

## ABC'S OF ASHLEY RIVER CREATIVE ARTS

### A

We are an **ARTS-INTEGRATED** school! This means we use the arts as a tool to teach the state standards.

When students are **ABSENT**, a written note must come to school within three days, by parent/guardian or doctor, which must include: Student's Name, Teacher's Name, Date(s) of Absence, Reason for Absence, and Signature of Parent/Guardian. (please reference this handbook for an example)

Every student participates in an **ARTIST-IN-RESIDENCE** experience each year, which is paid for by PTA and State Grants.

**ALLERGIES** are a concern for some of our students. Please leave pets at home and check with your teacher before bringing in any snacks. All snacks should be store bought.

**AWARD CEREMONIES** will occur at the end of each nine weeks for students who make Honor Roll in 4th and 5th grade.

### B

The **BOOKFAIR** is held twice yearly and children have an opportunity to buy from the Scholastic Book Company.

The **BELL SCHEDULE** runs from 8:20 (**tardy bell rings at 8:30**) to 3:30.

**BUS** transportation is available but is not door-to-door. See CCSD website for more info on bus routes and stops. If you need to ride a different **BUS**, students must have a note from a parent in order to receive a bus pass.

**BUS RIDERS** must follow all bus rules and the directives of the bus driver. *\*Students must ride the bus that is designated to their address in PowerSchool.*

**BIRTHDAYS** are recognized on the school news show. Check with the classroom teacher for more information about individual classroom celebrations. Parents are asked not to send in flowers or balloons.

**BREAKFAST** is available from 8:05-8:25.

**BUS** transportation is provided by First Student. The school will handle discipline issues on the bus and all other bus issues and concerns contact First Student at [firstfeedback.com](http://firstfeedback.com). An adult must be at the bus stop for all CD through Kindergarten students to be dropped off.

**COMMUNICATION** with parents includes: school website, weekly newsletters, e-mail, social media, and phone call-outs. Please check Friday folders for weekly information.

**CONFERENCES** are held for every child within the first Nine-Weeks. Additional conferences can be requested with the teacher.

4th and 5th Grade students can participate in **CLUBS** during the last period of the day. Information will be sent home about clubs during the first week of school.

#### **CAR LINE:**

AM

- Cars should line up on the side of Wallace School Road.
- Students should remain in the car until **8:05am** when a school employee begins arrival.
- Staff will begin unloading students at **8:05am**.
- **Let your student out of the car the FIRST time your car stops alongside the school.**

PM

- Have the child's Identification tag visible in the front window (sent home the first week).
- Cars should line up on the side of Wallace School Road.
- At **3:05pm**, Staff will direct cars through the parking lot and around the loop.
- At **3:25pm**, Staff will begin putting children into cars. Please make sure your child knows what kind of car you drive!
- All students should be picked up by **3:50pm**.

#### **DRESS CODE** for ARCAE is:

- Shorts and skirts must reach the tips of your fingers when your hands are at your side.
- No hats unless it is hat day.
- Shoes must have an enclosed heel or heel strap. No clogs, flip-flops, or high heels.
- Indoor athletic shoes should be worn on PE days. Clothing should be comfortable for the movements of PE.
- No tight or revealing clothing.
- No bare midriffs or crop tops.
- No halter-tops, strapless dresses or tops are permitted.

**DISMISSAL** begins at **3:25 pm**. Students will ride a bus, go to the car line, or to the Afterschool Program. If you need to change the way your child is getting home that day, **please call the front office before 2:00 pm**. Teachers do not always have time to check email, so calling the office is the best way to get the message to your child.

Students in grades 1st-5th have the opportunity to take **DANCE** once a week.

**EARLY DISMISSAL** requests must be made in writing and signed by the parent or guardian and given to the teacher in the morning. **No student may be dismissed between 2:30 and 3:30**. Excessive early check-outs (3-4 per month without medical documentation) will count towards the students chronic absenteeism record.

**ELECTRONICS & WIRELESS DEVICES** should be in the OFF position and stored in your backpack while in the building. We discourage students from bringing electronic and wireless devices to school. The school is not responsible for them if they get broken or lost. Smartwatches must be placed on airplane (offline, standalone) mode while in the building. Smart watches should only be used for time and not sending or receiving calls and text messages. We discourage students from wearing smart watches and the school is not responsible for them if they get broken or lost.

*(please reference the parent handbook for an extended version of Electronic & Wireless Device policy)*

**EMERGENCY CARDS** should be filled out neatly and completely and returned to the school within the first week. Please keep this information current. Students will only be released to

## F

There is a \$50 Art **FEE** that is collected from each student at the beginning of the year. These fees cover various items such as additional instructional supplies for the classroom, copy paper, STEAM materials, etc. All checks must be made out to Ashley River Creative Arts Elementary School or paid via RevTrak. Fees will not exceed \$100.00 per family.

Students will go on **FIELD TRIPS** to reinforce learning. Teachers will send home permission slips and information for each trip. Parents must fill out the volunteer application [CCSD VOLUNTEER LINK](#) and be approved by CCSD prior to volunteering or chaperoning school events and field trips. Volunteer link can be found on our school website homepage. There is a fee affiliated with the background check which is \$6.

**FRIDAY FOLDERS** are an important tool of communication. These folders will come home on Friday. Please review the items in the folder over the weekend and return any all requested items on Monday.

The **FUN RUN** is a fitness-based fundraiser that teaches students all about teamwork and a healthy lifestyle. The **FUN RUN** is sponsored by PTA.

**FIELD DAY** will take place in the spring. All students in grades CD-5th participate in the events.

## G

Our **GUIDANCE DEPARTMENT** teaches classes during the year and is available any time for other student concerns.

Teachers are always looking for **GUEST SPEAKERS** to enhance the curriculum. Please let your child's teacher know if you would like to volunteer!

Practice **GOOD HABITS** and MANNERS! These include: Proper Performance Etiquette, Being Kind, Showing Respect for Everyone and Everything, Cleaning Up after Yourself, and Using Good Table Manners.

## H

Students in grades K-3 should expect 20-30 minutes of **HOMEWORK** a night. Students in grades 4-5 will complete 45-60 minutes. All students should also read for at least 15 minutes a day. Homework will not be assigned on days when evening events are scheduled.

The **HEALTHY FOOD INITIATIVE** encourages families to stay healthy and eat a balanced diet. Please refrain from sending unhealthy snacks, treats, fast food, soda, or candy to school.

## I

The **INTERNET** at school is to be used only for school-based projects and research. A technology usage guideline is included in CCSD's Code of Conduct.

In the case of **INCLEMENT WEATHER**, check your email and your phone for communication from CCSD for school delays, early dismissal, or closures.

**Join the PTA** Facebook page.

I

K

The **KALEIDOSCOPE** Program is an extended day program for children who need to be dropped off beginning at 7:00 am or who need to stay after school until 6:00pm. Contact Teresa Platt at 843-402-5922 to enroll.

L

Healthy school **LUNCHES** are served each day of school. Choices include salads, sandwiches, and hot lunch. Students may also bring your lunch from home, but **NO** fast food, **NO** glass bottles, and **NO** sodas are allowed. Menus can be accessed on the CCSD website.

**LOST AND FOUND** items are kept in the area beside the main stairwell. Unclaimed items will be donated monthly. **PLEASE** label your child's clothing, shoes, jackets, coats, lunch boxes, etc.

M

All **MEDICATIONS** must be brought to school by parent/guardian and given to the school nurse for dispensing. A doctor's form must also be on file with the nurse for the medication, and all prescription medication must be in the original labeled bottle from the pharmacy. Be sure to include information about medications on the Emergency Form filled out at the beginning of the year.

We have a team called the **MTSS (Multi-Tiered System of Supports)** that meets to review data and help support students who may be having difficulties with academics and/or behavior.

N

**\*\*WUNI NEWS**, a news team of 5th Graders, produces a live news show every morning. This show starts promptly at 8:30.

O

**OSCAR-WORTHY PERFORMANCES** are held for 4th and 5th Grade Performing Groups in December and in May. Every grade level also performs throughout the school year.

**ONLINE RESOURCES** are available through the school and PTA websites.

**"OH, SAY CAN YOU SEE..."** We start every day with the pledge.

The Ashley River **PTA** (Parent Teacher Association) works to help build community and advocates for children. Please refer to [ARCAEpta.com](http://ARCAEpta.com) for more information.

**POWERSCHOOL PARENT PORTAL** is available for parents to log in and check student grades and attendance. Information to sign up for access will be sent home at the beginning of school.

**PERSONAL ITEMS**, such as extra money, electronic games, toys, or jewelry, should be left at home.

# P

**PBIS** (Positive behavioral interventions and supports) is an approach schools use to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention. *Please reference the extended Expectation matrix in the parent handbook.*

We have 4 school wide **EXPECTATIONS** (or rules):

- Able to Create
- Ready to Learn
- Taking Responsibility

Supporting Others

# Q

If you have **QUESTIONS**, do not hesitate to check the school website, refer to this document, call, or visit the school.

# R

Students at Ashley River **RECYCLE** in the classroom.

**RESIDENCY VERIFICATION FORMS** must be completed for ALL students and turned in every year by June 30th. You must live in West Ashley or the attendance zone to attend ARCAE.

All visitors/volunteers must report to the main office to sign in through the **RAPTOR SYSTEM**. This security system helps us to maintain a safe learning environment. Be sure to bring your state issued ID with you. Parents must fill out the volunteer application [CCSD VOLUNTEER LINK](#) and be approved by CCSD prior to volunteering or chaperoning school events and field trips. Volunteer link can be found on our school website homepage. There is a fee affiliated with the background check which is \$6.

**REPORT CARDS** will go home at the end of each nine weeks. The dates for report cards and interims can be found in the calendar section of this handbook. Report Card envelopes need to be signed and returned to school the next day.

# S

**SUPPLIES** help the classroom run smoothly. Parents are asked to provide their child with the necessary supplies from the supply list and replenish them as necessary. Please refer to the school's website for the supply list.

**SCHOOL IMPROVEMENT COUNCIL** meets quarterly. This group, comprised of parents, teachers, and administration, looks at the school mission and works to improve school programs and facilities.

Many **SERVICE PROJECTS** are undertaken throughout the school year, such as food drives, SPCA donations, and collecting tabs for the Ronald McDonald House, to encourage children to give back to the community.

**SOCIAL and EMOTIONAL (SEL)** is an integral part of education and human development. Our teachers use **SECOND STEPS**, a research based curriculum, designed to improve students social-emotional skills. The four Second Steps units will cover the following: Growth Mindset & Goal Setting, Emotional Management, Empathy & Kindness, and Problem Solving.

Students can choose to take **STRINGS** beginning in Kindergarten. Parental attendance is preferred but not required for student success.

## T

Students are **TARDY** if they are not in their classroom by 8:30! **Parents must come in the office and sign their child in if they are tardy.** It is very important to be on time! *This is a life skill for all of us.*

Students will learn about **TECHNOLOGY SAFETY & PRACTICES** in their homeroom classroom.

Gifted & Talented **TESTING** takes place in the fall for all 2nd Graders.

Gifted & Talented Nomination **TESTING** takes place in February for 3rd-5th Graders.

iReady **TESTING** takes place three times a year for students in grades Kindergarten-5th.

State-Wide **TESTING** begins in May for all 3rd – 5th graders.

## U

The **UNICORN** is our mascot because it represents imagination and creativity!

Each grade level explores arts-infused and standards-based **UNITS OF STUDY** throughout the school year created by Ashley River teachers. Ask your student what they are learning each day!

**Uni Cash** is awarded to students for being a role model and following the ARTS expectations. Students can place their **Uni Cash** in the Winner Wednesday bin for a chance to win prizes/incentives.

## V

**VISITORS and VOLUNTEERS** must report to the main office first to show their ID and check in through the Raptor System. The sticker you receive at check-in must be worn at all times in the building. Parents must fill out the volunteer application [CCSD VOLUNTEER LINK](#) and be approved by CCSD prior to volunteering or chaperoning school events and field trips. Volunteer link can be found on our school website homepage. There is a fee affiliated with the background check which is \$6.

Students at Ashley River attend additional **VISUAL AND PERFORMING ARTS** during the week. Most grade levels have two periods of Art, Music and PE each week; along with one period of Drama, Cultural Arts, Media and STEAM per week. Students can also elect to participate in Strings and Dance.

## W

Ashley River receives a **WELLNESS GRANT**. We strongly encourage our students to stay active and have a balanced diet during the school day. Please support ARCA's wellness initiative by leaving all unhealthy snacks, treats, fast food, candy, and soda at home.

**WORK HARD & BE NICE** all day every day when you enter our school. There is no greater recipe for success.

## X

Our music program uses **XYLOPHONES** to extend learning and the Uniphones performing group is always proud to show you what they have learned.

Students are **eXCITED** about learning at Ashley River and we love to show you what they can do!

# Y

The Ashley River **YEARBOOK** is World Class! Order Online at [www.jostens.com](http://www.jostens.com) for special pricing. A small supply of yearbooks will be available for sale at school for a higher price. **YEARBOOK** ads will be available for purchase to celebrate your student. Forms will be sent home for you to complete once yearbook sales begin.

# Z

Ashley River is a magnet school and serves students residing in West Ashley and the designated attendance **ZONE**. You must prove residency every year.

## Electronics & Wireless Devices



In order to maintain a secure and orderly learning environment, student use and possession of mobile communication, computer and other wireless devices, shall be subject to the limitations as set forth below.

CCSD cell phone policy is designed to remove distractions from personal devices during the school day so students can focus better, learn more, and build strong relationships with their classmates and teaches.

### Key Definitions

- *Personal Electronic Devices (PEDs)*: These include cell phones, smartwatches, tablets, gaming devices, and accessories like earbuds and headphones.
- *School Day*: Defined as the time students are on school premises from arrival until dismissal, including field trips unless otherwise directed by administration.
- “Wireless electronic device” means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection, which may include, but is not limited to, mobile telephones, **smart phones, smart watches, tablets** and computer and communication devices currently in existence.

**Elementary Schools Students (PK-5th Grade)** may possess cellular phones and other wireless communication devices provided such devices are **not visible, used, or activated and are kept in the “off” position throughout the instructional day.** Students must keep their cellular phones and other wireless communication devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day.

### Times of Authorized Use for Elementary School

- Before the beginning of the instructional day
- After the dismissal bell at the end of the instructional school day
- When directed by the teacher or other school staff

*\*Source: CCSD Student Code of Conduct\**

<https://resources.finalsite.net/images/v1725365149/ccsdschoolscom/j5bfftgoz8bxsvsaqlwp/ElementarySchoolPDP8-21-24.pdf>

## PBIS at ARCAE



PBIS is an ongoing process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school wide classroom, non-classroom, and student specific discipline plans.

PBIS includes school wide procedures and processes intended for:

- All students, All staff and in All settings
- Non-classroom settings within the school environment
- Individual classrooms and teachers
- Individual student supports for the estimated 3-7% of students who present the most challenging behaviors

All faculty, staff, and administration teach, re-teach, and model our ARCAE ARTS. They are as follows:

A= Able to create

R= Ready to learn

T= Take responsibility

S= Support others

## Office & Classroom Referral Forms



As in all CCSD schools, ARCAE uses the Code of Conduct and the Progressive Discipline Plan to help students stay on track with appropriate behavior at school. You may receive a classroom or office form if a behavior issue occurs involving your child. You will automatically receive a follow-up phone call if the form is from the office. Our documentation system helps the school focus on frequency, severity, and type of behaviors occurring. We use several forms of interventions which include but are not limited to working with the school counselor or the mental health and wellness coach, reteaching expectations, apologizing, and making a behavior plan for success. Working to repair relationships and improve students' ability to work with others is a normal part of elementary school. If you receive a classroom or office form for your child, please work with us as a team to support your child as they learn and grow.

## Bullying Procedures



Bullying is defined as a deliberate, repeated act with intent to hurt, insult or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power.

ARCAE believes in a safe learning environment for all students; therefore, we will not tolerate bullying in any form. If your child believes they are being bullied, have them report it to the school counselor or their classroom teacher immediately.

# School Improvement Council (SIC)



## What is the School Improvement Council (SIC)?

SIC is a parent, teacher and community member organization designed to advise the principal and school on ways to achieve school improvement.

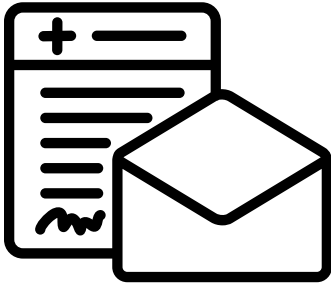
### What does SIC do?

- Create, collect and analyze the annual survey to parents
- Encourages two-way communication between school and home
- Uses data from the annual survey to:
  - Advise Principal Sullivan and the PTA on ways to assist in school improvement based on data received from the annual survey
  - Develop the schoolwide strategic plan

### How can families help?

- Serve on SIC
- Complete the annual survey (in early 2025)

## Documentation of Absences



All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. District scheduled e-learning days are included in this policy as well. Written explanation of absences must include the student's name, parent/guardian's signature, date(s) of absence(s), documentation of the reason for absence(s). Text messages and emails are not acceptable. You may also login to your parent portal and document your child's absences. All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten (10) days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

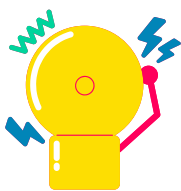
**Excuse notes must be turned into Tina Shaw in the main office.**

*A sample excuse note, which can be photocopied, can be found in this handbook.* Please plan ahead for family vacations by using the district calendar to avoid your student being truant.

Students absent from school during the day may not participate in after-school or evening activities on the same day (Kaleidoscope, performances).

## Absences and After School

## Tardies



A student who is tardy is defined as one who arrives after the start time of the instructional day based on the CCSD bell schedule. Schools must follow the school's tardy policy. Parents of students ages 3-17 must come into the school to sign their children in if they are late to school.

## ARCAE Field Trip Chaperone Guidelines

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. Please review the following guidelines for chaperone below.

### Guidelines for Chaperones:

1. In order to be a chaperone, you must complete a CCSD background check and receive an approval **PRIOR** to the field trip. To complete the background check please visit: [CCSD RAPTOR LINK](#)
2. Every field trip you chaperone you **MUST** fill out the CCSD Field Trip Chaperone Form. [Field Trip Chaperone Form](#)
3. As a chaperone, you **MUST** ride the bus (both to and from the field trip).
4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departures.
7. School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
  - a. May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes or look-alikes in any form.
  - b. May not be under the influence or consume alcohol or illegal substances.
  - c. May not possess articles that can be used as weapons.
  - d. May not administer medications to students.
8. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
9. You have the authority to enforce the rules and appropriate behavior. Report any major and/or continued infractions to the teacher as soon as possible.
10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school activities. **DO NOT POST PHOTOS OF STUDENTS ON YOUR PERSONAL SOCIAL MEDIA.**

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience.

*I have read, understand, and agree to comply with the guidelines.*

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ARCA Classroom Matrix

<b><u>A</u>ble to Create</b>	<ul style="list-style-type: none"> <li>• Stay FOCUSED on the assigned task</li> <li>• Be an active listener and participant</li> <li>• Use your imagination</li> </ul>
<b><u>R</u>eady to Learn</b>	<ul style="list-style-type: none"> <li>• Use skills for learning (eyes watching, ears listening, voice quiet).</li> <li>• Be prepared with materials</li> <li>• Make sure your device is charged</li> <li>• Model daily expectations</li> </ul>
<b><u>T</u>aking Responsibility</b>	<ul style="list-style-type: none"> <li>• Treat others the way you want to be treated. Be nice.</li> <li>• Have your materials ready. Keep personal space organized.</li> <li>• Complete and turn in your work.</li> <li>• Limit body movement. (Ask for permission to move).</li> </ul>
<b><u>S</u>upporting Others</b>	<ul style="list-style-type: none"> <li>• Use kind words, gestures and facial expressions at all times.</li> <li>• Listen when others are speaking.</li> <li>• No toys or other distracting items.</li> <li>• Ask for permission before using someone's belongings.</li> </ul>

# ARCA Bus Matrix

<b><u>A</u>ble to Create</b>	<ul style="list-style-type: none"> <li>• Keep a safe environment.</li> <li>• Stay seated in your assigned seat.</li> <li>• Give other students personal space.</li> </ul>
<b><u>R</u>eady to Learn</b>	<ul style="list-style-type: none"> <li>• Set an example. Model bus expectations.</li> <li>• Follow the driver's instructions at all times.</li> </ul>
<b><u>T</u>aking Responsibility</b>	<ul style="list-style-type: none"> <li>• Sit and stay in your assigned seat.</li> <li>• Be ready for your stop. Keep track of your belongings.</li> <li>• No eating (Only water is allowed on the bus).</li> </ul>
<b><u>S</u>upporting Others</b>	<ul style="list-style-type: none"> <li>• Greet the driver as you board the bus.</li> <li>• Speak kindly &amp; quietly.</li> <li>• Show respect.</li> <li>• Keep hands and feet to yourself.</li> </ul>

## ARCA Assembly Matrix

<b><u>A</u>ble to Create</b>	<ul style="list-style-type: none"> <li>● Follow directions the first time asked.</li> <li>● Stay seated in your grade level area.</li> <li>● Give other students personal space.</li> </ul>
<b><u>R</u>eady to Learn</b>	<ul style="list-style-type: none"> <li>● Set an example. Model assembly expectations.</li> <li>● Follow performer's/your teacher's instructions at all times.</li> </ul>
<b><u>T</u>aking Responsibility</b>	<ul style="list-style-type: none"> <li>● Voice level 0.</li> <li>● Raise your hand and wait to be called on during questions &amp; answers.</li> <li>● No eating/drinking (Leave water bottles and food in your classroom).</li> </ul>
<b><u>S</u>upporting Others</b>	<ul style="list-style-type: none"> <li>● Enter and exit in a line at voice level 0.</li> <li>● Applaud appropriately.</li> <li>● Pay attention to the performance.</li> <li>● Keep hands in laps and feet on the floor.</li> </ul>

## ARCA Cafeteria Matrix

<b><u>A</u>ble to Create</b>	<ul style="list-style-type: none"> <li>● Keep a clean and safe environment.</li> <li>● Walk at all times.</li> </ul>
<b><u>R</u>eady to Learn</b>	<ul style="list-style-type: none"> <li>● Get all the items you need the first time.</li> </ul>
<b><u>T</u>aking Responsibility</b>	<ul style="list-style-type: none"> <li>● Leave a clean table, chair, and floor.</li> <li>● Say please and thank you.</li> <li>● Use your inside voice.</li> </ul>
<b><u>S</u>upporting Others</b>	<ul style="list-style-type: none"> <li>● Use kind words and actions.</li> <li>● Help clean up with others.</li> </ul>

# Outdoor Stage Matrix

<b>A</b> ble to Create	<ul style="list-style-type: none"><li>• Be safe. Stage railings are not for sitting, jumping, or standing.</li><li>• Red benches are for sitting.</li><li>• Use your imagination to create.</li><li>• Be an active listener and participant.</li></ul>
<b>R</b> eady to Learn	<ul style="list-style-type: none"><li>• Use skills for learning (eyes watching, ears listening).</li><li>• Model school expectations.</li><li>• Make sure you bring in all belongings and materials.</li></ul>
<b>T</b> aking Responsibility	<ul style="list-style-type: none"><li>• Students should be accompanied by an adult when using the outdoor stage.</li><li>• Keep the stage area clean and free of litter and graffiti.</li><li>• Treat others the way you want to be treated. Be nice.</li></ul>
<b>S</b> upporting Others	<ul style="list-style-type: none"><li>• Use appropriate audience behavior.</li><li>• Use kind words and gestures.</li><li>• Ask for permission before using the stage.</li></ul>

# Points of Contact

Please reference the list below for important points of contact at Ashley River Creative Arts Elementary. As always, you may call the main office for further assistance.

Title/Name	Phone	Email	Contact For
Main Office	843-763-1555		General School Questions
Principal: Timothy Sullivan	843-402-5911	timothy_sullivan@charleston.k12.sc.us	
Assistant Principal: Na'kneetra Capers-Ruiz	843-402-5924	nakneetra_ruiz@charleston.k12.sc.us	
Assistant Principal: Amanda Cook	843-763-1555	amanda_cook@charleston.k12.sc.us	Arts Integration, Grants, Visual Performing Arts
School Counselor: Elizabeth Drayton	843-763-1555	elizabeth_drayton@charleston.k12.sc.us	Counseling Services, 504 Plans
Nurse: Gina Garrett	843-763-1555	gina_garrett@charleston.k12.sc.us	Medical Needs, Medicines
Secretary/Bookkeeper: Ingrid Flad-Gooding	843-402-5905	ingrid_gooding@charleston.k12.sc.us	School Fees, Field Trips, Substitutes, Principal's secretary
Data Clerk: Tina Shaw	843-402-5904	ketrenia_shaw@charleston.k12.sc.us	School Absences, Excuses, Powerschool, Student Enrollment
Kaleidoscope: Teresa Platt	843-763-1555	teresa_platt@charleston.k12.sc.us	After School and Expanded Learning
School Psychologist:	843-763-1555		Testing Services, Special Education
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