

**Lucy S. Herring Elementary School
of Ecology
Student Handbook
2022-2023**



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Lucy S. Herring Mission Statement

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 and compassionate citizens in our diverse community

Motto

Planting the seeds to learn and grow

School Hours

Students may report to school at 7:15 am on regular school days and 7:30 am on late start 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.

Late Start Dates/Times

All late start days will be on Wednesday

- September 21, 2022
- October 19, 2022
- November 16, 2022
- December 7, 2022
- February 8, 2023
- February 22, 2023
- March 8, 2023
- April 19, 2023
- May 3, 2023

We will allow parents to drop off their children at 7:30 am on late start days at the walker or car riders locations of the building for working parents who do not have child care readily available. Please notify your homeroom teacher if you need this accommodation.

Early Release Dates/Times

- October 13, 2022
- October 31, 2022
- January 24, 2023
- March 31, 2023

*****Teacher Work Day Option for Students**

Fun Day Out: Parents can sign up for child care coverage on Teacher Work Days with the link provided or by calling the number listed below.

Enjoy a day of games, crafts, special events and field trips when youth are out of school for teacher workdays. Students must bring lunch and a drink.

Location: Tempie Avery Montford Center. Call center 828-253-3714 for more information.

\$5/child/day + field trip fees

*No charge for Fun Day Out participants enrolled in Youth or Teen after school programs, but registration is required!

Arrival and Departure

- Adult supervision of students begins at 7:15 am. Please do not drop your child off prior to this time. Bus riders will report to the gym until 7:30 am. Walkers will enter at the bottom of the planetarium and be seated while car riders will enter at the top of the planetarium and be seated there. The main entrance of the school will remain locked during arrival and departure times. Parents will use the buzzer to the left of the main doors to enter the building and check in at the office upon arrival.
- Dismissal will begin at 2:35 pm. Adults who are picking up children should stay in their car in the car lane or use a vacant parking space. Please do not park in or block access to our neighbors' driveways.
- Please do not drive through or park in the bus lane for any reason or any amount of time.
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NOTE: Whenever a change is made in your child's afternoon transportation, the teacher must be notified in writing. Please include all pertinent details. Students who do not have notes will be sent home in their usual manner. If you need to make last minute changes, please contact the school before 2:00 pm at 350-6600. Our administrative team and office staff need to focus on end of day procedures and dismissal. We kindly ask that you follow our 2:00 pm deadline for earl

Tardies/Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. Parents will be notified following the 5th tardy and/or early dismissal. (please refer to ACS Board Policy 4400 & 4400-P)

- Students must be in their classroom by the 8:00 am bell. Students who arrive after 8:00 am are tardy and must report to the office with a parent/adult before going to their classrooms. Students arriving tardy to school must be signed in at the office, by the adult transporting the child to school.
- Adults who are picking a child up early must sign the child out in the main office. Please do not go directly to a child's classroom before checking in with the main office. This procedure helps ensure the safety of each child and allows us to account for all of our students. **Due to safety concerns we will not be buzzing anyone in after 2:00 pm.**
- Please do not park in the front circle. This is a fire lane and exit only.

Attendance

The school calendar contains 177 student days. Regular school attendance increases the amount of academic progress students can make so it is critical that students attend school each day. Students who miss more than 18 days of school during the same school year may not be eligible for promotion to the next grade level unless the Appeals Process is followed (please refer to ACS Board Policy 4400 & 4400-P). 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 schedule trips, appointments, and other activities in order not to interfere with your child's school attendance. For your convenience, an Asheville City Schools Calendar is posted on the Lucy S. Herring Web Page.* The parent or guardian must 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 (found at <http://www.dpi.state.nc.us/curriculum/>). The principal will review the request and notify the parent/guardian whether or not the absence can be excused as an educational absence.

Parents/Visitors/Volunteers

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. Only K-1 parents are allowed to walk their children to class on their first two days of school. Staff members will be available to walk students to class as needed.

- Adults will only be allowed to a classroom if they have an appointment, are scheduled to volunteer, or are helping their student carry materials.

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 Blackboard messaging call/email from Dillon Huffman, Asheville City Schools Communications Specialist.

We will be sending home a [form](#) for you to fill out advising us how your child will get home in the event of an early dismissal. You can notify your child's teacher by calling the school 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).

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.
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- Guidelines for maximum amount of homework are as follows:

	Avg. minutes per night	Total minutes per week
Kindergarten	Parents read to child	
1 st Grade	10 min	40 min
2 nd Grade	20 min	80 min
3 rd Grade	30 min	120 min
4 th Grade	30 min	120 min
5 th 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 14, 2022
- February 17, 2023

Medication

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.

Parent Teacher Organization (PTO)

We are fortunate to have a very active Parent Team at Lucy S. Herring Elementary. Our Parent Team provides both volunteer and financial support to Lucy S. Herring's students and teachers. Parent Team hosts community events, provides support for students in need, and builds morale through staff appreciation events. Meetings are held monthly. No dues are required and every Lucy S. Herring parent/guardian is a member of the Parent Team. Visit herringparentteam.org for more information, meeting schedules and to subscribe to our email list.

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!

Parents Right to Know

Parents may request and have the right to know information regarding the professional qualifications of the student's classroom teacher including the following:

Whether the student's teacher

- has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

Parents may also ask if the child is provided services by paraprofessionals and, if so, the paraprofessional's qualifications. Title I Schools must also notify parents in a timely manner that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent and Family Engagement Policy

- [Lucy S. Herring Title 1 Webpage](#)
- [LSH 22-23 Title 1 Family-School Compact](#)

Lucy S. Herring Elementary PBIS "STAR"

	Classroom	Hallway	Playground	Cafeteria	Office	Bath-room	Assemblies	Bus	Fields Trips
S Stay Safe	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Respect personal space • Follow directions first time given • Ask permission to leave the room • Walk • Use the Calm Space 	<ul style="list-style-type: none"> • Walking feet at all times • Always walk • When walking with class, stop at the STARs • Use every step and handrail 	<ul style="list-style-type: none"> • Hands and feet to self at all times • Take a break if you need to cool down • Use equipment safely • Stay in your assigned area 	<ul style="list-style-type: none"> • Walking feet at all times • Hands, feet, and objects to self at all times • Wash or sanitize hands prior to eating • Only eat your food 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Do not touch desks, office equipment, etc. 	<ul style="list-style-type: none"> • Wash hands well • Hands and feet to self • Feet on the floor at all times • Keep floor and sink area dry 	<ul style="list-style-type: none"> • Sit appropriately • Walking feet • Enter and dismiss with group 	<ul style="list-style-type: none"> • Keep your body and all things inside bus • Stay seated at all times • Keep the aisles clear • Be quiet when the bus stops • Follow directions first time given 	<ul style="list-style-type: none"> • Stay with your group at all times • Listen carefully to all instruction

<p style="text-align: center;">T</p> <p style="text-align: center;">Take Care of Others</p>	<ul style="list-style-type: none"> ● Be a good team member ● Say "please" and "thank you" ● Include everyone ● Take turns ● Help others 	<ul style="list-style-type: none"> ● "Please," "Thank you," and "Excuse me" ● Hold doors and help others 	<ul style="list-style-type: none"> ● "Please," "Thank you," and "Excuse me" ● Share ● Include everyone ● Use kind words and actions 	<ul style="list-style-type: none"> ● "Please," "Thank you," and "Excuse me" ● Appropriate table topics ● Use kind words and actions ● Talk to people at my table 	<ul style="list-style-type: none"> ● "Please," "Thank you," and "Excuse me" ● Be a good listener and wait patiently 	<ul style="list-style-type: none"> ● One person per area ● Leave lights alone ● Respect privacy ● Use kind words and actions 	<ul style="list-style-type: none"> ● "Please," "Thank you," and "Excuse me" ● Positively support the performer ● No taking during performances 	<ul style="list-style-type: none"> ● Say "please" and "thank you" ● Use appropriate tone and volume ● Respect personal space ● Help others 	<ul style="list-style-type: none"> ● Say "please" and "thank you" ● Be respectful to the people and the place you are visiting.
<p style="text-align: center;">A</p> <p style="text-align: center;">Act Respon sibly</p>	<ul style="list-style-type: none"> ● Help others ● Follow directions ● Be prepared ● Stay on task ● Do your best work ● Share and help others ● Be a good listener 	<ul style="list-style-type: none"> ● Walk on the right side of the hallways ● Respect personal space ● Go directly to your destination ● 0 or six-inch voice 	<ul style="list-style-type: none"> ● Watch, listen, & respond to adult signals & directions ● Look for people who have no one to play with ● Return equipment to its pair place ● Play fairly 	<ul style="list-style-type: none"> ● Clean up after yourself ● Follow the rules of "cup system". ● Leave it cleaner than you found it ● Play attention to sort into the right bins ● Follow instructions the first time 	<ul style="list-style-type: none"> ● Arrive with a pass from your teacher ● Be patient ● Get attention in a polite way 	<ul style="list-style-type: none"> ● Use a quiet voice so as not to disturb others ● Use equipment as it is intended ● Keep area clean and dry 	<ul style="list-style-type: none"> ● Follow instructions ● Voice volume code zero ● Eyes are on the speaker/performance ● Follow STAR behavior with family 	<ul style="list-style-type: none"> ● Greet the driver ● Use kind words and actions ● Help others ● Do not eat or drink on the bus 	<ul style="list-style-type: none"> ● Be a good listener ● Help others ● Use kind words and actions ● Represent my school, myself, and my family well

<p style="text-align: center;">R Respect</p>	<ul style="list-style-type: none"> ● Use supplies appropriately ● Come to class prepared ● Be responsible for yourself ● Use kind words and actions 	<ul style="list-style-type: none"> ● Be a good listener ● Move quietly so as to not disturb others 	<ul style="list-style-type: none"> ● Follow directions the first time ● Put back equipment ● Show good citizenship ● Report bullying 	<ul style="list-style-type: none"> ● Leave it cleaner than you found it ● Recycle ● Be a good listener ● Use appropriate voice according to “cup system” 	<ul style="list-style-type: none"> ● Follow directions the first time ● Take care of materials ● Show your pass ● Be prepared 	<ul style="list-style-type: none"> ● Paper towels in garbage cans only ● 1 paper towel ● Use the facilities quickly and appropriately 	<ul style="list-style-type: none"> ● Hands and feet to yourself at all times ● Stay in your assigned spot ● Respect personal space 	<ul style="list-style-type: none"> ● Keep your belongings with you at all times ● Be ready to get off at your stop ● Pick up trash ● Listen to the bus driver 	<ul style="list-style-type: none"> ● Keep track of your personal things ● Follow rules of the facility you are visiting
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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 2022-2023 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.

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 (828-350-6607). The student planner is the best place for transportation change notes for 5th graders. Parents of all other grade levels will send in written notes to the homeroom teacher.

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.

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 request 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 Afterschool Program will run from September through May. Teachers will make recommendations based on the needs of students in their classrooms.
- Parks and Rec offers an after school program at LSH.

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 daily. 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.

Cafeteria

www.lunchapplication.com

Cafeteria Prices (Prices are subject to change)

Breakfast, full price	\$1.50	Student Lunch, full price	\$3.25
Breakfast, reduced price	\$0.30	Student Lunch, reduced	\$0.40
Adult Breakfast	A la Carte	Adult Lunch	A la Carte
Milk, all types	\$0.75	Adult Holiday/Special Meals	\$8.00

K12PaymentCenter.com

K12PaymentCenter.com brings school breakfast and lunch into the internet age. Using the secure site to make your payments and monitor your student's account gives you the assurance of knowing where your money is going and how it is being spent.

K12PaymentCenter.com removes the stress that comes with making sure your student has cash for breakfast or lunch.

K12PaymentCenter.com is an easy, secure and convenient way to pay for nutritious breakfasts and lunches for your student. For more information go to www.K12PaymentCenter.com.

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 2022-2023 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.**