the PTO Facebook page for up-to-date information! <https://www.facebook.com/AverysCreekPTO/>

You can also reach out to the PTO at acespto@gmail.com for more information!

Safety Policies

Safety of students and staff is our number one priority. If you need more information regarding safety policies, morning arrival, dismissal, or transportation changes, please contact our principal, Carrie Lynch, or assistant principal, Kiki Alimonos at 828-654-1810.

Main Entrance

All visitors must enter the building through the main entrance only. Our front door buzzer is located to the right of the front door. When multiple people are arriving at the same time, please use the following guidelines:

If you have buzzed in and are being screened by office staff and you notice another visitor is arriving, please don't hold the door and allow anyone in without being screened by office staff first.

If the other visitor is 15 feet or less from the door, please buzz in and be screened together. If the visitor is more than 15 feet from the door, please buzz in and ensure the door is closed completely after you enter.

We certainly want to encourage politeness; however our visitors should understand that it is unsafe to hold doors and allow other visitors in without being verified by front office staff first.

Visitors

- Parents and visitors to the school must check into the office and obtain a visitor's badge before going to any other location in the building. This is a requirement of our Safe Schools Plan. You will scan your driver's license into our Lobby Guard Kiosk. Follow the prompts stating the reason for your visit.
- Parents must check into the office prior to attending conferences and /or meetings and obtain a visitor's badge using the same process above.
- Visitor's badges should be worn and visible while on campus.

Check-In/Check Out

Every person entering the building must proceed to the main office and sign in on the Lobby Guard Kiosk. This includes all students who arrive tardy, students who are being dismissed early/leaving for an appointment or any adult visitor/volunteer.

Bus and Car Safety

We need your understanding, patience, and cooperation to achieve safe transportation for Avery's Creek students. We request that you follow the transportation instructions given in this handbook when driving on school grounds.

The Department of Public Instruction has instructed schools to separate car and bus transportation. This allows students to walk to their cars and buses safely. Accordingly, we ask that all cars use the second driveway entrance into the school, while the buses will enter the first driveway entrance. At no time are drivers allowed to pass in the car-rider line.

We ask that there be no cell phone use in the car rider line in order to increase safety for all and help our car line run more efficiently.

Smoking and Tobacco Products

The use of tobacco products is a health, safety and environmental hazard for students, employees, and visitors. Tobacco use, which also includes vaping, of any kind is not allowed on school grounds. For more information, see Buncombe County Board Policy #5026/7250.

Title IX

Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact information is: Shanon Martin, shanon.martin@bcsemail.org, 828-255-5918, 175 Bingham Road, Asheville, NC 28806.

Transportation Changes

If there is to be a change in the way a student goes home, **we must have a note from the parent/guardian.** The note is to be given to the teacher at the beginning of the day. The teacher will inform the office of the transportation change and it will be logged into our electronic system to inform personnel responsible for bus rider, car riders, walkers and after school. We will not take changes after 12:00 p.m. unless there is an emergency situation. No student will be allowed to go home in a manner that is different from the parent authorized expected routines unless the school receives a note. Any changes involving a student being put on a bus that is not typically their assigned bus may take up to 2 school days to approve. Please plan accordingly. Parents/Guardians may also come

into the office in person before 12:00 p.m. and speak with the office staff to make a transportation change for that day.

Since it is not possible to identify callers, the school will not accept transportation changes over the phone. Only in a true emergency will parents/guardians be allowed to fax, email, or call the office.

Email: alejandra.alday@bcsemail.org

Fax: 828-654-9801

Please understand this is intended to keep all of our students safe. There is nothing more important to us than the safety and welfare of your child.

Videotaping and Photography

Buncombe County Schools sends a Family Educational Rights and Privacy Act (FERPA) Survey home at the beginning of the year. This survey explains that the school and/or district may release “directory information” about a student unless parents advise the school not to. Examples of directory information could be a child’s name listed on a playbill or school program, their photo and name in the annual yearbook, honor roll or other recognition lists, among other examples. Parents may opt out of their child being included in directory information by indicating “No” on the survey and returning it to school.

Weather Watch

The safety of all children is our first concern if school must be closed or delayed due to weather conditions. The decision to have a delayed opening or school closing will be made as early as possible by the Buncombe County Schools Superintendent.

Tune in to area radio and television stations for any weather-related announcements. Please do not call schools, central offices, or the news media. This information is also posted to the Buncombe County Schools website (www.buncombeschools.org) and social media accounts.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of schools is necessary, local radio and television stations will make the announcement. In addition, Buncombe County Schools will send information via school websites, social media, phone, text and email systems. We encourage all families to download the official Buncombe County Schools mobile app to receive timely emergency and weather-related notifications.

Please indicate on the student information sheet the procedures the school should follow for your child in the event of an unplanned early dismissal. Please advise us of any changes or updates in this procedure. It is extremely important to keep us informed of current phone numbers. Working parents are advised to plan and make special provisions for childcare for those days when schools must be dismissed early due to inclement weather.