Dear Parents,

I am looking forward to being the new principal here at Hominy Valley Elementary! What a wonderful place to be! I have felt very blessed to have been named principal at such a wonderful school, and I am anticipating a great year! This is such a beautiful community that has been very supportive and deeply loves Hominy! I have quickly fallen in love with Hominy and our terrific staff as well!

I am looking forward to starting my twenty-first year in education. I have been a 4th grade teacher, Title I teacher, Curriculum Coach and Assistant Principal. This is my seventh year as a principal. Prior to moving to Hominy Valley, I was at Pisgah Elementary for the past five years and look forward to meeting you and all of our students!

In spite of COVID-19, we are looking forward to this school year and are excited that you are a part of our school family. As the year progresses, we encourage you to become an active part of your child's education by volunteering at our school. Volunteers are encouraged to become involved on a daily, weekly, or monthly basis. Each classroom has special volunteer activities designed for parents. In addition, we have an active PTO that serves many volunteer roles both within and outside our school. Please plan on volunteering in our classrooms and becoming an active member of our PTO.

This handbook has been prepared to provide quick access to information about our school and procedures. It is an excellent resource that outlines our school expectations, school policies, and opportunities for parents to help their child have a successful year. We hope it will prove to be helpful information.

Your children, their SAFETY, and their success are very important to us. The faculty and staff of Hominy Valley have a sincere wish that the 2021 - 2022 school year will be a successful year. GO JETS!!

Jeanann Yates
Principal
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BELIEF STATEMENTS:
1. Students learn best when they are actively involved in the process.
2. Students learn best when they feel safe, respected, and appreciated for who they are.
3. Teachers must hold high expectations for all students.
4. Students learn best when they are able to apply knowledge to real-world situations.
5. Students benefit from strong ties between home, school, and community.
6. Teachers must model good character traits.
7. Parents and community volunteers must be welcomed and appropriately trained to best meet the needs of the students.
8. Students must be taught to honor ethnic, social, economic, academic, and physical diversity.

DIRECTION STATEMENT:
Hominy Valley Elementary School students will reach their full potential and will be valued for their individuality and diverse capabilities as they are taught to become successful, responsible citizens in a diverse, global society.

PURPOSE STATEMENT:
To provide a safe, nurturing and engaging learning environment while inspiring children to achieve their academic potential as life-long learners who are Career and College Ready.
HOMINY VALLEY ELEMENTARY STAFF

Administration

Jeanann Yates .................................................. Principal

Support Staff

Danelle Drake .................................................. Head Secretary / Treasurer
Sonya Moffat .................................................. Data Manager
Lynn Turk ...................................................... Receptionists

Classroom Teachers

April Adair ................................................... Kindergarten
Anna Rumler
Emily Turknett
Aimee Gaston
Sarah Kehrley

Stephanie Boyd .............................................. 1st Grade
Cori McClure
Margie O’Hagan
Shannon Soinski
Sheila Zavaglia

Charlene Martin ........................................... 2nd Grade
Izabella Stein
Paige Walton
Leighton Caldwell
Traci Morgan
Charmain Warren ......................................................... 3rd Grade
Leigh Vail
Alana Bowen
Lindsey Mills
Daisy Wood

Marea Bradley ......................................................... 4th Grade
Katelyn Braschler
PJ Price
Amy Atkinson

Specialists

Christy Oehm ......................................................... Art
Kristy Kamszik ..................................................... Curriculum Coach
Marquessa Hotchkiss .............................................. School Psychologist
Andrew Rogers ...................................................... Physical Education
Ashley Griffin ......................................................... Title I
Matt Davis & Kristin Hinson ................................. Resource
Kelly Grover ......................................................... Speech Therapist
Jennifer Anderson ................................................ Media Specialist
Erica Pence .............................................................. Music
Renee Moody ............................................................ A.I.G. Teacher
Liz Parker ................................................................. Counselor
Julie Ro ................................................................. ESL
Leslie Poe, RN ......................................................... School Nurse
Teacher Assistants

Sam Crawford .......................................................... STEM Facilitator

MaryBeth Atherton .................................................. Computer Lab

Judy Robinson ......................................................... Title I

Tabatha Coggins ..................................................... Kindergarten Assistants
Amy Judd
Elizabeth Neumann
Chris Kingsley
Selina Stewart

Morgan Barrett ....................................................... 1st Grade
Sam Crawford
Brittany Turner
Theresa Scotchie
Patricia Bond

Kali Dewine .......................................................... 2nd Grade

Custodial Staff

Stephanie Sluder ..................................................... Head Custodian
Larisa Kirilin
Nina Kolodich
Sheila Willis
**Cafeteria Staff**

Gayle Lane ................................................................. Manager
Kristen Howle
Tonya Shipman

**POLICIES AND PROCEDURES**

**ACCIDENTS / ILLNESS:**
Your child’s safety is our first concern. Should an accident or injury occur during the school day, parents will be contacted immediately.

Should your child become ill during the day, he/she should tell the teacher. Parents will be called if it is determined the child is too ill to remain at school. **It is imperative that an emergency number be provided on the student information sheet on the first day of school or upon registering. This enables us to reach you in a timely manner. Please make sure that your child knows a phone number where you can be contacted during the school day.**

**ACCREDITATION:**
Hominy Valley Elementary School is accredited by the Southern Association of Colleges and Schools.

**ADVISORY COUNCIL:**
Each school in Buncombe County has an Advisory Council mandated by the school board. The purpose of the Advisory Council is to act as a liaison between the school and the community. If you have questions or concerns, please send a letter to the school addressed to any member of the council.
ANTI-DISCRIMINATION POLICIES:
The Buncombe County Schools System does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap in admission or access to our treatment or employment in its programs and activities, in compliance with applicable federal and state laws. If you feel you have been discriminated against due to race or sex, call David Thompson (828) 255-5922; for handicap, call Amy Dupree (828) 255-5970 and for facilities, call Clark Wyatt (828) 232-4244.

Americans with Disabilities Act Notice
The Buncombe County Board of Education does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in its employment opportunities, program services or activities. All requests for reasonable accommodation, alternative accessible formats, or auxiliary communication aids and services for individuals with disabilities (within the definition of the Americans with Disabilities Act of 1990), as amended {ADA} should be made within a reasonable time prior to the activity to the ADA coordinator.

If you wish to file a complaint under the ADA, please contact the ADA coordinator.

Mrs. Kim Fisher/Mr. Tim Fierle
175 Bingham Road
Asheville, NC 28806
Tel. No. (828) 255-5896
Fax No. (828) 255-5923

Family Educational Rights And Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA), a federal law, gives parents and students over eighteen years of age (“eligible students”) certain rights with respect to the student’s education records. These rights can be found on Buncombe County Schools website http://www.buncombe.k12.nc.us/Page/22064, Hominy Valley’s website, or a copy is located in the school office. If you wish to restrict the disclosure of your student’s directory information, the Opt-Out letter can be downloaded from Buncombe County Schools website, Hominy Valley’s
ARRIVAL AND DEPARTURE OF STUDENTS:
All students arriving at school between 7:00 a.m. and 7:15 a.m. will report to the cafeteria. Those coming to school after 7:15 a.m. should report directly to their homeroom or to the cafeteria for breakfast. Breakfast will be served from 7:00 - 7:30 a.m. Students arriving to breakfast after 7:20 a.m. will receive a “TO GO” bag breakfast so they can get to their classroom before the bell rings at 7:30 a.m.

The instructional day begins with announcements at 7:30 a.m. It is most important that all students are in their classrooms at that time, settled and ready to begin the instructional day. In order for students to have time to prepare for the day, we encourage them to be in their classroom no later than 7:20 a.m.

Since we encourage student independence, we recommend after the first week of school that all students walk themselves to their classrooms without parent supervision. This provides the children a sense of independence and allows them to quickly get into their morning routine. If parents need to walk to the classroom, it must be before 7:25. All visitors must sign in on the Safe School Lobby Guard System, located in the office.

If a student arrives after 7:30 a.m., both the parent and the child must report to the office to sign the child in for the day. If a student leaves before dismissal at 2:10, it will be counted as an early release. Early dismissals and tardies are not in the best interest of students. Please make every effort to schedule appointments outside the instructional day. We understand that emergencies arise on occasion; it is when students are chronically tardy or leave early that the effects are detrimental. **It’s important that we work together to help our students develop good habits related to regular school attendance and punctuality.**

Due to increased safety concerns and the large number of adults we have in the car rider dismissal area, parents may not walk in and check out their child after 2:00 p.m. This also includes those who walk up outside and wait for afternoon dismissal. Having a large number of adults in the dismissal area compromises our ability to adequately supervise children. (Example: parents taking students out of the car or bus line without making staff aware.)

All parents will be required to wait in the car line. Parents will remain in their cars and follow the normal pick-up procedure with a car rider card displaying the child’s name in the windshield. This policy was adopted by all Enka district elementary schools during 2012-2013 to ensure the safety of all students. Many other school districts have already implemented this policy or are in the process of making this change. This new safety procedure is also a recommendation of Mr. Joe
Hough, Safe Schools Director for Buncombe County Schools. Our goal is to keep the children safe and to keep the dismissal process orderly, safe, and simple.

Please keep in mind that students may not be checked out early or arrive late on a consistent basis. If this occurs, parents will be contacted by our Family School Specialist.

The safety of our children is paramount, and we will continue to evaluate our safety procedures and work to make our schools as safe as possible. We appreciate your continued support in keeping our schools safe.

In the afternoon, buses are loaded at approximately 2:10 p.m. and car riders are dismissed as soon as the buses have left the campus. Students being picked up in the office will be dismissed at 2:15 p.m.

**Car Traffic**

All car traffic must enter through the front entrance of the building. Do not drive through or park in the rear bus parking lot. **NO** parking or unloading is allowed in the bus lot at any time due to food service deliveries, garbage pick-up, and designated cafeteria staff parking.

Student unloading will occur in the designated area adjacent to the sidewalk. Cars should pull as far forward as possible so that several cars can unload at the same time. **Children should only exit from the passenger side.** Unloaded cars must remain in the line until the car in front pulls forward. **Children may not be dropped off in the staff parking lot** due to the safety concerns of a child crossing the car line. Car riders may be dropped off beginning at 7:00 a.m.

Parents and visitors who wish to enter the building should park in the visitor parking spaces in front of the playground. Parents who choose to park in the staff parking lot and walk their child across the road **must** park in a designated space. This is a safety concern for you and your child. Please realize that children need to be supervised and restrained when walking in the parking area due to the heavy traffic flow!

Regular car riders will be issued an orange Hominy Valley card. Your child’s name and teacher’s name will be on the card. You will display the card in the center of your car window when you are in the pick-up line. Your child will be called and will be waiting for you when you arrive in your car at the sidewalk. If you don’t have a card, you will need to park and proceed to the office. Once in the office, you will need to show identification to pick up your child. Parents may not walk up to the car line and pick up a child.
ASSESSMENTS:
Informal and formal assessments are a regular part of teaching and learning. They provide important information for students, parents, and teachers about student progress and academic achievement. Formal assessments are administered to Third and Fourth grade students. Third graders will take a pretest at the beginning of the school year. In May, Third and Fourth grade students take the North Carolina End of Grade Test in English Language Arts and Math. Parent notifications will be sent home regarding testing dates.

ATTENDANCE/ABSENCES:
The Buncombe County Board of Education believes that regular school attendance is important and directly contributes to the positive achievement of students. While the school and home share the responsibility for promoting regular attendance, the Board maintains that the primary responsibility for regular attendance lies with the parent and the individual student. Absences not related to illness or injury, death in the immediate family, medical and dental appointments, quarantine, court proceedings, educational opportunity, or religious observations without prior approval of the principal are considered unlawful. Students must be in attendance until at least 11:30 a.m. to be counted present for the day. Upon returning to school from an absence, students must bring a parent note or doctor’s statement giving the reason for the absence. Undocumented absences and absences which do not comply with the state law as “excused” will be coded “unexcused.” Family vacations are not excused. When absences are limited in length and the student has not had prior excessive absences, the teacher will allow the child to make up the work. Prior notice is required in order to receive make-up work.

The Family School Specialist is required to call on families where there is an attendance or tardy problem. It is important that we work together to help our students develop good habits regarding regular school attendance and punctuality. At HVE, we make a concerted effort to encourage and recognize regular attendance. Classes with perfect attendance are recognized on announcements each day. Perfect attendance certificates are awarded to individual students who have maintained perfect attendance at the end of each nine-week grading period and on Awards Day at the end of the year.

Highlights for Board Policy #4400 – Elementary Attendance Policy
For the full BCS Attendance Policy, please contact our office or access it on the web at http://www.buncombe.k12.nc.us/Page/51

1. To be counted present for the day, the student must be in attendance for one half of the day. At Hominy Valley Elementary, this translates to 7:30 –11:30 a.m. or 11:30 a.m. to 2:10 p.m.
2. Notes from home are required upon the student returning to school following an absence. Children with eight accumulated absences may be required to provide medical verification
of illness for any additional absences to be considered excused. A Report of Unlawful Absences may be filed if the child continues to accumulate unexcused absences.

3. As soon as a parent anticipates an extended absence because of a severe, prolonged, or chronic illness, the parent should notify the principal.

4. Board-approved, out-of-district students who are habitually late or who habitually sign out early are subject to revocation if recommended by the principal and will have to return to their attendance district school. (See Board Policy #4400 for BCS attendance policy.)

Make-Up Work Related to Absences
Teachers will assist students in arranging make-up work for absences. When students are absent, parents are asked to call in advance if they wish make-up work to be available for pick-up in the office at 3:00 p.m. Please understand that teachers cannot be asked to stop instruction to gather make-up assignments if parents drop in. This is not in the best interest of the students present in the classroom. Please notify your child’s teacher as soon as possible if you know in advance that your child will be absent. Keep in mind that while some work can be given in advance, there may be other work that must be given for make-up after the student returns to class. It is expected that make-up work be returned to the teacher within three days of the student’s return to school.

Notes Related to Absences
State Law requires notes of all students upon returning to school following an absence. If a note is not received, the absence is recorded as UNEXCUSED. Please notify the office if your child will be absent due to an extended illness.

BEHAVIORAL EXPECTATIONS FOR STUDENTS:
Hominy Valley Elementary has a long-standing commitment to teach the traditional “3 R’s” of Reading, Writing, and Arithmetic. We also find another set of “3 R’s” particularly important and thus, we place great emphasis on Respect, Responsibility and Reasonable Thinking. Students need to learn to respect themselves, others, and property. Responsibility is a lifelong skill so we must teach children to be responsible for their actions and instill in them a good work ethic. Reasonable Thinking implies that we teach children to think before they act and to consider the possible consequences of their actions.

The Staff at Hominy Valley Elementary wants each child to feel secure and to have the opportunity to learn without the interference of others. We believe that good behavior must be a cooperative effort between the home and the school. We place very high expectations on good manners, courtesy, and citizenship.

When you look at the matrix below you will see how we have defined these expectations in all school settings. These expectations are the foundation for our PBIS plan and are posted around the school.
<table>
<thead>
<tr>
<th>Safe</th>
<th>All Classes</th>
<th>Hall</th>
<th>Playground</th>
<th>Bus</th>
<th>Cafeteria</th>
<th>Restroom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use materials and equipment properly.</td>
<td>Walk on the right side of the hall with hands and feet to self.</td>
<td>Use playground equipment properly and stay in assigned areas.</td>
<td>Sit seat-to-seat, back-to-back, feet-to-floor while the bus is moving.</td>
<td>Walk and stand in line in a quiet and orderly way.</td>
<td>Flush toilets and wash hands with soap and water.</td>
</tr>
<tr>
<td>Positive</td>
<td>Work hard and do your best.</td>
<td>Keep hallways clean and respect hallway displays.</td>
<td>Play fair and demonstrate good sportsmanship.</td>
<td>Keep the bus clean and quiet.</td>
<td>Clean up your own area and use good table manners.</td>
<td>Keep the restroom clean and be considerate with water and paper towels.</td>
</tr>
<tr>
<td>On task</td>
<td>Be prepared and follow directions the first time.</td>
<td>Stay in line with eyes ahead.</td>
<td>Actively participate and line up when called.</td>
<td>Demonstrate self control and watch for your stop.</td>
<td>Follow adult directions.</td>
<td>Enter quietly, use the restroom, and leave quickly.</td>
</tr>
<tr>
<td>Respectful</td>
<td>Respect ideas and work of others.</td>
<td>Walk quietly so others can learn.</td>
<td>Use kind words and respect others’ personal space.</td>
<td>Be kind to the bus driver and other riders.</td>
<td>Use quiet and kind voices.</td>
<td>Respect others and their privacy.</td>
</tr>
</tbody>
</table>
### Team Player
- Work together with others and be an active participant.
- Be a role model to others.
- Include others.
- Be a role model for all passengers.
- Be polite and helpful.
- Report problems promptly.

HVE uses a school-wide Positive Behavior Plan called “SPORT.” Students are rewarded throughout the school for their positive behavior. When your child is caught using good behavior, they receive a ticket to be turned in to their teacher. They are recognized in their classroom for their Sport Tickets.

**SPORT**
- A SPORT is what I want to be
- Being Safe is best for you and me
- A Positive attitude is our way
- Staying On Task as we work and play
- Showing Respect keeps us standing tall
- Team players help to do it all

### BUS TRANSPORTATION:
School bus transportation is a privilege. Students are expected to behave at all times on the bus. This is necessary for the safety and protection of all students. It is extremely important that the home and school work together to make certain that all children know and follow school bus safety rules.

Rules for bus safety are emphasized at school and each bus driver is urged to insist on the cooperation of each rider. Please review these Buncombe County bus rules with your child at home.

1. Students must remain seated and facing the front of the bus at all times.
2. Students may not delay the bus schedule. They should be at the designated stop five minutes prior to the scheduled time.
3. Fighting, smoking, eating, drinking, loud talking, horseplay, selling items, using profanity, or refusing to obey school authorities or a bus driver while waiting for, riding, or leaving a school bus will not be tolerated.
4. Students may not change seats during the bus trip unless directed to do so by the bus driver.
5. Students must meet the bus at the designated stop and may not get off at any unassigned stop without permission from the principal.
6. Vandalism and tampering with buses will not be permitted. A fee will be charged for damages to buses.
7. Students may not be under the influence or have in their possession alcoholic beverages or illegal drugs.
8. Radios, cell phones, tape players, or electronic games/toys are not allowed on the bus.
9. Playing, throwing trash, paper or other objects, or otherwise distracting the driver’s attention will not be tolerated.
10. Bus riders are expected to be well-behaved at all times.

Failure to follow bus rules will be reported to the school office and may result in parent notification, written punishment, an assigned seat, or bus suspension, depending on the severity of the problem and the student’s placement on the school’s Bus Discipline Plan. Note: Before a student comes to the principal, the driver has warned the student and tried several methods of getting positive behavior.

<table>
<thead>
<tr>
<th>Safety Rules</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay seated</td>
<td>Step 1: Sent to principal. Principal warning and parent informed.</td>
</tr>
<tr>
<td>Aisles clear</td>
<td>Step 2: Sent to principal. One (1) day off bus</td>
</tr>
<tr>
<td>Face forward</td>
<td>Step 3: Sent to principal. Bus suspension at principal’s discretion.</td>
</tr>
<tr>
<td>Eating not allowed</td>
<td></td>
</tr>
<tr>
<td>Talk quietly/lights on-silence</td>
<td></td>
</tr>
<tr>
<td>Be respectful</td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. Bus suspension will begin the day of parent/student notification.
2. The administration reserves the right to alter the bus discipline plan based on extenuating circumstances and/or severity of the offense.
3. Severe disruptions such as fighting, weapons, etc., will result in an immediate suspension from the bus.

**CAFETERIA:**  
*(828.665.0743)*

Our cafeteria staff, under the direction of Gayle Lane, creates a friendly and warm environment and serves well-balanced and nourishing meals each day. Prices are set each year by the Buncombe County Board of Education. Free and reduced forms are available in the school office. Please remember that you must fill out a new form each year, within the first 10 school days. Your application will be processed promptly and is held completely confidential.

**PLEASE APPLY FOR FREE OR REDUCED LUNCH IF YOUR FAMILY. OUR SCHOOL RECEIVES FINANCIAL SUPPORT FOR THE NUMBER OF STUDENTS ON FREE OR REDUCED LUNCH.**

Students may pre-pay by the week, month or year. You may log onto [https://www.lunchprepay.com](https://www.lunchprepay.com) to review your child’s account and to pay online. Charging meals in the cafeteria is discouraged (see below). Students may choose one extra item with their meal only if they have funds to do so. Students may charge meals only. Students who have money in a prepay account may purchase meals and à la carte items from their account. If you do not wish for your child to purchase extra items from money in their account, please write a note to the cafeteria manager. Money can always be sent with the child to purchase extra items.

Parents are invited to eat with their child in the cafeteria. No sodas may be brought to school. Parents should arrive at school in time to get a visitor’s pass and report to the lobby area or cafeteria to meet your child for lunch.

*Meal Prices for 2019-2020*

Student Prices:
- Breakfast – No cost
- Elementary Lunch - $2.45
- Reduced Price Students - $.40
Adult Prices:
- Breakfast – a la carte pricing
- Lunch - $4.05: entrée (bread and protein), two sides, tea

**Breakfast**
Breakfast is free for all students and will be served each school day beginning at 7:00 a.m. Students arriving after 7:20 a.m. will receive a “to go” bag breakfast to eat in their class.

**Lunch**
The cafeteria serves nutritious balanced meals each day for lunch. A lunch consists of meat, milk, bread and a choice of two items from our fruit and vegetable selections. Desserts and other items may be purchased for an additional cost. If your child has diet restrictions, forms are available in the school office for a doctor to complete.

**Charge Policy**
1. Students may charge for meals only.
2. All charges shall not exceed $10.00. If your child reaches this limit, an alternate meal will be provided at a reduced rate.
3. Delinquent bill charges of $10.00 or more will be printed weekly and sent home to parents.
4. At no time will a student’s meal be retrieved once the student has received his/her tray of food.
5. No student will be permitted to charge lunches the last two weeks of school.

**Cafeteria charges must be paid in full at the close of each school year and before yearbooks and grades are issued.**
You may prepay for your child’s lunch by the week, month or year. You may also prepay online at www.lunchprepay.com. (There is a small fee for this service.) This website also allows you to view each purchase your child has made from the school cafeteria.

*Hominy Valley’s cafeteria lunches are NUT FREE.*

**CARE OF SCHOOL PROPERTY:**
The custodians work hard and do an excellent job of keeping our beautiful building and grounds clean and attractive. A good citizen takes good care of his/her environment. HVE students are expected to take pride in their school and work to take good care of it. Students will be held accountable for any willful damage to school property. Working together, we can make HVE the best elementary school in Buncombe County.

Please reinforce with your child the importance of taking care of school materials and books. Damaged and lost books and materials must be paid for before grades are issued at the end of the year.
**CHANGES IN REGULAR TRANSPORTATION:**
If there is to be a change in the way a student returns home, **WE MUST HAVE A NOTE written in the child's agenda or the parent/guardian will need to come to the school to make the transportation change in person.** No student will be allowed to go home in a manner that is different from normal unless these procedures are followed. Transportation changes may not be phoned in, faxed or emailed. This **NO CALL** transportation change policy is in place at all elementary schools in the Enka district. Please understand this is intended to keep your child safe.

**COMMUNICATIONS FROM SCHOOL TO HOME:**
A vital link between home and school is provided through written communication from teachers, the principal, and the PTO. Teachers send home newsletters informing parents of important classroom news. The principal and PTO send home quarterly newsletters to keep parents informed. Hominy Valley also uses the ALL CALL system (School Messenger) to inform you of upcoming events via the phone system.

In order to ensure you are receiving messages from School Messenger in a preferred format, please visit the link [http://www.buncombe.k12.nc.us/page/276](http://www.buncombe.k12.nc.us/page/276) (Buncombe County Schools web page, Safe Schools tab, School Messenger) to adjust any of your preferences including which phone numbers receive message alerts. Please keep in mind that any permanent changes in contact information must be shared with the office staff.

Every child at HVE will purchase an agenda that he/she will keep throughout the year. The agendas are an excellent way for teachers and parents to communicate. Please do not send in “loose” notes since they may be lost. All parent/teacher communications should be recorded in the agenda.

**CURRICULUM:**
All Buncombe County Schools follow the curriculum of the Common Core and Essential Standards set forth by the state of North Carolina. More information can be found on the NCDPI website at: [http://www.ncpublicschools.org/acre/standards/](http://www.ncpublicschools.org/acre/standards/)

**DISCIPLINE:**
**General Rules**
1. Keep hands, feet, and all objects to yourself.
2. Fighting, bullying, and bad language are not allowed.
3. Knives, firearms, fireworks or any object which could inflict bodily injury are not permitted.
4. Students must refrain from damaging school property. Students/parents will be responsible for repairs, clean up, and/or replacement costs.
5. Students may not leave campus early unless signed out by parent/guardian.
6. Students are not allowed to possess or smoke tobacco products.
7. Toys, radios, tape players, Game Boys, and other electronic game devices are not allowed at school unless they are requested by the teacher for a special activity. Items not requested by the teacher can be confiscated.
8. Classes are to move quietly through the hallway on the right side in a single file. Running or pushing is not allowed in the building. Hands and feet are to be kept off the walls.
9. Students will follow directions from school staff members.
10. Students may not sell, buy or trade products on the bus or school campus. Trading cards are prohibited at all times and will be confiscated in the event they are found at the school.
11. Gifts for students delivered to the school, such as balloons and flowers, may not be taken on the bus.

One or more of the following consequences may result if school rules are not followed. The consequence is determined by the severity of the infraction and the number of times the student has been referred to administration for prior discipline:

Warning, parent contact, written punishment assignment, in-school suspension, out-of-school suspension, time out, suspension of privileges, lunch detention, after-school detention, restitution activities, court or law enforcement referral/report, or other action deemed appropriate by the administration.

Parents will be notified when their child has chosen not to follow what is expected. When parents are notified, they will know that several attempts were made to correct the behavior and that their help is needed. When students are referred to the administration for a policy violation, parents will receive a discipline form. This form will state the offense and require a parent signature. Once the form is signed, the child will return the copy to the office. All office discipline referral data is entered into the PowerSchool student information system.

We all have high expectations for our students. If problems occur, we will deal with your child firmly and fairly on an individual basis. If each student will treat the other person as he/she hopes to be treated, our school will be a wonderful environment for all of us. We will all work together to create well-mannered students.

The North Carolina General Assembly has enacted several laws designed to curtail violence in schools. As a result, all schools have been directed to include the following in their handbooks:
IT IS A CLASS 1 FELONY FOR ANY PERSON TO POSSESS OR CARRY, WHETHER OPENLY OR CONCEALED, ANY GUN, RIFLE, PISTOL, OR OTHER FIREARM OR ANY EXPLOSIVE ON EDUCATIONAL PROPERTY. IT IS A CLASS 1 FELONY FOR ANY PERSON TO CAUSE, ENCOURAGE, OR AID A MINOR (LESS THAN 18 YEARS OLD) TO POSSESS OR CARRY, WHETHER OPENLY OR CONCEALED, THESE FIREARMS OR ANY EXPLOSIVE ON EDUCATIONAL PROPERTY. POSSESSION ON EDUCATIONAL PROPERTY, WHETHER OPENLY OR CONCEALED, ANY BB GUN, AIR RIFLE, AIR PISTOL, BOWIE KNIFE, DIRK, DAGGER, SLINGSHOT, LEADED CANE, SWITCHBLADE KNIFE, BLACKJACK, METALLIC KNUCKLES, RAZOR, RAZOR BLADES, AND SHARP-POINTED INSTRUMENT WILL RESULT IN MISDEMEANOR CHARGES BEING FILED WITH THE SHERIFF’S OFFICE FOR INVESTIGATION AND APPROPRIATE SCHOOL DISCIPLINE.

FIGHTING IS CONSIDERED ASSAULT UNDER THE NEW LAWS AND WILL BE REPORTED TO THE BUNCOMBE COUNTY SHERIFF’S OFFICE FOR INVESTIGATION. APPROPRIATE SCHOOL DISCIPLINE WILL ALSO APPLY.

EDUCATIONAL PROPERTY INCLUDES ANY PUBLIC OR PRIVATE SCHOOL BUILDING OR BUS, PUBLIC OR PRIVATE SCHOOL CAMPUS, GROUNDS, RECREATIONAL AREA, ATHLETIC FIELD, OR PROPERTY OWNED, USED OR OPERATED BY ANY BOARD OF EDUCATION OR SCHOOL.

For more information about behavior and discipline, please refer to BCS Board Policies 4300, 4302, 4302-R, 4303, 4307, 4320, 4325, 4328, 4330, 4331, 4333, 4340, 4341 and 4342 at http://www.buncombe.k12.nc.us/Page/51. If you do not have access to the Internet and you would like to review these policies, please contact our office.

Please Help Us Keep Our School Safe
When your child is getting ready to leave the house to go to school each day, you likely make sure he/she has lunch or lunch money, homework, projects, gym shoes, etc. Take your questioning a step further by asking your child to check pockets of coats, pants, and/or back packs to see if there is a pocket knife, pellet gun, sharp pointed instrument or any other object that could create a discipline problem at school. Our schools have had too many recent situations, especially at the elementary and middle school level, where students have items not allowed on schools campuses. Sometimes they just forgot or planned to use them after school, but the law is clear – having a weapon on campus, which includes the items previously mentioned, is a criminal offense. What happens? The child gets in trouble, the incident is reported to law enforcement, and the school system has to report the incident as a “violent act” to the State Board of Education. No one wins!
In short, please help us monitor what is brought onto a school campus. It will save your son or daughter problems at school and it will keep the school system and law enforcement from dealing with an issue that could have been avoided.

**Bullying**
Hominy Valley Elementary is committed to making our school a safe place for all students. Students and staff will treat each other with respect and refrain from remarks or actions that would cause bad or hurt feelings. We will respect each individual’s race, gender, physical condition, religion, nationality and language. As a school community, we will refuse to tolerate bullying of any kind at our school. Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Teachers and staff at HVE will watch for signs of bullying and stop it immediately when it occurs. If your child is a victim of bullying, please contact your child’s teacher or the administration. A bullying box is located outside the Guidance Counselor’s office. All reported bullying incidents will be investigated. Consequences will be assigned to students for bullying. We want every student to feel safe at school. Buncombe County Schools also maintains a bully hotline. Individuals may report the bullying incident by calling 225.5292 to leave a message. You may also want to refer to BCS Board Policy 1720/4015/7225 which outlines complaint procedures. The policy may be found at [http:// www.buncombe.k12.nc.us/Page/48](http:// www.buncombe.k12.nc.us/Page/48). If you do not have internet access and you would like to review these policies, please contact our office.

**DRESS**
Students are encouraged to wear comfortable clothes, shoes, and socks that are conducive to a variety of activities. T-shirts that promote the use of tobacco products or alcohol may not be worn at school. Clothing should not appear to be out of place or cause unnecessary attention. Vulgar words and tasteless messages on clothing are inappropriate. Parents will be called to arrange appropriate dress if a child arrives at school in offensive clothing. No short shorts (they should be fingertip length when standing with arms at sides), halter-tops, spaghetti straps or baggy pants will be allowed. Students should wear shirts that cover their tummies. Please make a note of scheduled gym days and plan to wear suitable clothing on that day. Stress good health habits and cleanliness. Unnatural hair coloring (green, blue, purple, etc.) should not be worn to school. **Hats may not be worn by either sex unless it is dress-up picture day or for a school spirit event. PLEASE LABEL COATS, JACKETS, HATS, ETC., WITH YOUR CHILD’S NAME.**
There is a lost and found space located in the cafeteria and every effort will be made to return items to the owner. If a child’s name is on the item, it makes finding the owner much easier. Children are not allowed to wear Heelys. If they are worn to school, the wheels will be kept in the principal’s office until parents pick them up.

**EARLY DISMISSAL DUE TO WEATHER OR OTHER PROBLEMS:**
There may be occasions during the year when school will be dismissed early due to weather conditions or other problems. Parents will be asked to provide student emergency information to be kept on file for such an event. **If an early dismissal situation arises, we will follow that**
information unless we receive other directions from you in writing. The earliest word of an early closing due to weather is usually obtained by radio and we encourage you to tune into your radio if conditions seem to suggest an early closing. There may be an ALL CALL phone message sent to all parents’ primary and secondary phone numbers if school is dismissing early. We appreciate your cooperation and understanding.

FIELD TRIPS:
Your child will have the opportunity to participate in curriculum-related field trips during the school year. Teachers will send information and permission slips home for each trip. No student will be permitted to go on a field trip without a signed permission slip. The students will be transported on yellow school buses or white activity buses to the location. Insurance regulations allow only students and employees of Buncombe County Schools to ride these buses. If you plan to chaperone a field trip, you will need to follow the bus in your own vehicle. It is always good to have a car in case someone needs to be transported back to school, or for medical care. Each child going on a field trip must have a Buncombe County permission slip on file.

FIRE DRILLS / SAFETY DRILLS:
Fire drills will be held each month. Students are to leave the building by the evacuation plan explained by each teacher. All students will exit the building quickly and in an orderly manner. There will be no talking during the entire fire drill. Students are to listen for the principal to announce that the building is clear before re-entering the classroom.

There will also be a series of safety drills throughout the year in order to familiarize staff and students with the various procedures.

HEALTH SCREENINGS:
As a service to the children of Buncombe County, Buncombe County Health Department personnel and the school staff execute screenings for various health purposes. Our school will conduct a health fair during the first few months of the new school year. This activity will complete the majority of the examinations. Included are a vision screening, hearing test, check of height and weight, and a dental screening.

In accordance with Buncombe County Health Department guidelines, we routinely screen students for pediculosis capitis (head lice and nits). We urge you to help us by frequently checking your children at home. Children with head lice must be treated with medicated shampoo and be free of live lice before returning to school. The principal or designee will check students and give permission to return to the classroom. The student will be sent back home if live lice are found or the student has not been properly treated. Students who are absent due to head lice will have one day per incident that will be an excused absence.
**HOMEWORK:**
Students will record their homework in their agendas on a daily basis. Homework is given to students as a regular follow-up to classroom activities. Its purpose is to reinforce what has been taught and to foster the development of responsibility in our students. Students should expect homework Monday through Thursday. Please provide a quiet time for study and plan to monitor the completion of homework assignments. Discussing these assignments with your child provides an excellent opportunity to stay abreast of what your child is learning on a daily basis.

Students will purchase an agenda book in which to record homework assignments. Please use this book to check your child’s assignments. This book provides an excellent way to keep informed of your child’s homework. In addition, the agenda is for parents to communicate with the teacher. All communication to the teacher, notes, and transportation changes must be recorded in the agenda.

**LEGAL ISSUES:**
In order for the school to acknowledge custody of a child, legal custody papers must be on file in the school office. According to the law, a school cannot deny a natural parent the right to pick up his/her child from school. **If your child’s situation is different, please send a copy of the custody papers to school.** Please try and send the papers within the first week of school. If there are other concerns with regard to your child’s safety, the office and your child’s homeroom teacher should be informed so that the child’s records can be flagged.

**MEDICATION:**
Precautions must be taken when handling medication at school. Buncombe County Schools’ Policy sets certain conditions, which must be followed when dispensing medication.

1. We must have a medication form signed by the physician and the parent on file in the office for all prescription and non-prescription medication. This form will state the following information: Name of medication, dosage, time to be given, reason to be given, form of medication (pill, capsule, liquid) and any possible side effects. We will not be able to administer any medication if this form is not on file.
2. Prescription medication must be brought to school in the original pharmacy bottle with the pharmacist’s label giving the patient’s name, prescription period, and directions for administering the medication and all other pertinent information.
3. All medication must be delivered to school by a parent. It cannot be sent with the child on the bus. The school office is open from 7 a.m. to 4 p.m.
4. Children may NOT keep any form of prescription or non-prescription medication in the classroom.
The Buncombe County Board of Education Policy #6125 states that: **WE CANNOT ADMINISTER NON-PRESCRIPTION MEDICINE TO PUPILS IN ELEMENTARY SCHOOLS WITHOUT A SIGNED ORDER BY A PHYSICIAN.** To view BCS medication policy, please contact our office or view it on the web at: [http://www.buncombe.k12.nc.us/Page/36855](http://www.buncombe.k12.nc.us/Page/36855)

We can administer non-prescription medicine if we have a note from your child’s doctor. A copy of this form can be picked up in the office. This note can be faxed to our office. The school’s fax number is on the form for your convenience. A copy of the form is also included in the beginning of the year information packet. You are also welcome to come to school and administer medicine to your child. A child may not self-administer medication under any circumstances.

To ensure our students receive medication safely, NO EXCEPTIONS will be made. Medicine sent to school in a manner not in compliance with Board Policy will not be administered.

**OPT-OUT PROCEDURE REGARDING USE OF STUDENT LIKENESS:**
Buncombe County Schools does not require parent permission for students to be photographed and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities if they will be identified as children with physical or mental disabilities. Parents or guardians, of eligible students may request that their child not be photographed, videotaped and/or interviewed by notifying the school in writing by the 10th day of school.

**PARENT INVOLVEMENT:**
The involvement of parents in the educational process is most important in fostering and improving educational achievement. It is very important for you to be involved in your child’s education. Parent-teacher conferences promote an opportunity for this involvement. We recommend that you schedule a **minimum** of two conferences a year. Parents are encouraged to request a conference at any time they feel a need to know more about their child’s achievement, behavior at school, or to discuss a specific situation. Parents should have at least two prior conferences with their child’s teacher before they approach administration with a problem. Please send your child’s teacher a note in your child’s agenda requesting a conference. Teachers are in class with their students between the hours of 7:30 a.m. and 2:20 p.m. and **will not be available to speak with parents during these hours.** When teachers and parents work together, the student will be able to meet his/her goals. To access the Title I Parent Involvement Policy, please refer to the copy at the end of this handbook or locate it on BCS webpage at [http://www.buncombe.k12.nc.us/Page/48](http://www.buncombe.k12.nc.us/Page/48)
PARENT TEACHER ORGANIZATION (P.T.O.):
The aim of the Parent Teacher Organization (PTO) of Hominy Valley Elementary is to keep parents informed and involved in your child’s education through regular PTO meetings, volunteer opportunities, newsletters, and fund-raising events. An active PTO gives you the opportunity to make a difference and improve the education of every child in our community. Please plan to be a part of this group. Your participation is essential.

PARENTPOINTS ENEWS FOR PARENTS:
Parents are encouraged to stay informed with timely information on a variety of relevant topics through the Buncombe County Schools website and the PARENTPoints eNewsletter. To view, visit the parent tab of the Buncombe County Schools website at http://www.buncombe.k12.nc.us/Page/384

REPORT CARDS:
Students in grades 1 – 4 will receive report cards every nine weeks throughout the year. Kindergarten will receive a report card at the end of their kindergarten year. Mid-term progress reports will be sent home for all grade 1-4 students. Your child will bring the report card and mid-term home for you to see; discuss with your child, sign, and return it to school.

The report card has space to indicate if you wish to have a conference with the teacher and you are encouraged to check that space if you have questions or suggestions. The teacher may indicate on the report card a need for a conference. You are asked to call the school or send a note in your child’s agenda to schedule the conference with your child’s teacher as soon as possible after the request is made.

Anytime your child is not progressing in school as you think he/she should, you should contact the teacher and visit the school. You can set up an appointment for a conference by calling the school office or by sending a note to your child’s teacher.

SALE OF PRODUCTS:
Students may not sell products at school or on the bus, and they should not bring them to school. Our Parent Teacher Organization will be conducting fund-raising activities during the school year. During these fund-raisers, parents are asked to help students make sales and deliveries. Students should not be allowed to go door-to-door. Parents are asked to solicit sales from friends, neighbors, and relatives. Special projects will be announced. Your support is needed!
SECURITY SYSTEM & VISITOR PASSES:
Security systems have been installed at the main entrance of all Buncombe County Elementary Schools. This system requires all people who enter the school to be asked the reason for their visit. Office staff may also check picture IDs of anyone entering the school before they are allowed to enter for any reason. Keep in mind that this level of security is designed to keep every student and staff member in the building safe.

Upon entering the building, each visitor must check in at the office and sign in on the LobbyGuard computer. LobbyGuard visitor and volunteer passes are required of all visitors on the campus for security and safety reasons. You will need a driver’s license or identification card to sign in on the Lobbyguard system to receive your pass. Your pass is “proof” that you have complied with school policy by reporting to the office to sign in prior to proceeding to other parts of the campus. Please sign out using the LobbyGuard computer in the office prior to leaving the building.

STUDENT PARTIES:
Students will celebrate a fall, winter, and/or spring party. These will be scheduled for a 30-minute period during the instructional day. The teacher and the room parent will coordinate snacks.

Birthday parties will not be held during instructional time. Student birthdays are recognized during the morning announcements. Parents desiring to bring in a special snack to the classroom on their child’s birthday are asked to make prior arrangements with the homeroom teacher. Please note that Hominy Valley requires birthday party invitations to be mailed directly to the students’ home addresses; the school chooses not to be involved in distributing invitations to birthday parties or special events. When students invite only a few class members to an activity, they are unintentionally causing others to feel left out. The only exception to this rule is when the entire class is invited to attend the activity.

If you send flower and/or balloon arrangements to celebrate a birthday, you should make arrangements to pick up your child at the end of the school day. These items are not allowed on the school bus. Arrangements will not be delivered to the classroom during the instructional day. They will be held in the office and given to the child just before he/she leaves to go home.

STUDENT RECORDS:
A cumulative record is maintained on each student beginning in kindergarten. The record contains: printed elementary record, identification information (name, address, sex, race, birthplace, birth date), family data (parents’ names, addresses, telephone numbers), physical examination and health record, attendance record, scholastic record, standardized test scores,
information pertaining to special programs and services provided for the student, and pertinent educational or personal information that may have been collected with the consent of the parents, legal guardians, or eligible students. The parent or guardian may review their child’s record in the school office and may obtain a copy of the record, if needed. Parents or guardians must give consent to disclose information in the student record, except where state law does not require consent, and may request amendments to the student record if inaccuracies are noted or if the record is misleading or otherwise in violation of the student’s privacy or other rights. Should the parent/guardian believe the school has failed to comply with the Family Education Rights and Privacy Act, a complaint may be filed with the Department of Education. Local board policy and N.C. Education Law information are available through the principal.

**TEXTBOOKS:**
Students will be issued, without charge, textbooks in subject areas where needed. It is expected that the student will take care of the books and be responsible for them. If a student loses or damages a book, parents will be billed for the amount necessary to replace the book.

**TITLE I:**
Homy Valley is a Title I School. Title I is a Federally-funded program based on the percentage of students on free and reduced lunch. Title I also provides funding for personnel, instructional and student materials, parent involvement, staff development and parent workshops. Ashley Griffin oversees the Title I program at Homy Valley. Please review the BCS Board Policy 1320/3560-Title I Parent Involvement Summary [http://www.buncombe.k12.nc.us/Page/48](http://www.buncombe.k12.nc.us/Page/48) and HVE’s plan located on our website [http://www.buncombe.k12 nc.us/domain/2136](http://www.buncombe.k12 nc.us/domain/2136)

**TRANSFER POLICY:**
The Buncombe County Board of Education allows students to be assigned to a school district other than the one in which they live when reasons for reassignment fall within the guidelines of Board policy. Parents must file an application (Discretionary Admission Release) and return it to the administrative offices at 175 Bingham Road, Asheville, NC 28806 to request reassignment for the next school year. For specific transfer information, you should ask the office staff for a copy of the Board Policy. It is standard policy at HVE to ask for two proofs of residence upon registration. You may also be asked to provide proof of residence if the student’s permanent residence is questionable, or excessive absences and tardies warrant the request by administration.
VOLUNTEERING:
Our parent volunteer program is very important. Our volunteers provide important services for our school and help establish a vital link between school and community. Volunteers may work one day a year or several days a week as their schedule permits. All support and time given are greatly appreciated.

Please consider joining our volunteer program. There are many different areas that could use the extra help. We do ask that all volunteers wear a LobbyGuard badge, provided in the office, while they are in the building. This helps us to identify who is in our building and helps us provide a safe environment for our children. Contact the office if you are able to help. Your children and your school need you!!!

Buncombe County Schools implemented a new volunteer policy in July 2012. All volunteers are now required to complete a volunteer application. These are available in the school office or district/school website. Some volunteer activities require a criminal background check. Please refer to Buncombe County’s Buncombe County Schools Volunteer Policy: http://www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/5015%20School%20Volunteers.pdf.

Volunteer Tracker | http://www.buncombe.k12.nc.us/volunteer

When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share the same responsibilities that paid staff are held to while engaged with students. School volunteers may be parents or community members. Volunteers can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly, or daily commitments. They may provide tutorial help or assist with classroom activities or school-wide school activities.

Buncombe County Schools uses an automated volunteer management program called Volunteer Tracker that allows you to select schools where you wish to serve and identify activities that you would like to participate in when volunteering. Also, using the Log My Time feature in Volunteer Tracker, you will be amazed at the number of hours that you contribute to schools. Register today in the Buncombe County Schools Volunteer Tracker program!

Step 1) Visit the BCS website at www.buncombe.k12.nc.us/volunteer
Step 2) Read the general information on volunteering and click the link for the Volunteer Tracker Application.
Step 3) Click on the green, “New to the App-Garden? Click Here to Register” link. Enter your email address, create a password and Register. An activation email will be sent to your email address to validate your account.
Step 4) Finish your application. You will receive an email shortly once approved.

When you arrive to volunteer, please report to the office and sign in on the LobbyGuard computer with your driver’s license to receive a volunteer badge.
If you have questions, please contact the School Volunteer Coordinator. Thank you for playing an important part of our school community.

Before starting your first volunteer task, we ask all volunteers to be aware of the following points:
- Report to the office to sign in and out.
- Wear identification badges provided by the school AT ALL TIMES while participating in volunteer activities.
- As a courtesy to others, please turn off cell phones while engaged in your volunteer duties.

Volunteer Responsibilities - Be Responsible and Safe - Always Put Children First.
- Always follow the correct emergency safety procedures as outlined by the school.
- Always follow the correct fire safety procedures: There is no talking during fire drills. When in a classroom, follow the teacher out of the building and stay with the class. When not with a student, quietly exit the building and remain at a safe distance from the building until notified that it is safe to return.
- If you are taking food into school, please check with the class teacher or school administration as some foods may be inappropriate for children with food allergies. Be professional.
- Set up a preliminary conference with your teacher or appropriate school contact to discuss scheduling and duties. Teachers plan around your help so please adhere to the schedule. Call the school office in advance if you need to cancel your volunteer time on a particular day.
- Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.
- Under no circumstances should ongoing instruction be interrupted. If you have questions, wait until there is an appropriate moment.
- Respect that a teacher’s desk and/or work area is private.
- Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student’s rights and privacy. Volunteers should discuss any concerns regarding students directly and exclusively with the supervising teacher or the school administrator.

As a volunteer, you may well be working closely with children, sometimes on a one-to-one basis. If you are working with a pupil on his/her own, always ensure that the door is left open and both you and the student are visible to others.
All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behavior and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children.

Volunteers May Not Engage in the Following:
- You may not discipline students. Please work closely with your teacher or school administrator if discipline issues arise.
- You may not administer medications to students.
- You may not drive school and/or activity buses.
- Under NO circumstances is a student to be taken off of the school premises unless permission is given by the school administrator.
- You may not access student records.
- You may not photograph students (unless requested to by the supervising teacher or school administration.)
- You may not exchange e-mails, text messages, phone numbers or give out your own personal details with students.

WEATHER WATCH:
The safety of children is the first concern when deciding if schools must be closed or if there is a delayed opening. Here are some important things to remember:

- The decision to have a delayed opening or school closing will be made no later than 6:00 a.m. If possible, the decision will be made the evening before.

- Tune in to area radio and television stations for the announcement. Please do not call the school.

- During the winter months, it is recommended to check local weather daily due to the geographical size and differences within our county.

- Generally, all Buncombe County Schools will be affected by the decision. However, occasionally they will call for “No School” in one or two districts where weather is most severe. If more than two districts need to be closed due to bad weather, the entire county will close school that day.

- If no announcement is made, you may assume that schools will operate on a normal schedule. Weather conditions sometimes worsen during the day after children have arrived
at school. If early dismissal of schools is necessary, local radio and television stations will make the announcement. Working parents are advised to plan ahead and make special provisions for childcare for those days when schools must be dismissed early.

- Please indicate on the Student Information Sheet the procedures the school should follow for your child in the event of an early dismissal. Please advise us of any changes or updates in this procedure. Teachers are unable to telephone parents in the case of early dismissal.

**TWO-HOUR DELAY:** The building will open at 9:00 a.m. Buses will come to your stop two hours later than usual. Classes for all students will begin at 9:30 a.m.

In order to be prepared for the two-hour delays this winter, parents should make morning care arrangements now to accommodate the adjusted 9:00 a.m. student drop-off time.

SO……

- If schools are closed, students do not report.
- If school opening is delayed, buses will start their regular runs two hours later than usual. Pick-up times may differ due to ridership.
- If a bus does not run on an ice- or snow-covered road on the morning run, it will not cover that road during the afternoon run.
- The building will open at 9:00 a.m. for car riders.

Welcome to Hominy Valley Elementary School
(828) 665-0619