

SAND HILL-VENABLE ELEMENTARY SCHOOL

Parent/Student Handbook

Enka District

2023 - 2024



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SAND HILL-VENABLE WEB SITE: shves.buncombeschools.org

SAND HILL-VENABLE FACEBOOK PAGE: www.facebook.com/sandhillvenable/

Sand Hill-Venable Elementary School
Enka District



Welcome to Sand Hill-Venable Elementary! The Student/Parent Handbook section of the website is to give all students and parents basic information regarding our policies and procedures. The information is not intended to be all-inclusive, but rather an overview of the most important information you will need to know. Our staff works diligently to ensure the academic success of each individual child through high-quality, rigorous instruction delivered by a community of caring professionals.

Additional information is sent home with your child providing more details of school/class expectations. Some of the information will be consistent school-wide while other information will be unique to the student's classroom.

We encourage your involvement. By providing you with this information, along with our regular PTO and classroom communications, we hope you will have all necessary information to become part of the SH-V community. If you have questions or concerns, please contact staff by phone, email, or Class Dojo or ask to set up a conference. Open communication is essential between home and school.

We look forward to the excitement and challenges of the new school year, in addition to partnering with you for the betterment of your students and the Enka community.

Additional information about our school is also available on our website at:
<http://shves.buncombeschools.org>



The PTO at Sand Hill-Venable Elementary has meetings in both English and Spanish and works to engage all of our families in supporting our students' learning. When a child enrolls at SHV, the student and family automatically become PTO members. PTO makes a difference in the lives of our children. Please participate and become a contributing member of our team. The Board will meet monthly (usually from 6-7:30 pm on the 2nd Tuesday of the month) , and all parents and staff are invited. If you would like to attend a meeting, or be added to the agenda, please contact the PTO president, which can be found on our website. PTO bylaws can be found at https://shves.buncombeschools.org/UserFiles/Servers/Server_98310/Image/Our%20School/PTO/2012-13%20SHV%20BYLAWS.pdf.

The Advisory Council is comprised of parents and school personnel and is approved by the Board of Education, with the school administration serving as ex-officio members. The group meets to share information from the community that might assist in evaluating existing programs, addressing current issues, establishing new directions, securing community support, and assisting in the improvement of communication. If you need to reach an advisory board member, please call the office for contact information. If you are interested in serving on the advisory council, please contact our principal. Applications are reviewed in the spring of each school year. Advisory Council Meetings are posted and advertised on our website.

SH-V Title 1 Parental Engagement Policy

The staff at Sand Hill-Venable Elementary School strongly encourages the engagement of parents in the planning and implementation of programs, activities, and procedures in which their children participate at school. We view parents as our partners and understand that our students' success depends on us working together. In order to promote this connection between home and school:

- An annual meeting shall be held near the beginning of the school year to inform parents of the Title 1 Program goals, guidelines, services, and parental rights.
- All parents shall receive a copy of the School-Parent Compact explaining the home/school partnership for building students success and fostering parental involvement.

- Parent education programs shall be offered throughout the school year in a variety of ways to provide parents with materials and strategies to work with their children at home to increase academic success.
- Parents shall be informed of opportunities for themselves and their children in a timely manner and, when available, in a language they can comprehend.
- Parents will take an active role in their child's learning.
- We will provide opportunities for families to interact with each other in order to strengthen the social bonds supporting positive development.
- Parents should contact their child's teacher or school administrator to learn more about becoming an active participant in their child's education.

SAND HILL - VENABLE ELEMENTARY SCHOOL

DIRECTION STATEMENT

Sand Hill-Venable is dedicated to total school success and lifelong learning through the positive interaction of home, school and community.

PURPOSE STATEMENT

Sand Hill-Venable is committed to nurturing relationships that support every child's growth.

BELIEFS

- Student learning is the chief priority of our school.
- The education of a child is the responsibility of the child, the parents and the school.
- All students learn best when they are actively engaged in the learning process.
- Students learn in different ways and should be provided a variety of instructional approaches to support learning.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A positive learning environment with mutual respect among students and staff promotes student self-esteem and positive behavior.
- Challenging expectations increases individual student performance.
- All students have the right to learn in a safe, disruption-free environment.
- The commitment to continuous improvement is imperative to enable students and staff to become confident, self-directed lifelong learners.

EQUAL EDUCATIONAL OPPORTUNITY STATEMENT

Sand Hill-Venable Elementary School and the Buncombe County Board of Education do not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its employment opportunities, programs, services, or activities.

All requests for reasonable accommodation, alternative accessible formats, or auxiliary communication aids and services for individuals with disabilities (within the definition of the Americans and Disabilities Act of 1990, as amended [ADA] should be made within a reasonable time prior to the activity to:

ADA Coordinator--Buncombe County Schools
175 Bingham Road
Asheville, NC 28806

"The Buncombe County School System does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap in admission or access to or treatment or employment in its programs and activities, in compliance with applicable federal and state laws." If you feel you have been discriminated against due to race or sex call David Thompson, (828) 255-5922; for disability call Amy Dupree, (828) 255-5970; and for facilities call Clark Wyatt, (828) 232-4244.

ELEVATOR

Sand Hill-Venable School is equipped with one elevator that serves all levels of the school. The elevator is for non-ambulatory staff use, handicap use and students with injuries that necessitate elevator use (doctor's note is required). **Students must have permission from their teacher to use the elevator.** Students are never to use the elevator by themselves.



After School Care

Monday through Friday until 6:00 p.m. the YMCA of Western North Carolina offers a four-star rated, state-licensed after school program at Sand Hill-Venable Elementary School. Enrollment in this program also includes the School's Out Program on teacher work days, snow days, and holiday breaks from 7:30 a.m. to 6:00 p.m. For more information, please contact the YMCA Business Center at **828-251-5910**.

You can also register online at: <https://ymcawnc.org/childcare>



ARRIVAL & DISMISSAL



Arrival

Sand Hill-Venable opens its doors at 7:15 am. Staff supervision is unavailable prior to 7:15am, therefore, students **may not** be dropped off any earlier. SH-V cannot be legally liable for children dropped at school before 7:15 am. Students arriving by car should enter through the entrance on Apac Drive (by Buncombe County Sports Park) and wait in line to be dropped off in the front of the school. Parking in the bus driveway, church parking lot, on the side of the road, or in other areas and crossing the street or parking lot can be very dangerous and should be avoided. Please allow enough time to drop off your child safely in the morning.

Bus Riders and Intensive Intervention Students

Our bus riders are unloaded each morning by the cafeteria/gym entrance. Our buses arrive between 7:15 and 7:45, and our II students arrive between 7:15 and 7:45. These are the **ONLY** students allowed to enter the building or be dropped off in this area. For the safety of our students, we cannot allow any other parents to pull in this driveway entrance and drop off car riders.

All students arriving at school between 7:15 and 7:45 will pick up breakfast and then go directly to their classrooms. By eating breakfast in the classroom, we hope to get students started with their day in a timely manner.

The instructional day begins with our morning meeting at 7:45 a.m. It is important that all students are in their classrooms at that time, settled and ready to begin the instructional day.

Since we encourage student independence, we recommend that all students walk themselves to their classrooms without parent supervision after the first week of school. This provides the children a sense of independence and allows them to quickly get into their morning routines. If you choose to walk your student in, please be sure you park in a designated parking space and use the crosswalks to enter the building.

If a student arrives after 7:45 a.m., he/she is tardy. The student must be accompanied by a parent to be signed in at the office.

Dismissal

Students will be dismissed at 2:30 pm. Staff will escort all students to their designated areas. Staff will assist students both in getting on buses and in cars. Parents may not sign their students out after 2:00. Dismissal is a hectic time for the entire staff, and student safety is of utmost importance. Therefore, parents will need to remain in the car rider line after 2:00. For the same safety reasons, parents may not walk up to the car rider area and retrieve their student. Having multiple additional adults in the dismissal area compromises our ability to adequately supervise children.

If a student leaves before the 2:30 dismissal, it will be counted as an early dismissal. Early dismissals and tardies are not in the best interest of students. Please make every effort to schedule appointments outside the instructional day. We understand that emergencies arise on occasion; it is when students are chronically tardy or leave early that the effects are detrimental. It's important that we work together to help our students develop good habits related to regular school attendance and punctuality. Please keep in mind that students may not be checked out early on a consistent basis.

All parents will be required to wait in the car line. Parents will remain in their cars and follow the normal pick up procedure with a car rider card displaying the child's name in the windshield. Our goal is to keep the children safe and to keep the dismissal process orderly, safe and simple.



ATTENDANCE

Buncombe County Board of Education Policy #4400

The Buncombe County Board of Education believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, and that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Therefore, each student should attend school every day. Further, the board affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student. Absences will be coded excused or unexcused. To be counted present for the day, a student must be in attendance one-half of the day. If students exceed 14 absences, they will be required to attend an attendance make-up program. There will be a fee associated with this program, which will be determined at a later date.

Attendance letters will be sent from the Principal and School Social Worker to the parents of students who accumulate 3, 6, and 10 unexcused days of absence. Additionally, the School Social Worker is required to call on families where there is an attendance or tardy problem.

Upon returning to school from an absence, students must bring a parent note or doctor's statement giving the reason for the absence. Undocumented absences and absences which do not comply with the state law as "excused" will be coded "unexcused". Family vacations are not excused. When absences are limited in length and the student has not had prior excessive absences, the teacher will allow the child to make up the work. Prior notice is required in order to receive/pick up make-up work.

Highlights for Board Policy #4400 – Elementary Attendance Policy

(You are encouraged to read the full policy on the Buncombe County Schools website)

1. To be counted present for the day the student must be in attendance for at least one half of the day. At Sand Hill-Venable Elementary this translates to 7:45 –11:15 or 11:00 to 2:30.
2. Notes from home are required upon the student returning to school following an absence. Children with eight accumulated absences may be required to provide medical verification of illness for any additional absences to be considered excused. A Report of Unlawful Absences may be filed if the child continues to accumulate unexcused absences.
3. As soon as a parent anticipates an extended absence because of a severe, prolonged or chronic illness, the parent should notify the principal.
4. A student who attends less than 171 days may be required to attend Attendance School. The details for the Attendance School will be announced in early spring. Five unexcused tardies or five unexcused early dismissals or any combination will be equated to one day of absence for the purpose of the Buncombe County Attendance School Policy.
5. Board-approved out-of-district students who are habitually late or who habitually sign out early are subject to revocation, if recommended by the principal, and will have to return to their attendance district school.

Make-up Work Related to Absences

When students are absent, teachers will assist students in arranging make-up work. Parents are asked to call in advance if they wish to request make-up work be available for pick-up in the office at 3:00. Please understand that teachers cannot be asked to stop instruction to gather make-up assignments if parents drop in. Please notify your child's teacher as soon as possible if you know in advance that your child will be absent. Keep in mind that while some work can be given in advance, there may be other work that must be given for make-up after the student returns to class. It is expected that make-up work be returned to the teacher within three days of the student's return to school.

It is mandatory that you write an excuse for your child each time he/she is absent. Otherwise, your child's absence will be coded "unlawful". If your child is absent more than two days you should call the school in order that the teacher may know why he/she is absent. An accumulation of unlawful absences violates the North Carolina Compulsory School Attendance Laws. Excessive absences will cause a student to have to attend Attendance/Make up Program, Saturday School, or an alternate plan for making up missed school days. Vacation leave, including trips to theme parks, the beach, etc. are unexcused absences.

State law requires that we notify parents when a student has three unexcused absences. If your child reaches 10 unexcused absences, you will be notified in writing and asked to come in for a 10-day conference. If a student attends school less than 171 days (misses in excess of 14 days), he/she will be required to attend Attendance School, Saturday School, or an alternative

program. **Five unexcused tardies or five unexcused early dismissals or any combination of five unexcused tardies or unexcused early dismissals will count the same as an absence in determining assignment to Attendance School.** Violation of the attendance law and not attending Saturday or summer school could prevent a student from being promoted to the next grade.

Basis for excusable absences, tardies, and early dismissals permitted by the N.C. State Board of Education Attendance Rule are:

1. Illness or injury prevents the student from being physically able to attend school.
2. The local health officer or the State Board of Health orders the isolation of the student.
3. The death of a member of the immediate family.
4. The student has an emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
5. The student is a party to or is under subpoena as a witness.
6. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
7. The student obtains prior approval to take advantage of a valid educational opportunity, such as educational travel.



Balloons

Balloons and balloon flower arrangements cannot be transported on the bus. If you choose to send a balloon arrangement to your child for a special occasion, please arrange to have your child picked up from school on that day. Students may pick up their flowers or balloons from the office at the end of the school day.



Birthday Parties

Birthday parties are not allowed at school as it interrupts the instructional integrity of the day. Please check with your child's teacher in advance if you would like to bring light healthy refreshments (cupcakes, sweets, etc. are not allowed) during regular snack time for your child's birthday. *Only items from an inspected, commercial facility may be brought for children in the classroom.* Please be sure that the items selected are peanut free. We encourage parents to talk with your child's teacher about creative non-food ways to celebrate birthdays, such as donating a book in their honor to the class library and reading it aloud.



Invitations

If a student brings birthday invitations, they must be given to every student in the class. The school is not responsible for handing out individual party invitations to students in other classrooms within the school.



CAFETERIA

Manager-Larry Christman (828.670.5033)

Our cafeteria staff serves FREE well-balanced nutritious meals each day in a friendly and inviting environment. Breakfast and lunch are free! Our school receives important financial support based on the number of students eating breakfast and lunch. Students may bring money for a la carte snack and dessert items.

Parents are invited to eat with their child in the cafeteria; however, as a courtesy to other students, we ask that you do not bring outside food such as fast food into the school cafeteria. No bottled or canned sodas may be brought to school. Parents should arrive at school in time to get a visitor's pass and report to the classroom five minutes before the scheduled lunch time. If you want to join your child for lunch, the cost for adult meals is \$4.75.

If your child has diet restrictions, forms are available in the school office for a doctor to complete.



School Communication

Our school uses three main methods to share information with families - Class Dojo, communication folders, and Thrillshare phone, email, and text messages.

You will receive an invitation to join Class Dojo from your child's teacher. Please be sure to join, as this is the primary way that teachers will send class messages. You can view messages either by downloading the free app, or through email notifications. If needed, messages can be translated to more than thirty languages, so please communicate with us in the language that is most comfortable for you!

Your child will also have a folder to send information to and from school in their backpack. Please check their folder daily.

You will also receive weekly phone and/or email messages, as well as any emergency or special event notifications by phone, email, or text. **Please make sure that you update the school office with any changes to your phone number or email address.**

We also recommend joining the PowerSchool parent portal, which allows you access to your child's grades, attendance, and scores on state tests. You will need your student ID#(s), which are found on report cards or a child's device barcode or can be obtained by contacting the office. Detailed instructions for the Parent Portal are available at:
<https://www.buncombeschools.org/o/bcs/page/parent-portals>

Note: Each student ID number will only work on one account. In the case of separated or divorced parents, parents will either need to share the login information with each other, or the parent who controls the account will have to make sure the other parent's preferences are included. Thank you in advance for your cooperation in the best interest of the student!



CURRICULUM, RECORDS, & TESTING

REPORT CARDS

Report cards will be issued for students in grades 1st-4th every nine weeks. Mid-term reports will be sent home to students in first through fourth grade halfway through each grading period. Mid-term reports will also include a data-based goal for reading and math. Goal setting is an important factor for our SH-V students, so please regularly ask your student what their goals are.

PARENT CONFERENCES

Parent-Teacher conferences are encouraged. One parent conference is mandatory after the first 9 weeks of school. Additional conferences can be scheduled throughout the year, as we encourage you to stay abreast of your child's academic progress.

TESTING

Students in all grades will be given district and state tests in reading and math at the beginning, middle, and end of the year to monitor students' growth, and results will be shared with parents during conferences. Grades 3 and 4 students will be given the North Carolina End-of-Grade tests in English Language Arts and Math during the last month of school. All third graders are required to take a "Beginning of Grade 3" Test in English Language Arts sometime during the first few weeks of school. The school will inform parents of the exact test dates as soon as they have been set by the Buncombe County Schools' Central Office.

STUDENT RECORDS

A cumulative record is maintained on each student beginning in kindergarten. The record contains: printed elementary records, identification information (name, address, sex, race, birthplace, birth date), family data (parents' name, addresses, telephone numbers), physical examination and health record, attendance record, scholastic record, standardized test scores, information pertaining to special programs and services provided for the student, and pertinent educational or personal information that may have been collected with the consent of the parents, legal guardians, or eligible students. Parents and legal guardians have the right to

inspect their child's cumulative school record. The request will be honored within a reasonable length of time, but in no case more than forty-five (45) days after the initial request has been made. A fee may be charged to reproduce copies.

Information from a student's record shall be furnished without the consent of the parents or legal guardians when required by a judicial order or any lawfully issued subpoena upon condition that parents or legal guardians are notified by the local educational agency of such orders in advance of compliance. Parents or legal guardians shall be provided with the opportunity to review and to challenge their child's record prior to compliance of the school with the judicial order or subpoena. Directory information (student's name, address, telephone number, date and place of birth, dates of attendance, awards received, most recent previous school attended by the student) may be made available to those with legitimate interest in the student. (Policy: G.S. 115C-384 & 402) If you do not want this information released, please send a written request to the office. From time to time the news media will photograph our students. If you do not want your child photographed, please send a written note to the teacher and office. Parents have the right to request a copy of Board Policy #4700, Student Records.

CURRICULUM

All Buncombe County Schools follow the curriculum of the North Carolina Standard Course of Study. More information can be found on the NCDPI website at:
<https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study>

Our teachers are continually engaged in staff development activities designed to use the best research-based methods for teaching. If parents have questions about the curriculum, they can address them to the classroom teacher, specialist, or administration.

FIELD TRIPS

Field trips are an extension of the classroom and are a vital part of a child's education. Teachers plan these trips carefully to ensure good use of time and that the trip fits appropriately with what is going on in the classroom. Parent permission forms must be signed before a student is permitted to attend. There is a fee charged for some field trips; however, we never want a student to be unable to participate due to finances. Please reach out to your child's teacher or office staff if you need assistance in paying for a trip.

GRADING

The North Carolina State Board of Education approved a 10-point grading scale for all high school students (9-12) beginning with the 2015-16 school year. To remain consistent across the district, Buncombe County Schools will follow the same grading scale in grades 3-12. The decision was made by a committee of educators and was approved by the Buncombe County Board of Education.

Below is a chart highlighting the changes:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: <59 = 0.0

Students in grades K-2 are assessed on a 4-point scale.

4 - Exceeds standards

3 - Meets standards

2 - Making progress towards standards

1 - Does not meet standards



Custody and Guardianship

It is most important that parents keep the school informed regarding legal issues of custody and guardianship. The law states that without a court order, either biological parent may pick up a child and have access to a child's records. If your family is experiencing a situation where you limit who has permission to pick up your child, we must have the court-ordered documents on file. This information will be kept strictly confidential.



DISCIPLINE

BULLYING

Sand Hill-Venable Elementary is committed to making our school a safe place for all students. Students and staff will treat each other with respect and refrain from remarks or actions that would cause negative or hurt feelings. We respect everyone's race, gender, physical condition, religion, nationality and language. As a school community, we refuse to tolerate bullying of any kind at our school. Bullying occurs when someone intentionally, over a period of time, seeks to intimidate, frighten, threaten, harass, or leave someone out in order to cause mental, physical, or emotional distress. Teachers and staff will watch for signs of bullying and stop it immediately when it occurs. If your child is a victim of bullying, please contact your child's teacher or the administration. All reported bullying incidents will be investigated. Consequences will be assigned to students for bullying. It is our number one priority for every student to feel safe at school.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

At SH-V, we share a school-wide set of behavior expectations known as ROAR. Students are taught what ROAR expectations look like throughout the school building and day, and staff use positive reinforcement (including Class Dojo and class and school rewards) and goal setting with students to encourage students to follow these expectations.

- R- Responsibility
- O-Outstanding Attitude
- A-Acting Safely
- R-Respecting Yourself and Others

CLASSROOM EXPECTATIONS AND BEHAVIOR (CODE OF CONDUCT)

Students are expected and will be reminded to show respect for, and consideration of, the rights, privileges, and feelings of others. Staff members will be courteous, respectful, attentive, and fair to all students. Students will be courteous, respectful, attentive, and fair to all staff members.

Classroom rules for acceptable behavior will be carefully defined for students by each teacher, using the ROAR framework, and students are expected to follow ROAR expectations for out-of-class behavior in the halls, bathrooms, cafeteria, playground and bus. Students will be sent to the office for severe violations of the rules. When students are sent to the office the consequences include one or any combination of: conference with student, conference with parent, student writes letter to or calls parents, time-out, lunch isolation, in-school suspension, out-of-school suspension, or other necessary consequences. School staff will work with parents to develop a behavior plan for students who have ongoing challenges with behavior.

COUNSELOR/FAMILY SCHOOL SPECIALIST

Our school counselor meets with students in large groups, small groups, and individual sessions. A variety of circumstances in a student's life, such as academic problems, adjustment to a new school or grade level, relationships with peers, depression, family problems or social and emotional problems may warrant the services of our school counselors. Parents may refer their child to the counselor by contacting the office, or students may request to see the school counselor.

The school social worker counsels with students and parents on issues related to basic needs and school attendance. Please contact the school social worker if your family is facing financial difficulties, scheduling or custody challenges, or other issues that are affecting your child's ability to regularly attend and be successful in school.

DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services agency has the right to question your child in private without your permission. We do not notify parents when this occurs. This agency is separate from our school social worker, and our school social worker does not work for DSS.

DRESS CODE

North Carolina State Law and Buncombe County School Board Policy 4316 require that each school have a student dress code. Students are expected to dress appropriately for school. As a general rule, clothing that may be a distraction in the educational environment is prohibited.

The following rules should be followed regarding dress:

- Short shorts are not permitted (shorts above fingertip length are too short).
- The midriff, chest, and shoulders (male and female) should always be covered.
- No shirts which display inappropriate or suggestive language are permitted
- No hats, bandannas, or sunglasses can be worn in the building at any time.
- No saggy or baggy pants.
- No clothing that promotes drugs, alcohol, tobacco, or any inappropriate activity should be worn.
- No clothing that has a weapon displayed on it.
- No wheelies (shoes with wheels on them)

UNLAWFUL ITEMS ON CAMPUS

When your child is getting ready to leave the house to go to school each day, always check pockets of coats, pants, and/or back packs to see if there is a pocket knife, pellet gun, sharp pointed instrument or any other object that could create a discipline problem at school.

Sometimes children just forget or plan to use them after school, but the law is clear – having a weapon on campus, which includes the items previously mentioned, is a criminal offense. What happens? The child gets in trouble, the incident is reported to law enforcement, and the school system must report the incident as a “violent act” to the State Board of Education. No one wins!

In short, please help us monitor what is brought onto a school campus. It will save your son or daughter problems at school and it will keep the school system and law enforcement from dealing with an issue that could have been avoided.

USE OF TOBACCO, ALCOHOLIC BEVERAGES, DRUGS

Smoking or tobacco use of any kind is not permitted on the school premises. Student offenders are subjected to suspension (see Board Policy #4320). Repeat offenders are subjected to expulsion. **The use or possession of ANY tobacco product is prohibited at school.** Drinking, being under the influence, or possession of any type of alcoholic beverage on the school premises or at a school-sponsored function will be cause for suspension or expulsion. The use of drugs while at school will be cause for suspension or expulsion.

SCHOOL VIOLENCE - NC STATE LAW

Possession of, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, black jack, metallic knuckles, razor blades, or sharp-pointed instrument while on school property will result in misdemeanor charges being filed with the Sheriff's Department and appropriate school discipline.

It is a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm or any explosive on educational property. It is also a Class I felony

for any person to cause, encourage or aid a minor (less than 18 years old) to possess or carry, whether openly or concealed, these firearms or any explosive on educational property.

When a principal has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a controlled substance in violation of the law, the principal must immediately report the act to the appropriate local law enforcement agency. Appropriate school punishment will also apply.

GANG RELATED ACTIVITY

Buncombe County Schools defines a “gang” as any ongoing alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Inherent to any gang’s structure is a common set of identifying traits including names, signs, colors, and symbols.

The following conduct or activity is prohibited and subject to consequences ranging from an initial warning accompanied by parent contact to assigned periods of short-term suspension to administrative recommendation for long-term suspension:

- 1) Displaying, possessing or distributing any clothing, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a gang.
- 2) Communicating gang affiliation through either verbal or non-verbal methods including, but not limited to, hand gestures, drawing, and electronic texting.
- 3) Tagging school or personal property with gang related symbols.
- 4) Harassment, intimidation, or solicitation directed toward a student or staff member relative to gang activity.



ENROLLMENT REQUIREMENTS

- A child who enters Kindergarten must be five years of age on or before August 31st of 2020.
- A child who enters first grade must be six years of age on or before August 31st of 2020.
- Any student enrolling for the first time in Buncombe County Schools must furnish the school with a certified copy of the birth certificate, and an immunization record. A certified copy of a birth certificate for a child born in Buncombe County can be obtained from the Register of Deeds at the Buncombe County Courthouse. Every student entering Kindergarten must also have a health assessment completed by his or her doctor or Health Department. Parents are given thirty calendar days from the date of entry to obtain this completed assessment and have all immunizations

complete. After this time, the student will be suspended from school until these are completed per NC law.

- A document for proof of residence is also required. One of the following is required: Buncombe County tax bill, electricity bill, gas bill, landline phone bill (not cellular service), deed or rental agreement. The proof must include the parent/legal guardian's name on the bills. Driver's license or check stubs will not be accepted.

A full explanation of enrollment requirements can be found at:

<https://buncombeschools.org/cms/One.aspx?portalId=92531&pageId=236223>

TRANSFER POLICY

The Buncombe County Board of education allows students to be assigned to a school district other than the one in which they live when reasons for reassignment fall within the guidelines of board policy. Parents must file a Discretionary Release Application and return it to the administrative offices at 175 Bingham Road, Asheville, NC 28806 to request reassignment for the next school year. This form must first be approved and signed by the principal of both the releasing school and the receiving school. It is the responsibility of the parent to obtain both signatures before submitting the request to the central office. The principal has the right to revoke a previously approved Discretionary Release form at any time. An example of this would be for attendance or discipline issues. In this event, the parent will be notified in writing well in advance of the revocation. For specific transfer information, you should ask the office staff for a copy of board policy. It is standard policy at SHV to ask for proof of residence upon registration. You may also be asked to provide proof of residence if the student's permanent residence is questionable, or excessive absences and tardiness warrant the request by administration.



HEALTH

HEALTH SCREENINGS

As a service to the children of Buncombe County, the Buncombe County Health Department personnel and the school staff execute screenings for various health purposes. Our school will conduct a health fair during the first few months of the new school year. This activity will complete the majority of the examinations. Included are a vision screening, hearing test, check of height and weight, and a dental screening.

LICE POLICY

In accordance with Buncombe County Health Department guidelines, we routinely screen students for pediculosis capitis (head lice and nits). We urge you to help us by frequently checking your children at home. Children with head lice must be treated with medicated shampoo and be free of live lice before returning to school. The principal or designee will check students and give permission to return to the classroom. **The student will be sent back**

home if live lice have not been removed or the student has not been properly treated. Students who are absent due to head lice will have one day per incident that will be an excused absence.

MEDICATION/ILLNESS

Board Policy 6125 gives detailed information regarding procedures guiding administering medication to students. School personnel may administer drugs or medication prescribed by a doctor upon the parents' written request and the completion of the appropriate paperwork, which can be picked up at our main office. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

NUT FREE CLASSROOMS

Please remember that peanuts and other types of nut products are not allowed in many classrooms. Several students at our school have serious, *life-threatening* food allergies and many others have dietary restrictions.

HEALTHY ACTIVE CHILD POLICY

A minimum of 30 minutes of moderate to vigorous physical activity shall be provided by the school for all K-5 students daily. This requirement can be achieved through a regular physical education class and/or through activities such as recess, dance, classroom energizers, or other curriculum based physical education activity programs.

Buncombe County School Board Policy 6140 states that “The Board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The goals of nutrition promotion and education are (1) to provide appropriate instruction for the acquisition of behaviors that contribute to a healthy lifestyle for students and (2) to teach, encourage and support healthy eating by students.”

In accordance with Policy 6140, the following are expectations required at SH-V.

1. To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured/unstructured recess and other physical activity may not be taken away from students as a form of punishment. Exercise may not be used as a form of punishment for children.
2. Snacks in classrooms should meet the Healthy, Hunger-Free Kids Act of 2010 standards. (see Policy 6140-R).
3. Classroom celebrations should be limited to once per semester. Only foods and beverages that are commercially prepared or packaged may be provided.
4. Students must have access to hand washing facilities before meals and snacks.

5. No reward or special occasion snacks are allowed prior to the scheduled lunch time.
6. Families are asked and encouraged to send in healthy snacks for birthdays and other celebrations. Below is a list of options for healthy snacks.

The following is a list of healthy snack alternatives for birthdays and other celebrations:

- Apples, oranges, bananas, pineapple, kiwi, watermelon, grapes, clementines, etc.
- Raisins
- Fruit cups with 100% juice
- String Cheese
- Carrots, broccoli, cucumbers
- Fruit juice popsicles
- Yogurt, gelatin or pudding cups
- 100% fruit snacks
- Animal crackers
- Graham crackers
- Cheerios or life cereal (possible used to make a trail mix without nuts)
- Pretzels
- Pre-popped popcorn that is low sodium
- Tortilla chips and salsa
- Fig bars
- Rice cakes

IMMUNIZATIONS

Every individual in North Carolina is required to be immunized pursuant to G.S. 130A-152 through 130A-157 shall be immunized against the following diseases by receiving the specified minimum doses of vaccines by the specified ages:

1. Diphtheria, tetanus, and whooping cough – five doses: three doses by age one year and two booster doses, one in the second year of life and the second on or after the fourth birthday and before enrolling in school (K-1) for the first time. Individuals who receive the first booster dose of diphtheria, tetanus, and whooping cough vaccine on or after the fourth birthday shall not be required to have a second booster.
2. Oral poliomyelitis vaccine – three doses of trivalent type by age two years and a booster dose of trivalent type on or after the fourth birthday and before enrolling in school (K-1) for the first time, two doses of enhanced-potency inactivated poliomyelitis vaccine. Individuals who receive the third dose of oral poliomyelitis vaccine on or after the fourth birthday shall not be required to receive a fourth dose.
3. Measles (rubella), mumps and rubella vaccine – two doses of live, attenuated vaccine: one dose by age two years and a second dose before enrolling in school (K-1) for the first time.
4. Hemophilus influenzae, b, conjugate vaccine – three doses of HbOC or two doses of PRP-OMMP by age one year and a booster dose of any type by the second birthday. Individuals who receive the first dose of Hemophilus influenzae, b, vaccine on or after 12 months of age

and before 15 months of age shall be required to have only two doses of HbOC or PRP-OMP. Individuals who after 15 months of age shall be required to have only one dose of any of the hemophilus influenzae conjugate vaccines, including PRP-D. However, no individual who has passed their fifth birthday shall be required to be vaccinated against Hemophilus influenzae,b.

5. Hepatitis B – 3 doses required for children born on or after July 1, 1994.

6. Tdap – One dose required for students entering grade 6.



INTERNET USE/ BCS POLICIES & NOTICES

The Internet is a valuable learning resource and we are pleased that our classrooms are Internet accessible. Buncombe County Schools has a very effective filtering system. We make every effort to monitor student use of the Internet to ensure that materials accessed are appropriate. However, on a global network it is impossible to control all materials. Therefore, students are given the privilege to use the Internet along with the responsibility of using it properly only under adult supervision.

BUNCOMBE COUNTY SCHOOLS - PARENT/STUDENT ANNUAL PUBLIC NOTICES

Buncombe County Schools does not require parent permission for students to be photographed, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities if they will be identified as children with physical or mental disabilities. Parents, guardians, or eligible students may request not to be photographed, videotaped and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the Student code of Conduct (or yearly by the 10th day of school).

BUNCOMBE COUNTY SCHOOLS DISTRICT POLICIES

Some BCS District Policies are referenced in this handbook for your convenience. If you would like to view all District Policies, you may access them at the following direct link:

<https://www.buncombeschools.org/o/bcs/page/district-policies>

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.

BCS PARENT/STUDENT ANNUAL PUBLIC NOTICES

Please refer to the BCS website » Parent section » Resources, in order to access a document that includes information regarding Family Educational Rights and Privacy Act (FERPA), Title 1 schools information regarding professional qualifications of staff members, Protection of Pupil Rights Amendment (PPRA), Non-discrimination statements, Individuals with Disabilities Education Act (IDEA), McKinney-Vento Homeless Assistance Act, Use of Seclusion/Restraint/Isolation, and Annual Notification of Pest Management Program. The direct link is provided here:

<https://www.buncombeschools.org/cms/One.aspx?portalId=92531&pageId=251207>.

If you do not have Internet access and would like a copy of these notices, please ask for a copy in the main office.

Elementary and Secondary Education Act requires all LEAs to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This notice must be sent at the start of each school year. The notice does not itself contain the teacher information; it simply tells parents the types of information they may request.

At a minimum, if a parent requests it, LEA/school must report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teacher under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessional and, if so, their qualifications.

In addition, if a child is assigned, or taught by, a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive timely notice.

These and other communications with parents must be in an understandable and uniform format and, to the extent practical, in a language the parents can understand. According to ED guidance, if there is no other way to provide information, it should be provided in oral translation.

Requests must be in writing to the principal.



MEDIA SERVICES---SH-V Media Center Circulation Policy

Hours: 7:15 a.m. – 2:30 p.m. Monday-Friday

Facility and Resources: Our Library houses more than 14,000 books as part of the circulating collection. Students in all grades attend library each week for a class session aligned with their classroom study. They also have an opportunity to check-out books during this visit.

Circulation Policies:

*Kindergarteners may check-out 1 book at a time. Typically, they do not check-out their first book until early October following completion of a unit of study on book care. The Media Specialist guides students to select appropriate books.

* 1st graders may check out 1 book at a time. Unlike kindergarten, they typically begin selecting books at the start of the year. The Media Specialist guides students to select appropriate books.

* 2nd graders begin the year checking out 1 book but quickly move on to selecting 2 books. In 2nd grade, students select one fiction and one non-fiction book. The Media Specialist guides students to appropriate books.

* 3rd and 4th graders may check out 2 books of their choice. The Media Specialist guides students to select appropriate books.

Students may keep their book(s) for a week before they must return or renew the book(s) by bringing them back into the library for scanning.

Overdue/Lost Book Policy:

If a student has any overdue materials, they are not allowed to select new book(s) until the overdue material is returned. Typically, students receive a written notice when a book is two to three weeks overdue. Up to two late notices will be sent before a lost notice is sent. This notice will include the cost of the lost book(s). Students with outstanding books at the end of the school year will have their report cards or yearbooks held until the account is settled.

Damaged Book Policy:

Students who damage a book beyond repair are required to pay the cost of replacing the book. This cost is determined by the Media Specialist. A student who damages a book will not be able to check out another book until the account is settled.

SCHOOL BUS SAFETY

School bus safety will be stressed, at school, by the drivers, teachers, and administrators. School authorities will try to solve bus misbehavior. However, when the misbehavior is flagrant and/or habitual, parents will be notified by phone or letter and will be asked to correct the behavior. If these measures are not effective, the administrator will suspend the child from riding the bus. If a behavior is severe, the student could be suspended from the bus without warning. All buses at SH-V are equipped to have a video camera placed on them.

North Carolina Law gives the principal/assistant principal authority to suspend students from riding the bus should they:

- Engage in fighting, smoking, or using profanity.
- Delay bus schedules.
- Tamper with buses.
- Refuse to meet the bus at the designated stop.
- Get off the bus at the wrong stop while en route to or from school, when this has been forbidden.
- Playing or throwing any object, or otherwise disturbing the driver's attention while on the bus.
- Failure to observe established safety rules and regulations (no loud talking, sitting down and facing the front of the bus, no eating of any item while on the bus, and the showing of respect to the driver).

Students are not allowed to ride a bus other than their assigned bus or get off at a different stop unless a **written** request is received from the parent or guardian. Transportation changes cannot be taken over the phone; however, parents/guardians may send in an email or fax the change if a note has been sent in with the student.

No flowers, balloons, live animals or any materials or objects that could impact the safety of students will be allowed on the bus

WEATHER WATCH



The safety of children is the first concern when deciding if schools must be closed or if there is a delayed opening. Here are some important things to remember.

- The central office/transportation department will attempt to make a decision about delayed opening or school closing by no later than 6:00 a.m. If possible, a decision will be made the evening before.
- Tune in to area radio and television stations for the announcement, or look on school district Facebook pages, Twitter, or use the BCS app. **Please do not call the school.** We receive information by phone just as you do.
- During the winter months, it is recommended to check local weather daily. Due to the geographical size of and differences within our county, nearby weather may be different from that at your home.
- Generally, all Buncombe County Schools will be affected by the decision. However,
- occasionally in the districts where weather is most severe, school may be canceled for a portion of the county. If more than two districts need to be closed due to bad weather, the entire county will close school that day.

Sand Hill-Venable is a part of the Enka District.

If no announcement is made you should assume that schools will operate on a normal schedule. Sometimes weather conditions 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. **Working parents are advised to plan ahead and make special provisions for childcare for days when schools must be dismissed early. Please let your child's teacher know if your student will be going home with an alternate dismissal plan if school dismisses due to inclement weather.**