



# Avon Intermediate West

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## 2023

### Mark Your Calendar

July 20- Oriole Preview Day  
11am-6pm  
July 27- First day of School  
August 8- Meet the Team Night  
August 11- Fall Picture Day

School Start Time: 7:30 am School End Time: 2:15 pm

### AISW Oriole Preview Day July 20 11:00 am- 6:00 pm



### Weekly Parent Update

Each Sunday evening you will receive a Parent Square message with The West Weekly Parent Update. Please make sure the school has updated contact information. If you need to update any information or need help with Parent Square, please call the West front office.

Dear AIS West Families,

We hope that you and your family are looking forward to a wonderful school year! We are excited to welcome each of our students back to school. We are dedicated to the individual success, health, and safety of our school family while providing a high-quality education to each student. Please read all the information in this letter, as some procedures may be a little different than in previous years.

We have been working hard to make the first day back to school welcoming for all. We are committed to providing a highly effective and safe educational environment for all students. Our AISW family is Committed to our 23-24 AIS West Expedition as we work to enCourage, Communicate, & Collaborate! It is going to be an outstanding year for all. We can't wait to see each of you in July!

Sincerely,  
Amber Walters  
Proud Principal

Laura Lee  
Assistant Principal

Stephanie Mackenzie  
Dean of Students

### Parent/ Teacher Communication

Please call the school or email the teacher directly if you need to arrange a time to meet, discuss progress, or have questions or concerns. You should receive a response within 48 hours. Our teachers are working with students and planning during their prep time. We won't be able to interrupt instruction while teachers are teaching unless there is an emergency.

It is important your student is ready for school each day with their instruments, laptops, etc. We look forward to working with each of you to minimize the items dropped off each day in the office.

### Things to have your Intermediate Student do over the Summer!

- Read, Read, Read
- Practice opening a combination lock
- IXL for 20 min per day
- Practice math facts
- Enjoy family & friend time outside



### AIS West Oriole Preview Day

\*Optional day for students to find their homeroom class and locker. Please know that teachers are NOT able to be present on this day.

Thursday, July 20, 11:00 am - 6:00 pm

A Parent Square message will be sent on July 24 to all parents with their child's teacher names and locker information. Class information will also be available in Power School on July 24.

Checklist of items to complete on Oriole Preview Day:

- \_\_\_ Tour the building with your student.
- \_\_\_ Find student locker and place school supplies in locker
- \_\_\_ Find out your student's teacher/team information
- \_\_\_ Drop off any medications to our school nurse
- \_\_\_ Pay for your child's lunch account with cash or check OR complete a Free/Reduced lunch application
- \_\_\_ Pick up a Car Rider Tag- (only needed if your child will be a regular car rider)

### AIS West Meet the Team Night

All parents are invited to join us for meet the team night on Tuesday, August 8, 2023.

**We ask that ONLY PARENTS attend on this night.**

- 6th grade: Tuesday, August 8, 2023: 5:30-6:15 pm Enter at Door 1
  - 6th grade Band, Choir & Orchestra Introductions: 6:15-6:45 pm
- 5th grade: Tuesday, August 8, 2023: 7:00-7:45p.m. Enter at Door 26 or 28.

2023-24 Textbook Fees for K-8 Textbook Rental and Supply Fees will be distributed in the Fall. Payments are due when bills are distributed. Fees are TBD.

Website: <https://www.avon-schools.org/intwest>



## Arrival & Dismissal: Car Rider Procedures

### Morning:

- Cars will line up in 5 lines and wait for a West staff member to come out and motion for car rider dismissal to begin.
- Students should not exit until an AISW staff member is outside at 7:15. The doors will NOT open prior to 7:15.
- Pull along sidewalk from West side of the building.
- Pull curbside and allow your child to exit on the passenger side. Pull forward and exit once students are out of the car.
- Parents/guardians should NOT park and walk students in across the parking lot.
- All parents and students must stay in their cars until they reach the front sidewalk to exit the car.
- Students will wait in the lobby until 7:20am.

### Afternoon:

- Dismissal will begin at 2:15pm.
- Cars should line up as they did for AM drop off.
- Parents picking up should wait in their car at all times.
- All cars should display their car rider line number on their rearview mirror.
- Students will wait in the lobby and will wait until their car rider number is called to walk outside.

### Other important information:

- We assume all students are to ride the bus home unless we receive a phone call or written note in the WEST FRONT OFFICE.
- We cannot make a change to transportation based on what the student shares with us verbally.
- All changes to afternoon transportation must be received by 1pm each day in the WEST front office.



## Early Dismissal & Attendance



Please call the attendance line 317-544-5900 by 8:30am if your child will be absent from school.

- If your child is late to school, the student may walk in the office independently and sign in.
- If your child needs to be picked up early from school, a parent/guardian/emergency contact must come in to the office to sign the student out. Please have a photo ID with you at early dismissal.
- Please call the front office if you are picking your child up early from school so that we can do our best to have the student ready for you when you arrive.

### Prearranged absences:

A student will be excused for up to 3 days of prearranged absences. After 3 days, the absences will be unexcused. Work will be provided and completed upon the student's return to school. \*See the Intermediate student/parent handbook for additional guidelines regarding prearranged absences.

## What's for Breakfast & Lunch?

- Lunch is available for purchase in the cafeteria each day.
- Breakfast is also available each morning.
- **Student Lunch prices:**
  - Grades K-4: \$2.85
  - Grades 5-12: \$2.95
  - Breakfast: \$1.85



### Guests to lunch procedures for eating with your child at school will be:

- Check in at the front office and get a visitor pass. To do this, you must have a picture, government issued ID (ex: driver's license.)
- Go to the lobby and wait for your son/daughter.
- Please do not leave the lobby area at any time.
- You and your child will sit in the foyer area outside of the café at the parent tables.
- Additional students are NOT permitted to join you for lunch.
- **Important:**

No fast food is permitted in the cafeteria/no food deliveries will be accepted. We are NOT able to accept food deliveries for students. A student must have a lunch made from home and/or purchase the school lunch.

## Volunteers & Field Trips

Procedures to follow to volunteer Avon Community Schools and/ or on a field trip:

- If you want to volunteer/attend a field trip, you will need a completed background check on file.
- If you do not have a background check completed and cleared in time for the experience, you will not be able to go on the field trip/volunteer. We apologize for the inconvenience.

### Safety is our #1 priority.

Link: <http://bit.ly/BackgroundCheckACSC>



## Supply Our Schools

The Avon Education Foundation is asking for donations of school supplies, particularly dry erase markers, glue sticks, highlighters, pencils, scissors, lined paper, and composition notebooks. Donations can be dropped off at any Avon school during the first two weeks of school. Thank you for your support!

## Bus Information

You can access student route information in your browser using PowerSchool.

1. Click the button below to log in to your existing PowerSchool account or to create a new account.
2. Choose your child's tab in PowerSchool.
3. Under 'Navigation', click 'Transportation Info'.

This process will take you to your child's bus information. If you have more than one child, navigate between your children's tabs in PowerSchool to view their individual schedules.

Bus information for the 2023-24 school year will be available on July 20, 2023

## Student Cell Phones, Smart Watches & AirPods

- Students do NOT need their cell phones or smart watches at school for any reason.
- AirPods or other bluetooth/wireless earbuds are NOT permitted.
- If students need to call a parent, they can call using a school phone.

### If a student has a cell phone/ smart watch out during the school day, these are the procedures that will be followed:

- **1st time:** teacher will give student a warning and the student will be asked to put their phone/smart watch in their locker.
- **2nd time:** teacher will hold on to student's phone/smart watch until end of the day and give back to the student before dismissal. Teacher will notify parent via parent square.
- **3rd time (or more):** teacher will take student's phone/smart watch to the front office at the end of the school day and notify parents that they must pick up the phone from the front office during school hours.

