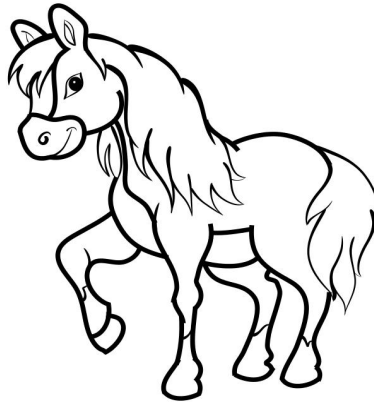


# BLACK MOUNTAIN PRIMARY SCHOOL

PARENT – STUDENT HANDBOOK

2019-2020



[TheLittleLadybird.com](http://TheLittleLadybird.com)

MALORIE MCGINNIS, PRINCIPAL

KRISTEN FRISBEE, ASSISTANT PRINCIPAL

301 EAST STATE STREET  
BLACK MOUNTAIN, NC 28711

PHONE: 669-2645

FAX: 669-1616

CAFETERIA: 669-2059

YMCA AFTERSCHOOL: 777-2089

SCHOOL WEB SITE ADDRESS: [www.buncombe.k12.nc.us](http://www.buncombe.k12.nc.us)  
Select "Black Mountain Primary" from the menu bar

CHARLES D. OWEN SCHOOL DISTRICT

## **WELCOME FROM THE PRINCIPAL**

August 2019

Dear Black Mountain Primary Families,

Welcome to the 2019-2020 school year at Black Mountain Primary School. We are extremely excited that you are a part of our school family. We have a highly-qualified staff that will work daily to meet your child's educational needs.

As a North Carolina A+ School we combine interdisciplinary teaching and daily arts instruction, offering children opportunities to develop creative, innovative ways of thinking, learning and showing what they know. In A+ Schools, teaching the state's mandated curriculum involves a collaborative, multi-disciplined approach, with the arts continuously woven into every aspect of a child's learning.

This handbook is a complete guide to school policies and procedures that we follow daily. It also explains responsibilities and opportunities for parents to help their child have a successful year.

On behalf of the faculty and staff I would like to invite you to visit our school, attend your child's programs and become an active member of the PTO.

We also invite and encourage you to become a volunteer at Black Mountain Primary. We need parents and grandparents to work with our students and hope you are willing to share your gifts and talents. Working together we can make your child's education a very rewarding and positive experience.

The primary school years set the foundation for the development of good work ethics. We work daily to instill a strong work ethic in our students. A part of this is having students arrive on time and be in attendance daily. We appreciate your support as we work on developing lifelong skills.

At Black Mountain Primary, we strive to ensure every child's success. In doing this, we need your help and support. Together we will teach our students leadership and life skills, creating a culture of student empowerment based on the idea that every child can be a LEADER. Schools work best when there is a healthy collaboration between families, teachers, and students.

Sincerely,

Malorie McGinnis  
Principal

# **BLACK MOUNTAIN PRIMARY SCHOOL**

## **Direction Statement**

Black Mountain Primary Schools students will develop leadership skills to become responsible leaders in our community and beyond.

## **Purpose Statement**

To work collaboratively with stakeholders to facilitate learning by enhancing the core curriculum with technology skills, problem-solving, arts-based learning, and leadership.

## **Belief Statement**

As the community of BMP, it is essential to provide a caring and safe learning environment. We are committed to enabling students to reach their highest potential by embracing each child's unique learning style, building character and integrity, and preparing active and positive contributors in our community by building leadership skills.

## **ACCREDITATION**

Black Mountain Primary School is accredited by the Southern Association of Colleges and Schools.

## **Leader in Me**

The Leader in Me is a process designed to empower students to learn to lead themselves and others. The process focuses on whole-school improvement through an Inside-Out Approach. It begins with staff training and then moves to students, families, and communities.

## **A+ SCHOOL'S PROGRAM OF THE NC ARTS COUNCIL**

### **MAKING THE CURRICULUM MEANINGFUL THROUGH BLACK MOUNTAIN PRIMARY'S ARTS BASED CURRICULUM:**

At Black Mountain Primary, we actively work toward integrating the arts (visual art, music, drama, and dance/movement) throughout the school curriculum. According to the research, integrating the arts can have a great number of positive effects on student learning. Across the country, schools that have integrated the arts have discovered benefits such as:

- Improved student understanding
- Higher student engagement
- Increased attendance and lower future drop-out rate
- Decreased negative student behavior
- Higher test scores as students explore topics in the style best suited to them
- LEARNING IS MUCH MORE FUN!!

## **Equal Educational Opportunity Statement**

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 request 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, Buncombe County Schools, 175 Bingham Rd. Asheville, NC 28806.

## **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, Black Mountain Primary’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 on Buncombe County Schools’ website, Black Mountain Primary’s school website, and a copy is available in the school office. For more information, you can contact the school office.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES

**ARRIVAL:** Students are asked not to arrive on campus before 7:30 a.m., prior to this time there is no staff in place for supervision. Black Mountain Primary School cannot be legally liable for children dropped at school before 7:30 a.m. and school doors do not open until 7:30 a.m. Car riders should arrive in time to eat breakfast (if they desire) and be in the classroom by 7:50 a.m. The instructional day begins with announcements at 8:00 a.m. It is most important that all students are in their classrooms at that time, settled and ready to begin the instructional day.

Car riders may only be dropped off **at the back of the building in the car rider line.** The front lot (off Charlotte Street) is for buses only. Please drop your child off in the designated areas to ensure their safety. Please observe a safe speed limit as you drive through the campus. Please be alert for children who may dart in front of traffic.

**TARDINESS:** Students arriving at 8:01 a.m. or after are considered tardy. Morning announcements begin at 8:00 a.m. and instruction begins promptly following announcements. Students who are tardy are required to report to the front office to sign in on the computer and to receive an “admit to class tardy slip.” **Parents must come into the building to sign students in who arrive late.** Please be mindful that tardies interrupt the school program and reduce instructional time.

**EARLY SIGN OUT:** If it is necessary for your child to leave school early, a parent or designated adult picking up your child must come to the front office to sign the child out. Once you are here, the office staff will call your child’s teacher and ask that he/she be sent to the office to be dismissed. If you sign your child out before 2:35 p.m., this will count as an early dismissal. Early dismissals are not in the best interest of students and deprive students of a complete day of academic instruction. 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. For the full BCS Attendance Policy, please contact our office or access it on the web at [www.buncombe.k12.nc.us](http://www.buncombe.k12.nc.us).

### **DISMISSAL:**

#### **Bus**

First load bus students will be dismissed at 2:35 p.m.

**CAR RIDERS:** Car riders are dismissed at 2:40 p.m. and picked up in the car rider line at the front of the school. **Car rider tags with student names must be visible. Please drive slowly and be respectful of others in line.** Staff members are on duty to supervise students as they are loaded into cars.

All vehicles in the car rider line must have a school generated car tag with the child’s name printed on it to ensure the safety of your child. Please leave the card on your dashboard until the child is loaded in your car. If after the first full week of school, there is no school generated name card in the vehicle, the driver will be asked to come inside the school building and show ID to pick up your child.

**All students must be picked up by 2:55 p.m.**

**CHANGE IN TRANSPORTATION ROUTINE:**

If it is necessary to change your child's usual routine of going home in the afternoon, a note from the parent/guardian is **REQUIRED**. Notes **MUST** be sent to school with the student. For **EMERGENCIES**, please call the office no later than 2:00p.m. to change procedures for going home. This will allow our staff the time to notify the teacher and bus driver.

**IMPORTANT: If your child is to go home on a different bus, we must have a written note. The note should be given to your child's teacher or turned in at the office. If we do not receive a note the student will be sent home on their regular bus. Due to safety reasons, we cannot accept phone calls or the student's word.**

**Walkers**

Walkers will be dismissed in the front of the building near the Family Center modular.

**ADVISORY COUNCIL:** Each Buncombe County School 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 community. If you have suggestions or concerns please contact any member of the council: Malorie McGinnis-Principal, Kristen Frisbee-Assistant Principal, Jen Marsh- PTO President, Kris Bartman, and Ron Venturella, Parent Representatives.

**AFTER SCHOOL CARE:** The YMCA provides after school care at Black Mountain Primary until 6:00 p.m. Their program builds self-esteem, values and leadership skills. You'll know your children are growing and exploring their potential; they'll think they're just having fun. The YMCA offers North Carolina 4 and 5 star-rated, licensed programs designed for ages 5-12 that is based on the four core values of caring, honesty, respect and responsibility. For more information or to register for after school care you may call the Afterschool 777-2089. **Registration and Fees** are required.

**ATTENDANCE:** The Buncombe County Board of Education believes that regular school attendance is important and directly contributes to the positive achievement of students. Good attendance in school establishes a strong work ethic for life. Students should be in school every day that they are physically able. **If a student is absent, a written note explaining the absence is required within 3 days of the absence.** The note should include the date of absence, reason, parents' signature, and the date the note was written. A doctor's note may be required for students who have excessive absences.

An excused absence means the child is absent from school for a legitimate reason (illness, death in family, doctor appointment). Family trips, vacations, etc. during school time are not excused absences.

The Family School Specialist is required to call on families where there is an attendance problem. It's important that we work together to help our students develop good habits related to regular school attendance and punctuality.

Regulation Code: 4400 R – After 10 Accumulated Unexcused Absences in a school year, a conference is required pursuant to G. S. 115C-381.

At Black Mountain Primary, we encourage and recognize regular attendance. Perfect attendance is recognized each grading period.

**CARE OF SCHOOL PROPERTY:** Students will be held accountable for any willful damage to school property. Library books may be checked out as long as they are returned in acceptable condition. Damaged, lost books and materials must be paid for before grades are issued or transferred to another school. All monies collected are receipted by the bookkeeper and credited to the proper fund for replacement purposes.

**CHILD NUTRITION PROGRAM:** Breakfast and lunch are served daily. All students receive free breakfast.

Meals may be paid for in advance or students can pay at the cash register each day. Parents may also pre-pay on line at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Notices concerning charges will be sent home to parents. We appreciate you paying bills as soon as possible.

Applications for free/reduced lunch are sent home the first day of school. If you are interested, please fill out and sign the application and return immediately.

**Even if your child was on free or reduced lunch last school year, you must complete a new form each year.**

**Food Allergies/Peanut Free**

We have students that have severe food allergies. The most severe allergy is to nuts. Please refrain from sending any food containing peanut products or other nuts. Our cafeteria is “peanut free,” meaning no items are served that contain nuts or nut oils. We ask that you avoid sending nuts or peanut butter products when packing lunch boxes or snacks. We can ensure the safety of all students by reading packaging labels and reminding children not to share food with others.

**Meal Prices for 2019-2020**

Universal Free Breakfast – All Students

Lunch:

Students	\$2.85
Reduced Price Students	\$ .40
Milk only	\$ .85
Adult Lunch	\$4.15

Adults pay per item for breakfast and lunch. Breakfast and lunch menus can be found on the Buncombe County Schools’ district website. Menus are subject to change. Extra items/snacks are available for purchase. These items cannot be charged. No carbonated or soft drink beverages are allowed at school. **As a courtesy to all students, restaurant/fast food items (McDonalds, etc.) may not be brought into the school for meals.** Good cafeteria manners are expected by all and cafeteria behavior expectations are posted.

**DRESS CODE:** Please take a moment to talk with your child about dressing appropriately for school. Students are encouraged to dress comfortably and be prepared to participate in all activities. Dress or grooming should not interfere with the teaching and learning process or cause undue attention to the learner.

The following is a basic dress code:

- Short shorts or mini skirts, crop tops, tank tops, spaghetti (skinny) straps, halter tops, see-through jerseys, muscle shirts, or cut-off shirts are not appropriate. Shirts must cover stomachs.
- Shorts or skirts should be mid-thigh in length.
- Clothing items displaying obscene or offending language or pictures or referring to drugs or alcohol are not appropriate for anyone on school grounds.
- Hats are not allowed to be worn in the building unless it is a special event.
- For safety reasons and daily exercise, shoes should be of a type suitable for physical education or recess (no flip flops, high heels, etc).
- Unnatural hair coloring (green, blue, purple, etc.) should not be worn at school.

Students will be asked to change clothes or parents will be called to arrange appropriate dress if a child arrives at school in inappropriate clothing. If your child is prone to accidents, feel free to send an extra change of clothing.

### **EARLY DISMISSAL/SCHOOL CLOSING DUE TO WEATHER OR OTHER**

**PROBLEMS:** There may be occasions during the year when school is 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 is called, we will follow this information unless we receive other directions from you **in writing**. Please tune in to local radio or TV station for closing information. Working parents are advised to plan ahead and make special provisions for childcare for those days when schools must be dismissed early or closed. The safety of all children is the first concern when deciding if schools must be closed or if there is a delayed opening. During the winter months, it is recommended to check the local weather daily due to the geographical size and difference within our county. **Signing up for WLOS weather/school closing alerts gives you closing details quickly.**

- If schools are closed, students do not report.
- Students do not report on Teacher Work Days or Annual Leave Days.
- Occasionally, schools in one or two districts may be closed and schools in other districts may be open. If more than two districts need to be closed due to bad weather, all schools will be closed. Black Mountain Primary is in the **OWEN** district.
- As automated phone messages are also used to notify parents of school closings, it is important that parents keep us informed if phone numbers change. We must have a current phone number on file in order to contact you.

**EARLY RELEASE DAYS:** Early release days are scheduled during the school year and are listed on the school calendar. Students are dismissed at 12:35 p.m. on early release days.

**GIFTS/CELEBRATIONS:** If you would like to celebrate your child's birthday at school, we ask that you communicate with your child's teacher for details. In the course of the celebration, we need to be careful not to interrupt the educational day. Meeting your child in the lunch room or at recess are opportune times for this type of celebration. We do not allow the delivery of balloons, flowers, etc. as they cause instructional interruptions. Also, please do not send party invitations for your child or your child's teacher to deliver unless ALL students in the classroom are invited.

**Board policy does not allow home baked goods to be sent for classroom snacks or parties. All foods sent must be commercial bakery or pre-packaged snacks. Please send snacks that would be considered healthy.**

Student birthdays are recognized each morning during the daily announcements.

**INTERNET USE:** The Internet is a valuable learning resource and we are pleased that our classrooms are Internet-accessible. We make every effort to monitor student use of the Internet to ensure that materials accessed are appropriate.

However, on a global network it is impossible to control all materials. Students, therefore, are given the privilege to use the Internet along with the responsibility of using it properly. See more information below concerning **Personal Communication Devices**.

### **LEGAL ISSUES:**

In order for the school to acknowledge custody of a child, legal custody papers must be on file in the school office. Please send these papers within the first week of school or as a situation would create a change. If there are other concerns with regard to your child's safety, the office and your child's teacher should be informed.



**LOST AND FOUND:** A lost and found area is located near the Media Center. Every attempt will be made to return lost items to the owners. Unclaimed items are given to charitable organizations at various times during the school year. Putting your child's name on clothing helps us return the item to its owner.

**MANNA BACKPACK PROGRAM:** We provide a food backpack program on Fridays' sponsored through Manna Food Bank. Manna Food Bank delivers food to the school and it is packed by volunteers for students to bring home. If you are interested in participating in this program, please contact Black Mountain Primary's Guidance Counselor, Ms. Lucia Lorenzo.

**MEDIA/LIKENESS RELEASE FORMS:** It is the school system's procedure not to require parent permission for students to be photographed, videotaped, 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, guardians, or eligible students may request not to be photographed, videotaped and/or interviewed by notifying the school in writing within (10) days of publication of this policy in the Parent/Student Handbook.**

**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 participate in 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. 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 2:35 p.m. and will return phone calls at the end of the day. 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 see BCS website.

**PARKING:** Visitors should park in designated visitor spaces located in the back of the school.

**PERSONAL COMMUNICATION DEVICES:**

**BYOD Statement of Use**

**Purpose**

Buncombe County Schools (BCS) is committed to moving students and staff forward in a 21<sup>st</sup> century learning environment. As part of this plan, BCS will allow students and staff to bring their own devices (BYOD) during any teaching and learning day. With classroom teacher discretion, students may use their own devices in the classroom. Participants should use personal devices during the instructional day to support their educational activities and maintain academic integrity in all their work at all times. Access for personal reasons is secondary and must not disrupt the learning of others. The current cell phone policy for students remains in effect and supersedes this statement of use.

## **Plan**

Students and staff may bring their own devices (BYOD) to school during any teaching and learning day. The BYOD wireless network will only provide filtered Internet access. BCS Staff are not responsible for configuring personal devices to access this network. Users may not access the BCS network via hardwired connection with any personal device. BYOD devices will not have access to the internal BCS network or resources provided by the internal BCS network, including shared drives and printers. Use of a device under the district's BYOD Statement of Use requires the users' adherence to the BCS Technology **Acceptable Use and Internet Policy (646)**.

## **Maintenance and Repair.**

Responsibility for maintenance and repair of privately owned devices rests with the individual owner. BCS and its employees are not responsible for the maintenance and repair of personal devices.

## **Security and Damages**

It is the joint responsibility of the school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. Responsibility to keep privately owned devices safe and secure rests with the individual owner. BYOD participants are prohibited from sharing personal devices, creating "hot spots", and deliberately tampering with school system property or property of others, including uploading and downloading illegal material or inappropriate content. Use of a personal device that has full wireless access from a 3<sup>rd</sup> party carrier requires the users' adherence to the district's BYOD Statement of Use and the BCS Technology Acceptable Use and Internet Policy (646). BCS, and its employees, are not liable for any device stolen or damaged while on campus or off campus at a BCS sponsored event. If a device is stolen or damaged, such incidents will be handled through the local administrative office in the same manner as other personal artifacts that are impacted in similar situations. Any device connecting to the district internal WiFi is subject to seizure under certain circumstances.

## **Student FAQ**

*Question:* I brought my personal device to school to use in the classroom, but my teacher said I couldn't use it in his/her classroom. Can I still use it?

*Answer:* The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Bringing your own device is only an option, not guaranteed for each classroom situation.

*Question:* I need to print something, is this allowed?

*Answer:* No, students are not allowed to print items from any wireless device. Students that attempt to print from their wireless service may lose the privilege to bring their device to school.

*Question:* My personal device was stolen when I brought it to school. Who should I contact about this?

*Answer:* Bringing your own technology device to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. BCS is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Theft or vandalism of any kind should be reported immediately to the school administration so he/she can take appropriate steps. Damage or theft is still the responsibility of the owner.

*Question:* Am I still held accountable for the Acceptable Use Policy ("AUP") I agreed to, even though this is my own personal device?

*Answer:* Yes. The BCS Technology Acceptable Use and Internet Policy (646) remains in effect even when you are using your own device. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on campus with a local school administrator.

*Question:* Will there be a penalty to my grade if I do not have my own device?

*Answer:* No. Devices are never required and therefore, a grade cannot be taken.

**PTO (PARENT/TEACHER ORGANIZATION):** We encourage all families to be a part of this organization. If you have questions concerning PTO you may contact our school's PTO President, Jennifer Marsh at 669-2645. We look forward to seeing you at PTO sponsored events. Dates and time of programs will be sent home or published in the quarterly PTO newsletter and posted on our school website.

**SAFETY DRILLS:** According to state law, schools must conduct monthly safety drills. All students are expected to follow the teachers' instruction and exit the building quickly and quietly. Parents, students, volunteers and staff must exit the building during all drills. Students are to listen for the all clear announcement before re-entering the building.

**SCHOOL CALENDAR:** See the school calendar for important dates. This calendar is subject to change due to days missed because of inclement weather. Please keep in mind when scheduling trips that there are days marked on the school calendar which denote the potential days that could be used to make up for inclement weather.

**SMOKING AND TOBACCO PRODUCTS:** Buncombe County School Board Policy 4320 states: "The board is committed to creating safe, orderly, clean and inviting schools for all students and staff and has designated all campuses and school property to be tobacco-free". The use of tobacco products is a health, safety, and environmental hazard for students, employees and visitors. Adult employees and visitors serve as role models for students and it is part of their responsibility to promote a healthy learning and working environment that is free from unwanted smoke and tobacco use. Therefore, tobacco use of any kind is not allowed on school grounds.

**TEACHER WORK DAYS:** These days are scheduled at various times for teachers to work on required paperwork and/or attend staff development training. Students do not attend school on these days.

**TITLE 1:** Black Mountain Primary has a school wide Title 1 program. Title 1 is a federally funded program based on the percentage of students on free and reduced lunch. Students benefit from additional small group reading instruction. Title 1 also provides funding for personnel, instructional and student materials, parental involvement events, staff development, and Curriculum Nights. Mrs. Austin and Mrs. Padgett oversee the Title 1 program and provide supervision and training for the Title 1 staff.

**VISITORS:** We invite you to visit the school and your child's classroom and get acquainted with the teacher, principal, and staff. **Our security system requires all people who enter the school to be asked the reason for their visit. Office staff may also check picture ID's of anyone entering the school. Keep in mind that this level of security is designed to keep every student and staff member in the building safe. Everyone must check in at the office and receive a visitor/volunteer badge to wear in plain sight. Your badge 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 on the computer in the office prior to leaving the building.** The safety of our students is our first concern.

**VOLUNTEERS:** We need volunteers to work with students, assist with PTO projects, (picture day, book fair, etc.) and help with classroom activities. Your children and your school need you! All volunteers are now required to complete an online volunteer application.  
<https://appgarden6.app-garden.com/VolTrackNC110.nsf>

When you arrive, please sign in on the computer located in the office and receive a volunteer badge. The hours are counted for our yearly School Improvement Plan data. Thank you for your time!

## HEALTH AND SAFETY

**HEALTH SCREENINGS:** As a service to the children of Buncombe County, the Buncombe County Health Department personnel and the school staff execute screenings for various health purposes. Our annual Health Fair will be scheduled in the fall and you will receive a report of your child's health screenings.

**ILLNESS OR INJURY AT SCHOOL:** If your child is injured or becomes ill at school we will make him/her as comfortable as possible and call you immediately. A working phone number is necessary. If you cannot be reached, we will attempt to contact the emergency number listed on the Student Information sheet. **It is imperative that we have a phone number of a relative or friend if we cannot reach you.** If your phone number changes during the school year, please notify the office and your child's teacher.

**LICE:** It is Buncombe County Board of Education policy 4231R that students who have pediculosis capitis (live head lice) must be kept out of school until they are effectively treated and all live lice are removed. The principal or designee will check students for lice when a problem becomes apparent. If lice are found, the parent will be called to take the child home and begin treatment. Upon returning to school, the child must be re-checked in the office and be free of live lice before being admitted to class. A parent must come in with the student when returning to school.

**MEDICATION:** Precautions must be taken when handling medication at school. Buncombe County Schools' policy sets certain conditions, which must be followed when dispensing medication. We are not allowed to dispense medicine, including, aspirin, cough drops, etc. without a medication form completed by the parent and signed by the doctor. If the doctor states medicine should be given at school, the medicine must be in the "original container" with the doctor's instructions included. The medicine must be brought in by an adult and given to a secretary. Please make the teacher aware of any allergies, medical conditions, etc. Please read Buncombe County Schools' medicine policy 6125 for more information.

**SCHOOL NURSE:** A Public Health Nurse is provided by MAHEC and is here on a limited basis. If you need her services, please contact the school office.

## CURRICULUM

**CURRICULUM:** All Buncombe County Schools follow the North Carolina Standard Course of Study. More information can be found on the NCDPI website at <http://www.ncpublicschools.org>

**ACADEMIC STANDARDS:** High expectations for students' academic growth. These tips will help students be successful at school:

1. Get to school on time every day.
2. Be prepared and always have supplies you need to complete your work.
3. Do your homework every night.
4. Have assignments completed and turned in on time.
5. Do your very best and try to be neat and accurate.
6. Use your time wisely at school and at home.

7. Listen carefully to directions and respect each teacher's right to teach and each student's right to learn.
8. Participate in class discussions.
9. Organize your assignments so you will have needed books, and homework ready both at school and at home.
10. Get plenty of sleep. Ten to twelve hours are recommended.
11. Get up in plenty of time to have a "stress free morning" so that you can be relaxed and wide awake for daily school activities.
12. Eat a good healthy breakfast either at home or at school.
13. Wear neat, clean, comfortable clothes.

**ASSESSMENT:** 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. Third graders will take a pretest at the beginning of the school year. In May, third grade students take the North Carolina End of Grade Test in English, Language Arts, and Math.

**EXTRA CURRICULAR ACTIVITIES:** Third grade students may participate in Girls on the Run and Primary Players. Information about these clubs will be sent home with your student at the appropriate times. These clubs meet after school and families must provide transportation. Behavior must be appropriate for students to participate in extracurricular activities. Other opportunities will be announced as they are added to the school calendar.

**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. The permission form must be **signed** and returned by the parent/guardian before the student will be allowed to participate. Students will be transported by bus to the location. Insurance regulations allow only students and Buncombe County School employees to ride buses. If you plan to chaperone a field trip, you will need to follow the bus in your own vehicle.

**GUIDANCE:** Guidance services are provided by the school. The school counselor, Mrs. Lorenzo, is available to see students through student, parent and teacher referral. The guidance counselor will also present guidance lessons to students which include the North Carolina Character Education Curriculum and the Guidance Essential Standards.

**HOMEWORK:** Homework is an integral part of the learning process. This work should be a continuation of the daily lessons and should have meaning and purpose as part of comprehending the lessons. We encourage you to establish a homework routine with your child and to see that homework is returned to school. Please contact your child's teacher if you have questions or concerns about homework.

**MAKE-UP WORK:** If your child is sick and has missed school, we will be glad to organize some schoolwork to be done at home. Please call early enough for materials to be organized. You may pick this up in the school office between 3:15 – 4:00 p.m.

**PHYSICAL EDUCATION:** Your child will participate in physical education each week. All students are expected to wear tennis shoes and participate unless there is an illness or injury. Please send a doctor's note if your child cannot participate due to health reasons. Please be sure your child wears appropriate shoes and outerwear to participate in daily physical activity. Flip flops or high heels are not appropriate shoes for physical education or recess.

**REPORT CARDS:** Students receive report cards each nine weeks throughout the year. Your child will bring the report card home for you to see, discuss with your child, sign and return to school. If you would like to request a parent-teacher conference, please indicate on the card and the teacher will contact you.

Progress information for kindergarten students is provided during parent conferences.

Anytime your child is not progressing as you think he/she should, please contact the teacher to schedule a conference.

Buncombe County Schools will follow a 10-point grading scale for all students in grades three through twelve (3-12). Grade point average calculations will be applied as follows:

A: 90 – 100 = 4.0

B: 80 – 89 = 3.0

C: 70 – 79 = 2.0

D: 60 – 69 = 1.0

F: < 59 = 0.0

The State Board approved 10-point grading scale will not include “pluses” or “minuses.” Grades from prior years will not be altered retroactively.

## STUDENT BEHAVIOR

Students are expected to respect others, be responsible and strive to do their best in all activities. We believe good behavior is a cooperative effort between home and school. We have high expectations for our students. If problems occur, we will deal with your child firmly and fairly on an individual basis. We will notify you by written referral or telephone call when there is a serious problem. All rules are made to ensure your child’s safety. We need your full cooperation to ensure a safe, orderly learning environment for all students.

### Positive Behavior Intervention and Support (PBIS) at Black Mountain Primary School

**PBIS** works by focusing on the following:

- Replacing behavior that is undesirable with new skills and behaviors
- Rewarding appropriate behavior by publicly acknowledging those good decisions with tangible and intangible rewards (i.e. super student tickets, prizes, recognition during announcements and student spotlight time.)
- Expectations and rules are posted throughout the building to remind students to work towards positive behaviors

**L-Lead** with respect, **E-Excel** toward your goals, **A-Accept** responsibility, **D-Demonstrate** problem solving skills.

**BULLYING:** We are committed to making our school a safe and caring place for all students. We treat each other with respect and refrain from remarks or actions that would cause bad or hurt feelings. We respect everyone’s race, gender, physical condition, religion, nationality and language. As a school community, we refuse to tolerate bullying of any kind. Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Teachers and staff at BMP will watch for signs of bullying and stop it when it happens. If your child is a victim of bullying, please contact your child’s teacher or the administration. Students should also report all bullying incidences to staff members or the administration. Buncombe County Schools maintains a bully hotline. Individuals may report bullying by calling 225-5592. You may also refer to BCS Board Policy 7225/7230 at <http://www.buncombe.k12.nc.us>

**As required by the North Carolina General Assembly, we are including the following information:**

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, of 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.

**GANG AND GANG RELATED ACTIVITIES:** Buncombe County Schools defines a "gang" as any ongoing alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Inherent to the gang's structure is a common set of identifying traits including names, signs, colors, and symbols.

The following conduct or activity is prohibited and subject to consequences ranging from an initial warning accompanied by parent contact to assigned periods of short-term suspension to administrative recommendation for long-term suspension:

1. Displaying, possessing or distributing any clothing, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a gang.
2. Communicating gang affiliation through either verbal or non-verbal methods including, but not limited to, hand gestures, drawing, and electronic texting.
3. Tagging school or personal property with gang related symbols.
4. Harassment, intimidation, or solicitation directed toward a student or staff member relative to gang activity.

**SCHOOL BUS SAFETY:** 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 by each bus driver. Please review these bus rules with your child.

**BUS RULES**

1. Students may not delay the bus schedule. They must be at the designated stop **five minutes** prior to the scheduled time.
2. Students must meet the bus at the designated stop and may not get on or off at any unassigned stop without permission of the principal.
3. Students must stay off the roadway while waiting for the bus and wait for the bus to come to a complete stop before getting on or off.
4. Students must cross the road in front of the bus within sight and hearing of the driver and always look both ways before crossing.
5. Students will sit in an assigned seat and may not change seats during the bus trip unless directed to do so by the bus driver.
6. Students must remain seated and facing the front of the bus at all times.

7. Vandalism and tampering with buses will not be permitted. A fee will be charged for damages to buses.
8. Students must keep the bus clean by keeping all objects inside their book bags.
9. Students must keep all body parts and objects inside the bus window at all times.
10. 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.
11. Playing, throwing trash, paper or other objects, or otherwise distracting the driver's attention will not be tolerated.
12. Radios, tape players, or electronic games/toys will not be allowed on the bus.
13. Bus riders must be well behaved and respectful at all times.

### **BUS DISCIPLINE PLAN 2019-2020**

Offense 1: Warning from bus driver.

Offense 2: Warning from administration and parent notification.

Offense 3: Parent notification from administration and one day bus suspension.

Additional Offenses: Suspension from bus three days or more. Warning to students and parents of possible bus suspension for remainder of the school year.

Note: Being absent from school does not count toward bus suspension.

Failure to follow bus rules will be reported to the school office and may result in parent notification, reassignment of seat, or bus suspension depending on the severity of the problem. Extenuating circumstances and/or severe offenses may result in skipping some of the above steps. The administration will handle these matters individually. Severe disruptions, i.e., fighting, weapons, etc. can result in an immediate suspension from the bus and may require the involvement of a Buncombe County School Resource Officer.

**IMPORTANT:** If your child is to go home on a different bus, we must have a **written** note. The note should be given to your child's teacher or turned in at the office. **If we do not receive a note the student will be sent home on their regular bus. Due to safety reasons, we cannot accept phone calls or the student's word.**

### **BUNCOMBE COUNTY SCHOOLS DISTRICT POLICIES**

If you would like to view any of the policies mentioned in this handbook, please notify our office or you may access them at the following link: <https://buncombeschools.org>