LUCY S. HERRING FAMILY HANDBOOK



2024-2025

Principal

Assistant Principal

Bookkeeper

Data Manager

Sonna Jamerson Eddie Gibbs Heather Ratliff Lenore Luster

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Address:

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www.ashevillecityschools.net/Vance

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ACS Core Beliefs

Asheville City Schools is committed to providing the highest quality of education for all students. We believe that all students can learn and engage at high levels. Effective classroom management and school safety is essential to teaching and learning. Parent and community involvement is critical for student success, and teaching for learning is our district's primary purpose.

ACS Student Code of Success 2024-25

The Asheville City Schools district recognizes the importance of a whole-child approach to all facets of education. We believe in the fundamental value of each person and aim to affirm and validate every student who attends our schools. The purpose of this Code of Student Success is to present, in a single document, district Policies and expectations for the safety, respect, and support of everyone in the district.

This Code of Student Success describes safe and respectful student behaviors and outlines staff responses and interventions that may be used to hold students accountable while also providing high support. These policies and practices support character development, self-control, and positive skill development through collaboration between school, home, and community organizations.

LSH Student & Family Handbook

The Student/Parent Handbook is provided to all students at the start of the school year or upon enrollment. It includes information about our school policies and procedures. We have created this handbook to help you and your child understand the rules and expectations in school, on the way to and from school and at school-sponsored activities. We encourage you to discuss those rules and this document with your child. Please use this <u>link</u> to learn more about our ACS district policies.

MSSION

Lucy S. Herring Elementary School is a collaborative community that values diversity and fosters responsibility, individual excellence and environmental stewardship.

VISION

Lucy S. Herring Elementary will nurture lifelong learners to be engaged.

MOTTO

Planting the seeds to learn & grow

Dr. Fehrman's Vision for ACS

BELONGING

We will partner with our students, families, and community to honor the equal worth, inherent dignity, and lived experiences of each person. We will promote and sustain a sense of belonging that affirms the gits, talents, and backgrounds of each member of our community.

CHALLENGING AND RELEVANT CURRICULUM

We will engage each student in challenging, meaningful, and culturally relevant learning that is on or above grade level. We will plan all learning to build upon a solid instructional core, where student engagement, teacher skill, and grade-level content result in our students being the leaders of their own learning.

MAKE EVERY SECOND COUNT

We will make every second count because our time with students is finite. We will provide each student a welcoming learning environment with clear and consistent procedures to maximize learning time.

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O1 Attendance

Attendance

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Excused absences include:

illness or injury

- isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure
- a death in the family
- medical or dental appointments

court appearances

 a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian

natural disasters

- outside educational opportunities: The parent or guardian must use the LSH Educational Leave Request Form to submit in writing to the principal two weeks prior to the absence specifics of the absence and its educational impact in order for a student's absence to be considered for approval as an excused educational absence. Educational activities will need to be tied to the NC Standard Course of Study for the appropriate grade level using the NCDPI Quick Reference Guides. The principal will review the request and notify the parent/guardian whether or not the absence can be excused as an educational absence.
- visitation with the student's parent or legal guardian who is an active duty or inactive member of the uniformed services as defined by policy 4050

Absence Notes

Students who miss school must bring a note explaining the reason for their absence on the first day they return to school. Absences which are NOT followed by a note will automatically be coded as unexcused/unlawful. Please refer to the <u>Asheville City Schools Calendar</u> as you are scheduling trips, appointments, and other activities in order not to interfere with your child's school attendance.

Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work.

O2 School Hours, Arrival & Dismissal

School Hours

Students may report to school at 7:15 am on regular school days. Your child will be counted tardy if they are not in their classroom before the 8:00 am bell rings. The school day ends at 2:35 pm. To maximize your child's learning experience, we strongly encourage students to arrive on time and remain in school for the entire day. Tardies and early dismissals can result in missed important information and instructional time.

Arrival

Students must be in their classrooms by the 8:00 am bell. Students who arrive after 8:00 am are considered tardy and must report to the office to check in and get a tardy slip with a parent or adult before going to their classrooms. Adult supervision for buses, car riders and walkers begins at 7:15 am. Please do not drop your child off prior to this time. **Bus riders** report to the gym, **walkers** enter at the bottom of the planetarium, and **car riders** will enter at the top of the planetarium. All students will be offered breakfast as they are leaving these designated areas. Students will travel with staff to either the cafeteria for a "grab & go" breakfast or to their classrooms.

The main entrance of the school will remain locked during arrival and departure times. Parents must use the buzzer to the left of the main doors to enter the building and check in at the office upon arrival. *Entry by visitors is not permitted at other entrances of the school building.* Thank you for following this safety measure to protect our students and staff.

Dismissal

Dismissal will begin at 2:35 pm. For the safety and efficiency of our pickup process, please adhere to the following guidelines:

- Adults picking up children will remain in their car in the car lane or use a
 vacant parking space. For safety and a smooth process, we ask you to
 follow the expectations. Parents and/or guardians are not permitted to
 walk up at the car line and ask for their student.
- Please avoid parking in or blocking access to our neighbors' driveways.
- Any changes to your child's pickup routine must be submitted to the office by 2:00 pm. Students cannot change their pickup arrangements without prior permission from a parent or guardian.
- <u>Bus Riders</u>: Please do not drive through or park in the bus lane for any reason or any amount of time.
- <u>Car Riders</u>: Adults who are picking up students must stay in their car. Parents must have a car rider tag visible during car pickup. Otherwise, please request a car rider tag from your child's teacher or the office staff.
- Walkers: Adults who are picking up students must sign the student out at the lower planetarium door by a LSH staff member.

Please do not block neighborhood driveways when you are visiting the school.



Tardies &Early Dismissals Visitors & Volunteers

Tardies and Early Dismissals:

To maximize your child's learning experience, we strongly encourage students to arrive on time and remain in school for the entire day. Tardies and early dismissals can result in missed important information & instruction.

Students must be in their classrooms by the 8:00 am bell. Students who arrive after 8:00 am are considered tardy and must report to the office to check in and get a tardy slip with a parent or adult. A staff member will transport students to their classrooms to minimize classroom disruptions.

For early dismissals, adults must sign the child out at the main office.

The student will be brought to the office by a staff member.

• We ask you to refrain from early dismissals after 2:00 pm unless you are experiencing an emergency. Please check your child out before 2:00pm if you have an appointment you need to go to. This will ensure that our staff is focused on efficient and prompt dismissal procedures.

Visiting Classrooms:

The LSH staff are committed to a nurturing, safe, and supportive environment for our students and families. Our expectation is that every adult who enters the LSH building will speak to all staff members in a manner that every child who witnesses the interaction will learn to communicate clearly and with kindness. Effective communication is key to maintaining a positive school environment. Our goal is to communicate with clarity and kindness. We appreciate your understanding and cooperation in maintaining a respectful and supportive atmosphere.

Please help us ensure the safety of our students by reporting to the main office whenever you visit Lucy S. Herring. All parents, visitors, and volunteers must sign in with the office and wear a pass so that all staff can identify you as a parent/visitor/volunteer. Staff members will be available to walk students to class as needed.

- Adults will only be permitted in the classroom if they have an appointment or are scheduled to volunteer. All scheduled visitors are required to check in at the office front desk and obtain a visitor's tag.
- Adults will only be permitted in the classroom if they have an appointment or are scheduled to volunteer. All scheduled visitors are required to check in at the office front desk and obtain a visitor's tag.

Thank you for your cooperation and support in following these procedures. By working together, we can ensure a safe and orderly

environment for all our students and staff.



Emergency Closing of School

Please listen to your local television and radio stations for information on school closings if there is any likelihood of inclement weather. You will also receive a Parent Square Message from the Asheville City Schools Communications Specialist.

Please communicate with your homeroom teacher about how your child will get home in case of an early dismissal. You can notify the office staff @ 828-350-6600 if you suspect school may close early and need to make alternate plans for your child (different from the Early Dismissal form you filled out).

Medications

Only designated school staff may administer medication to students. An adult must complete a Medication Form with the doctor's signature and give the medication to the office staff if your child needs to take medication (over the counter and/or prescription) during the school day. Children may NOT bring any type of medication to school. It must be brought in by an adult and in the original bottle. This also includes but not limited to cough drops or lozenges, sunscreen, cold medications, and pain or fever reducers.



Homework

Homework is an extension of what is being taught in the class. Please set aside a time and place each day for your child to do homework. We have developed a uniform homework policy for all Lucy S. Herring students in an effort to ensure that our students receive continued practice and include parents in the academic attainment of their students.

Homework will be assigned daily, checked and returned home in the

student's homework folder.

 Homework and/or projects will only pertain to content that has previously been covered in class.

• We expect students to read every night. We are hopeful that you will

partner with us to build a love of reading within your child.

• Students will track their homework completion in their Student Data Journal. The emphasis will be on each student's goals and personal growth.

Guidelines for maximum amount of homework are as follows:

Avg. minutes per night Total minutes per week

Kindergarten Parents read to child

1st Grade 10 min 40 min

2nd Grade 20 min 80 min

3rd Grade 30 min 120 min

4th Grade 30 min 120 min

5th Grade 30 min 120 min

Report Cards/Midterms/Progress Reports

Report cards are issued every nine weeks. In addition, teachers will send out mid-term reports at the middle of each grading period. These reports give valuable information about each child's progress. For additional information, we encourage you to set up a conference with your child's teacher. System-wide parent conference days are scheduled once each semester and are indicated on the school's calendar page.

Conferences

To set up a parent/teacher conference, please notify your child's teacher and indicate the times that work best for you. Please contact the principal or assistant principal if you have difficulty arranging a conference. It is our goal to keep the lines of communication open between parents and teachers.

Parent Teacher Conference Dates

- October 08, 2024: Fall Parent Teacher Conference Day
- February 14, 2025: Spring Student Led Conference Day



Asheville City Schools 2024-2025 Traditional Calendar

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Elementary School Day: 8:00 AM-2:35 PM Secondary School Day: 8:30 AM - 3:30 PM Approved 12/11/2023

JULY 4 Holiday

AUGUST

15, 16 Optional Teacher Workday 19-23 Required Teacher Workday

26 First Day of School

SEPTEMBER

2 Holiday

20 Early Release

OCTOBER

7 Required Teacher Workday

8 Parent Teacher Conference Day

28 End of Q1

NOVEMBER

1 Optional Teacher Workday

5 Optional Teacher Workday

11 Holiday

27 Annual Leave

28, 29 Holiday

DECEMBER

23 Annual Leave

24-27 Holiday

30, 31 Annual Leave

JANUARY

1 Holiday

2 Annual Leave

3 Optional Teacher Workday

13-17 High School Semester 1 Exams 17 Early Release, End of Q2

20 Holiday

21 Required Teacher Workday

FEBRUARY

14 Spring Parent Teacher Conference Day

MARCH 7 Required Teacher Workday

31 Optional Teacher Workday, End of Q3

APRIL

14-18 Spring Break, Annual Leave

MAY

23 Early Release

26 Holiday

May 23 - June 6 EOG/EOC Testing

JUNE

6 Last Day of School, Early Release, End of Q4

9, 10 Required Teacher Workday

11 Optional Teacher Workday

First/Last Day for Students Parent-Teacher Conference Day Holiday Optional Teacher Workday Annual Leave Early Dismissal 12:00 NOON (K-5), 1:00 PM (6-12) Required Workday
** Students should NOT report to school on Parent-Teacher Conference Days, Workdays, Annual Leave Days or Holidays**
215 Day Calendar 175 School Days 1,054 Hours (Elem) 12 Holidays 10 Annual Leave 10 RWD 7 OWD 2 PTC 4 Early Release

INCLEMENT WEATHER MAKE-UP DAYS:

5 January 21, 2025 February 14, 2025 March 7, 2025 March 31, 2025 January 3, 2025

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Cafeteria

Meal Prices Student Breakfast Prices

All Grades
Student Reduced Breakfast - No cost
Student Paid Breakfast - \$1.50
Adult Breakfast - A La Carte Pricing
A La Carte Milk (½ pint) - 75¢

Elementary School Lunch Prices

Grades K-5 Student Reduced Lunch - No cost Student Paid Lunch - \$3.25 Adult Lunch - A La Carte Pricing Adult Holiday/Special Meals - \$8.00 A La Carte Milk (½ pint) - 75¢

K12PaymentCenter.com: Use this secure site to make your payments and monitor your student's account, giving you the assurance of knowing where your money is going and how it is being spent. It removes the stress that comes with making sure your student has cash for breakfast or lunch.and it's an easy, secure and convenient way to pay for nutritious breakfasts and lunches for your student.

K12PaymentCenter.com offers our parents the following services:
Make meal payments on the internet using your credit card
Check your student's meal account balance
Get low balance alerts by email
See what your child is buying

Asheville City Schools now offers Online Free and Reduced Meal Applications

Apply on-line using an easy, secure and convenient way to apply for free or reduced meals for your children to receive free or reduced price school meals. Your application will be sent from a secure web site directly to Asheville City Schools, so you don't need to worry about filling out a paper form that could be lost or misplaced. Once your application has been received the district office will determine your eligibility and send you a letter with the results. To apply, simply go to www.LunchApplication.com and Click Apply Now.

- * If you don't have access to the internet please complete the paper copy of the Free and Reduced Meal Application. These are available for pick-up at your school.
- ** If you have already received a letter telling you that your child was preapproved for meal benefits you do not need to reapply. Please make sure all of the school aged children living in your household are listed on the approval letter. If not please contact the School Nutrition Office @ 350-6110.



Parent Team & Parents Right to Know

Parent/Family Teacher Organization (PTO)

We are fortunate to have a very active Family Team at Lucy S. Herring Elementary. Our Family Team provides both volunteer and financial support to Lucy S. Herring's students and teachers. Family Team hosts community events, provides support for students in need, and builds morale through staff appreciation events. No dues are required and every Lucy S. Herring parent/guardian is a member of the Family Team. Visit herringparentteam.org for more information about getting involved with our family team. You can also sign up for the monthly Parent Team Newsletter.

*Please contact your child's teacher if you are interested in becoming the Family Liaison for your child's classroom. You will assist with connecting families in your child's class with each other for class events and with school-wide events.

Parent Tips

Talk to your child each day about his or her school experiences.

Look at your child's work each day.

Ensure that your child reads at least 20 minutes each day.

Make sure your child regularly completes homework assignments. Read and sign your child's Student Planner each day. (* Applies to 5th grade only)

Stay in touch with your child's teacher.

Participate in school functions.

Ask questions whenever you need information about our programs or policies. Make sure your child gets plenty of sleep and eats a nutritious breakfast each day.

Keep the office updated with phone and address changes.

Give your child a hug each day!

<u>Parents' Right to Know Policy</u>
<u>The Federal Elementary and Secondary Education Act (ESEA) requires Title I</u> schools to notify each parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified" regardless of whether or not the teacher is being paid with Title I funds. Our school receives Title I funding, and we are happy to share this information with you at your request. We believe that nothing is more important to your child's education than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" to teach in schools that receive Title I funding.

At the beginning of the school year, districts must notify all parents of students attending a Title I school that they may request, and the district must provide in a timely manner, information regarding the professional qualifications of students' classroom teachers including, at a minimum the following:

 Whether the teacher has met North Carolina qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under an emergency license or waiver through which the state qualifications or licensing criteria have been waived;

The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and

Whether the child is provided services by paraprofessionals and, if so, their

qualifications.



Title I, Discipline, Electronic Devices

<u>LSH Title I Webpage</u>

Under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) may receive a Title I subgrant if it has submitted a district plan (hereafter referred to as the LEA Title I Plan) to the State educational agency (SEA) for approval by the SEA. The LEA Title I plan must be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), administrators, other appropriate school personnel, and parents. I

2024-2025 Lucy S. Herring School Family-School Success Compact

Discipline

Lucy S. Herring Elementary behavioral expectations, procedures, dress code, and rules follow the Asheville City Schools Code of Conduct and Student Rights and Responsibilities Handbook. Each family will review, print, sign, and date the 2024-2025 Code of Student Success Contract with their child and return it to the school at the beginning of the school year. All staff and students adhere to these guidelines. A copy of this document is given to each student for parent reference. Your child will bring it home during the first few days of school. Each classroom group also has an established set of classroom rules. These rules are shared with parents at the beginning of the school year. All of us working together can ensure a safe and orderly school environment. Students who receive an out of school suspension will require a meeting between parent/guardian, student and administrator.

Electronic Devices

Students may use personal electronic devices while in any school building or on any school premises before, during or after school hours, while on any bus or other vehicle as part of any school activity and during any school-sponsored activity or extracurricular activity as permitted by school staff. The student must comply with teacher, staff and administrator directives pertaining to the device, including using the device in class, when and how to access the Internet, showing the screen to the staff member, using headphones or earbuds, and turning the device off. Likewise, personal electronic devices are permitted on the bus if used with headphones or earbuds, and does not cause a disruption. Teachers may prohibit the use of personal electronic devices on field trips. Asheville City Schools takes no responsibility for any electronic devices brought to school and will not conduct searches for missing devices. As stated in the ACS Responsible Technology Use and Internet Safety Agreement for Students, students will behave in a responsible, ethical, and polite manner when using technology. Failure to comply with staff directives regarding personal electronic devices will result in confiscation and parent pick up.

STAR Student Behaviors

Staff members will use positive behavior interventions and supports to promote STAR student behaviors throughout the school day. Students and/or classes can earn 4, 3, 2, or 1 point(s) when they are following our STAR behaviors.



Each grade level will have a system for incentivizing and rewarding STAR student behaviors at each mid and end of nine weeks. Parents are encouraged remind their scholars about the importance of following these expectations.



Buses

Riding the bus is a privilege. Students are allowed to ride only the bus to which they are assigned. Any exception to this-even for one time- must be made by written request in advance of the change and approved by office personnel. Each student's behavior affects the safety of many other students. We will stress bus safety at school and ask that you do the same at home. School authorities will work with students and the bus driver to address unsafe or inappropriate behavior. When misbehavior is severe or habitual, parents will be notified by telephone or letter and asked to help correct the situation. Students referred to the office for problems on the bus are dealt with in the following manner:

✓ 1st Violation: Warning and parent contact

✓ 2nd Violation: Parent contact. Consequences may include a 3 day suspension from riding a bus.

✓ 3rd Violation: Parent contact. Consequences may include a 5

day suspension from riding a bus.

✓ 4th and Succeeding: Parent contact. Beginning with the 4th violation, consequences may include a 10-day suspension from riding a bus or other administrative action.

✓ Severe violations of bus rules may result in any of the consequences set out in the Student Code of Success being imposed up to long-term out-of-school suspension or expulsion.

The student must still attend school with transportation being provided by parents when a bus suspension occurs. Suspension from the school bus does not permit or provide an excuse for the absence of a student from the school day.

NOTE: Fighting on a school bus will result in greater consequences than are specified in this section. Please refer to the ACS Code of Student Conduct for more information on expected bus behavior.







Student Dress, School & Cell Phones

Student Dress

ACS Policy Code: 4316 Student Dress Code

Each child should come to school dressed in a manner that contributes to a safe and orderly school environment. Short shorts, halter tops, cutoffs, and clothing exposing the midriff are prohibited. Clothing promoting the use of alcohol, drugs, or weapons is not permitted at school or during any school-related events. Students who come to school dressed in a suggestive or inappropriate manner will be asked to call their parents or guardians for a change of clothing. As you choose footwear, please choose styles that allow your child to participate in daily physical activity and stairway use.

School Telephone

Students may use the telephone only in emergency situations. Please help us by making sure that parent messages to students are limited to very important information that could not be handled any other way. Changes in plans for after school transportation should be made at home and clearly communicated to the child and to the teacher with a written note, as well as a phone call to the front office (828-350-6600).

Student Cell Phones

Students should have cell phones turned off or in airplane mode and kept in their backpacks during the school day. Students should refrain from taking pictures or videos with personal devices of any kind.







Permission to use Photos, Safe Schools Drills, After School Programs, **Supervision of Students**

Permission to Use Photographs

Asheville City Schools may photograph your child at school for use in district or school publications, including, but not limited to calendar, brochures, district or school website, promotional materials, advertisements, instructional materials, and flyers. If you object to your child being photographed for these purposes, please notify us in writing. If we do not hear from you regarding this, it is assumed that you have no objection. Any written réquest to abstain from printing a student's image shall include the student's name, school, grade, teacher, date, and the printed name and signature of the parent/legal guardian.

Safe Schools Drills

We plan to conduct Safe Schools Drills several times during the school year. These drills include fire, tornado, evacuation, and lock-down drills. We hope we never have a situation to use these procedures; however, we must be certain that our faculty and students are familiar with the procedures. The necessity of evacuation to a separate location may occur during these drills.

After School Programs

Herring Hearts Academic Program: This program will run from September through May. Teachers will make recommendations based on the needs of students in their classrooms.

Odyssey of the Mind: Ms. Webb, Ms. Love, and Ms. Levering, and friends are very excited to be forming Odyssey of the Mind teams this year for our 3rá-5th-grade students! Odýsseý of the Mind is an international competition that fosters creativity, problem-solving, and teamwork. Through OM, students get a chance to build selfconfidence, divergent thinking, performance skills, and much more. Teams work on a long term problem over the course of several months. OM teams will meet after school on Thursdays until 5:00, beginning September 5 and going through the end of February.
Girls on the Run: This club will be sponsored by Kirsten LeClerc,

Hannah Stephenson & Leigh Gregory. IT will run from mid-September and end mid- November. There will be a 5k culminating activity on

Nov 17.

• Chess Club: There will be a first and second semester session that will meet on Tuesdays. Bruce Roth is the sponsor for this club and Ms. Levering is the school sponsor.

Supervision of Students

According to School Board Policies K-5 schools will be responsible for the supervision of students on school grounds from 7:15 AM to 3:00 PM promptly each day. In the event of an after school activity, parents are asked to pick-up their child (ren) within 15 minutes after the conclusion of the event.