

# ***Aversboro Elementary School Parent/Student Handbook***

## **Section 1 - Mission, Vision and Value Statements**

### **MISSION STATEMENT:**

The Aversboro Elementary School mission is to inspire members of the school community to be productive and accountable 21st century learners and citizens.

### **VISION STATEMENT:**

Our vision for Aversboro Elementary School is one in which children are educated through a collaborative effort among parents, teachers, students, and the community. The integration of STEM principles throughout the curriculum fosters innovation, creativity, and curiosity, as it encourages students to be collaborative problem-solvers and lifelong learners. Real-world connections and varied experiences with technology to prepare students for life in the 21st century.

### **VALUE STATEMENTS:**

At Aversboro STEM Elementary School, we value:

- Collaboration and communication between parents, teachers and the community;
- The integration of STEM principles;
- The lifelong pursuit of growth and learning; and
- A focus on making real-world connections.

## **Section 2 - Instructional Program and Academics**

### **Curriculum Overview**

- At Aversboro, all student learning is guided by the North Carolina Standard Course of Study (NCSOS). Assessments designed and utilized by teachers align with the standards and are used to drive instruction. The professional, highly qualified staff at our school uses best practices and research proven strategies in their daily instruction.
- Our Intervention Team collaborates with teachers to provide additional academic support and enrichment for our students.
- Instructional Coaches (math and literacy), Instructional Facilitator, and Interventionists support teachers' learning of best practices through collaboration, modeling, and co-teaching.
- Classroom teachers collaborate with the specialists to embed integrated academic content into student learning.

### **Reporting Student Progress**

Report cards are sent home at the end of each quarter. Progress reports are sent home mid-quarter. Aversboro teachers also send weekly folders with student work, conduct reports, and other important information. Please take the time to review student work and go over it with your child. Parents are asked to sign and return folders weekly.

### **Read to Achieve Legislation**

Read to Achieve is legislation enacted in 2012 as part of the Excellent Public Schools Act that outlines new promotion standards for third grade students. The goal of Read to Achieve is to have every student reading at or above grade level by the end of the third grade. At the end of third grade, if students are not reading proficiently, they will be invited to attend a district sponsored reading camp. mCLASS assessments are used to measure student progress towards the goal during the year. Teachers provide interventions for students deemed at risk as measured by the assessments. More information will be shared throughout the year for parents of third grade students. If you have any questions about this legislation, please speak with an administrator for clarification.

## **Section 3 - Student Expectations and Disciplinary Procedures**

### **Aversboro Owls Code of Conduct**

At Aversboro, we expect staff, students, and visitors to follow our code of conduct and abide by the three R's. Each day we pledge to follow the three R's of being:

- **Respectful** - Show respect for everyone and everything.
- **Responsible** - Be responsible for our actions, words, and choices.
- **Ready** - To be the best that we can be!

The three R's are guides for all of our students to be productive, responsible citizens both inside and outside of our school. They also align with the eight character traits promoted by the WCPSS Board of Education: courage, good judgment, integrity, kindness, perseverance, respect, responsibility, and self-discipline.

Our students' conduct at school is something that is learned and that can be taught. All of our teachers will review the expectations of our school community with our students at the beginning of the school year. Each grade level will review our school procedures, classroom procedures, and their grade level conduct plan with your child. This plan will include how procedures will be reinforced, and it will involve both steps to take for students not adhering to the school/classroom procedures and how we will recognize students for exemplary conduct.

### ***Reinforcing Student Conduct***

At Aversboro, we reinforce positive behavior through recognition of positive school choices. Consequences will be given for not following school expectations.

### **Hoot Bucks**

Each child can earn Hoot Bucks for demonstrating our three R's in any school setting. Throughout each quarter, students will be given the opportunity to spend their Hoot Bucks on different choices. Rewards may include, but are not limited to, purchasing items from our Hoot Buck stores (school supplies and various items kids may find interesting) or participating in our end of quarter event. All of these activities are ways to recognize and reward our students for doing a great job at Aversboro and demonstrating the 3 R's.

### **Consequences for Office Referrals**

**WCPSS Board Policy 6410** outlines the school system's expectations for student conduct and how to address instances when students are not abiding by school policies. At Aversboro, our interventions and follow-up to student offenses are consistent with Board Policy 6410. All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. When behavior patterns disrupt the learning climate of the school or the safety and welfare of individuals, it will become a matter of administrative action involving the student and/or parent/guardian. Please note that many of the infractions described as Level III or IV in Board Policy 6410 may require us to call the WCPSS Security Department and/or local law enforcement. If the student action requires this, administration will notify the parent/guardian of this contact.

If your child consistently has difficulty following the code of conduct, your child's teacher will communicate with you. Below is an outline of possible steps we will take administratively if a child is referred to the office.

- Administrator will call home.
- Administrator will conference with student and parent.
- In-school suspension
- Out-of-school suspension
- A referral may be made to our Tier III team and a possible consequence that correlates with the nature of the student action.

### ***Bullying***

At Aversboro Elementary, we work to prevent bullying in our school. We have designated Fridays as "Blue Fridays" and wear our Aversboro school color, blue, to symbolically stand up and say no to bullying. We even have several "Super Blue Fridays" that will be announced throughout the school year for special events associated with school spirit and anti-bullying. Students should immediately report any situations involving bullying to a teacher, counselor, or administrator. Bullying is a Level II violation of the WCPSS Student Code of Conduct.

**Wake County Board Policy 6414** defines bullying as:

1. As used in this policy, harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 6400- Student Code of Conduct, and that:
  - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
2. Harassing or bullying behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Parents should contact the school immediately if you feel that your child is bullying. The school will thoroughly investigate the allegation and follow up with you in a timely matter.

## **Section 4 - Attendance**

### **Arrival and Departure Times**

It is important that children attend school regularly and that they arrive on time. School begins at 9:15 am and dismissal begins at 3:45 pm. All students must be picked up by 4:05 pm, unless they are enrolled in the tuition based After School Care program. Students should arrive on campus no earlier than 8:45 am and no later than 9:10 am. Students are not permitted on campus before 8:45 am unless they are enrolled in the tuition-based Before School Care program. Prior to 8:45 am, there is no supervision of students, other than the Before School Care Program. For students' safety, do not drop them off prior to 8:45 am.

Students are encouraged to be on campus by 9:10 am to ensure a smooth start to the school day. Students arriving after the 9:15 am bell will be recorded as tardy and must receive a tardy slip from the office prior to entering the classroom. **Please accompany your child to the office if they arrive after 9:15 am.** When signing your child into school, you must report to the office and sign your child in. Do not go directly to the classroom.

### **Signing Students Out of School**

If you need to pick up your child during the school day, please send a note to your child's teacher. We will send for your child once you arrive, in order to minimize interruption to the instructional day. You must report to the office, sign your child out, and remain in the office. If someone other than a parent is to pick a child up, you **MUST** send a note in advance, authorizing the school to release the child to the designated person.

Children may be checked out from school prior to 3:15 pm in the front office. Please plan to arrive before that time if you need to check out your student. After 3:15 pm, you must go through carpool with your carpool number to pick up your child, OR park and wait until carpool is completed and then come to the front office and check out your child. A divorced or separated parent with sole custody must provide the school with a copy of a court order regarding legal custody or a restraining order. **Otherwise, we must release children to parents whose names appear on the birth certificate.**

### **Absence From School**

If your child must be absent from school, please send a note or call to let us know so the absence can be coded. For an extended absence other than illness, approval must be obtained from the principal prior to the absence. Family trips and vacations will not be excused. (NC General Statute 115C-387) Students absent for 10 consecutive days, without word from a parent and/or guardian, will be withdrawn. Students must be present at least half the school day to be counted as present. Any student arriving later than 12:30 p.m. or leaving earlier than 12:30 p.m. is considered absent for the day.

Please be aware of the following items regarding school attendance:

- A parent note does not necessarily guarantee that an absence will be excused.
- Chronically tardy students may not always receive an "excused tardy" with a parent note.
- Excessive absences and tardies may result in a referral to our school social worker to support student attendance.
- The principal has the right to require a doctor's note for an excused absence, especially if a child is chronically absent.
- Refrain from signing your child out early for unexcused reasons. Similar to being tardy, missing the last 30 minutes of the instructional day leads to significant amounts of missed learning for your child.

## **Section 5 - Health Care and Emergency Information**

### **Emergency Information**

It is very important that parents and/or guardians provide current emergency information, any change of address, home and work telephone numbers, etc. **We must be able to contact someone who can take responsibility for your sick or injured child at all times.**

### **Illnesses**

If your child shows signs of illness, he/she should not come to school. Consult your physician if he/she has any of the following symptoms, which may indicate the onset of a communicable disease:

- |                               |                      |            |
|-------------------------------|----------------------|------------|
| -fever                        | -swollen glands      | - nausea   |
| -runny nose                   | -cough               | - vomiting |
| -watering or discharging eyes | - skin rash or spots | - diarrhea |
| -sore throat                  |                      |            |

## **Children should not return to school until they are fever-free for 24 hours without medication.**

When a child becomes ill at school, the parent and/or guardian will be contacted. Wake County Policy states that the child should be taken home immediately in the following circumstances:

- vomiting
- fever
- head lice
- any communicable illness
- ringworm
- blood on clothes

### ***Immunizations***

The law requires that every child in the state be immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, and red measles (rubella). The law also requires that a child who received the measles (rubella) vaccine before one year of age must receive a second measles immunization after he/she has reached his first birthday.

All students entering school must present proof **by the first week of school** that immunizations are complete. **Kindergarten students must provide a completed health assessment physical form by the first week of school.** Parents of new students must present proof of immunizations. Our Data Manager can provide you with the health /immunization requirements.

### ***Regulations Governing Medication at School***

Children requiring medication during the school day can be given the medication at school once a Form 1702 "Parent Request and Physicians' Order for Medication" is completed and on file at school. Medication forms and labeled prescription containers must match exactly showing the child's name, name of drug, recommended dosage, and frequency. Please provide medication for acute allergic reactions (such as bee stings) and inhalers for asthma attacks.

All medication is stored and administered in the office. The school nurse shall be responsible for verifying requests and physicians' orders, and for monitoring the administration of medication.

Over the counter medication (i.e. cough drops, Tylenol, cough syrup, etc.) may not be administered at school. Parents are welcome to come to school to give their child a medication. For the safety of your child and for all of our students, please do not send any medication with your child to school. **Please sign in all medications in the front office.**

## **Section 6 - Transportation**

### ***School Bus***

#### **Discipline Procedures**

Appropriate behavior is expected of all students riding the school bus. In order to ensure a safe trip to school, appropriate student behavior on the bus is essential. Students are expected to:

- Remain seated at all times
- Sit in their assigned seat
- Talk **quietly**
- Respect the driver
- Use appropriate language
- Refrain from throwing items
- Refrain from harassing other students
- Refrain from hitting, pushing, or fighting
- Keep feet out of the aisle
- Keep hands and all objects inside the bus

When the bus driver turns in a bus discipline report, disciplinary action will be taken, including contacting the parent. Serious and/or repeated violations of bus safety procedures may result in suspension from the bus or possible suspension from school.

***\*\*When a student is suspended from the bus, it is the parent or guardian's responsibility to provide transportation. If a student stays home while under a bus suspension, the absence is unexcused. If a parent ignores a bus suspension and the student rides the bus while suspended, additional days will be added to the suspension and WCPSS Security will be notified.***

### **Bus Stops**

Bus stops are located at designated intersections within neighborhoods. **Students may ride only the buses to which they are assigned and must get on and off of the bus at the assigned stop. The transportation department must approve any bus change.** Please call transportation 3-5 days in advance to request any bus changes at 919-805-3030 or Garner transportation at 919-662-2408. Buses are assigned numbers. Your child will need to remember his/her bus route number.

### ***Carpool***

The entrance to the carpool line is located off of Claymore Drive. **Parents dropping off and picking up students MUST remain in the carpool line.**

**For student safety, please do not drop off or pick up students in any area other than the carpool line, using the passenger side of the car.** Staff members and safety patrol will assist with arrival beginning at 8:45 and with dismissal beginning at 3:45. **Students may not be dropped off before 8:45 and must be picked up no later than 4:05.**

If you plan to carpool, you will have to stop by the front office and pick up a carpool number placard to hang in your vehicle. **PLEASE NOTE: If you come to pick up your child and do not have your Aversboro carpool number placard, you will be required to park and sign out your child from the front office.**

We ask for your patience and cooperation with our dismissal policies. Please remember that the safety of your child is our primary concern.

### ***Walkers/Bike Riders***

In order for students to be allowed to walk home from school, the parent/guardian must complete and sign a walker form. A walker tag will be issued and attached to the student backpack. This tag will designate whether or not the student has permission to walk home either with or without an adult. Please note that kindergarten and first grade students will not be allowed to walk home independently and must be accompanied by an adult. Walkers and bike riders will be dismissed at 4:00 p.m. A crossing guard is located at the front of the school.

**Per North Carolina state law, students riding bikes to school MUST wear a helmet.** Students riding bikes/scooters are required to walk their bikes/scooters while on school property. Students who choose not to follow these rules will lose the privilege of riding their bicycles/scooters to school. Please remind your child of these important safety rules.

### ***Change in Method of Transportation***

**If a child's method of transportation home is changed, you must notify your child's teacher in writing.** If the teacher does not receive a note, students will take their normal mode of transportation home.

### ***Section 7 - Safety and Security***

All students have the right to feel safe while in school. The safety of our students and security of the building and grounds is of utmost importance to the WCPSS and the Aversboro staff.

#### ***Procedures for Parents, Visitors, and Volunteers***

The only door that will be accessible to individuals is the main entrance located by the front office. This door will be locked each day beginning at 9:30 and will remain locked for the duration of the day. Just press the button and look into the monitor so that we can buzz you in. All visitors must sign in at the front office immediately upon entering the building. **Video surveillance cameras are in place throughout the school.**

There is visitor parking in front of the school, as well as additional unused spaces in the staff parking lot. **Please do not park in the bus loop.**

Volunteers must be registered with the WCPSS Volunteer Online System. Registration must be completed at any WCPSS school and must be reactivated every year. Volunteers and visitors must wear a badge received upon sign-in in the front office.

In order to see a teacher during the day or to visit a classroom, you must have a scheduled appointment with the teacher. We cannot permit interruptions during the instructional day. Failure to follow these procedures may result in the individual not being allowed back on campus.

#### ***Other Safety Procedures***

School staff will wear identification badges. Other WCPSS personnel will sign in at the front office and wear identification badges. Subcontractors will sign in at the office, show a photo ID, and receive a visitor's pass. Signs are posted on student restrooms that they are for student use only.

The Aversboro staff is committed to maintaining a safe and secure learning environment for our students. In order to achieve this goal, we ask for your cooperation and assistance. If you or your child have any safety concerns, please notify the principal.

### **Section 8 - Early Dismissal Due to Inclement Weather**

The first notification of early school dismissal is made to the media. If the weather looks threatening, please turn to the radio/TV or check the district website at [www.wcpss.net](http://www.wcpss.net) and wait for further word.

If you are concerned about your child's wellbeing because of the weather, feel free to pick up your child.

All children who normally ride the bus will be taken home by bus at the designated early dismissal time. If school closes early due to inclement weather, the After School program will not operate. Parents are to pick up their children as soon as possible. If the Superintendent cancels all after school activities, the After School program will not operate. Parents are to pick up their children at the close of school.

### **Section 9 - School Breakfast and Lunch**

A well-balanced breakfast is served at Aversboro from 8:45 am until 9:10 am. Regular priced breakfast is \$1.25 and reduced priced breakfast is \$0.00. Children should arrive by 9 am to give them time to eat and be in their classrooms by the time the tardy bell rings at 9:15 am.

Regular priced lunch is \$2.75 and reduced price lunch is \$0.40. You may put money into your child's lunch account by using [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a link to the website on the Aversboro website. You may also add money to your child's account in our school cafeteria.

Applications for free and reduced lunch must be completed in full and returned to the office to be submitted to Child Nutrition Services. Please pack a lunch for your child or provide lunch money until applications have been approved, which takes approximately ten days. In the event your child is without lunch or lunch money, they will receive fruits and vegetables from the cafeteria per WCPSS policy.

Occasionally, you may wish to join your child for lunch at the visitor's table. Please sign in at the office for a visitor's pass before meeting your child in the cafeteria. Notify your child's teacher if you wish to bring a treat for birthdays or other special occasions. Please work with your child's teacher to determine a time that works best for the class. **Due to potential allergies, only store-bought treats may be shared.**

### **Section 10 - Before and After School Program**

If Wake County cancels school due to inclement weather, the Before and After School Programs will not operate. The programs will operate on the make-up day(s) designated by the Board of Education.

If school closes early due to inclement weather, the After School program will not operate. Parents are to pick up their children as soon as possible. If the Superintendent cancels all after school activities, the after school program will not operate. Parents are to pick up their children at the close of school.

The before-school program will be delayed by the same amount of time that the opening of school is delayed. For example, if school is delayed one hour, the before-school program will open an hour late as well.

#### ***Before School Program***

If it is necessary for your child to arrive at school prior to 8:45 am, arrangements can be made for participation in the Before School Program. This program operates from 7:00 am until 8:45 am Monday through Friday. The cost is \$94.65 per month, with a \$15.00 registration fee. Fees are not pro-rated. In the event of a delayed opening, the Before School Program will operate on the same delay schedule. PLEASE NOTE: We are unable to accept drop-ins. Your child must be registered for the program in order to participate.

#### ***After School Program***

If you are unable to pick up your child by 4:05 pm each day, you can enroll them in our After School Program. This program operates from 4:00 pm until 6:00 pm Monday through Friday. The cost is \$108.17 per month, with a \$15.00 registration fee. Fees are not pro-rated. Late pick-up charges are \$5.00 per 15-minute period after 6:00 pm and \$10.00 per 15-minute period after 6:30 pm. This is a structured after school program and a light snack is provided. Repeated last pickups after 6:00 pm may result in termination from the program.

## **Section 11 - School Property and Lost and Found**

### ***School Property***

Please encourage your child to take responsibility for his/her textbooks, school agenda notebooks, and library books. If there is loss or damage to school property, payment on a full or partial basis will be determined by the teacher. Once a fine has been paid, there will be no refund from the school if the lost item is found, unless it is a library book. If a library book is found in the same school year that it was lost, a refund will be issued.

### ***Lost and Found***

Please write your child's name on clothing, lunch boxes, and personal items. If your child loses an item, you may check the lost and found located at the entrance of the cafeteria. Identified items will be returned. All unidentified lost and found items will be donated to local charities in the middle and end of school year.

## **Section 12 - Field Trips**

Field trips are an important and vital aspect of classroom learning. We work very hard to keep the cost of these classroom outings to a minimum. The cost per student is based upon the location of the field trip and the number of students going, and is paid one to two weeks in advance of the trip. **Once the cost is determined and paid there will be no refund, even if your child is sick and unable to go on the day of the trip.**

Only students with signed, returned Field Trip Permission Forms are permitted to attend the trip. Please return forms and money by the deadlines. Phone calls the morning of the trip to give verbal permission for your child to go on the trip will not be permitted as a valid permission. Per WCPSS policy, we must have the WCPSS permission form signed by the parent/guardian.

**Any adult wishing to chaperone a field trip must register with WCPSS at least three weeks prior to the field trip every year.** You are not permitted to meet your child at the field trip location and stay with the group if you are not a registered, approved volunteer. School-age siblings are not permitted to attend a field trip and be absent from school. Younger siblings not in school are also not permitted to attend field trips with the parent chaperone. Chaperones are not permitted to ride WCPSS buses, but may follow behind the bus.

## **Section 13 - PTA and Volunteering**

### ***Parent/Teacher Association (PTA)***

We encourage all families to join our school's PTA. Our PTA's vision is "Every Child. One Voice". This organization promotes parental involvement in school and works to support the educational success of all children. Joining the PTA is the best way to stay informed of activities, events, needs, fundraisers, programs, and ways to get involved at our school.

The PTA works hard to form a partnership between home and school. Regular updates of PTA sponsored events will be given through the PTA newsletter throughout the year. The newsletters are also available on the school website. PTA members are invited and welcome to attend monthly PTA Board meetings.

If you are interested in partnering with our school and becoming a member of the PTA, dues are \$6.00 per year for an individual membership or \$10.00 per year for a family membership. Opportunities to join the PTA are available by returning a membership card that will be sent home with your child at the beginning of the year or by signing up at a school event. The PTA can be contacted by email at [pta320@wcpss.net](mailto:pta320@wcpss.net) or by calling the school at (919) 662-2325.

### ***Volunteering***

We welcome volunteers at our school and encourage our families to get involved! Information about volunteering will be advertised periodically throughout the school year. Volunteers must be registered with the WCPSS Volunteer System. Volunteer registration can be completed at any WCPSS school Monday through Friday during school hours through the end of October. Continuing volunteers are encouraged to reactivate as early as possible. Please allow 2-4 weeks for district approval.

Volunteers perform a variety of tasks including chaperoning field trips, preparing materials for classroom use, working with students, and helping with school events. Volunteer opportunities can be completed at school or at home.

When volunteering at school, please park in the visitor parking spaces in front of the school or in the extra spaces in the staff parking lot. Please enter the building through the main entrance by the office. **Volunteers are required to check in and out of the building in the front office and to wear a badge at all times.**