

# Mountain View Elementary School



## 2017 - 2018 Student Handbook

After reviewing the contents of this year's handbook,  
**PLEASE** sign the acknowledgement form on page 17 and return to your child's teacher.

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## Welcome

Welcome to Mountain View Elementary School. The purpose of this handbook is for students and parents to understand the operations and procedures of our school. It is important for both students and parents to be familiar with its contents. If you have any questions concerning the items covered in this handbook, please contact our office at 336-982-4200.

## School Rules and Information

**Afternoon Car Line Procedure:** It is paramount to the safe and orderly operation of Mountain View that the drive be kept clear. Parents using the afternoon car line for student pick up are asked not to arrive on campus before 2:00. In order to ensure the safety of all students, parents, and transportation personnel, parents will need to remain in their vehicles behind the orange cones until 2:25. At 2:25 all vehicles may move forward to the main entrance to wait for students to be released. **All car riders must be picked up by 3:00.** Any student not picked up by 3:00 will be sent to the 4-H Afterschool Program. Parents will be charged for this service.

**Announcements:** Announcements will be made at the beginning and end of each school day. Any student or staff member who would like an announcement made should complete an announcement form and turn it in to the office. Other announcements will be made only on an emergency basis. All announcements are subject to the approval of an administrator.

**Arrival:** Classes begin at 7:50. Adult supervision of students will begin at 7:15. In an effort to make our school as safe as possible, all students should be dropped off at the front entrance and allowed to walk in on their own. Any student not in the classroom at 7:50 is considered tardy. All late arrivals must report to the office with a parent/guardian to sign in for the day.

**Attendance:** Regular attendance enables a child to be more successful in school. A written note from the parent/guardian must document all absences within 3 days after the child returns to school. Ashe County School's attendance policy requires that the school notify parents after a child has missed 5 consecutive school days or has 10 accumulative absences. Parents will also be contacted when a child has accumulated 3 unexcused absences. An unexcused absence occurs when a child is absent for an invalid reason or when a parent fails to send a note explaining any absence within 3 days after the child returns to school. Students picked up prior to 11:18 will be counted absent for the entire school day.

### **Attendance Policy 4400**

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

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

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

1. Illness or injury
2. Death in the immediate family
3. Medical or dental appointments
4. Court or administrative proceedings
5. Religious observances
6. Educational opportunity
7. Quarantine
8. Special emergencies as determined by the principal

If a student has accumulated three unexcused absences in a school year, the law requires that the principal/designee notify the parent/guardian of the student's excessive absences from school.

## K – 6

Students are required to be in attendance at least 160 days of each school year (a limit of 18 absences allowed per year) to be eligible to be promoted to the next grade level. In order to be recorded present, a student must be in class at least one-half of the school day. Students are counted present when participating in authorized school activities approved by the principal.

Students who have missed more than 18 days are referred to the principal/designee. The opportunity for an appeal of retention due to attendance is provided by the principal/designee during the last two weeks of the school year. Appeals should be based upon appropriate reasons for absences, consistent participation in after-school tutorial sessions when needed, and completion of all make-up assignments.

Students will have the opportunity to make-up work or tests missed due to absence. Except for extenuating circumstances as determined by the principal, upon the student's return to school, arrangements for make-up shall be made within three days, and make-up work must be completed within ten days. Students may be asked to stay after school to make up missed assignments due to absences. The emphasis in make-up should be on mastery of knowledge and skill rather than upon literal make-up of the hours missed.

Legal References: G.S. 115C-47, -84, -288(a), -378 to -383  
Cross Reference: Student Accountability Standards (Policy 3420)  
Adopted: June 27, 2002

### **Attendance Procedure 4400**

School attendance is recorded on a daily basis for every student using data from PowerSchool.

A student's absence will be determined excused if the absence falls under one of the criteria in Policy 4400.

Upon a student being absent from school a note must be turned in to the school three (3) days after the absence in order for the absence to be counted as excused.

If a student has accumulated less than seven (7) absences for the year, the principal may approve one pre-arranged trip of up to three (3) days. This would be considered an educational opportunity. Requests must be submitted in writing to the principal at least two (2) weeks prior to the trip.

An attendance team will be established at each school and will include the (principal or designee), Family Support Facilitator, and other appropriate staff.

The attendance team will meet once a month to review student absences. The committee will review attendance documentation throughout the month as needed. The attendance team will check the following documentation based on the North Carolina Compulsory Attendance Law (Part 1 – Article 115C-371)

- That the principal or his designee had notified the parent/guardian, or custodian of the child's excessive absences after the child has accumulated **three (3) unexcused absences** in a school year. The parent, guardian, or custodian will receive a copy of procedures and policy at this time.
- That after not more than **six (6) unexcused absences**, the principal has notified the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. **Students will be required to bring medical documentation for each absence after missing six (6) unexcused absences.**

Following written notification to the parent, the school attendance team and Family Support Facilitator, will work with the child and his/her family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services to eliminate the problem.

**A phone call, school conference, or home visit, (including the Attendance Counselor and/ or Family Support Facilitator), with the parent is recommended when a student has missed six (6) or more unexcused absences.**

- Upon a student accumulating **ten (10) absences** the principal will require that the student bring in medical documentation after this date to document reasons for the absences.
- After **ten (10) accumulated unexcused absences** in a school year, the principal, along with the school's attendance team, will review all circumstances contributing to the absences to determine if the parent has made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county in which the child resides.

**Authority of School Officials:** North Carolina statutes delegate specific authority and responsibility to school officials concerning the safety, discipline, attendance, and grade placement of students. School principals also have the authority to suspend students from riding the bus when they are repeatedly misbehaving and endangering the safety of all. Excessive student absences, tardies, and early dismissals will be addressed by the principal or designee. (Board Policy #4301 Authority of School Personnel)

**Afterschool Program:** Mountain View Elementary School is fortunate to have an After School Program sponsored by Ashe County 4-H. The afternoon program begins at 2:40 pm and concludes at 6:00 pm. There is a charge for this program.

**Bus Discipline Procedures:** With the rising cost of fuel, we realize more students will be using the school bus transportation system. Parents, please stress the importance of proper bus behavior with your child. Remember, bus riding is a privilege. When students are reported to the office by the driver, the following procedures will be used:

- 1<sup>st</sup> infraction - driver warning or administrative conference
- 2<sup>nd</sup> infraction - referral to principal, parent contact, possible intervention strategies
- 3<sup>rd</sup> infraction - suspension from riding the bus for 3-5 days (principal's discretion).
- 4<sup>th</sup> infraction - suspension from riding the bus for 5-10 days (principal's discretion)
- 5<sup>th</sup> infraction - suspension from riding the bus for 10-15 days (principal's discretion)

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

All students will receive a Bus Discipline Contract. This form provides a detailed description of rules, offenses, and consequences for infractions related to any bus transportation. This form must be signed by the parent and student and returned to the school.

**Cafeteria:** Students share the responsibility for proper conduct and good housekeeping while in the cafeteria. Breakfast is served from 7:15 to 7:40. Again this school year, breakfast will be provided for all students at no charge. We recommend that lunch fees be paid on a weekly basis by cash or check. Meal prices are established by the Ashe County Board of Education and are as follows:

Student Breakfast: Free to **all** students

Adult Breakfast: \$1.25

Student Lunch: \$2.25            Paid    \$40    Reduced

Adult Lunch:            \$3.50

*Parents are welcome to have lunch with their children after the first week of school, except during EOG testing time.* Visiting parents/guests are required to sit at the guest table with their child only. Teachers should be notified that their student will have a guest for lunch so the cafeteria can be prepared. In fairness to all students, and in order to keep our cafeteria from violating federal competitive food regulations, please do not bring food to your child at school in packaging from outside restaurants. If you choose to bring lunch, please repackage any commercially prepared food in an unmarked container. Cakes and cupcakes for classroom parties must come from commercial sources. (Board Policy #6230 – Nutritional Standards for Food Selection)

**Checks:** We do not keep cash on hand in the office and are unable to cash checks or make change. Checks may be sent for payment of cafeteria fees, field trips, yearbooks, etc... No two party checks are accepted. When you provide a check as payment, you authorize the Ashe County School's agent to make a one-time transaction to process the payment. You also authorize this agent to collect a fee through electronic transfer or bank draft from your account if your payment is returned unpaid.

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

**Computer Use:** Computers and other technology equipment in the labs, media center, and classrooms are available for students and teachers to use as a tool to enhance the instructional program. Students must have, on file, an Acceptable Use Policy and a web permission form signed by the student and parent. Unacceptable use will result in a forfeiture of use.

**Connect 5:** The Connect 5 System will be used to communicate announcements, school news, and information related to school closings and delays.

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

**Departure:** Students should make a habit of remaining in school for the entire day. Please try to schedule appointments after school hours. Students picked up prior to 11:18 will be counted absent for the day. Any student picked up during the school day must be signed out through the front office. Send a note to school with your child that morning notifying the teacher when he/she is to be picked up. This gives the teacher time to prepare any needed assignments. Students cannot be called to wait in the office in advance of your arrival. If someone other than a parent or guardian is coming to pick up your child, please let us know by phone or note. The car rider procedure normally used at 2:40 will be followed if the pickup is after 2:25. If a student leaves school early, please send a note from the doctor or dentist so that we can

excuse the dismissal.

**Discipline:** We ask that you discuss with your children the importance of, and need for, good behavior and a good attitude while at school. Mountain View, as a Positive Behavior Intervention Support School, establishes and reinforces clear behavioral expectations. Parents, teachers, administrators, assistants, staff, bus drivers, and students must share a common approach to discipline and its positive impact on the learning environment. PBIS supports high student performance and reduces behavioral difficulties. PBIS is aligned with the character education traits that we currently teach.

\*Please see PBIS Matrix

**Dress Code: STUDENT DRESS CODE POLICY *Policy Code: 4316***

The purpose of the dress code is to ensure that a student's dress and appearance promote a positive learning environment, does not disrupt the learning of others or the general operation of the school, and does not create a safety hazard. Both research and experience have shown that student conduct, identification with the school purposes and activities, personal pride and self-respect, and even the level of learning responses of students are all related to personal appearance and mode of dress. Maintaining a positive learning environment and ensuring the health and safety of each student are high priorities of the Ashe County Schools.

Students are expected to dress in a manner that does not cause disruption in school and promotes respect. Clothing should be clean, neat, and appropriate for school wear. Clothing or accessories that are disruptive, potentially injurious, or that creates a question regarding a student's health and safety, will not be allowed. Students who are dressed inappropriately will be required to change the clothing or accessories in question. If a student has to be sent to the office because of a dress code infraction, instruction time is interrupted for the student, the teacher, and the other students in the class. Furthermore, more time is lost for the student if the administration determines that the clothing must be changed and the student must wait for a parent to bring the change of clothing. **It is vital that students understand that time out of class will be regarded as unexcused.** School administrators have the authority and the responsibility to determine what clothing or accessories are disruptive to the school environment or injurious to a student's health and safety. Cooperation among school personnel, parents (or other legal guardians), and students is essential in the implementation and enforcement of school regulations, including this dress code. Decisions regarding a student's clothing or accessories will be made in accordance with the following guidelines.

1. Headgear. No headgear or sunglasses will be worn in the building, except those worn for obvious or established reasons.
2. Shirts/Blouses/Tops. Blouses/shirts/tops must be secured to the shoulder.
  - No halter-tops, strapless tops, or tube tops are allowed. Elementary principals may use discretion when dealing with younger students.
  - Blouses/shirts/tops that expose any portion of the waist, hips, or midriff are not allowed. Other blouses/shirts not appropriate for school include but are not limited to, low-cut, see through (top underneath must meet dress code).
  - No sleeveless/cutout t-shirts are allowed unless an undershirt is worn.
3. Shorts/Skirts/Pants. All shorts must have a minimum inseam of 3". Dresses/skirts should be no shorter than 3" from the top of the knee cap.
  - All tops worn with tight legwear (i.e. leggings, tights, jeggings, skinny jeans, etc.) must cover the buttock and pelvic areas.
  - Inappropriate slits, holes, or tears are not permitted.
  - Shorts, skirts, or pants must be worn securely around the waist.
  - The waistline of shorts/skirts/pants must be worn on or above the hips with no underwear showing.
  - Belts may not be excessive in length and should not be hanging from either side of the body.
4. Footwear. Health regulations and safety factors require that shoes be worn at all times.
5. Undergarments. Undergarments must be worn and must not be visible while standing or sitting.
6. Words/Symbols. No student clothing shall display words or symbols that advocate or depict

violence, drugs, alcohol, sexual implications, gang affiliation, or other illegal activity expressively or implied.

7. Jewelry/Accessories. Jewelry or accessories that may be used as weapons are not permitted at school, including, but is not limited to, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist. Sharp objects such as spikes are not allowed on clothing or book bags.
8. Other Inappropriate Dress. Any student dress/appearance not specifically prohibited in this policy but which school administration deems disruptive to the learning process will not be allowed. To ensure student health and safety, school administrators may adopt and implement additional dress and appearance regulations for certain curriculum areas, such as science labs and vocational classes.
9. Exceptions. Exceptions to this policy may be made by school administration on an individual basis for a bona fide religious, medical, or other appropriate reason. Schools may designate special dress days at the direction of the principal.
10. Applicability to School Sponsored Trips and Events. This policy applies to all school sponsored trips and events. Any deviation from the policy will be discussed by the advisor and the principal or his designee.

**Drug Free School Zone:** Students are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with Board of Education Policy #6125, Administering Medicines to Students.

The Ashe County Board of Education prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school district. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

Student behavior is further addressed in Board Policy #4325, Narcotics, Alcoholic Beverages and Stimulant Drugs. The principal will report any student who has engaged in criminal behavior to the appropriate law enforcement agency in accordance with Board of Education Policy #4335, Criminal Behavior.

**Field Trips:** Field trips are an important part of the educational experience at Mountain View. Each grade level will develop a schedule for field trips and parents will be notified in advance. In order for your child to participate in out-of-county trips, you will need to sign and return a permission slip prior to the scheduled trip. You will need to sign a permission slip at the beginning of the year, which will enable your child to participate in all in-county trips. School-aged siblings of students going a field trip are encouraged to remain at school. Choosing to take a child on a field trip with your student will result in an unexcused absence for that child. Children who are not enrolled in school at Mountain View Elementary School may not participate in school sponsored trips. Students must ride on the bus to all field trips or they will be counted absent from school on that day. Students may ride back from a field trip with a parent or legal guardian only.

\*\*\*\*10- point scale\*\*\*

**GRADING SCALE:** The Ashe County School Board has approved a new, 10-point grading scale, to take effect during the 2015-16 school year. The change was approved to give Ashe County Public Schools' students equal footing with students from other school districts that have adopted the 10-point grading scale. The proposed scale will start with the 2015-2016 school year; the new scale will not be retroactive for past report card grades or the recalculation of GPAs. Students in kindergarten through the second grade



do not receive letter grades.

That policy will stay the same. The new grading scale is as follows for grades 3-12;

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	➤ 59

**Health Room:** The Health Room is open for student services from 7:45 to 3:00, and is staffed by a nurse. It is located in the administration area. Services available may include: minimal physical assessment of the event of acute illness, chronic and specialized health care maintenance, first aid, information and education about health care issues of student interest. ALL medications must go through the health room.

Students on Medications: In order to ensure the health and well-being of all students, we feel you should be advised of the school's policy on administering medications to students by school personnel. If your child must have any medication (including over-the-counter medicine) during regular school hours, you have the following options:

1. You may come to school and give the medicine to your child at the appropriate time.
2. If medication is needed at school and you are unable to come to school to administer the medication, you may obtain a *Parent Consent/Physician Consent Form* from the school. This form must be completed and signed by your physician indicating drug, dose, time to be given, and side effects. A prescription labeled bottle containing the medication and instructions must be provided.
3. A note from a parent approving medication must be provided and the Parental Consent Form signed. The physician must complete the *Parental Consent/Physician Consent Form* indicating drug, dose, time to be given, and side effects. **No self-carry medication will be permitted, with the exception of emergency medication (Inhalers, Epi-Pen, or glucagons). Emergency medications do require the *Parental Consent/Physician Consent Form to be completed as well.***
4. You must bring the medication to the school and give it either to the nurse or the person assigned to medical duties between 7:30 a.m. and 3:00 p.m. This must be done in the health room.

**\*\*TEACHERS CANNOT ACCEPT MEDICATIONS.**

**DO NOT SEND MEDICATIONS WITH THE STUDENT\*\***

5. If other arrangements for transporting medications must be made, they must be approved in advance by the school nurse and the principal.
6. It is preferable to administer medication to your child at home rather than at school. You may wish to discuss an alternate schedule for giving medication with your child's physician.

**Medication will not be accepted unless it is in the original container and properly labeled.**

Health Room Rules:

1. In the event of acute illness, students may rest in the Health Room for a maximum of 30 minutes and then must return to class. The nurse will make any necessary parent contacts. If the nurse determines a student cannot remain at school, that student must be picked up from school within 1 hour.
2. Communication between the nurse and student is confidential.

3. The Health Room telephone is for staff use only.
4. When the health room assistant or nurse is not present, students should not enter or stay in the Health Room unattended and should ask school officials for assistance.

Immunizations: NC Law requires all students grades K-12 to have a complete immunization record. Bring the completed “shot record” to school as soon as possible. A “Request for School Health Record Information” will be sent to you if any immunizations are found incomplete. Children must have their immunizations up-to-date to continue in school.

Health Screenings: Throughout the year, children will be screened to assure they can see, hear, and have good teeth. The following schedule applies to screenings your child will receive throughout the school year:

- VISION: Initially for Pre-Kindergarten, Kindergarten (DIAL), 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grades will be screened.
- HEARING: Initially for Pre-Kindergarten, Kindergarten (DIAL), 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grades will be screened.
- DENTAL: Will be conducted as per the Registered Dental Hygienist with the NC Oral Health Section.
- Color blindness for kindergarten boys
- Additional screenings could be completed on all students including but not limited to:
  - New to school
  - In Exceptional Children’s Program
  - Failure of a screening during the previous year
  - Academic difficulties/referral to School Assistance Team
  - Any student who presents with complaints, or teacher referral.

Communicable Illness: Children need to come to school healthy and ready to learn. Below are a few guidelines we ask you to follow concerning your child’s health. These guidelines are in place to prevent spread of illness and infections. If you have any questions, please contact the school nurse.

- Fever: If a child’s temperature is 100 degrees or greater, he/she should remain home until he/she has been fever free (without the use of fever reducing medications) for 24 hours. Remember that fever is a symptom indicating the presence of an illness.
- Flu: Symptoms include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and is fever free for a full 24 hours (without the use of fever reducing medications).
- Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears.

#### Lice

- Children found with live head lice should remain in class, but be discouraged from close direct head contact with others. The school nurse should contact the parents to discuss treating the child at the conclusion of the school day (Frankowski & Bocchini, 2010.) Students with nits only should not be excluded from school (American School Health Association, 2005, Frankowski & Bocchini, 2010, Pollack, Kiszewski & Spielman 2000), although further monitoring for sign of re-infestation is appropriate.

**In some cases over the counter treatments fail to eliminate live lice. Your child’s physician may then order a prescription for the treatment of head lice.**

- Pinkeye: Pinkeye is characterized by redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or hardened discharge on the eyelids. Your child should remain home from school until receiving full 24 hours of antibiotic therapy and without fever and/or vomiting for 24 hours.

- **Strep Throat:** This normally begins with a fever, sore and red throat, pus spots on back of throat, and tender swollen glands of the neck. High fever, nausea, and vomiting may occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy, fever free (without use of fever reducing medications), or vomiting for 24 hours.
- **Vomiting and Diarrhea:** This is characterized by a stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until the symptoms have stopped for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

**Homework Policy:** Homework is given at the discretion of each teacher and will reinforce skills that have been taught in the classroom. Parents should monitor and encourage their children as they complete these assignments. Student planners are provided as an organizational tool for students in grades 3-6. Parents and teachers use these to monitor assignments and as means of communication. Parents and teachers should check these on a consistent basis. **Make-up work:** See attendance policy on page 4.

**Lost and Found:** All lost and found articles should be turned in to the office. Parents are asked to label clothing and urge children to be responsible for their belongings. The school is not responsible for lost items.

**Personal Property:** Only those items necessary for the school day should be brought to school. Personal items such as toys, games, MP3 players, cell phones, iPods, etc. should be left at home. Teachers may, on occasion, grant permission for students to bring iPods, etc... to school for educational purposes. The school is not responsible for these items or for lost valuables, personal property, or money.

**Reporting and Investigating Complaints of Discrimination, Harassment, or Bullying:** It is the policy of the Ashe County Board of Education to maintain learning environments that are free from discrimination, harassment, or bullying. This freedom includes...freedom from harassment or bullying based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic or language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or physical, mental, or sensory disability.

It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or any third party...to harass or bully any person based upon any differences of status including, but not limited to, those listed above. It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate such discrimination, harassment, or bullying. Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying.

All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment, and Bullying Compliant Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy. Students, parents, and school personnel may refer to Ashe County Board Policy 1720 at <http://www.ashe.k12.nc.us/board/index.html> or pick up a copy of the policy at the Ashe County Board of Education or in any school office.

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be

investigated in accordance with that policy.

Parents and students may refer to Ashe County School Board Policy 1720 to read the entire policy.

### **Safe Schools Plan:**

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

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

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

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

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

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

**FIREARMS:** North Carolina General Statute § 14-269.2 provides that it is a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extra-curricular activity sponsored by a school. It is also a Class I Felony, for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property. This particular violation does not apply to BB guns, stun guns, air rifles, or air pistols. It is a Class G Felony for any person to possess or carry, whether openly or concealed any dynamite cartridge, bomb, grenade, mine, or powerful explosive, on educational property, or to a curricular or extra-curricular activity sponsored by a school.

This particular prohibition does not apply to fireworks. It is also a violation, punishable as a Class G Felony, for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, 18 whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, on educational property. Again, this particular violation does not apply to fireworks.

It is a Class 1 Misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, Bowie Knife, dirk, dagger, slingshot, loaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp pointed or edged instrument (except instructional supplies, un-altered nail files and clips, and tools

used solely for the preparation of food, instruction, and maintenance on educational property). It is also a Class 1 Misdemeanor for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, whether openly or concealed, any of these items on educational property. These prohibitions will apply in/on any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school. It is a misdemeanor, rather than a Class I Felony, for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:

- a) The person is not a student attending school on the educational property, or an employee employed by the school working on the educational property; and
- b) The person is not a student attending a curricular or extra-curricular activity sponsored by the school at which the student is enrolled, or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is working; and
- c) The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.

The provisions of GS14-269.2 shall not apply to a person who has a concealed handgun permit that is valid under Article 54B of this Chapter, or who is exempt from obtaining a permit pursuant to that Article, who has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit. This provision is in accordance to local Board Policy 5027/7275.

**School Counseling Program:** Our school counseling program is available to all students. Counseling services include individual and small group counseling, classroom guidance lessons, and parent and teacher consultation. The School Counselor serves as a resource to help remove barriers that may interfere with learning. Our school counselor is available during the school day to students, teachers, and parents. Please contact the school counselor if you have concerns about your child's success and well-being.

**School Resource Officer:** The Ashe County Sheriff's Department has provided a school resource officer for our campus. The resource officer's primary responsibility is to protect our students, parents, and staff while they are on campus.

**Sick Children/Accidents:** If your child becomes ill or is injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. If a parent or guardian cannot be contacted, school officials may attempt to transport the child home. Injured children will be made as comfortable as possible. Please remember, we cannot keep children at school who are ill.

**Student Information:** During the first week of school your child's teacher will be sending home several information forms. It is imperative that these forms be completed and returned promptly. Please make sure all telephone numbers and addresses are correct. Emergency contacts are very important. Make sure to notify the office of any changes in the information you have provided.

**Tardy Procedure (Policy Code: 4400):**

The Ashe County Board of Education recognizes that regular school attendance plays a significant role in the academic performance of all students. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time. Students who are tardy excessively fall behind in academic achievement. A student who is continually tardy not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Teachers take roll each morning and students are considered tardy if they are not in the classroom when the bell rings **OR** if a student leaves before the end of the

instructional day. Students will have three school days to provide a written excuse for the tardy. Written excuses will be accepted up to 6 unexcused tardies or 10 accumulated tardies. After 6 unexcused tardies or 10 accumulated tardies, a medical excuse will be required. The following procedures will be followed for frequent and excessive tardiness in Ashe County Schools:

#### K-6

- After **3 unexcused tardies, 1 unexcused absence** will be assigned to the student. The classroom teacher will contact the parent or guardian of the student to address the tardies and provide possible solutions and educate parents or guardians of possible consequences of continued tardiness.
- After **6 unexcused tardies, an additional unexcused absence** will be assigned to the student. An administrative conference will be scheduled with both the parent/guardian and the student.
- After **9 unexcused tardies, an additional unexcused absence** will be assigned to the student. Both the parent/guardian and the student will be referred to mediation to establish an agreement.
- If the mediation agreement is not upheld, the parent/guardian will be referred to the Ashe County Schools Student Services Department.

**Tobacco Free School Zone:** Ashe County Board of Education recognizes that it has a legal obligation pursuant to Title I of Public Law 103-227 to provide schools that are tobacco free and thus promote a healthy learning and working environment. Accordingly, the Board of Education enacted the following regulations.

Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events. **No student, employee, or visitor shall be permitted under any circumstances to use tobacco products in any indoor facility owned or leased or contracted for by the Ashe County Schools.** Tobacco is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

**Transportation Change:** Please send a note to your child's teacher if there should be a change in your child's afternoon transportation plans. Consistent transportation plans are a necessity and we ask that you limit changes. **Any unscheduled changes must be received by 1:30.**

If no notification is received, your child will follow his/her regular method of transportation. A file of custodial action is maintained in the school office. We will exercise all precautions to provide student security while they are under our supervision.

**Unscheduled Early Release:** Please plan ahead and make arrangements so your child will know exactly what to do in the event school is dismissed early. Students become upset and experience anxiety when unexpected changes occur. A Transportation Information Form is provided for every student. This form should be completed and returned to the school. In the event of an early release, your child's teacher will follow the plan you have designated on that form unless notified otherwise. Please review this plan with your child regularly - especially when inclement weather is predicted. The Connect 5 System will be used to communicate schedule changes.

**Visitors:** Community/parent involvement enhances our school program. Visitors and volunteers are most welcome at Mountain View Elementary School. We value your presence, but for safety purposes, it is essential that we monitor all people coming and going. All visitors should enter the office upon arrival to sign in and receive proper identification. Parents and visitors are asked not to interrupt teachers between 7:30 am and 2:30 pm. Parents need to make an appointment if they wish to have a conference with a teacher. If a parent needs to leave a message with a student or teacher during the instructional day, he or

she will be asked to leave a voicemail.

## **Easy Ways to Support Mountain View Elementary School**

**Box Tops for Education:** Box Tops are an easy way to support your school. They are on tons of products such as Kleenex products, cereals, Pillsbury products, and much more. Our school collects ten cents for each box top collected.

**Campbell's UPC Codes:** Campbell's UPC Codes are another worth-while project for our school. You will find UPC codes on many Campbell's products. Save those codes and send them to school with your child. Our school earns credit towards the purchase of school supplies.

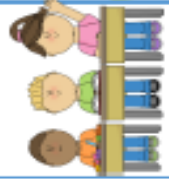

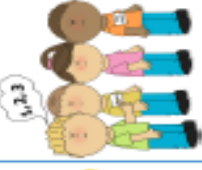





**Carolina West Wireless:** Contact Carolina West Wireless to have your cell phone account linked to Mountain View. They make a donation to our school each year based on the number of users linked to our school.

**Food Lion MVP:** Within the first 2 weeks of school, we will send home a flyer asking you to record your MVP number and your name. A MVES representative will submit this information to Food Lion to link you to our school. Food Lion will make a donation to our school each year based on sales related to the use of your MVP card. This enrollment must be done on a yearly basis.

**Ingles Advantage:** Each Ingles donates a portion of the sales to each Ingle's customers who links their card to our school. Within the first 2 weeks of school, we will send home a flyer requesting your card number and name. A MVES representative will submit this information to Ingles to link you to our school. This enrollment must be done on a yearly basis.

**Skyline Directory Drive:** Mountain View collects outdated phone directories from January 1 until March 31, 2014. Skyline donates \$.25 for each directory we collect. They recycle these directories.

# Mountain View Behavioral Expectations

ALL SETTINGS	CLASSROOM	BUS	HALLWAY	BATHROOM	CAFETERIA	RECESS/P.E.	ASSEMBLIES	AFTERSCHOOL
<p>Work to be your best.</p> <p>Show pride in yourself, your work, and your area.</p>	 <p>Follow directions.</p> <p>Follow all classroom rules.</p> <p>Be on time and prepared.</p>	 <p>Listen to your driver.</p> <p>Stay out of the Danger Zones.</p> <p>Follow bus expectations.</p> <p>Be at bus stop on time.</p>	 <p>Walk at all times.</p> <p>Stay in a line.</p> <p>Keep to the right.</p> <p>Face forward.</p>	 <p>Flush.</p> <p>Wash hands with soap and water.</p> <p>Return to class promptly.</p>	 <p>Make healthy choices.</p> <p>Eat only your food.</p> <p>Remember your lunch number.</p> <p>Get all items the first time through the line.</p>	 <p>Play safely.</p> <p>Dress for the weather.</p> <p>Stay in assigned areas.</p>	 <p>Respect Quiet Zones.</p> <p>Enter and exit quietly.</p> <p>Keep comments and questions on topic.</p>	 <p>Honor school and Afterschool Expectations.</p> <p>Bring all needed materials for homework time.</p> <p>Stay with group leader at all times.</p>
<p>Be a role model.</p> <p>Treat others the way you want to be treated.</p> <p>Be a good listener.</p> <p>Use kind words.</p> <p>Report problems to an adult.</p>	<p>Raise your hand to be recognized.</p> <p>Honor personal space.</p> <p>Be on task.</p> <p>Be a listener.</p> <p>Cooperate with teachers and classmates.</p>	<p>Use a quiet voice.</p> <p>Keep body and belongings to yourself.</p> <p>Follow driver's directions.</p> <p>Walk to and from the bus.</p> <p>Keep the aisle clear.</p>	<p>Keep body and belongings to yourself.</p> <p>Respect Quiet Zones.</p> <p>Enjoy artwork and pictures with your eyes only.</p>	<p>Give others privacy.</p> <p>Wait patiently for your turn.</p> <p>Respect Quiet Zones.</p> <p>Be polite.</p>	<p>Walk and wait patiently in line.</p> <p>Practice good manners.</p> <p>Use a quiet voice.</p> <p>Keep your bottom on the seat and knees under the table.</p>	<p>Include others in play.</p> <p>Share and take turns.</p> <p>Observe game rules and play fairly.</p> <p>Show good sportsmanship.</p>	<p>Be a positive participant.</p> <p>Look at the speaker.</p> <p>Respect the personal space of others.</p> <p>Express appreciation.</p>	<p>Honor Quiet Zones.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Be a good listener and follow directions of adults.</p> <p>Remember MV Behavioral Expectations apply at all times.</p>
<p>Keep facilities clean and orderly.</p> <p>Report problems to an adult.</p>	<p>Use materials and equipment properly.</p> <p>Keep your classroom clean.</p>	<p>Keep your BACK on the BACK, SEAT on the SEAT, and FEET toward the floor.</p> <p>Remove trash.</p>	<p>Keep hands, feet, and belongings off the walls.</p> <p>Carry all materials responsibly.</p> <p>Keep all outside doors closed.</p>	<p>Flush.</p> <p>Keep water in the sink.</p> <p>Keep the floor clean and dry.</p> <p>Dispose of trash properly.</p>	<p>Use utensils and trays appropriately.</p> <p>Clean your area.</p> <p>Place trash and trays in their designated areas.</p>	<p>Use equipment correctly.</p> <p>Keep sticks, rocks, sand, and mulch on the ground.</p> <p>Collect belongings and equipment before returning to class.</p>	<p>Keep clear walkways between groups.</p> <p>Pick up belongings before exiting.</p> <p>Keep our school and grounds clean.</p> <p>Keep all outside doors closed.</p>	<p>Use equipment/facilities appropriately.</p> <p>Stay in approved areas.</p> <p>Keep our school and grounds clean.</p> <p>Keep all outside doors closed.</p>



**2017 - 2018 Student Handbook  
Receipt Acknowledgement**

**I, along with my child, \_\_\_\_\_  
(Student Name)  
have read and reviewed the information provided in the Mountain View  
Elementary School 2017 - 2018 Student Handbook.**

**Student Signature: \_\_\_\_\_**

**Parent Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**