

Leicester Elementary Parent/Guardian Handbook 2019-20

Leicester Elementary School's Mission Statement

We, as a staff, are committed to providing a variety of strong learning activities that promote active learning and problem solving, leading to a quality academic program. Learning activities will be structured in ways that accommodate individual learning styles, giving all students the opportunity to succeed.

As a staff, we are committed to focusing all decisions impacting our school on what best promotes each student's ability to reach their ultimate potential as a life-long confident learner.



Principal's Welcome

Welcome to Leicester Elementary School. I am excited to continue to be a part of this community and this school. I deeply look forward to joining with you in providing the best possible opportunities for each child and family we serve. We have seen some terrific gains in what we have done academically and are excited about what that means for our students and future opportunities. Please know that I welcome your input in what we do here and know that we will continue to look for resources and relationships that can help us fulfill our mutual goals for our students. There are always opportunities for you to engage in PTO leadership, School Improvement, and volunteerism. As we start a new school year, I will ask of you two items. First, please be sure that we have contact information available for you that is accurate. We would like to ask that someone in your child's family be available and reachable at any time throughout the school day in case of an emergency or illness. Secondly, I would like to ask that you do everything possible to be an active participant in your child's school career here at Leicester. Communication and presence is the real key to student success. I believe that we are all on the same team when it comes to your child and would like for there to be an ongoing feel of teamwork throughout the year. We know that if your child is happy and successful then we as a school are going to be successful in our mission. Please do not hesitate to contact me with any need you may have moving forward.

Chad Upton
Principal

ALPHABETICAL LISTING BY TOPICS

ADVISORY COUNCIL

The advisory council is comprised of parents and school personnel. The group meets to share information from the community that might assist in evaluating existing programs, addressing current issues, establishing new directions, securing community support, and assisting in the improvement of communication.

Advisory Council Members:

Chad Upton, Principal

Haley Stamey: 125 Hampton Rd, Leicester, NC 28748 828-712-1414

Elizabeth Bennett: 20 Little Jacob Drive NC 28753 828-774-0079

Traci Shook 164 Willow Creek Road Leicester, NC 28748 828-683-0009

Ruth Gavin, rruthgavin@gmail.com

ATTENDANCE

If a student misses more than 14 days during the school year, summer school may be required with a fee of \$50. On the day a child returns to school from an absence, a note written by the parent stating the reason for the absence should be given to the teacher. If a written note is not received by the 3rd day the absence(s) will be coded unexcused.

Students are responsible for making up any work missed while absent. For planned extended absences such as trips or surgeries, please notify the principal as soon as possible. Students leaving school before or arriving after 11:30 a.m. will be marked as absent for the day. Absences due to routine medical/dental appointments are unexcused. Please make every effort to schedule routine appointments after school hours. Any special circumstance must be discussed with the principal in advance for excused approval.

Letters informing parents of unexcused absences will be sent when a child reaches three and six unexcused absences. If ten unexcused absences are accumulated, a meeting will be scheduled with the principal, parent and School Social Worker.

Please see section titled “Educational Opportunity” for information about absences related to family trips.

Early check outs and late arrivals should be kept to a minimum as these times add up and create specific issues because of content that is missed during those periods of the day. Children cannot be checked out after 2:00 PM to avoid issues with what is already a very busy end of the day.

BALLOONS

Balloons and flower arrangements cannot be transported on the bus for safety reasons. If you choose to send a balloon/flower arrangement to your child for a special occasion, please arrange to have your child picked up by car from school on that day. Students may pick up their flowers or balloons from the office at the end of the school day.

BIRTHDAY PARTIES

Please check with your child’s teacher in advance if you would like to bring light healthy refreshments during the class’s regular snack time for your child’s birthday. Only prepackaged food items may be brought to serve children in the classroom. No cupcakes, candy, cookies, or sweets please.

BUS REGULATIONS

Transporting students to and from school in a safe manner is our first concern. It is the responsibility of all students who ride the bus to help the driver in maintaining safe conditions. Buses arrive at school between 7:15 and 7:45 a.m. and leave campus as soon as students are dismissed from their classes at 2:30. During the first week of school, students should be at the bus stop a little earlier than normal and parents need to be at the bus stop earlier in the afternoon as the drivers adjust to the added stops of new students and Kindergarteners. Please understand that we do not have the resources to monitor children at school after the end of the day in our office so we ask that you please be available and/or have a plan for your child to be safe when they arrive home from the bus each and every day.

No phone calls will be taken for transportation changes. Please do not email transportation changes. All changes are to be requested in writing and sent with your child each morning. Requests may be faxed (683-9179) to the school by/before 1:00 p.m. If you fax a transportation change request, please call the school (683-2341) to confirm that we received it.

If you are checking out your child, you will need to arrive at school by 2:00 pm. For the safety of our students, we do not allow check-outs after 2:00.

Please talk with your children about bus safety and appropriate behavior on the bus. We have excellent adult drivers, but they need your help to operate a safe bus. Students who misbehave on the bus will be disciplined. Parents will be contacted by the administration when their child misbehaves on the bus. Continued misbehavior on the bus will lead to suspension from riding the bus.

Bus Safety Rules

- Be on time.
- Stand on the side of the road and out of the way of traffic.
- Wait to cross the road until the bus has stopped with the stop sign out and the door open.
- Wait your turn and get on the bus safely.
- Take assigned seat.
- Talk quietly to your neighbor and do not disturb the driver.
- Do not extend hands, arms, or throw anything out of the window.
- Remain seated and facing forward, with your back against the back of the seat while the bus is moving.
- Keep the bus clean and sanitary – no eating, drinking, or chewing gum.
- Do not use disrespectful or indecent language.
- Never damage or deface the bus.
- Do not bring dangerous or prohibited items on the bus such as knives, animals, drink bottles, and projects too large to be held on the lap.

BRING YOUR OWN DEVICE (byod) see details below

Devices on school property are only intended to aid in the academic needs of our children. Social media, gaming, sharing of inappropriate and/or non-school age information are all examples of what devices are NOT intended to do here. In order to protect all of our students, devices may be used only under supervision and with specific directive from teacher and/or supervisor. We are unable to adequately supervise technology use on school buses, therefore, devices are not to be used to and from school or on school field trips. Please also be aware that we do not have the resources to find, monitor, and keep up with devices that are brought to school that we do not recommend and or need for instructional purposes. In order to keep those items safe, like cell phones, mp3 players, and the like, we recommend that those items be left at home.

BYOD Statement of Use

PURPOSE

Buncombe County Schools (BCS) is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, Buncombe County Schools 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

Beginning “April 2013”, 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 Buncombe County Schools 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. Buncombe County Schools (BCS), and its employees, are not responsible for the maintenance and repair of personal devices. Submitted Bolt tickets without proper asset management tags associated with BCS property will not be supported.

SECURITY and DAMAGES continued on next page

It is the joint responsibility of 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 3rd party carrier requires the users' adherence to the district's BYOD Statement of Use and the BCS Technology Acceptable Use and Internet Policy (646).

Buncombe County Schools (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

- 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.
- 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 device may lose the privilege to bring their device to school.
- 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. Buncombe County Schools 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 the appropriate steps. Damage or theft is still the responsibility of the owner. Continued....

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.

- 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.

TEACHER FAQ

My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology tools in the classroom?

Answer: No. We encourage teachers to leverage student owned technology tools in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

I have students who are accessing the internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their own devices, hence bypassing the filter. Is this allowable?

Answer: Students are expected to follow the district's acceptable use policy when accessing the internet through any device.

A student in my room may be misusing their personal device. Am I permitted to check the device?

Answer: The Principals and SROs have been instructed by our attorneys on what they can "search" for and what they cannot. They can only search for what they expect to find based on what was seen. Teachers should ask the student to put the device away and report the incident to the administrators.

Please refer to the link below for more information about BYOD...

<http://www.buncombe.k12.nc.us/Page/35397>

CAFETERIA

Breakfast is served in the classroom and lunch is served daily in the school cafeteria. Breakfast is free to every student who wishes to eat and will be served in the classroom upon arrival. Students who received free or reduced lunch last year will again receive free or reduced lunch until a new application is processed. **Applications must be returned within one week of student enrollment. This includes students who received free or reduced lunch last year.** Applications will be available throughout the year in case financial circumstances change.

PLEASE APPLY FOR FREE OR REDUCED LUNCH IF YOUR FAMILY IS EXPERIENCING FINANCIAL DIFFICULTY OR LOSS OF EMPLOYMENT. OUR SCHOOL RECEIVES FINANCIAL SUPPORT FOR THE NUMBER OF STUDENTS ON FREE OR REDUCED LUNCH. THIS INFORMATION IS CONFIDENTIAL. Each year, we have hundreds of dollars worth of charges that are unpaid at the end of the year. Our cafeteria runs as a business and we **DO NOT** have money to cover charges that are unpaid. Please do all that you can to help us here and if you yourself needs help, we can and will discuss what options there are.

Students may prepay for their breakfast/lunch yearly, monthly, weekly or daily. Please make sure your child has lunch money each day. You may prepay any amount, which will be deposited in your child's lunch account.

Students cannot charge extra items; and extra items cannot be purchased if there is a charge on the student's account. They may charge meals only. Students who have money in a prepay account may purchase meals and extra items from their account. If you do not wish for your child to purchase extra items from money in their account, you must sign their "munch money" application to indicate that account money is to be used for meals only. Money can always be sent with the child to purchase extra items.

Buncombe County Schools Meal Prices for 2018-2019



Breakfast

Universal Free Breakfast – All Students
Adult – A la carte

Lunch **Elementary Schools**

Full-Paying Students \$2.55
Reduced Price Student \$.40
Adult \$4.15

NO RESTAURANT OR FAST FOOD ITEMS ARE ALLOWED IN THE CAFETERIA, ONLY LUNCHESES PACKED FROM HOME. This is based in state and federal policy which provides for a non-competition environment for school lunches.

CAR-RIDER DROP OFF AND PICK UP

Please pull forward as far as possible when dropping off or picking up your child. Additionally, please do not pass cars in the drop off area. This is a safety issue to children who may need to get out of their car on the driver's side. Parents are also not expecting cars to pass and may pull out at the same time as the passing car. Your cooperation is appreciated. Please avoid cell phone use in the car rider line—again for safety reasons. Children are impulsive, and we all need to give our full attention to keep our students safe in drop-off and pick-up.

Doors open at 7:15. There is only one designated drop-off area between 7:15-7:30, and it is in the back parking lot behind the gym. Between 7:30-8:00 Kindergarteners may be dropped out at the Kindergarten entrance.

IMPORTANT: If you need to come into the building with you child for any reason during the morning arrival, please pull around to the Gilbert Road parking lot (office side of the building). This will be much quicker and easier for you. The tardy bell rings at 8:00 a.m. Doors are locked at this time. Pick-up time is from 2:50 – 3:15 at the designated area behind the gym. At 3:15 staff will bring any remaining students to the office to be picked up there.

DO NOT LEAVE CARS UNATTENDED IN THE MARKED FIRE LANE AT THE FRONT ENTRANCE. The Fire Marshal will issue citations / fines for all vehicles illegally parked in the Fire Lane.

CELL PHONES

Children at Leicester Elementary School need not bring cell phones to school. If there is a need to communicate with family during the day in an emergency situation, we will be able to make that happen with our school phones. In addition, cell phones can be a distraction from the school day as well as a liability in terms of possible theft and loss in addition to overall school security. If your child does bring a cell phone, they must be off during the instructional day and not be used without express permission from a supervising adult. Please note that our resources are limited in trying to locate lost and stolen phones, again, another good reason for students to not have them.

CLOTHING

Clothing such as sweaters, jackets, coats, book bags (NO ROLLING BOOK BAGS), etc. should be marked with your child's name. At the end of the winter season and again after the close of school, all jackets and clothing in Lost & Found will be donated to local charities. Any and all clothes worn by children must meet the standards of the Buncombe County School Board Policy in addition to school policy. Clothes that are not school and child appropriate, do not communicate positive and safe messages, or are distracting will not be allowed on campus.

COMMUNICATION - PARENT AND SCHOOL

We believe that communication between parents and school personnel is extremely important. If you desire a conference with your child's teacher or the principal or assistant principal, please call the school office (683-2341) to schedule a time. Please do not go to your child's classroom before school and expect a conference. Teachers are busy focusing on the students and their instruction while the school day is in session. Before 7:30 and after 2:50 are the best times to schedule conferences with classroom teachers. Mr. Upton and/or Ms. Caldwell will be glad to schedule a conference to meet with you at your convenience. Electronic communication is also encouraged at Leicester and we recommend that you share email addresses with your child's teachers if they are available.

SCHOOL CLOSED OR DELAYED SCHOOL OPENINGS / EARLY DISMISSAL – WEATHER RELATED

There may be occasions during the year when school will be dismissed early due to bad weather. When it appears that there may be snow or inclement weather, please check your radio (WWNC), TV (WLOS) or online (www.wlos.com OR www.buncombe.k12.nc.us) for announcements of school delays or closings. PLEASE DO NOT call the school or any staff or faculty member to find out about delays or early dismissals. You will get the information at the same time, if not before, we do. Information will usually be on the radio by 6:00 a.m. In the event of early dismissal, please be certain

your child knows where he or she is to go, and if they are to be a car rider or bus rider. The school telephone is extremely busy during these times. Any time that there is a 2-hr. delay for students, that also means staff members. Doors will not open until 9:15 a.m. for students. **Please follow the Buncombe County Schools or Erwin District schedule.** Buses will run 2-hours later than normal. (Example: If your child is normally picked up at 7:00 they will be picked up 2-hours later, at 9:00). LEICESTER ELEMENTARY IS IN THE ERWIN DISTRICT OF BUNCOMBE COUNTY SCHOOLS.

DRESS CODE

Leicester Elementary School's dress code was developed with input from the School Improvement Team and parents on the school's Advisory Council. This dress code is designed to reflect the true purpose of students being at school and to ensure that students are dressed comfortably and safely to fully participate in school activities and applies to all students grades K - 5. Shorts and skirts should be no shorter than the length of the child's fingertips in a standing position. No spaghetti straps, backless or mid-riff baring tops should be worn. Shoulder straps on tank tops should be at least 2 inches wide for younger students and 3 inches wide for older students. Boys should not wear sleeveless undershirts as an outer garment. These should be worn to school as an undershirt only. No sagging pants. Each student should have a pair of tennis shoes to wear in the gym. When you purchase school shoes, please look for shoes with non-scuffing soles and that will ensure comfort and safety. Shirts that promote drugs, alcohol, tobacco or inappropriate activities should not be worn to school. Children are expected to wear school appropriate clothing and should not wear items that express ideals that do not align with the school's overall mission of creating a caring, safe, and united school family.

DRILLS

Fire drills are conducted monthly as required by law. These drills are an important safety precaution. Lock-down drills, a tornado drill, and an evacuation drill are also conducted each year as required by law. The teacher in each classroom has been given instructions regarding procedures for all drills.

EARLY DEPARTURE

Please do not pick students up before the first afternoon dismissal bell unless it is an emergency. **If you do have to pick up your child, you are required to arrive before 2:00 pm.** We have a sign-out system in the office for any adult who requests the early release of their child. Only adults listed on the student's information card are eligible to pick a child up early from school. You may be asked to show picture identification if the office staff does not recognize you. Because of lost instruction time, no students will be called to the office for pickup until their ride has arrived. Please come to the office and complete the sign-out form. Parents may not go directly to the classroom. This is for your child's protection. The secretary will call your child to the office to meet you. Teachers have been instructed not to release any child until the bell rings or until the child is signed out in the office and called by the secretary. This is for the safety of all our children. We need your understanding and cooperation in this matter. **Please understand that early departure does have potential impacts on perfect attendance (no more than 1 per nine weeks to count towards perfect attendance)**

EARLY / LATE ARRIVAL

Car riders may not arrive before 7:15 a.m. and must be picked up by 2:45 p.m. This rule is essential, as supervision is not provided for students who arrive earlier than 7:15. Students who arrive between

7:15-7:30 will go directly to the auditorium. They will be dismissed to go to their classrooms at 7:30. Students who arrive after 7:30 may go directly to their classroom. Students arriving at school after 8:00 a.m. must come to the office to sign-in with a parent and pick up a tardy slip before going to class. Students who arrive at school after the 8:00 bell will be marked tardy for the day. **Please understand that late arrival does have potential impacts on perfect attendance (no more than 1 per nine weeks to count towards perfect attendance)**

EDUCATIONAL OPPORTUNITIES/TRIPS/TOURS

Leicester Elementary will decide, on a case to case basis, if certain absences can be coded as excused when families attend educational trips. For example, if a child misses a Monday while visited the North Carolina Museum of Natural History, that absence could be coded excused. Families must clear these in advance in writing) and gain permission from the principal or assistant principal. No more than 3 days per school year can be coded as such as we still must do all we can to protect the critical nature of in-class/school attendance.

ENTRANCE REQUIREMENTS

- A child who enters Kindergarten must be five years of age on or before August 31.
- Any student enrolling for the first time in Buncombe County Schools must provide the school with a certified copy of the birth certificate and an immunization record. A certified copy of a birth certificate for a child born in Buncombe County can be obtained from the Register of Deeds at the Buncombe County Courthouse. Every student entering kindergarten must also have a health assessment completed by his or her doctor or health department. Parents are given thirty calendar days from the date of entry to obtain this completed assessment and have all immunizations complete. After this time, the student will be suspended from school until these are completed per NC law.
- Proof of residence is also required. A copy of one of the following is required, Buncombe County tax bill, Progress Energy bill, gas bill, land line phone bill (NO cellular phone bills). The proof must include the parent/legal guardian's name on the bills. Drivers license or check stubs will not be accepted.

EQUAL OPPORTUNITY

No person, on the basis of race, sex, color, national origin, or handicapped condition, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the Buncombe County Schools. If a student or employee feels he or she has been discriminated against because of race, sex, or handicap, please contact the following: Dr. Tony Baldwin, at 255-5922; Mrs. Amy Rhoney, at 255-5971; Mr. Clark Wyatt, facilities, at 232-4244.

FIELD TRIPS

The purpose of school-sponsored field trips is to enhance the student's education by supporting a particular unit of study within the classroom program. When a teacher or grade level plans a trip, only students who are part of the class(es) will be allowed to attend the trip. When students attend field trips or any other school activity, they are expected to abide by the same policies as during the regular school day. Our goal is for all students to participate in field trips and special activities. Students will not be permitted to go on field trips without a signed Parental Permission slip.

HOMEWORK POLICY

Homework is a time when the student practices skills previously taught in the classroom. POLICIES AROUND HOMEWORK ARE GRADE LEVEL SO PLEASE MAKE SURE YOU ARE AWARE OF THOSE EXPECTATIONS AT THE BEGINNING OF THE YEAR.

KINDERGARTEN AND FIRST GRADE: Parents are asked to spend a minimum of fifteen to twenty minutes each Monday through Thursday afternoon or evening with the student. This would include going over daily work and/or reading to the child or having the child read aloud.

SECOND GRADE: Each student is expected to spend a minimum of fifteen minutes each Monday through Thursday afternoon or evening with parental guidance.

THIRD - FOURTH: Each student may be expected to spend approximately thirty minutes each Monday through Thursday afternoon or evening. This time should include silent reading and math (grade 4). Parental guidance is encouraged.

Tips For More Productive Homework: . . . A QUIET PLACE A SET TIME. . SOMEONE AVAILABLE FOR GUIDANCE PROPER MATERIAL PROVIDED.

Please contact your child's teacher if you have any concerns with your child's schoolwork.

Homework should not take longer than the times allotted in the section above. Please let the teacher know right away, if your child is regularly taking a longer time to complete the assigned homework. Family time and outside activities are also an important part of a child's routines, and we do not want homework to interfere.

ILLNESS / INJURY

If a student is injured at school, basic first aid treatment will be given. If the injury is serious enough to require a doctor's attention, the parents will be called. If we feel the situation warrants immediate medical attention, paramedics will be called to the school. Parents will be called to pick their child up if the child becomes sick while at school. **VERY IMPORTANT:** Please be sure your contact information is updated so we will be able to contact someone in the event your child is injured or sick at school.

INSURANCE

Brochures about student insurance will be distributed at the beginning of the school year. The school does not have accident insurance coverage on your child. Do not send insurance premiums to school. Please send payment directly to the insurance company.

LOST AND FOUND

Items found on the buses and at school should be turned in to the office or gym. Students may come to the office or gym to check for articles you may have lost. Unclaimed items will be donated to a charitable organization after being in Lost and Found for a reasonable time period. Please put your child's name in his or her clothing/belongings.

MEDICATION

No medication (prescription or over the counter) can be administered by school staff without a written order from a physician. If your child has a prescription or over the counter drug to be taken during school hours which has been ordered by a physician, you will be requested to read, sign and return a Parental Request to Administer Medication Form to the office. The child's physician must also sign

this form. All doctors in the area have copies of the form and know that the school requires it. If this form needs to be faxed, our fax number is (828) 683-9179. Children are not allowed to keep any medicine in their possession while at school. This includes but is not limited to: aspirin, ibuprofen, cough medication, cough drops and sun screen. Any ointments (i.e. Benedryal, Neosporin, and Cortisone) also require the Request for Medication form to be completed by the child's licensed health care provider; or, parents may come to the office and administer the medication if they do not have the completed Request form. Please do not send medicine to school with your child. You must bring it to the office to be logged in. Parents must give medication directly to the office. All medicines will be kept in a locked cabinet in the office and administered to students by office staff.

MONEY OWED

Money owed to the media center, cafeteria, for school pictures or any other school property must be paid on a regular basis.

PARKING

Please park in the lower parking lot or visitor parking lot by the main entrance on Gilbert Road when coming to the school. Cars may also park in the parking lot behind the gym/ cafeteria for special events at school. **WE REALIZE THAT PARKING IS LIMITED, BUT PLEASE DO NOT PARK IN THE BUS PARKING LOT DURING ARRIVAL OR DISMISSAL HOURS. THIS LOT IS FOR BUSES AND STAFF PARKING ONLY.** Thank you for your cooperation.

PARENT / TEACHER ORGANIZATION (P.T.O.)

We urge each of you to become an active member of the Leicester Elementary School PTO.

Officers for this year are:

Traci Shook, Ruth Gavin, Rebecca Gillespie, and Haley Stamey

REPORT CARDS

Report cards will continue to be sent home on a nine-week schedule. A mid-term report will be sent halfway through the nine-week grading period.

The North Carolina State Board of Education approved a 10-point grading scale for all high school students (9-12) beginning with the 2015-16 school year. To remain consistent across the district, Buncombe County Schools will follow the same grading scale in grades 3-12. The decision was made by a committee of educators and was approved by the Buncombe County Board of Education. According to Dr. June Atkinson, NC State Superintendent, this transition to a 10-point scale helps students who move from one district to another and puts North Carolina students in a more competitive position as they apply for admission to out-of-state colleges and universities.

For high school students, the change will affect the way grade-point averages, or GPAs, are calculated for transcripts and class rank. Below is a chart highlighting the changes:

A: 90-100 = 4.0
B: 80-89 = 3.0
C: 70-79 = 2.0
D: 60-69 = 1.0
F: <59 = 0.0

This scale will not include "pluses" or "minuses" and it will be applied for coursework beginning with the 2015-16 school year for students in grades 9, 10, 11 and 12. There will not be any attempt to retroactively alter grades from prior years.

In addition to the grade scale change, another change is beginning in the 2015-2016 school year. New standards for quality points will take effect for the ninth graders in the fall of 2015-16 and all students entering high school after that year. This change will not affect students who will be in grades 10, 11 or 12 in 2015-16.

The new quality points standard will provide an additional .5 quality point to Honors courses and a 1.0 additional quality point to Advanced Placement/International Baccalaureate courses, community college courses, or four year university or college courses taken in high school. This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework. For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course.

Also, student transcripts will now include numerical grades, in addition to the GPA and letter grade.

The North Carolina State Board of Education is committed to helping all students graduate high school prepared for success in college and careers. This recent policy change is in line with this goal as it will make grading scales more consistent across the state and will enable North Carolina students to better compete for admission to colleges and universities across the country.

Buncombe County Board of Education Policy reflects the changes in the state legislation and is reflected in Board Policy 3400R, which can be found at www.buncombe.k12.nc.us/Page/53.

Again, if you have any questions, please feel free to contact your student's school

SAFE SCHOOLS

To insure a safe school environment, all outside doors will be locked. When visiting the school during regular school hours, all visitors and volunteers must register in the office and pick up a badge to wear while in the school. Please return to the office to sign out. Your cooperation in this procedure is appreciated.

If you are in the building without a badge, please be understanding if a staff member questions who you are and your purpose in the building. All staff members have been instructed to do so. We apologize for the inconvenience, but feel staff and students must use this procedure to offer the greatest possible security to all children in our care. Again, we thank you for your cooperation. Please know we love volunteers in our building and we hope you will understand our safety procedures are in place to protect our students.

SCHEDULE

All students should be in their classrooms by 8:00 a.m. All classes begin at 8:00 a.m.

Dismissal is as follows:

2:50 First bell: K and 1st Car riders

2:55 Second bell: K, 1 for buses

2:58 Final bell: 2nd- 4th for buses

There is one car-rider pick-up area for grades 1st through 4th - behind the gym (turn in at red light). Kindergarten car riders (and their siblings) are dismissed from the K building entrance on Gilbert Road.

SCHOOL DISCIPLINE GUIDELINES

Our school discipline plan is based on something we call “Following the Wildcat Way”. Please see the behavior expectations for various areas of the school in the CATS behavior matrix shown **on the next page**. In addition, the following chart indicates a jumping off point in determining outcomes of students behaviors. These behaviors are indicated either major or minor. In general, major incidents are addressed by school administration while minor incidents are addressed by teaching staff. Both types of events warrant parental notification.

Definitions of Minor Behaviors

Cheating	Intentionally copying someone else’s work/answers and presenting them as your own. (includes forgery, plagiarism). Or allowing someone else to copy your work.
Disrespect	Student engages in brief or low intensity failure to respond to adult requests or follow directions.
Disruptive Behavior	Student engages in low-intensity interruption in a class activity. The class/teacher is able to complete the activity. Disruption includes: loud talking, yelling out, making noise with materials, sustained out-of-seat behavior, etc.
Electronic Equipment at School	Student possesses an electronic device that is prohibited from school. School staff must keep the device until the end of the day (for 1 st offense only). On subsequent offenses, a parent must pick up the device.
Not Following Directions/ Defiance	Student willfully does not comply with teacher directions after they are repeated 2 times. The student does not ask the teacher to clarify her directions if they do not understand the directive.
Lying/ Dishonesty	Student intentionally does not tell the truth for personal gain.
Improper Language/ Profanity	Student engages in low-intensity instance of inappropriate language; or profanity is not directed at someone specifically (non-direct)
Being Out of Assigned Area	Student leaves his/her assigned area without permission but does not leave campus or leave as a result of frustration (Different from Leaves Campus – Major)
Unsafe/Rough Play Play Fighting	Student engages in non-serious, but inappropriate physical contact.

Misusing Materials	Student engages in inappropriate use of materials or equipment but does not create a danger to themselves or others
Put-downs/Verbal Insults/Teasing	*Student engages in a “one-time” low intensity teasing of another student.

Minor behavioral infractions generally result in consequences as defined by individual teacher’s behavior plans as well as a parent notification. A Discipline Flow Chart is available to you within another document and discusses how LES handles most cases.

Definitions of Major Behaviors

Abusive/ Inappropriate Language	Verbal messages that include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted. <i>(different from Harassment/Discrimination)</i>
Fighting	At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object).
Physical Aggression	One student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with object).
Overt Defiance/Disrespect/ Insubordination	Complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the students places his/herself in a dangerous situation.
Sustained Disruption	Behavior causing a sustained and significant interruption of a class or activity.
Harassment/Threatening/ Intimidation	Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment; delivering a message that conveys an act of intended injury or harm.
Property Damage (school)	Deliberately impairing the usefulness of school property; destroying property
Property Damage (others)	Deliberately impairing the usefulness of another's student's or staff member's personal property.
Theft	Possession of, having passed on, or the removing of someone else's property.
Leaving Campus	Deliberately leaving the school building without permission which results in an unsafe situation

Other	Could include: possession (<i>tobacco, alcohol, drugs, or weapons</i>)--arson--forgery--bomb threat--false alarms—extortion--computer use violation,
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Major Infractions end with administrative involvement, parent contact, as well as the following levels of consequence. listed from least to most severe.

1. Lunch Detention
2. School Bus Short Term Suspension (if bus related)
3. Time Out (2 hours or less) in office
4. ISS Partial Day
5. ISS Full Day or more
6. OSS Short Term

Leicester CATS Behavior Matrix

(on next page)

						
ASSEMBLY	BUS	CAFETERIA	CLASSROOM	HALLWAY	PLAYGROUND	R

	<ul style="list-style-type: none"> • Use quiet voices • Follow directions 	<ul style="list-style-type: none"> • Follow bus rules and driver's directions • Hands & feet to self 	<ul style="list-style-type: none"> • Use good manners • Choose food quickly • Use quiet voices 	<ul style="list-style-type: none"> • Respect others' ideas • Work together 	<ul style="list-style-type: none"> • Walk quietly • Stay in line • Respect displays 	<ul style="list-style-type: none"> • Play fairly • Be a team player 	<ul style="list-style-type: none"> • T • T • P tra
	<ul style="list-style-type: none"> • Participate appropriately 	<ul style="list-style-type: none"> • Treat others with respect • Speak nicely 	<ul style="list-style-type: none"> • Be polite • Respect others' personal space 	<ul style="list-style-type: none"> • Make good choices • Show respect • Produce quality work 	<ul style="list-style-type: none"> • Hands & feet to self 	<ul style="list-style-type: none"> • Show good sportsmanship • Include everyone 	<ul style="list-style-type: none"> • F • R
	<ul style="list-style-type: none"> • Be a good listener • Stay in your seat 	<ul style="list-style-type: none"> • Use good self-control • Sit down quickly • Keep bus clean 	<ul style="list-style-type: none"> • Follow adults' directions • Clean up my area 	<ul style="list-style-type: none"> • Be a problem solver • Be prepared • Follow directions 	<ul style="list-style-type: none"> • Follow directions without reminders 	<ul style="list-style-type: none"> • Actively participate • Follow directions 	<ul style="list-style-type: none"> • K • E
	<ul style="list-style-type: none"> • Walk in & out in an orderly manner • Hands & feet to self 	<ul style="list-style-type: none"> • Use quiet voices • Sit facing forward in assigned seat 	<ul style="list-style-type: none"> • Stand in orderly line • Stay quiet in lunch line • Sit in seat properly 	<ul style="list-style-type: none"> • Use materials & equipment properly • Walk in classroom 	<ul style="list-style-type: none"> • Walk on right side • Stay on second tile 	<ul style="list-style-type: none"> • Play safely • Enter & exit building calmly 	<ul style="list-style-type: none"> • W wit

Overall Schoolwide Consequences

- 1) Warning
- 2) Calm spot in the classroom
- 3) Calm spot in the office
- 4) Call to parent
- 5) Parent conference
- 6) Time out in another classroom

- 7) After school detention, supervised by classroom teacher.
- 8) Visit to the office with a discipline referral
 - a. Call to parent.
 - b. Referral to counselor for mediation or counseling.
 - c. Student behavioral contracts.
 - d. In-school suspension.
 - e. Suspension from school.
 - e. If weapons or drugs are brought to school or in the case of assault or harassment, the Student Resource Officer will be called, out-of-school suspension for up to 10 days will occur, and charges may be filed.

SCHOOL VIOLENCE - NC STATE LAW

Possession on educational property of, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, black jack, metallic knuckles, razor blades, sharp-pointed instrument; will result in misdemeanor charges being filed with the Sheriff's Department and appropriate school discipline.

It is a Class I 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 also a Class I 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.

When a principal has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a controlled substance in violation of the law, the principal must immediately report the act to the appropriate local law enforcement agency. Appropriate school punishment will also apply.

FIGHTING is considered assault under the laws and will be reported to the Buncombe County Sheriff's Department for investigation. Appropriate school discipline will also apply.

NOTE: 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 Leicester Elementary School.

SCHOOL MESSENGER

We send many important messages to our families via School Messenger. This includes a phone call, email, and text message. The best way to guarantee that you receive all of our school messages is to be sure that we have proper and correct email and phone numbers for your family. **Please log on to buncombeschools.org, click on Parents, then select Get Notifications near the bottom of the page to open the School Messenger Contact Manager to update your information anytime through the year.**

SCHOOL-WIDE STUDENT PROGRAMS

You will receive information about programs throughout the school year. We hope you will have the opportunity to attend. The school programs give us an opportunity to join together as the Leicester

School in support of our students. It sends a very positive message to our children that we care about them and their education, when we all come together to enjoy special events.

SNACKS

If snacks are allowed in your child's classroom, please send healthy food items for your child. Fruits, cheeses, vegetables, crackers and/or granola bars are good choices. Juices, juice drinks, water or sports drinks are preferred. Sodas are not allowed. Snacks brought for the entire class must be in sealed packaging. ONLY HEALTHY SNACKS – NO CANDY, CAKE, CUPCAKES, ETC. No food prepared at home will be served.

SUBSTITUTE TEACHERS AND BUS DRIVERS

If any parent or adult family member is interested in driving a school bus or becoming a substitute teacher, please call the school office at 683-2341, and we will provide you with information about the training sessions and application process.

TEXTBOOKS & OTHER SCHOOL ITEMS/ITEMS BROUGHT TO SCHOOL (i.e. LIBRARY BOOKS, CALCULATORS, etc.)

Should you lose, destroy or damage a textbook, you will be required to pay a pro-rated replacement price or damages for the item. Payment must be made by the end of school year.

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only. Students must comply with the directives of school/district staff regarding when and where electronic devices can be used. Devices may only be used in approved areas and students must comply with the directives of school district staff regarding when and where electronic devices may be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel. In addition to cell phones, other personal electronic and nonelectronic devices are not necessary for the learning process to take place, therefore, teachers and student supervisors have the authority to prohibit their use during the school day. Any device, including "fidgets" or other objects designed to be played with are very often a distraction from the content of the learning day and staff members have the authority to prohibit and limit their use in the learning environment. Regardless of an object's use/intent, a plan must be in place for individual use if deemed necessary by a 504 or IEP plan.

VISITATION

Please enter our school from the front entrance (Gilbert Road/office entrance) and register in the office. A badge will be given to all visitors to wear while they are in the building between 8:00 am and 2:30 pm. Parents are welcome to have lunch with their child but must first register in the office. Though parents are welcome in the school environment, care must always be given to not distract from the primary mission of focus on learning and the rights of other children to do the same. Please speak with administration if you'd like to visit your child's class during instructional hours.

VOLUNTEERS

The faculty and staff of Leicester Elementary School welcome volunteers. If you would like to volunteer at our school, please call the office. Volunteers register in the office upon arrival and pick-up a volunteer badge to wear while in the school.

Volunteers should see information at the Buncombe County Schools website for more information about enrollment in partnering with our school.



7:15 A.M.	Early arrival (back of school ONLY)
7:30 A.M.	Students are dismissed from auditorium to go to classroom; K arrival begins
7:50 A.M.	WARNING BELL
7:55 A.M.	TARDY BELL / CLASS BEGINS
2:35 P.M.	DISMISSAL procedures BEGIN



2019-20 ANNUAL PUBLIC NOTICES

A. Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review your child's education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of your child's education records that you believe are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child's education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see 34 CFR Part 99.37.

• The School District may release "directory information" about a student unless you have advised the school to the contrary. The School District has designated the following information as directory information:

Student's Name Degrees, honors, and awards received

Address Dates of attendance

Telephone listing Electronic mail address

Photograph Participation in officially recognized activities and sports

Major field of study Weight and height of members of athletic teams

Grade level Most recent educational agency or institution attended

Enrollment status

• The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- i. A playbill, showing your student's role in a drama production;

- ii. The annual yearbook;
- iii. Honor roll or other recognition lists;
- iv. Graduation programs; or
- v. Sports activity sheets, showing weight and height of team members.

- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

- In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.

- If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the School District must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in the School District. For your convenience, a form that can be used for this purpose is provided at the end of this Notice. An "opt out" is perpetual and can only be rescinded in writing.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

B. Non-Discrimination: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)

It is the School District's policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information or veteran's status in its educational programs, activities or employment policies.

For inquiries or complaints or to request a copy of the School District's grievance procedures, please contact:

Joe Hough/David Thompson/Cynthia Lopez
Title IX Coordinator
504/ADA Coordinator
175 Bingham Road
Asheville, NC 28806
(828)255-5918

C. Students with Disabilities: Individuals with Disabilities Act (IDEA)

Pursuant to the IDEA, a federal law, the School District must provide special education services to all children residing in the school district who are between the ages of three (3) and twenty-one (21) who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance.

If your child or a child you know may qualify for such special assistance, please contact:

Amy Rhoney
Exceptional Children's Director
175 Bingham Road
Asheville, NC 28806
(828) 255-5971

D. Homeless Students: McKinney-Vento Homeless Assistance Act

For information concerning the educational rights of homeless students, please consult Board Policy 4125 available at www.buncombe.k12.nc.us and/or contact:

{CS: 00013347.DOCX} Page 3 of 15

David Thompson
Director of Student Services
175 Bingham Road

Asheville, NC 28806

(828) 255-5918

E. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment requires that the School District notify you and obtain consent or allow you to opt-out your child from participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following seven areas:

1. Political affiliates or beliefs of the student or student's parent;
2. Mental or psychological problems potentially embarrassing to the student and/or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incrimination or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams or screenings except for hearing, vision, scoliosis or any physical exam or screening permitted or required under State law.

The School District will, within a reasonable period of time prior to the administration of the surveys and activities, provide notice of said surveys and activities and give you or your son/daughter, if he/she is eighteen (18) years old or older, the opportunity to opt-out.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

F. Student Health: N.C.G.S. § 115C-375.4

With the passage of N.C.G.S. 115C-375.4, the School District must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza ("flu") is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches.

Anyone can get influenza. Most people are ill with flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the U.S., mostly among the elderly.

Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, influenza vaccine is updated every year. Protection develops in about 2 weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October {CS: 00013347.DOCX} Page 4 of 15

or November. Contact your local health department or physician for more details on cost and time vaccine will be available.

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting with your family doctor or nurse or contacting the Buncombe County Department of Public Health at 1-828-250-5000 or contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

G. Student Health: N.C.G.S. § 115C-47(51)1

North Carolina General Statute § 115C-47(51) requires schools to provide information concerning

cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases.

Information on these diseases and the vaccines can be found at www.cdc.gov/vaccines/vpd-vac. Those individuals without internet access can contact a school nurse or the Buncombe County Health Department at (828) 250-5971.

H. North Carolina Safe Surrender Law

Pursuant to N.C.G.S. §7B-500(b), a female may legally surrender her newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement agents are examples of responsible adults who are familiar with this law. More information can be found at www.safesurrender.net. Those individuals without internet access can contact a school nurse or social worker.

I. Asbestos Hazard Emergency Response Act

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for the Buncombe County Schools. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review." (§763.84(c))

The AHERA Management Plan contains documents of the initial AHERA inspection, 6-month periodic Surveillances, Triennial re-inspections, employee training and Operations and Maintenance procedures.

1 This section need only be distributed to students in grades 5 through 12.

{CS: 00013347.DOCX} Page 5 of 15

If you have any questions regarding the AHERA Management Plan for this school district, you can contact:

Mike Kowaluk
Safety Officer
175 Bingham Road
Asheville, NC 28806
828-242-4244

J. Use of Pesticides: N.C.G.S. § 115C-47(47)

With the passage of N.C.G.S. § 115C-47(47), the School District must provide notification regarding pesticide use on school property. For more information, please consult Board Policy 542 and/or contact:

Mike Kowaluk
Safety Officer
175 Bingham Road
Asheville, NC 28806
828-242-4244

K. Student Restraint/Seclusion/Isolation

The School District has approved Administrative Regulation 4302R, as required by N.C.G.S. § 115C-391.1. Administrative Regulation 4302R, as well as N.C.G.S. § 115C-39.1.1, are fully set out herein.

RULES FOR USE OF SECLUSION AND RESTRAINT IN SCHOOLS

Regulation Code: 4302-R

The following rules shall govern the use of seclusion and restraint by school personnel. As used in this regulation, "school personnel" means employees of the board and any persons working on school grounds or at a school function under a contract or written agreement with the public school system or for another agency to provide educational or related services to students.

A. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
 2. as reasonably needed to maintain order or to prevent or break up a fight;
 3. as reasonably needed for self-defense;
 4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
- {CS: 00013347.DOCX} Page 6 of 15
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
 6. as reasonably needed to escort a student safely from one area to another;
 7. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
 8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students will not be considered a reasonable use of force, and its use is prohibited. In addition, physical restraint will not be considered a reasonable use of force when used solely as a disciplinary consequence.

Physical restraint in Buncombe County Schools shall follow the prescribed methods taught by CPI (Crisis Prevention Institute). All personnel who are in positions in which physical restraint may be necessary should be trained to use CPI.

Nothing in the policy prevents the use of physical or mechanical restraint by School Resource Officers or other sworn law enforcement officials in the lawful exercise of their law enforcement duties.

B. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying down, taping, or strapping down of a student, will not be considered to be a reasonable use of force, and its use is prohibited.

{CS: 00013347.DOCX} Page 7 of 15

C. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity.

Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. as reasonably needed to maintain order or prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and
 - a. the student is constantly monitored by an adult in close proximity who is

- able to see and hear the student at all times;
- b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
- c. the confining space has been approved for such use by the local education agency;
- d. the space is appropriately lighted, ventilated, and heated or cooled; and
- e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is not considered to be reasonable force, and its use is prohibited. In addition, seclusion will not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled; {CS: 00013347.DOCX} Page 8 of 15
2. the duration of the isolation is reasonable in light of the purpose for the isolation;
3. the student is reasonably monitored; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

F. AVERSIVE PROCEDURES

Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:

1. Significant physical harm, such as tissue damage, physical illness, or death;
2. Serious and foreseeable long-term psychological impairment;
3. Obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:
 - a. electric shock applied to the body;
 - b. extremely loud auditory stimuli;
 - c. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin;
 - d. placement in a tub of cold water or shower;
 - e. slapping, pinching, hitting or pulling hair;
 - f. blindfolding or other forms of visual blocking;
 - g. unreasonable withholding of meals;
 - h. eating one's own vomit; or
 - i. denial of reasonable access to toileting facilities.

The use of aversive procedures in public schools is prohibited.

{CS: 00013347.DOCX} Page 9 of 15

G. NOTICE, REPORTING AND DOCUMENTATION

Buncombe County Schools personnel shall follow the following notification procedures when physical restraint or seclusion is implemented. All employees and parents/guardians shall be provided a copy of N.C.G.S. §115C-391.1 and a copy of this policy at the beginning of each school year.

Buncombe County Schools policy exceeds the NC statute requirement by requiring immediate documentation of and prompt notification to parents/guardians regarding all occurrences of physical restraint. Prompt notification means by the end of the workday during which the incident occurred, but in no event later than the end of the following workday.

1. School staff will promptly notify the principal or designee of any of the following:
 - a. any use of aversive procedures;

- b. any prohibited use of mechanical restraint;
- c. any use of physical restraint resulting in observable physical injury to a student;
- d. any prohibited use of seclusion; or
- e. any seclusion exceeding 10 minutes or beyond the amount of time specified on a student's behavior intervention plan.

2. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

- a. the date, time of day, location, duration, and description of the incident and interventions;
- b. the events or events that led up to the incident;
- c. the nature and extent of any injury to the student; and
- d. the name of a school employee the parent or guardian can contact regarding the incident.

4. Reporting to State Board

{CS: 00013347.DOCX} Page 10 of 15

The board will maintain a record of incidents reported under the procedure described above and will provide this information annually to the State Board of Education.

5. Non-Retaliation for Reporting

An employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion or aversive procedure shall NOT be discharged, threatened or retaliated against through compensation, terms, conditions, location or privilege of employment by any local board of education or any employee unless the employee knew or should have known that the report was false.

Legal Reference: G.S. 115C-391.1

N.C.G.S. § 115C-391.1

(a) It is the policy of the State of North Carolina to:

- (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

(b) The following definitions apply in this section:

- (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
- (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.

- b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
- (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- (4) "IEP" means a student's Individualized Education Plan.
{CS: 00013347.DOCX} Page 11 of 15
- (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is prevented from leaving.
- (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
- (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
- (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
- (9) "School personnel" means:
- a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
- (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
- a. Physically prevented from leaving by locking hardware or other means.
 - b. Not capable of leaving due to physical or intellectual incapacity.
- (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
- (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
- a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
 - e. As reasonably needed to escort a student safely from one area to another.
 - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
 - g. As reasonably needed to prevent imminent destruction to school or another person's property.
- (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
- (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

(d) Mechanical Restraint:

(1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:

- a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
- b. When using seat belts or other safety restraints to secure students during transportation.
- c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- d. As reasonably needed for self-defense.
- e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.

(2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.

(3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

(e) Seclusion:

(1) Seclusion of students by school personnel may be used in the following circumstances:

- a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self-defense.
- d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
- e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 3. The space in which the student is confined has been approved for such use by the local education agency.
 4. The space is appropriately lighted.
 5. The space is appropriately ventilated and heated or cooled.
 6. The space is free of objects that unreasonably expose the student or others to harm.

(2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.

(3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

(4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

(f) Isolation – Isolation is permitted as a behavior management technique provided that:

- (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
- (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
- (3) The student is reasonably monitored while in isolation.
- (4) The isolation space is free of objects that unreasonably expose the student or others to harm.

(g) Time-out – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

(h) Aversive Procedures – The use of aversive procedures as defined in this section is prohibited in public schools.

(i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12

(j) Notice, Reporting, and Documentation.

{CS: 00013347.DOCX} Page 13 of 15

(1) Notice of Procedures – Each local board of education shall provide to school personnel and parents or guardians at the beginning of each school year copies of this section and all local board policies developed to implement this section.

(2) Notice of specified incidents:

a. School personnel shall promptly notify the principal or principal's designee of:

1. Any use of aversive procedures.
2. Any prohibited use of mechanical restraint.
3. Any use of physical restraint resulting in observable physical injury to a student.
4. Any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on a student's behavior intervention plan.

b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.

(3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but no event later than the end of following workday.

(4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

- a. The date, time of day, location, duration, and description of the incident and interventions.
- b. The events or events that led up to the incident.
- c. The nature and extent of any injury to the student.
- d. The name of a school employee the parent or guardian can contact regarding the incident.

(5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

(k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of higher education or their agents or employees or to create a criminal offense.

L. Parental Information for Title I Schools

The following schools in this District receive federal funding through Title I: Avery's Creek Elementary, Barnardsville Elementary, Black Mountain Elementary, Black Mountain Primary, Candler Elementary, Charles C. Bell Elementary, Emma Elementary, Fairview Elementary, Haw Creek Elementary, Hominy Valley Elementary, Johnston Elementary, Leicester Elementary, North Buncombe Elementary, North Windy Ridge Intermediate, Oakley Elementary, Pisgah Elementary, Sand Hill-Venable Elementary, W.D. Williams Elementary, Weaverville Elementary, Weaverville Primary, West Buncombe Elementary, William W. Estes Elementary and Woodfin Elementary.

These funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading and, on occasion, in the area of mathematics. Our goal is to provide early intervention to struggling learners.

{CS: 00013347.DOCX} Page 14 of 15

Federal guidelines require that school districts provide a process by which parents may request the qualifications of their child's teacher, insuring that the teacher meets Highly Qualified standards.

As a parent of a student in a Title I school, you have the right to know the following information:

1. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To request this information, please contact Director of Federal Programs at (828) 255-5966.

M. Free or Reduced School Lunch

A free or reduced lunch application form will be sent home with your child at the beginning of the school year. Please complete the form and return it to your child's teacher. You will be notified if your child(ren) qualifies for free or reduced meal prices. All information is strictly confidential.

N. Student Discipline Policies

Pursuant to N.C.G.S. § 115C-390.2(i), schools must make available all policies, rules and regulations regarding student discipline. For the Board's policies and regulations regarding student discipline, consult the Board's online policy manual at www.buncombe.k12.nc.us, where policies regarding student behavior are codified mainly in the 4300 series. All other student discipline information will be printed in student handbooks or made available on the school's website at the beginning of the year available at www.buncombe.k12.nc.us.

O. Discrimination, Harassment and Bullying

For information on what constitutes discrimination, harassment and bullying and the reporting and complaint procedures, see Board Policy 1720/4015/7225 available at www.buncombe.k12.nc.us.

P. Student and Parent Complaint and Grievance Procedures

For information concerning student and parent complaint and grievance procedures, see Board Policies 3432 and 1740/4010.

Q. Equal Access to Facilities

The school system provides equal access to its facilities. For more information about accessing school facilities, consult with Board Policy 5030 available at www.buncombe.k12.nc.us.

R. Information Regarding Advanced Courses

Pursuant to N.C.G.S. § 115C-83.4A(d), schools must provide information to students and parents on available opportunities and the enrollment process for student to take advanced courses. This information will be printed in student handbooks or made available on the school's website at the beginning of the year available at www.buncombe.k12.nc.us.

{CS: 00013347.DOCX} Page 15 of 15

NCLB /FERPA Opt-Out Letter

Buncombe County Public Schools

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply and return to your child's school.

Federal law requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the Family Educational Rights and Privacy Act (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory

information by providing notification in writing.

Please consider this letter notice of the following:

As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:

Military recruiters Institutions of higher education

As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:

Military recruiters Institutions of higher education

As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: [List directory information or purposes that you do permit, if any].

As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: [List directory information or purposes that you do permit, if any].

Student Name: Grade:

(Please Print)

Name of School: Grade:

(Please Print)

Signature of Parent/Legal Guardian Date

Signature of Student (if 18 years of age or older) Date

It is the policy of the Buncombe County Public School System not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies