

# **Blue Ridge Elementary School**

**Staff Handbook  
2024-2025**



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# WELCOME TO BRES

## **Dream, Believe, Become, Lead.**

As a Leader in Me Lighthouse School, the primary concern of Blue Ridge Elementary is the development and education of the total child. Realizing that each student has the capacity to be leader, we strive toward awakening self-awareness and building self confidence so that every child may become a well adjusted and productive member of society. The educational design of our school's program provides opportunities for intellectual, emotional, physical, moral, and social development of each child. By incorporating the Leader in Me program, using diverse learning strategies and highlighting the areas of technology and the arts, we provide instruction in the basics and practical experiences that relate to the child and his/her environment. We attempt to be flexible in adapting our instructional program as conditions change and new needs arise. A meaningful, non threatening environment is provided through a warm, caring atmosphere among staff and children. We firmly believe that in this environment the teachers serve as a model and facilitator, providing learning experiences in not only subject matter, but in the interests and needs of the individual child.

Our vision is to encourage dreams, inspire hope, fulfill needs and prepare for success.

At Blue Ridge Elementary School we are committed to educating, nurturing, and challenging our students through:

- a safe, child centered caring environment
- high expectations of students and staff
- meeting individual needs and building meaningful relationships
- the use of data to drive instruction
- systematic, explicit instruction
- dynamic, engaging learning experiences
- positive behavioral support
- administrative support
- a school-community partnership



# ABSENCES BY STAFF

All staff members are required to alert administration in the event of an absence from school by email or phone call. It is the responsibility of each teacher to enter their absence in to Frontline. Emergency situations should be reported to Mr. Reedy and Mrs. Mossow and the receptionist in order to secure a substitute. In the event of a planned absence, personnel should fill out the request through Frontline. An example of this type of absence would be a doctor or dental appointment. The Board of Education must approve all extended leaves.

A daily schedule (posted in each classroom) will be available to the substitute teacher. It is imperative that a detailed lesson plan be provided.

The principal will adhere to strictly to the guidelines published in the booklet for Sick Leave and Substitute Teacher Regulations when coding the payroll. Leave cannot be granted on required teacher workdays (ACSBOE Policy 7510)

If a staff member needs to leave the building during the school day for an appointment and plans to return to school, they need to sign out in the office.

## A-B HONOR ROLL

It is policy of the Ashe County Board of Education to encourage the publication of an A Honor Roll list and an A-B Honor Roll list. After each nine week grading period, teachers can publicize class honor rolls in many ways (on their doors, on bulletin boards, in newsletters, etc.).

Procedures on Honor Rolls:

1. 'A' Honor Roll shall consist of only grade 'A'
2. 'A-B' Honor Roll shall consist of students having an average of 'B' or better

## CHILDREN ACCIDENTS/ILLNESSES/MEDICAL ISSUES

Any time a child is hurt in an accident the school nurse is to be notified immediately. In her absence, the front office should be contacted. Please be prepared to give the student's name and type of injury. Staff members should render only emergency first aid until the nurse or administrative staff instruct otherwise. Every effort should be made to calmly remove other students from the area.

Staff will work with the nurse to complete any required reports related to the incident. Please remember that preventative measures are a part of the teacher's daily planning. The school nurse is on hand to deal with emergencies and illnesses. She is also responsible for healthcare plans, medications, and health education. She will provide classrooms with first aid supplies. Parents will be notified by the nurse when a student's condition is deemed serious enough for the child to be taken home, to a doctor, or to the hospital. If a child is picked up from school due to the nurses recommendation, the parent is still responsible for sending in child absence documentation. Teachers are responsible for sending students requiring scheduled medications to the nurse at the correct time.

# SCHOOL PERSONNEL

## ACCIDENTS/ILLNESSES/MEDICAL ISSUES

School personnel are protected under the provisions of the Workmen's Compensation Act. However, there are requirements that must be met including a five day reporting window. As a result, any accident must be reported to Mr. Reedy and Nurse Branch immediately so that the appropriate reports can be completed. An amended or supplementary report covering all fees paid and time lost can be added later.

## ANNOUNCEMENTS

The Moment of Silence and the Pledge of Allegiance will occur every morning during the morning announcements. Announcements must be written and turned into Katy Waddell by 8:00am on Thursday morning of each week. 6th Grade students will be applying for news positions on the morning announcements every semester. These students will be reporters and newscasters and will tape one day a week. Morning announcements will be uploaded to Canvas and are expected to be viewed by all staff and students at a personal or grade level designated time. Staff members are expected to model appropriate behavior during this time.

## ASSEMBLIES

Assemblies are held for the education and enjoyment of students and faculty. Students should give every courtesy to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Teachers should accompany their student group to the assembly and monitor their conduct. All staff members are responsible for monitoring.

## ATTENDANCE

The workday for teachers, assistants and all other personnel will begin at 7:30am and will end at 3:15pm. Employees should clock in immediately following arrival. All school employees are expected to be at school on time. If an emergency arrives that causes a late arrival, then a call should be made to Mr. Reedy and the office. Approval from administration must be obtained if a staff member must leave campus early. Employees will need to sign out in the binder located in the front office. Exceptions to the normal work hours will be at the discretion of the superintendent. Changes will be announced via Connect5 and local media.

# ATTENDANCE

Attendance Policy 4400: The Ashe County Board of Education recognizes that regular school attendance plays a significant role in the academic performance of all students. The following attendance policy is designed to promote optimum student attendance.

The public school laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years. (G.S. 115C-378) Every parent, guardian, or other person having charge or control of such as child enrolled in Ashe County Schools by law must cause that child to attend school continuously for a period equal to the time when the public school is in session.

The following reasons can be accepted by school personnel as valid excuses for school absences:

1. personal illness or injury that makes the student physically unable to attend school
2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure
3. death in the immediate family
4. medical or dental appointment
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parents or legal guardian
7. participation in a valid educational opportunity, such as travel, with prior approval from the principal
8. pregnancy and related conditions of parenting, when medically necessary
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student's parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting
10. any other reason as approved by the board in a board resolution

# ATTENDANCE

**To excuse an absence:** a written note from the parent/guardian must be received within 3 days after the child returns to school

**If a student accumulates more than 10 absences (unexcused or excused) with a parent note, a doctor's note will be required for any additional absences.**

Per state policy, the school is required to notify the parents after a child misses 3, 6, and 10 absences with a letter send home by mail.

Per ACS policy, the school is required to contact parents if 5 consecutive days are missed or 10 cumulative absences.

Students who are picked up before 11:30am will be counted absent for the entire school day.

# TARDIES

Students are considered late if they arrive after 8:00am or if they check out before 3:00pm.

All early check outs are classified as a Tardy in the Infinite Campus system.

Parents must provide a written excuse note within three days for the tardy.

Written excuses will be accepted for up to six unexcused tardies or 10 accumulated tardies-after this a medical excuse will be required.

If a student is chronically absent or tardy, conferences with the teacher, administration, and/or mediation may be required.

If a mediation agreement is not upheld, the parent/guardian will be referred to ACS Student Services Department.



# ATTENDANCE REPORTING

Accurate reporting of student absences is very important. The teacher's first responsibility is to determine why the student was absent and the legitimacy of the excuse. Please notify Mrs. Mossow if an absence is questionable. Student attendance should be completed in Infinite Campus by 8:15am. If it is not done in a reasonable amount of time, administration will be notified.

All absences are recorded unexcused unless you know in advance why the student is absent. Parents have three (3) days to send an excuse. After three days, absences become unexcused without a note. Teachers are responsible for maintaining an attendance file for each student.

The attendance duties of teachers as required by the state attendance law are listed below.

The teacher is essential in the enforcement of the Compulsory Attendance Law.

It is his/her duty to...

1. Inform students and parents of the value and importance of regular school attendance through classroom activities, program and announcements at PTSO meetings, teacher meetings, and the development of public sentiment in the community for regular school attendance
2. To ascertain the cause of nonattendance and thus determine when an absence is lawful or unlawful (G.S. 115C-379). The practice of requiring written excuses is recommended as a means of obtaining information as to the cause of absences. However, when a teacher obtains knowledge through another means that the cause of an absence is lawful and a written excuse is not provided, such absences should be reported as lawful.
3. To record absences and absence reason codes accurately to ensure implementation of the Ten Day Rule
4. To maintain accurate student accounting records-attendance records shall be kept for each day of the school year.

# ARRIVAL

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**Drop off begins at 7:30am**

**Drop off ends at 7:55am**

In an effort to make our school operate as efficiently and safely as possible, we ask that you drop your child(ren) off and let them walk in on their own. Kindergarten parents will have a staggered entry and may walk their child into the building the first day.

Drop off will begin at 7:30am.

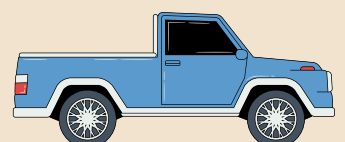
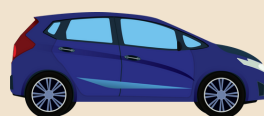
Do not drop students off prior to this time.

All students will report to the cafeteria. At 7:45am students will be released to their classrooms. Students arriving after 7:45am and wishing to participate in breakfast will report to the cafeteria for breakfast options. Others may report directly to their classrooms. School staff will be positioned throughout the building to assist as needed.

The instructional day begins at 8:00am. Any students arriving on campus after 8:00am will need to be signed in at the front desk by a parent/guardian. They will be counted as tardy and given a slip for admittance to class.

**Any student not in a classroom at 8:00 will be considered tardy.**

In the event of a two hour delay, do not drop students off before 9:30am. Breakfast will still be served on these days.



# BIRTHDAY CELEBRATIONS

Each classroom will celebrate birthdays **during the last week of each month.** Please communicate this to parents. Parents/guardians should communicate with the teacher about bringing in birthday treats. Cakes and cupcakes for classroom parties must come from commercial sources. (Board Policy #6230)

# BAD WEATHER/EARLY DISMISSAL

In the event of bad weather, an announcement will be made via Connect5 and local media. Every child must have a plan for early dismissal. A form, filled out by the parents stating what the child should do in case of early dismissal, will be kept on file in the classroom.

# BELL SCHEDULE

Bells are scheduled for the following times:

7:45am- Students are dismissed to classrooms from cafeteria

7:55am- 5 minutes until class begins and car line ends

8:00am- School starts

3:00pm- Students load buses

3:05pm- Buses are released

3:00pm- Car riders dismissed to media center

3:05pm- Students dismiss in car line

# BULLYING

Bullying is persistent, repeated, consistent, intentional, and is always about hurt, embarrassment, humiliation, isolation, and causing pain. Anyone can be bullied or harassed. Ashe County Schools, teachers, staff, and administrators care about our students and are committed to providing an educational setting that is safe, secure, and free from bullying and harassment. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying.

Reports may be made anonymously using an online form.

Click here to view the form: [Report of Bullying/Harassment Incident](#)

All reports shall be investigated in accordance with Policy 1710/4021/7230, Discrimination, Harassment, and Bullying Compliant Procedures and reported to one of the school officials identified in that policy.

Click here to view the policy: [ACS Board Policy-Bullying](#)



# What is Bullying?

There are several different types of peer conflict that your child may experience during their educational careers. Here we will outline common types and their characteristics.

## Mean Moment

- An isolated event (does not happen regularly)
- Someone is being hurt on purpose
- Reaction to a strong feeling or emotion
- Based in anger or impulsivity
- Behavior is often regretted

Examples: Someone calls you a name  
Someone pushes you in line  
Making fun of someone's looks, clothes or family (once)



## Rude

- Happens occasionally
- Spontaneous; unintentional
- Causes hurt feelings
- Based in thoughtlessness or poor manners
- Rude person generally accepts responsibility

Examples:  
--Someone steps on your shoe or heel in line  
-Interrupting a person who is talking  
-Laughing at someone who falls down



## Peer Conflict

- Spontaneous and triggered by a noticeable event
- Equal power in relationship
- Both children take responsibility for their part
- Both are upset or feel remorse
- Both want to solve problem and restore relationship
- Usually not long lasting or damaging

Examples:  
-You are playing a game at recess and someone accuses another of cheating-an argument follows  
-Both you and your friend want to be the first in line-you start pushing, shoving and yelling at each other  
-You were picked to be team captain in gym class and now your friend isn't talking to you because they wanted to be captain



## Bullying

- Intentional and repeated
- Is planned and done on purpose
- Imbalance of power in relationship
- One child means to harm, hurt, or make other child feel bad about themselves
- Keeps occurring even when the victim tells them to stop
- Can be serious emotional or physical threat
- Types of bullying: verbal, social, cyber, and physical

Examples: Telling someone everyday that they don't have any friends  
Leaving someone out every time you go to recess  
Creating social media content making fun of someone's looks



# CAFETERIA PROGRAM

Students share in the responsibility for good housekeeping and proper conduct while in the cafeteria. It takes everyone working together to make the cafeteria a pleasant place to enjoy meals.

Breakfast will be served from 7:30am-8:00am  
Two Hour Delay Breakfast will be from 9:30am-10:00am

While charging meals is strongly discouraged, there is a \$10.00 limit on cafeteria charges. Students may not purchase “extras” in the cafeteria if they have an outstanding balance.

Meal prices are established by the ACBOE and are as follows:

Student Breakfast and Lunch: Free

Adult Lunch: \$5.00

Adult Breakfast: A La Carte

Employees are not allowed to charge meals

Teachers will need to plan to have lunch in the cafeteria with their students the first week of each school year, and when necessary, at other times during the school year. Teachers and assistants are asked to model proper cafeteria behavior. Students are to be supervised by staff traveling to and from the cafeteria.

All students are expected to eat lunch in the lunchroom or bring lunch from home. Sodas and labeled food from off campus restaurants are not to be taken into the lunch room.



# CELL PHONES & PERSONAL ELECTRONICS

We live in an age of technology and many students have ready access to personal electronic devices. Per ACS board policy, students are prohibited from use of such devices during school hours. **Cell phones are permitted as long as they are powered off. This means “OFF”, not silenced or on vibrate, and the cell phone is in their book bag (not in their pocket).**

Cell phones and other forms of social media (personal websites, blogs, wikis, social network sites, online forums, virtual worlds, video sharing websites) should not be used during instructional time or when supervising children. Cell phones should not be used during instructional time to receive personal conversations unless there is an emergency and the principal has been notified. In regards to social media, the Board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes.

## PERSONAL PROPERTY

Only those items necessary for the school day should be utilized during regular school hours. Students' personal items such as iPads, hand held video games, music players, cell phones, etc. should be left at home. If personal property is brought to school, it should be in the students bookbag, and turned off.

**The school will not be responsible for damaged, stolen, or lost property.**

## STUDENT ITEMS

**Water Bottles**—Students may bring a personal refillable water bottle daily. It should contain clear water only. Sports drinks, juice, sodas, or other colored beverages are not permitted at school or on the school bus.

**Prohibited Items:** Toys, Blankets, Pillows, Stuffed Animals, Trinkets, Oversized Blanket Hoodies, Costume Parts (ex. ears, tails, etc.)



# CLASSROOM CARE

Your classroom is a home away from home for you and your students. Therefore, you should try to create a warm and relaxing atmosphere. As a teacher, it is your responsibility to help keep the building grounds, and equipment clean and in the very best condition. It is your responsibility to make sure that the outside door to your classroom (where applicable) is locked every day before you leave as well as your windows. Do not allow food or drinks on carpeted area. Liquids should not be placed in trashcans, and spills should be cleaned. Classrooms are to be dusted periodically. This includes enrichment, media, and computer areas. Chairs should be placed on student desks in order for the custodians to vacuum/sweep classrooms. Large items, such as pencils and papers should be picked up prior to rooms being swept.

Report needed maintenance immediately to Mrs. Mossow

# COMMITTEES

District wide committee members may be voluntary or assigned. At Blue Ridge, there are several committees that actively support our instructional program. Faculty and staff will be asked to sign up for these committees.

# COMPENSATORY TIME

The Workday Policy/Procedure 7500 defines compensatory days for teachers and teacher assistants. Guidelines for Summer Compensatory Time for 10 Month Employee Teachers are eligible to earn up to 5 compensatory days during the summer by (1) attending professional development opportunities OR (2) preparing classrooms for the beginning of the school (limited to 2 of the 5 days.) Teacher assistants are eligible to earn up to 3 compensatory days during the summer by (1) attending professional development OR (2) assisting their supervising teacher in the classroom to which they are assigned OR (3) a combination of both. As a TA, the policy reads supervision by the teacher is required. If you elect to work in the classroom during the summer when your supervising teacher cannot be present, the supervising teacher, with permission from the principal, shall prepare a list of duties to be completed and verified. Compensatory time is not cumulative, cannot be purposely earned and must be used within the school calendar time frame. If a staff member receives a stipend, that day cannot be used as a compensatory day. All compensatory time is to be recorded in the log book located in the front office by the first day of school for students.



# CODE OF ETHICS FOR EDUCATORS

Blue Ridge Elementary School expects its faculty and staff to meet the standards of professional conduct as set forth by the State Board of Education. Educators will be committed to our students and community, the school, the school system, and profession. Our faculty and staff will maintain respect and confidence of all stakeholders, and serve as an appropriate role model for students, parents, and the community. We are committed to teaching and learning, accountability, maintaining professional growth, using professional judgement, and exemplifying integrity.

# CODE OF ETHICS FOR STUDENTS

ACS has developed a Code of Conduct related to student behavior. Parents are asked to review its contents and discuss these expectations with their children. All parents will be required to sign an acknowledgement that this information has been provided to them.

Students should conduct themselves in a kind and courteous manner in all interactions with teachers and other students.

1. The use of cell phones during school hours, including bus rides, is not allowed. Cell phones will be confiscated. Administration will return the phone to the parent/guardian
2. Students are not to bring excessive amounts of money to school
3. Students may not buy, sell, or trade items at school
4. Damage to school property must be repaired or replaced at the expense of the offender
5. Chewing gum is not allowed at school or on the bus
6. Toys, games, stuffed animals, blankets, electronics, etc., are not permitted in school or on the bus

Administration has flexibility in utilizing various consequences for reinforcement of school expectations violations and includes, but is not limited to conferencing, time out, lunch detention, after school detention, In School Suspension, and Out of School Suspension

# CUSTODY ISSUES

To comply with state law, all parents/guardians of students with custody restrictions shall provide an official court file (paper copy) detailing custodial actions to the school office.

# DELIVERIES AND INVITATIONS

Students **may not** receive gifts, flowers, or deliveries at school. Invitations to social events and celebrations outside the school environment must be delivered outside the school. Confidentiality laws prohibit schools from providing names, addresses, and phone numbers of other students to parents.

# COPY MACHINE OPERATION

All staff members will use copiers in the workrooms. Each staff member will be assigned a code to use with the copier and a set number of copies per month. The copier has been reset to show "0" copies for each staff member. Please keep copies to a minimum. Students are not allowed to use copiers.

# CUMULATIVE FOLDERS

The maintenance of records for each student is a vital part of a teacher's job. Make sure that you keep accurate and up to date information in each child's folder. A sign out sheet will be on top of the filing cabinet for school personnel to sign out cumulative folders. Under the Federal Educational Rights and Privacy Act, only school personnel with responsibility toward a student or having specific need related to the student may view the file. This file should never be shared with non school personnel or with a doctor or therapist without parent consent. If you have any questions regarding who may view a file, please consult an administrator. Exceptional Children and Academically/Intellectually Gifted files are under these same regulations. Files are not to be checkout overnight or to leave the school.

# DAILY SCHEDULE

A classroom schedule will be turned in to the office for reference. The office needs to be notified at any time a change to the schedule occurs.

# DRESS CODE

All **staff** members are expected to dress in a professional manner. Blue jeans and tennis shoes may be worn on Fridays (for a donation of one dollar to our BRES scholarship fund) or on occasions where field trip activities warrant. On field trips, professional attire should be the norm unless the activities necessitate blue jeans. If you question the appropriateness of any attire, do not wear it. All dresses and skirts should be knee length. Casual flip flops and shorts are not acceptable.

**Students** are expected to dress in a manner that does not cause disruption in school and promotes respect. Clothing should be clean, neat, and appropriate for school wear. Clothing or accessories that are disruptive, potentially injurious, or that creates a question regarding a student's health and safety will not be allowed. Students who are dressed inappropriately will be required to change the clothing or accessories in question. If a student has been sent to the office because of a dress code infraction, instruction time is interrupted for the student, the teacher, and other students in the class. Furthermore, more time is lost for the student if the administration determines that the clothing must be changed and the student must wait for the parent to bring the change of clothing.

School administrators have the authority and the responsibility to determine what clothing or accessories are disruptive to the school environment or injurious to a student's health and safety. Cooperation among school personnel, parents/guardians, and students is essential in the implementation and enforcement of school regulations, including this dress code. Decisions regarding a student's clothing or accessories will be made in accordance with the following guidelines.

## 1. Headgear

- No headgear or sunglasses will be worn in the building, except for those worn for obvious or established reasons.
- Hats/hoods are not allowed to be worn inside the building

## 2. Shirts/Blouses/Tops

- Must be secured to the shoulder and worn at all times
- No halter tops, strapless tops, spaghetti straps (less than 2"), bralettes, camisoles, or tube tops are allowed
- Tops that expose any portion of the waist, hips, or midriff are not allowed
- Other tops not appropriate for school include, but are not limited to low cut, see through, backless, or have inappropriate cut outs or slits
- No sleeveless/cutout t-shirts are allowed unless an undershirt that meets dress code guidelines is worn

# DRESS CODE CON'T.

## 3. **Shorts/Skirts/ Pants**

- All shorts and skirts must reach mid thigh or the end of the fingertips with arms down at the side
- All tops worn with tight legwear (ex. leggings, tights, jeggings, skinny jeans, yoga pants, etc.) must cover the buttock and pelvic areas. Fabric must not be see through (ex. tights and pantyhose)
- Slits, holes, or tears in shorts/skirts/pants are not permitted above mid thigh or above the length of the fingertips with arms down to the side
- Shorts/skirts/pants must be work securely around the waist with no bagging or sagging
- The waistline of shorts/skirts/pants must be worn at or above the hips with no underwear showing and may not be rolled at the waist
- Belts may not be excessive in length and should not be hanging from either side of the body
- **Pajama** tops or bottoms are not permitted

## 4. **Footwear**

- Health regulations and safety factors require that shoes be worn at all times
- Bedroom slippers are not allowed

## 5. **Undergarments**

- Undergarments must never be visible

## 6. **Words/Symbols**

- No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sexual implications, gang affiliations, or other illegal activity expressively or implied
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group

## 7. **Jewelry/Accessories**

- Jewelry or accessories that may be used as weapons are not permitted at school, including but not limited to, spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist. Sharp objects such as spikes are not allowed on clothing or book bags.

# DRESS CODE CON'T.

## 8. Other Inappropriate Dress

- Any student dress/appearance not specifically prohibited in this policy but which school administration deems disruptive to the learning process will not be allowed
- To ensure student health and safety, school administrators may adopt and implement additional dress and appearance regulations for certain curriculum areas such as science labs, vocational classes, and JROTC

## 9. Exceptions

- Exceptions to this policy may be made by school administrators on an individual basis for a bona fide religious, medical, or other appropriate reason.
- Schools may designate special dress days at the direction of the principal

## 10. School Sponsored Trips and Events

- This policy applies to all school sponsored trips and events
- Any deviation from the policy will be discussed by the advisor and the principal

## 11. School Dress Code Discipline

- Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance
- Disciplinary consequences for a student who fails to comply after being offered this opportunity will be consistent with Section D of Policy 4300, Student Behavior Policies
- The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code

# FIELD TRIPS

Each child who participates in a **out of county** field trip must have a written permission form for each trip.

An **in county** field trip permission form will be signed at the beginning of each school year to cover all trips withing Ashe County.

Refunds will not be given for field trips  
Extenuating circumstances should be discussed with administration.

No field trips will be permitted within the last 20 days of the school year  
All field trip money must come through the office and be recorded by the bookkeeper  
Each student should receive a written receipt for all payments, from the teacher  
Schools may choose to allow parent chaperones-one per child-a parent or guardian is not required to attend a field trip

If a student has behavior issues (has been assigned any combination of more than 5 days of after school detention, In School Suspension or Out of School Suspension) within a school semester, then they have forfeited their right to attend the field trip.

***The Field Trip Request Form is digital and can be found on the BRES Canvas page.***

# PARENT/TEACHER COMMUNICATION

During the school day, classroom interruptions will be limited to emergencies only.  
Messages for teachers will be forwarded to daily via voicemail.  
Each classroom teacher will have a Remind account that parents will be able to access for information throughout the school year.

# EMAIL

Most communication will be conducted via email. Staff should check their email at least twice a day-before school begins and at the end of the school day are excellent times to check your mail. Please do not print emails unless it is absolutely necessary.

# CAR RIDERS AND STUDENT DROP OFF POLICY

All students riding in cars will be dropped off at the covered walkway outside the Library rear entrance starting at 7:30am. Buses will be loaded at 3:00pm and will be dismissed as quickly as possible. Car riders will be dismissed at 3:00pm to the Media Center. Parents will be given signs to place in windshields to use in the pickup line. Parents do not need to park and come into the office to pick up their child-they need to remain in the car pickup line.

## DAILY EMAIL COMMUNICATION

Each day we will fill out a Google Form that will have information pertaining to that days transportation changes or other information that you may need to communicate to students. You will need to make sure that you check the Google Form each day at 2:50pm.

## EMPLOYEES WITH CHILDREN

Employees who have children at BRES should use the following guidelines for after school care. The child must stay in the room and be supervised by the employee at all times. The child may not be out of the room or in other parts of the building (ex. faculty lounge) at any time unless accompanied by the parent or another designated adult. Children are not allowed to come to school on any teacher workdays.

## FACULTY LOUNGE AND WORKROOMS

All staff are responsible for keeping the workrooms and lounge areas clean, neat, and in good working order. Please make it a habit to clean up after you have completed your activity. Students and employees' children are not allowed in the lounge areas. No student is allowed to make purchases from vending machines.



# FACULTY MEETINGS AND TRAININGS

Faculty meetings, professional development opportunities, instructional improvement activities and committee meetings will be held on Wednesday afternoons unless otherwise noted. Each teacher is expected to attend these meetings unless excused by administration. Teacher assistants need to attend all faculty meetings and committee meetings. Teacher assistants can elect to attend professional development opportunities as we welcome them to participate in instructional trainings and activities.

## FUNDRAISING

Fundraising is necessary in order for our school to have funds for enriching the instructional and physical setting. Our PTSO will be invited and encouraged to lead many of the fundraising projects and teachers will be asked and expected to participate. All fundraising activities must be in accordance with the policies of Ashe County Board of Education.

All monies received from activities carried out in the name of the school must be properly accounted for in the regular accounting books.

No subdivision of the school may open and maintain a separate bank account. No subdivision of the school may conduct fundraising projects without first coordinating with the principal.

**Mr. Reedy must approve of all fundraising activities. The bookkeeper is to be notified in advance of any activity. Please do not have money turn in dates on Friday.**



# HOMework POLICY

The policy on homework of the Ashe County Board of Education shall be consistent with the needs and instructional level of the child. The following guidelines concerning homework will be observed.

## **Procedures on Homework**

- Homework must be suited to the needs, interests, and abilities of the individual child
- Homework should never be used as a substitute for good teaching
- Homework over holidays and weekends is not recommended
- In assigning homework, the teacher should keep in mind that the child is many times involved in meaningful activities outside the classroom. Care should be taken that homework assignments avoid meaningless, repetitive experiences and busy work. It should never be used as punishment of a child, and it should be checked by the teacher
- The work of the student, for the most part, should take place in the school under direction of the professional staff

# LESSON PLANS

To be an effective teacher, you should have a plan and goal for the day, week, and year.

Lesson plans should reflect those objectives and standards listed from the North Carolina Standard Course of Study. Lesson plans are to be up to date on Planbook.com at all times so that they can be easily viewed during walkthroughs and observations. Lesson plans should be rigorous and challenging for students of all ability levels. These plans need to be in Planbook by 5:00pm.

In addition, all teachers will be expected to maintain a folder for substitutes that include a class list, attendance sheet to be completed and sent to the office, a daily schedule and a list of special circumstances, such as students that need medications and the times medications are administered. Substitute lesson plans can be printed from Planbook.com.

# GRADE LEVEL MEETINGS

Grade level meetings should be scheduled one day per week on a regular schedule. The scheduled day and time should be submitted to the office. The meetings should be used for planning collaborative activities, discussing student needs, and curriculum planning.

Grade level chairs will meet with the principal or designee as needed.

1. Communicating needs/issues of their grade level/department teachers
2. Keeping and compiling a list of material needs for individual teachers as well as storage area supplies
3. Providing feedback on procedural issues/schedules/school operations
4. Conducting weekly group meetings with your grade or department (notes to principal as necessary)
5. Coordinating PLC assessments/meetings

Teachers should know their representative and communicate needs directly to them. These representatives will serve as a liaison between teachers and school administration.

2024-2024 Grade Level Chairs/SLT are as follows:

Kindergarten-Annabell Bennett  
First Grade-Deb Hess  
Second Grade-Jada Mast  
Third Grade-Kim Turnmire  
Fourth Grade-Tamara Kearley  
Fifth Grade-Allie Shoemake  
Sixth Grade-Amanda Black  
Enrichment-Mason Wagoner  
EC-Charles Johnson  
Specialists-Katy Waddell  
Teacher Assistants-Amanda Royal/Dwayne Farmer  
Student Services-Julie Jones

# MEDIA

The BRES Media Center's purpose is to provide support services for the classroom teacher instructional programs. The media specialist will help in planning units and lessons, and locating materials that will help make lessons more meaningful and interesting for the students. The library will be open beginning at 7:30 am each morning for open circulation. Beginning at 8:00 am, the library will be on a fixed/flex schedule.

Set times have been established for each homeroom class to attend a 50 minute session, which includes checking in and out books. Flex times are available throughout the week for in depth lessons which will be planned by both the media specialist and the classroom teacher.

Faculty and staff may check out as many books as they need to implement lessons planned and are allowed to keep books and other resources for as long as needed, or until the items requested by another teacher or student in the school. Teachers and students are encouraged to use Destiny to find the resources they need and familiarize themselves with the library's design so they may locate the appropriate items efficiently.

Professional development books will be located in the back office in the Media Center and the Curriculum/Tutoring room. Resources include, but are not limited to novel sets, various leveled readers, science kits, teacher reference books and Listening Center Kits containing books and CDs.

# PHONE USE

Phones are in classrooms for school business. All calls will be forwarded to voicemail during instructional time. Teachers should check their voicemail each day prior to dismissal. Personal calls should not be made during the instructional day. Cell phones should not be used for personal reasons during instructional times or when supervising children.

# PRINTER USE

Printer use should be monitored by the teacher. Students should only use the printer with permission. Teachers and students should only print what is necessary and should limit the number of pictures printed. **Confidential information (test scores, IEPs, etc.) should be printed and picked up immediately.**

# MEDICAL INFORMATION

The Health Room is open for students from 7:30–3:15 and is staffed by the school nurse. It is located in the front office. Services available include: minimal physical assessment in the event of acute illness, chronic and specialized health care maintenance, first aid, and information and education about health care issues of student interest. All medication must go through the health room unless there is an extenuating circumstance as designated in the health plan.

## Medication

School personnel can administer prescribed medications only. Students who need to take medication must have the appropriate form signed by the physician and parent before the medication can be brought to school and administered. Medication must be brought to school by a parent/guardian and **cannot be brought to school by the student or on the school bus**. Forms are available from teachers, the front office, or the school nurse.

## School Responsibilities

Medications shall be locked in a secure place (health room in office). Exceptions may be made for medications that require refrigeration or extenuating circumstances as designated in health plans. At least two people shall be designated to be responsible for the security and administration of medications. An individual record of medications will be maintained on a medication log. This log should be filed when it is full and at the end of the each school year in the school's health records. No student will be denied the use of an emergency drug if a permission slip is not found, but the necessary forms will be obtained as soon as possible.

## Parental Responsibilities

1. Parents must provide medication in a prescription labeled container that contains that name of the child, the name of the medication, dosage, time, and method of administration. Parents must supply written order from a physician for changes to occur in prescription administration.
2. The Parent Consent Form for Administering Prescribed Medication must be filed with school personnel. Delivery of medication to the school is the parent's responsibility. Access to medication by other children, particularly on buses, should be avoided.
3. If other arrangements for transporting medications are made, they must be approved by the school nurse and principal in advance. It is preferable to administer medication to your child at home rather than at school. You may wish to discuss an alternate schedule for giving medication with your child's doctor.

**School personnel should be advised of emergency medications (inhalers, Diastat, glucagon, epinephrine, etc.) that students must keep with them.**

# DISMISSAL

Parents using the afternoon car line for student pick up are asked to not arrive on campus before 2:10pm

Buses will begin loading at 3:00pm and will be dismissed as quickly as possible, usually by 3:05pm. Car riders will be dismissed as soon as the buses pull out of the parking lot.

Parents will remain in their vehicles the entire time. They will not pull around to the car spots until after the buses have left campus.

Parents/guardians will be given signs to place in windshields to help teachers on car duty keep the line moving. **Student signs must stay in car windshields until students are picked up.** If parents need more tags, they need to see the receptionist.

Students not picked up by 3:25pm will have their parents/guardians contacted. In cases where no one can be reached, DSS will be contacted.

# RELEASE OF STUDENTS

All children must be signed out in the main office.

The following procedures are designed to ensure the safety of children who are released during the day.

1. Written parental permission should be sent to the teacher stating the requested time of release. **If any other person other than the parent or guardian is to pick up the child, the school must have a written statement from the parent specifying the necessary information.**
2. If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. Please bring appointment cards when coming early to check out students for a medical/dental appointment. Whenever possible, please try to schedule appointments after school hours.
3. Please complete the **Inclement Weather** form and return to school promptly. Make sure that your child is aware of their Inclement Weather plan, which may be different than their regular routine.
4. Students will be expected to follow their regular routine unless they have written parental permission in advance or the parent has advised the office of any changes.

# REPORT CARDS

Communication between home and school is essential for student success. Formal communication between home and school will occur four times per year in the form of a report card.

In K-2, report cards will use letters to identify levels of mastery, while in grades 3-6, a numeric grade will be used.

## 10 Point Grade Scale

The ACSBOE approved a 10-point grading scale.  
The current grading scale is as follows for grades 3-12:

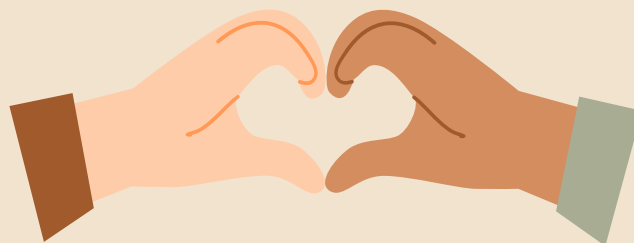
**A**=90-100 **B**=80-89 **C**=70-79 **D**=60-69 **F**=0-59

**Grades should be updated every Tuesday by midnight!**

Report cards will be sent home at the end of each grading period. All grade levels will send report cards home on the same day. Mr. Reedy will advise staff of the exact date at the end of each nine weeks. Board policy concerning grading should be followed. K-2 report cards will come from the CSS. Parent/teacher conferences should be scheduled when needed either by parent or teacher.

# SUPPORT SERVICES

Our school is fortunate to have personnel to serve our students. Our school counselor is available to help students achieve their highest potential mentally, emotionally, socially, and academically. We also have a school nurse who is able to help with specific needs. Speech therapy and other services are available. You are encouraged to contact the school regarding these services at any time.



# OFFICE

The office is available to all staff members of the school. We are here to assist you in every way possible. The main office is a place of business and is to be kept open for parents and visitors.

# PARENT CONFERENCES

It shall be the policy of the Ashe County Board of Education to encourage and expedite parent-school personnel conferences to improve the performance of the student and the work of the school. Teachers are required to keep a log of all parent contacts. Teachers should make contact with at least two parents each week.

At the end of each nine weeks grade period, please communicate with parents about their student's progress. If a child is below grade level, the teacher should schedule a parent conference.

The guidance counselor, school psychologist, and/or administration, in collaboration with the teachers, shall be expected to follow up on cases involving students who are failing or performing well below their ability level either by mail, phone, or home visits.

# PROMOTION/RETENTION

It is essential that students who are at risk for being retained to be brought to the IPS team. Parent contact should be made throughout the year, with procedures as determined by the team, being completed and documented by the last week of school. Please schedule a meeting with Mr. Reedy and the parent if you feel that retention is necessary. Final decisions concerning retentions are at the principal's discretion.

All teachers are expected to be familiar with ACSBOE Policy 3420 Student Accountability Standards.



# PRINCIPAL TALKS

Each month we will have Principal and Assistant Principal talks. We will meet with each grade level to discuss the positive behaviors that we have seen throughout the month. We will award students that have gone above and beyond exhibiting the 8 Habits. Staff will be able to provide feedback on which students deserve to be recognized.

# SCHOOL VOLUNTEERS

Recognizing that volunteers play a vital role in the education of children, the Ashe County Board of Education encourages their use. All volunteers are required to receive prior approval from CSS and must sign in and obtain a pass from the front office each day. Volunteers should be given specific tasks to complete. Volunteers are discouraged from bringing younger siblings to stay in the classroom while they work.

# STAFF DEVELOPMENT

All staff development activities must be approved by the principal and should align with the School Improvement Plan. All participants should document attendance through sign in sheets or online registrations. Staff should follow all travel guidelines and regulations found on the Ashe County Schools webpage.

# IPS

The Blue Ridge IPS team will be available to help teachers make instructional decisions regarding students. It will meet on a regular basis and a schedule will be made soon after school begins.



# SAFE SCHOOLS PLAN

*The Safe Schools Emergency Procedure booklet should be reviewed by all staff members and filed in the classroom. It is also important to note that all teachers are to read the schools Crisis plan at the beginning of each school year.*

**Earthquake Drill:** BRES students will **Drop, Cover, and Hold On:** **Drop** to the ground, take **Cover** under a table or desk, and **Hold On** to it as if a major earthquake were happening. Students will stay down for at least 60 seconds. At the end of the drill, but before getting up, the students should look around and imagine what would happen in a major earthquake. They are to think about what could fall on them or others.

**Fire Drills:** School officials are required to conduct fire drills at least once each month during the school year. Students are required to follow this procedure when the bell sounds to signal a fire drill:

1. Move quickly from the building to the area designated by the teacher
2. Do not run, but walk rapidly from the building
3. Absolutely no talking during a fire drill
4. Do not take books or other belongings
5. The exit to use from each classroom is posted in each room
6. The teacher must have an alternate exit if the one designated is blocked during the drill for any reason
7. Discuss building evacuations and safety procedures with each class during the first week of school

*All drills are to be treated as if they are a true emergency situation. Teachers are required to have a class list in hand, close all doors, and maintain quiet order during all drills. All staff is expected to participate in every drill and model appropriate behaviors for student.*

**Tornado Drills:** Tornado drills must be practiced at least once a year. This usually occurs during tornado season. Students should follow this procedure when the solid blast signal sounds to signal a tornado drill:

1. Move quickly from the classroom to the hallway
2. Do not run
3. Absolutely no talking during a tornado drill
4. Do not take books
5. Assume the tornado position as requested by your teacher



# SAFE SCHOOLS PLAN

**Lockdown Drills:** Lockdown drills are designed to keep students from being injured in case of an emergency. During these drills, a teacher should take all precautions to keep the room calm and keep students away from doors and windows. The students should follow this procedure in the case of a lockdown:

1. Remain calm
2. Follow any instructions that the teacher gives to the class
3. Stay away from doors and windows
4. Keep on task, unless the teacher tells you differently



## **Firearms: Weapons and Explosives Prohibited (Policy Code 5027/7275)**

The Ashe County Board of Education is committed to providing a safe school environment that is free from violence, to maximum extent possible. Employees, students, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another person to possess, carry, use, or threaten to use weapons or explosives on school property while attending curricular or extracurricular activities sponsored by the school system. This policy applies to weapons or explosives carried openly or concealed. Any employee who violates this policy will be subject to immediate termination. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately. The superintendent or principal shall immediately report any violation of this policy to law enforcement officials. Any employee who is aware that a weapon or explosive is present on school property or at a school event in violation of this policy must immediately report this information to the principal or designee or the school resource officer as appropriate. Students who violate this policy are subject to discipline as provided in **Policy 4333 Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety**.

**Weapons and Explosives Defined:** For purposes of this policy, a weapon includes, but is not limited to, any gun, rifle, pistol, or other firearm of any kind; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razorblades (except solely for personal shaving), or fireworks; and any sharp pointed or edged instrument, except instructional supplies, unaltered nail files, clips, and tools used solely for the preparation of food, instruction, or maintenance on educational property. For purposes of this policy, an explosive includes, but is not limited to, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in **G.S. 14-284.1**.

# SAFE SCHOOLS PLAN

**School Property:** For purposes of this policy, school property is any school building, or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the Board of Education.

**Exclusions:** This policy does not apply to: 1. a weapon or explosive used solely for educational or school sanctioned ceremonial purposes, or used in school approved program conducted under the supervision of an adult whose supervision has been approved by a school authority; 2. a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle if the person has a concealed handgun permit valid under state law or is exempted by state law from needing a permit to carry a concealed handgun (the person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following entrance or exit); 3. firefighters, emergency personnel, North Carolina Forest Service personnel, and any private police employed by the Board of Education, when acting in the discharge of their official duties; 4. law enforcement officers or other persons as provided in **G.S. 14-269.2(g)(1a)**; or 5. a volunteer school safety resource officer providing security to the school pursuant to an agreement as provided in **G.S. 115C-47(61)**, provided that the volunteer school safety resource officer is acting in the discharge of his or her official duties and is in the educational property of the school that the officer was assigned to by the head of the local law enforcement agency. Legal References: G.S. 14-69.2, -269, -269.2, -284.1, 20-17, 115C-47(61), -288(g)

# TOBACCO/VAPORIZER FREE SCHOOL

Ashe County Board of Education recognizes that it has a legal obligation pursuant to Title I of Public Law 103-227 to provide schools that are tobacco free and thus promote a healthy learning and working environment. Per ACS Board Policy e-cigarettes/vapes are considered a tobacco product. Vaping is not permitted on school grounds, including school buses. Any student in possession of a vape or electronic smoking device will be referred to administration. The vape will be confiscated and destroyed. Any student in possession of or attempting to distribute or conceal a vape will be subject to suspension at the discretion of school administration. Accordingly, the Board of Education enacted the following regulations:

*Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school sponsored events. **No student, employee, or visitor shall be permitted under an circumstance to use tobacco products in any facility or grounds owned, leased, or contracted for by the Ashe County Schools.** For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine. Tobacco is defined to include cigarettes, chewing, dipping, vapors, e-cigarettes or any other use of tobacco products.*

# MONEY

When collecting money from students, it is very important that you keep accurate records. Checks from parents should be made payable to Blue Ridge Elementary unless otherwise informed. **All monies should be receipted and turned in the day it is received. Please avoid having money turn in days on Friday-this includes field trip money, fall festival, fundraisers, and any other monies.** Substitutes cannot receipt money. The bookkeeper is to be advised anytime a grade level plans to collect money for field trips, t-shirts, social events, etc. No monies can be collected without approval from Mr. Reedy. You are responsible for any monies you collect and will be liable for any lost monies.

All purchases must be approved prior to purchase and made by purchase orders, school credit card, or charged to the school. **Pursuant to accounting rules, the school is not allowed to reimburse teachers for items purchased on their own.**

**Each teacher will be issued an individual receipt book. Monies to be sent to the front office must be receipted. There are two kinds of receipts that must be made-the green total sheet is sent to the office AND and an individual student receipt to be sent home.**

**An individual receipt must be made for yearbook money, out of county field trip money, etc. Teachers do not need to individually receipt monies collected for their classroom such as dollar bus fees for trip or dollar fees for hat days--this will be done on a class roster form.**

*If you need to receipt a student for more than one thing, please do so on one receipt and list the items along with amounts. Please remember, refunds are not given unless deemed appropriate by administration in emergency situations.*

# TRANSPORTATION

## Bus Loading/Unloading

Teachers and assistants will be assigned specific areas or responsibilities for morning arrival and afternoon departure. Please be on time for duties. Teachers will escort primary students to the bus loading area each day. Please do not load the buses early. Children should not be in the hallway until you dismiss them.

# TRANSPORTATION

Safety is our number one concern when it comes to transportation.

We also want to keep student transportation consistent day to day.

Beginning this school year, any transportation changes that involve bus to bus change will be made through the Transportation Department.

The only changes that will be made are permanent, long term changes.

## **If a permanent, long term bus change is needed:**

1. Notify the school bus supervisor in writing by completing the **Transportation Change Request Form**—this can be printed from the BRES website and sent to school with your child or you can visit the front office to complete the form
2. The bus supervisor will communicate the request to the **Transportation Department**.
3. There will be a 3 day turnaround time for the change to be made, to check capacity, add the stop to the software, etc.
4. The **Transportation Department** will approve/deny the request and provide the information to the bus supervisor
5. The bus supervisor will contact the parent/guardian with the new bus information

If you have a shared custody arrangement, or other situation that would require your child to ride a different bus on a regular schedule, please let the bus supervisor know.



# BUS TRANSPORTATION

Bus drivers will work closely with the school bus supervisor to foster and develop a positive student climate when riding a school bus. All students who ride a school bus will be assigned a seat by the school bus driver. Seat assignments will be completed by the second full week of school and shared with the school bus supervisor.

Consequences for not meeting bus expectations can result in a student losing their privilege to ride. Remember, bus riding is a privilege. Bus drivers will be proactive in managing student behaviors and will utilize written communication of behaviors with administration and parents.

At the beginning of the year, administration and teachers will review and/or practice the bus expectations. If a student does not follow expectations, there will be consequences.

There are two kinds of bus discipline – minor and major.

The administration has the final say in whether an infraction is minor or major.

**Minor:** eating on the bus, yelling, horseplay, being out of assigned seat, electronics, etc.

**Major:** weapons, controlled substances, tobacco, fighting, physical intimacy, safety equipment, vulgar/threatening/aggressive language, indecent exposure, etc.

See ACS Board Policy 4300 for Student Behavior Policies.

Continue reading for the list of expectations and potential consequences.

# BUS EXPECTATIONS

## Category 1 Infractions

1. **Bus Assignment**—Students may only ride the bus they are assigned to and get off at their assigned stop
2. **Bus Stop Behaviors**—Be on time at the designated bus stop. Stand a safe distance from the road and wait for the bus to stop completely to board
3. **Boarding and Unloading**—Students should board the bus in an orderly manner with no pushing, shoving, or breaking in front of another student
4. **Driver Instructions**—Instructions from the driver are to be followed the **first time they are given**
5. **Electronic Devices**—Cell phones or other devices are **not** permitted at any time on the school bus. If a student refuses to comply with the driver's request to put the device away, it will be taken by the driver and turned into administration
6. **Food/Drink**—Only water, in a spill proof bottle, is allowed on the bus
7. **Hands and Feet**—Keep hands and feet inside of the bus at all times and out of the aisle. Keep your body and belongings to yourself—do not provoke or engage in aggressive behavior, fighting, or horseplay
8. **Homework**—Books are the only school materials that may be out while on the bus
9. **Language**—Use polite language and speak softly. Do not use vulgar, profane, aggressive, or threatening language
10. **Personal Items**—Should remain in student's bags. Anything not authorized to be transported will be taken by the driver and given to administration
11. **Seat**—Students should stay in their assigned seat, facing forward with their feet on the floor while the bus is in motion





# BUS EXPECTATIONS

## Category 2 Infractions

1. **Bus privileges**—No student shall ride any bus if they have been suspended
2. **Controlled Substances**—No student shall possess or be under the influence of any illicit drugs on a bus or bus parking area
3. **Fighting**—No student rider shall provoke or engage in a fight or cause personal injury or discomfort to another
4. **Gross Disrespect**—No student shall disrespect another student or driver by use of vulgar or profane language, indecent exposure, etc.
5. **Physical Intimacy**—No student shall engage in any type of intimate contact with another student
6. **Safety Equipment**—No student shall tamper with emergency exits, bus equipment or deface a bus in any manner
7. **Tobacco/Vaping**—The use of any tobacco product or vaporizer on a bus is prohibited
8. **Weapons**—Refer to ACSBOE Policy 4330
9. **Willful Disobedience**—No student shall willfully comply with any request by school personnel or the driver regarding safety on the bus

## Consequences

- 1st Infraction Bus Driver Warning
- 2nd Infraction Administrative Conference and parent contact
- 3rd Infraction referral to principal, parent contact, possible intervention strategies
- 4th Infraction Suspension from riding the bus for 3–5 days (administrative discretion)
- 5th Infraction Suspension from riding the bus for 5–10 days (administrative discretion)\*
- 6th Infraction Suspension from riding the bus for 10–15 days (administrative discretion)
- 7th Infraction Permanent suspension of bus riding privileges for the current school year.

\*Consequences for Category 2 Infractions begin at the 5th Infraction step.

Administration has the right to suspend bus ridership for serious offenses at any time.

# TECHNOLOGY VIOLATIONS

**The activities below are examples of violations and hazards that could result in disciplinary or legal action.**

Sending, receiving, displaying or accessing defamatory, offensive, profane, sexually oriented, racially offensive or illegal materials.	Invading the privacy of individuals or using others' passwords
Using obscene language	Trespassing in others' folders, work, or files
Sharing personal information on websites (full name, address, phone number, identifiable photos) without permission from a teacher, parent, or guardian	Intentionally wasting limited network resources (streaming content without permission
Harassing, insulting or attacking others	Employing the network for commercial purposes, financial gain or fraud
Unauthorized access, damaging or modifying computers, computer systems or computer networks	Attempting to access websites blocked by district policy, including the use of proxy services, software or websites
Violating copyright laws	The use of keylogging devices/software is prohibited

# COMMON INFRACTIONS

[Click here](#) for a breakdown of offenses and consequences

**Student Disruptions**—No student shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, intentionally cause the disruption of any lawful function, or process of the school, nor shall any student urge any other student to engage in such conduct.

*The use of electronic technologies to the instigation of any disruption at school will be dealt with according to the discretion of the principal and/or law enforcement.*

**Verbal Abuse/Disrespect**—Verbal or written action that prevents an orderly and peaceful learning environment is prohibited. Student must respect each other and respond to verbal and written directions given by **all** school personnel. Cursing or using vulgar remarks is specifically prohibited.

**Physical Contact**—Students are to show respect for one another and **NOT** engage in any type of antagonistic physical contact. A student who is attacked may use reasonable force **ONLY** to an extent to free themselves from the attack and notify school authorities. A student who exceeds this reasonable force may be disciplined even though they may not have provoked the fight. Administration will determine the aggressor and administer appropriate consequences.

# SCHOOL RULES AND CONSEQUENCES

## Minor Infractions

**Classroom Disruption** – Disturbing or distracting from the normal instructional process will not be tolerated. This includes but is not limited to interrupting the class, provoking other students, or talking excessively.

**Public Display of Affection** – Inappropriate public displays of affection are not allowed. Examples are, but not limited to, kissing, holding hands, hugging, or any inappropriate touching, gestures, etc. This includes all school grounds, such as the football field, bus loading areas, field trips, etc.

**Excessive Physical Contact** – Students should avoid all unnecessary physical contact, hugging, horseplaying, and/or roughhousing. Students should know it is best to keep your hands to yourself.

**Failure to follow a set routine** – Students shall comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other school personnel during any period of the school day, including, but not limited to, homework assignments, testing instructions, etc.

**Food or Drink** – No food or drink is allowed in the classroom without the direct supervision of the classroom teacher. Vending machines are off limits until after school hours. Energy drinks or any type of Power Shots are not allowed at any time. Clear water in a bottle/container is the only exception to this rule.

**Significant disruption** – Students shall not cause disruption in the learning environment or encourage others to do the same.

**Profanity** – Students shall not use insulting, abusive, profane, or obscene words, signs, or gestures at any time.

**Showing or exhibiting disrespect for others** – Students are expected to show respect to other students, faculty, and staff at all times.

**Unexcused Tardiness** – Students should learn the importance of being prompt upon arrival to school and being punctual to attend classes.

**Violation of dress code** – Because there is a direct correlation between dress, attitude, and achievement in school, Blue Ridge Elementary requires a student to dress in a manner that does not distract or disrupt the attention of the students from the instructional program. The violators will be asked to change clothes before reporting back to class. A student may need to call home for more appropriate clothing to be brought to school. (See Dress Code for a full explanation.)

# SCHOOL RULES AND CONSEQUENCES

## Major Infractions

*All Class II Infractions will be dealt with by the administration. If deemed appropriate, referrals will be made to the Ashe County Sheriff's Department.*

**Cheating or Plagiarism** – Students shall not cheat on tests or exams, copy the work of another student or person, assist a student in copying or cheating from his or her work or test, nor complete in a dishonest manner any type of academic assignment.

**Cutting class and/or leaving school without permission** – Students shall be on campus and in their assigned classes unless they have been authorized to be elsewhere by faculty or staff.

**Damage to school property** – No student will attempt to damage or deface any school property or contents of the same.

**Disrespect to faculty/staff** – Students shall not cause or attempt to cause any (written, oral, or signed) threat to any school employee. Likewise, any threat of physical or bodily injury to principals, assistant principals, teachers, substitute teachers, teacher aides, student teachers, and other school personnel or visitors will be severely punished.

**Falsification** – No student shall falsify information presented to school personnel. This includes written statements or the creation of an untruth.

**Fighting/Assault** – No student will intentionally cause bodily harm to another student by means including, but not limited to, fighting, hitting, pushing, shoving, etc.

**Bullying, harassing, or threatening another student** – Students shall not harass, threaten, or relay threatening or harassing remarks to any other student. This also includes social media outlets that place a student in danger. This type of behavior will not be tolerated.

**Inappropriate bus behavior** – Students should not engage in any type of behavior that interferes with the safe operation of the school bus. Riding the bus is a privilege and should be treated as such. A student may be removed from a bus for the remainder of the current school year.

**Inappropriate items** – Students are not to bring to school items that are disruptive to the instructional day. Items include but are not limited to, squirt guns, water balloons, toys, trading or collectible cards of any type, etc. Electronics are only allowed after school. If they are seen during the school day, they will be taken and discipline procedures will be followed. Lost or stolen items are not ACMS' responsibility.

# SCHOOL RULES AND CONSEQUENCES

## Major Infractions

**Insubordination (Non-compliance with directions)** – Students shall comply with all lawful directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any time in which they are subject to school authority.

**Sexual harassment** – Students shall not direct sexual advances or other inappropriate oral, written, or physical contact of a sexual nature with another student. All students must have the privilege of being allowed to learn in an environment free of such inappropriate conduct.

**Stealing** – Students should respect not only school property but also the personal property of others. Students shall not steal, rob, or attempt to destroy or destroy any property or belongings of others.

**Tobacco** – According to the Ashe County Board of Education Policy, students shall not possess or use any tobacco products at school, on the school bus, or at any school-sponsored activity. Per Ashe County Board Policy, this includes e-cigarettes/vapes, which are considered a tobacco product. Students will be asked to forfeit tobacco products in their possession, and all products will be disposed of properly.

**Vandalism** – The defacing of buildings, buses, cars, walkways, bathrooms, etc. and/or the destruction of public or private property will not be tolerated.

# SCHOOL RULES AND CONSEQUENCES

## Severe Infractions

*Blue Ridge Elementary will follow the Ashe County Board of Education policy in administering discipline for behaviors that fall into the Class III category. The Ashe County Sheriff's Department will assist in certain situations.*

**Alcohol and other Illegal Substances** - Students shall not possess, use, sell, deliver, or distribute marijuana, narcotics, stimulants, depressants, prescription medicines, counterfeit forms of an illegal substance, alcoholic beverage, or any other unauthorized or illegal substance or drug paraphernalia. The Ashe County Board of Education Policy will be followed in all instances.

**Arson/Fireworks** - Starting a fire or attempting to start a fire on school property is prohibited. No student shall have an exploding firecracker or any material making a loud noise inside a building or on the school grounds or discharging of the same.

**Trespassing** - Any persons not enrolled in school without authorized permission to be on the campus shall be instructed to leave the campus by authorized personnel.

**False Fire Alarms** - Students shall not activate any fire alarm unless authorized to do so by school employees or unless there are reasonable grounds for the student to believe an actual emergency exists.

*Blue Ridge Elementary will follow the Ashe County Board of Education policy in administering discipline for behaviors that fall into the Class IV category. The Ashe County Sheriff's Department will assist in certain situations. Suspensions are REQUIRED UNDER STATE LAW for Level IV Infractions.*

**Bomb Threats** - At no time shall students communicate a false report concerning a bomb or any other explosive device.

**Weapons** - Students shall not possess or conceal any weapon or instrument that could cause bodily harm or be used to threaten bodily injury, such as, but not limited to, guns, knives, etc. The possession of weapons will be reported to the Ashe County Sheriff's Department; expulsion may occur.

**The administration reserves the right to deal with these and other offenses as stated in Ashe County Board Policy with actions and consequences deemed appropriate in order to provide a safe and orderly environment.**



# ACCELERATED READER

Students will check out books from the Media Center based on their Accelerated Reader (AR) level.

These books should be read nightly for homework.

Students will take AR Quizzes when they complete a book. These quizzes earn them points toward their AR Goal.

Goals will be set each quarter, based on student performance on the STAR test.

At the end of each quarter, the students who reach their AR points goal AND accuracy goal will earn a reward.

# BEHAVIOR REWARDS

## **K-2**

Students who lose “Fun Friday” time more than 2 times during a quarter will not be eligible to attend the quarterly Behavior Reward.

## **3-6**

In order to be eligible for the quarterly Behavior Reward, students must not have received more than 2 Minor Consequences (phone call home, warning, Lunch Detention, classroom consequence) or more than 1 After School Detention.

# SCHOOL GREETERS

The BRES Safety Patrol will be composed of 6th grade students. They will monitor assigned areas before school. Referrals to teacher may be made after a warning is given for violating a school rule. Safety Patrol is a leadership and service opportunity.

## SAFETY PROCEDURES

It is everyone's responsibility to ensure Blue Ridge is a safe school. Students must be taught the proper and expected behavior that will ensure their safety. All staff is expected to model safe behaviors at all times.

Paramount to good safety is adequate supervision by teachers at all times.

1. Gym & Playground-Each teacher, in conjunction with the class, should establish guidelines for proper conduct. Each teacher should position themselves on the playground or in the gym so that students are monitored at all times. Gym shoes must be worn at all times when using the gym.
2. Classroom-Each teacher should establish and display rules for classroom safety. Situations such as climbing, tripping, holding doors to prevent entrance by other students, etc. should be analyzed.
3. Hallways-The staff shall monitor hallways to make sure they are safe and students are moving in an orderly fashion.

## SOCIAL DUES & HOSPITALITY COMMITTEE

Social dues will be collected at the end of the first month of school. Dues should be paid to Cindy Lewis She will put a reminder in your box at the end of the month if you have not already paid. Please notify your grade/department chair, administration, or someone on the hospitality committee when circumstances warrant. Information on collection and disbursement information is located on Canvas within the hospitality information.

# STUDENT TEACHERS LONG TERM SUBSTITUTES INTERNS

Student teachers and interns must be approved and assigned by the principal .

# STUDENTS STAYING AFTER DISMISSAL

Students who stay after school should either be enrolled in the After School Program or remain in an assigned area with a teacher. Students may be required to stay after school to work on past assignments after other strategies have been attempted. Before staying after school, parents should be called and plans should be made about picking up students. Students should not stay after school unless a teacher or the principal has given permission.

# INSTRUCTIONAL ASSISTANTS

The assistants are a valuable part of the school team and are assigned to the principal. At the beginning of each school year, the principal will assign each assistant their school responsibilities. Instructional assistants will follow the same work schedule as teachers but cannot work more than 40 hours a week unless administration gives prior approval.

# TEACHER EVALUATIONS

Teachers will be evaluated using the North Carolina Teacher Evaluation Instrument. Teachers will receive a minimum of two observations during off years and three during renewal years. Beginning teachers and probationary teachers will receive a minimum of four formal observations each year. All teachers will receive an annual summative evaluations. Support staff will receive three observations.

Every teacher must complete a self assessment as well as a professional development plan each year. Teachers should use their self assessment and last year's summative evaluation to write their PDP goals. The principal or assistant principal must sign the PDP at the beginning, middle, and end of the year.

Administration will conduct walkthroughs and formal evaluations as required. Teachers are professionals and are expected to complete assigned tasks on time and in a professional manner.