

# **Johnston Elementary School**



## **Parent/Student Handbook 2019-2020**

230 Johnston Boulevard  
Asheville, NC 28806  
Phone: (828) 232-4291 Fax: (828) 252-7653  
[www.buncombe.k12.nc.us/jes](http://www.buncombe.k12.nc.us/jes)

**Anna Austin, Principal**  
**Stephanie Stroupe, Assistant Principal**

### ADVISORY COUNCIL

Each Buncombe County School has an Advisory Council mandated by the School Board. The purpose of the Advisory Council is to act as a liaison between the school and community.

#### **2019—2020 ADVISORY COUNCIL**

Anna Austin	Principal
Stephanie Stroupe	Assistant Principal
Beth Halliday	Teacher of the Year
Candace Clark	PTO President, 2019-2020
Nate Buchanan	Community Representative
Michelle Luther	Community Representative
Dianne Brasington	Community Representative



### AFTER SCHOOL CARE

Salvation Army Boys and Girls Club offers after school care at Johnston until 5:30 p.m. each day. Applications are available in the office. You may also call the Boys and Girls Club at (828) 925-1768.

### ARRIVAL AND DEPARTURE OF STUDENTS

All students should arrive at school after 7:15 a.m. and be in their classrooms ready to start their day by 7:55 a.m. **Doors at Johnston do not open before 7:15 a.m.** Students arriving at school between 7:15 a.m. and 7:30 a.m. will report to the cafeteria. Those coming to school after 7:30 a.m. should report directly to their homeroom. Breakfast will be served beginning at 7:15 a.m. in the cafeteria. Student drop-offs and pick-ups should occur in the car rider area. Please do not drop off students in the bus area.

The instructional day begins with announcements at 7:55 a.m. It is important all students are in their classrooms at that time, settled and ready to begin the instructional day. In order for students to have time to prepare for the day, we encourage them to be in their classroom no later than 7:50 a.m. If a student arrives after 7:55 a.m., he/she must report to the office to sign in **with a parent.**

If a student leaves before 2:30 p.m., parents must sign him/her out in the office. **Early dismissals count as tardies.** Early dismissals and tardies are not in the best interest of students. Please make every effort to schedule appointments outside the instructional day. We understand emergencies arise on occasion; it is when students are chronically tardy or leave early that the effects are detrimental. **It's important we work together to help our students develop good habits related to regular attendance and punctuality.**

Beginning the second week of school, we ask that parents no longer walk children to their classrooms in the mornings. We encourage student independence and ask that students walk themselves to their classrooms without parent supervision. This will allow children to quickly settle into their morning routines.

In the afternoon, buses are dismissed at 2:45 p.m. and car riders are dismissed at approximately 2:40 p.m.

### CAR TRAFFIC

Student unloading will occur in the designated area adjacent to the sidewalk. Cars should pull as far forward as possible so that several cars can unload at the same time. **Children should only exit from the passenger side.** Unloaded cars must remain in the line until the car in front pulls forward. **Children may not be dropped off in the bus parking lot** due to the safety concerns. **Car riders may be dropped off beginning at 7:15 am, but must go up the outside stairs and enter through the front door. At 7:30 car riders may enter the building through the second floor entrance.**

Parents and visitors who wish to enter the building should park in the visitor parking spaces in the front of the building by the main office, or in the 2<sup>nd</sup> level roundabout. Parents who choose to park in the staff parking lot and walk their child into the building **must** park in a designated parking space. This is a safety concern for you and your child. Please realize that children need to be supervised and restrained when walking in the parking area because of heavy traffic.

Regular car riders will be issued a Johnston Elementary card. Your child's name and teacher's name will be on the card. You will display the card in the center of your car window when you are in the pick-up line. Your child will waiting for you when you arrive in your car at the sidewalk. **Cars without a car rider tag after the first week of school will be asked to pull to the front parking lot and provide identification to retrieve a child from school.**



### BUS TRANSPORTATION

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

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

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

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

	<b>Bus Rider</b>
<b>Best Effort</b>	*Use voice level 1, spy talk
<b>Encourage Others</b>	*Be a role model for all students
<b>Act Responsibly</b>	*Follow instructions *Be responsible for you
<b>Respect</b>	*Keep buses clean
<b>Safety at all times</b>	*Bottom to bottom, back to back *Keep hands, feet, and objects to yourself

**Note:**

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

**Sign up for bus alerts with Remind 101. For bus 108, text @G7K2GE to 81010. For bus 136, text @6AD842 to 81010.**

### ATTENDANCE

North Carolina law requires children to attend school. Kindergarten students are under the same rules and laws as other grades. Regular school attendance is an absolute necessity if students are to achieve academically. Students are expected to be in attendance unless they are ill, vomiting, or running a high temperature. **Students may not return to school after an illness until they have been fever-free without medication in their systems, AND have stopped vomiting for 24 hours.**

Please do not keep a student home for the entire day if he/she has doctor/dental appointments. Instead, send a note requesting an early dismissal for these appointments. If a student is absent, a written note explaining the absence is required within 3 days. The note should include the date of absence, reason, parent's signature, and the date of the note. Often, doctor and dentist offices will supply these notes.

The Johnston Social Worker will notify parents if there are issues with a child's attendance. Be sure to read the Buncombe County School Attendance Policy, located at [buncombeschools.org](http://buncombeschools.org), under "quick links."

Parents are subject to prosecution for not sending their child to school if they accumulate unlawful absences (G.S. 115c-378). If your child accumulates 10 or more unexcused or "unlawful" absences, a formal attendance plan will need to be developed with the family and the school social worker. School **Board Policy #4400R states that any absences over 14 must be made up in accordance with the school's attendance make up program.**

### **Tardies**

School begins promptly at 7:55 a.m. Please be sure to have your child in their classroom ready to learn by that time. Instruction begins at 7:55 a.m. and arriving late is disruptive to the educational environment and classroom routine. If your child accumulates excessive tardies, an attendance plan will need to be developed with the school social worker.

### **Attendance Makeup**

Students who have missed more than 14 days will be required to make up each day missed. In an effort to keep cost down and use time productively, Johnston's attendance makeup policy allows days to be made up by attending Homework Dinners at Erwin Middle School on Tuesday evenings.

Homework Dinners take place at Erwin Middle School from 5:30-7 p.m. Food and homework help are provided. Additional information will be sent home with students once Homework Dinners begin this school year.

For each Homework Dinner your child and family attend, one day will be waived for attendance makeup. If your child does not make up missed days by attending Homework Dinners, an alternative plan will be created which may include a parent workshop, after school make up days, or Summer School makeup days at an additional cost.

If your child has missed over 14 days of school, please contact the school social worker, Aly Curley-Dempsey to develop a makeup plan.

### **CAFETERIA**

Breakfast and lunch are served **free to all students** from our school's cafeteria every day. Well-balanced meals are provided. We hope you will encourage your child to participate. Breakfast will be served from 7:15 am until 7:50 am. Extra items/snacks are available for purchase. These items cannot be charged. No carbonated or soft drink beverages are allowed at school. Fast foods, (McDonalds, etc.), may not be brought to school. All students will be given milk at breakfast. Water is available upon request. **Breakfast and lunch will be served every day, even on delays or early releases due to inclement weather.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for all individually issued books, equipment, devices, and desks during the school year. Any damage or loss must be paid for before grades are issued or transferred to another school. Any student responsible for damage to school property or school buses will be subject to consequences. Parents must pay for repairs. School officials can routinely inspect school property such as cubbies and desks.

### **CELEBRATIONS AND CLASSROOM SNACKS**

Birthday parties will not be held during instructional time. Johnston Elementary requires party invitations to be mailed directly to the students' home addresses. The school chooses not to be involved in distributing invitations to birthday parties or special events.

Student birthdays are recognized each morning on the announcements. Parents desiring to bring in a special snack to the classroom on their child's birthday are asked to make prior arrangements with the homeroom teacher.

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

Student celebrations are an important part of school and our culture. Johnston is now part of the Zone Health: NC Prevention Partners program and is one of 85 NC districts and school teams to make healthy changes on our campus. Our attempt to fight childhood obesity by improving students' nutritional and physical activity environments includes written policies to support healthy behaviors.

Therefore, classroom snacks should reflect our Board Policy 6140: Student Wellness which outlines the importance for students to maintain physical health and proper nutrition.

### **STUDENT DRESS**

We expect students to dress appropriately for school. Students should wear comfortable clothing and be prepared to participate in all activities.

- Clothing should avoid items/accessories that draw unnecessary attention that could potentially disrupt the learning environment, (for example, vulgar words), or pose a threat to safety.
- Shirts should cover the belly. Straps on tank tops should be at least two fingers wide.
- Shorts should be at fingertip in length, when the arms are hanging at the student's side.
- Pants must be at waist level.
- Underwear may not be seen.
- Shoes should be of a type suitable for physical education, (no flipflops, shoes with elevated heels, etc.).
- Hats, caps, and other head coverings may not be worn to school unless it is a dress-up picture day or a school spirit event.

Student dressed inappropriately will be given a change of clothing from the school's resource center.

Please label coats, jackets, hats, etc., with your child's name. Each semester, unclaimed items will be donated to charity.

### **DOCUMENTS**

Please be prepared to provide the following documentation to ensure continued enrollment for your student at Johnston Elementary School.

1. birth certificate
2. immunization record
3. health assessment
4. proof of residency, (updated annually)
5. parent/guardian contact information, (updated regularly)
6. custody documentation, (if applicable)



### **EMERGENCIES**

It is necessary we have a way to get in touch with you. We **MUST** have an emergency number **at all times** in case your child gets sick, or has an accident. **If your phone is disconnected or the number changes, notify the teacher or office immediately.**

### **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law gives parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights can be found on Buncombe County Schools website, Johnston's website, or a copy is located in the school office. If you wish to restrict the disclosure of your student's directory information, the opt-out letter can be downloaded on Buncombe County Schools website, Johnston's website, and a copy is available in the school office. For more information you can contact the school office.

### **FIELD TRIPS**

Your child's class may take a planned trip away from school at various times in the year. The teacher will notify the parents about the trip in advance and include a permission form to be signed and returned by the parent/guardian before the student will be allowed to participate.

The students will be transported in yellow or white buses to the location. Chaperones may not ride the school buses. All chaperones need to complete the volunteer tracker located on the BCS website. Contact your child's teacher for more information. Chaperones may not bring siblings of the student, nor other children on the field trip; this may compromise the chaperone's ability to perform their duties.

#### HEALTH SCREENINGS

As a service to the children of Buncombe County, the Buncombe County Health Department personnel and the school staff execute screenings for various health purposes. Our school will conduct a health fair during the first few months of the new school year. This activity will complete the majority of the examinations. Included are a vision screening, hearing test, check of height and weight, and a dental screening. Parents will be notified if there is a concern regarding one of these screenings.

#### INCLEMENT WEATHER

The safety of all children is the first concern when deciding if schools must be closed or if there is a delayed opening. Please tune in to local radio (WWNC), TV station (WLOS), or the county's website ([buncombeschools.org](http://buncombeschools.org)) for closing information. Schools are closed by district. We are in the **Erwin District**. If school is closed in the Erwin District we will not have school at Johnston. During winter months, it is recommended to check local weather daily due to the geographical size and difference within our county. ***Please do not call the school, central office or news media for closing information. Please do not message the Johnston Elementary School Facebook page.***

- If schools are closed, students do not report.
- If school opening is delayed by two hours, the school building is closed until 9:15 a.m. and buses run two hours later.
- If school opening is delayed by three hours, the school building is closed until 10:15 a.m. and buses run three hours later.
- If a bus does not run on ice or snow-covered roads on the morning run, it may not cover that road during the afternoon run.
- If no announcement is made, you may assume school is open on a regular schedule.
- If school is dismissed early due to bad weather conditions, it will be announced on TV, radio, Facebook and the county website. Please do not call the school numbers.
- Please submit a completed early dismissal form to your child's teacher to keep on file concerning the procedures the school will follow for your child in the event of an early dismissal. We will not be able to call parents in this situation. On those days when snow is forecasted, or when snow begins, make sure you listen to the radio or TV, or check Facebook, the county website, or the [wlos.com](http://wlos.com), for possible announcements.

#### LEGAL ISSUES

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



#### MEDIA CENTER

The primary objective of the school library media program is to enrich and support the instructional program of the school. All students have the opportunity to use the Media Center each week either individually, or in small or large groups. It is each student's responsibility to return books each week on or before the due date. A note will be sent home notifying parents of replacement fees for damaged or lost books and money for these books will be paid to the librarian. The note will be sent if a book is not returned within two weeks. If books are not returned by the end of the year, report cards will be held.

#### COMPUTERS/TECHNOLOGY

All students will have opportunities to engage with technology daily in their classrooms. For more detailed information about use of student devices in all K-12 classrooms, go to the Buncombe County Schools website, click on the "Departments" tab, and then "Tech Services" and select "Digital Learning Instructions" on the left. Here, you can access the BCS student device user guide.



### **MEDICATION**

Buncombe County Schools Board Policy 6125 states that school personnel will only administer medication, prescription OR over-the-counter, if there is a signed order by the physician with specific directions for administration. Prescription medication must be in a bottle that has the original pharmacist's label with patient's name, instructions, name of drug, and name of physician. Over-the-counter medication must be brought to school in the original container. Parents should provide a properly marked dosage cup or spoon. If pills need to be split, please have your pharmacist do this. School personnel cannot be responsible for cutting pills. Also, please remember that students **are not** allowed to transport the medications to school. **Any medication must be transported to the school by the parent/guardian.**

*Request for medication to be given during school hours* forms are available in the main office and must be completed by a parent/guardian. The form may be faxed to our office at 828-252-7653. You are also welcome to come to school to administer medicine to your child. A child may not self-administer medication under any circumstances.

To ensure our students receive medication safely, **no exceptions** will be made. Medicine sent to school in a manner not in compliance with board policy will not be administered.

### **NURSE**

A public health nurse is on campus from time to time. If you need her services, please contact the school office.

### **OPT OUT PROCEDURE REGARDING USE OF STUDENT LIKENESS**

Buncombe County Schools does not require parent permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities. Parents, guardians, or eligible students may request not to be photographed, videotaped and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the Student Code of Conduct (or by the 10<sup>th</sup> day of the start of school each year).

### **PARENT COMMUNICATION**

Johnston Elementary staff strives to communicate effectively with parents and the community. We use several avenues to provide the information you need to be an active part of your child's education.

#### **Calendars/newsletters/apps**

Each teacher will communicate classroom activities using apps like Class Dojo, Remind, Seesaw, or through newsletters and calendars.

#### **Teacher webpage**

Each staff member has an updated link to our school website which can be found at: <https://jes.buncombeschools.org/>. Follow the JES Facebook page by searching for Johnston Elementary School.

#### **Parent-teacher conferences**

Teachers will be inviting you to conferences throughout the year. You also can request a conference at any time. If you have questions or concerns, do not hesitate to call the teacher to ask. Both the teacher and parents have a responsibility for scheduling conferences if there are questions regarding a child's progress.

#### **Parent portal**

Through the Power School program, BCS offers a "Parent Portal." Through this program, you will be able to track assignments, grades, and attendance and communicate with teachers for ALL your students enrolled in BCS. Teachers will use board approved applications with parents/guardians, including the Remind app.

#### **School Messenger**

The School Messenger phone notification system will be used by BCS central office and JES to notify parents of important school or county news, events, or emergency situations. Parents, make sure to let the office and your child's teacher know when phone numbers change during the year.

## PARENT TEACHER ORGANIZATION (PTO)

We welcome all families to be a part of the Johnston PTO. The PTO meets the second Thursday of every month at 7:30 a.m. The PTO works collaboratively with school staff to support the curriculum and school goals. Contact Candace Clark, PTO President at [candace.clark78@yahoo.com](mailto:candace.clark78@yahoo.com). There are no membership fees.

## PHYSICAL EDUCATION

Your child will participate in physical education each week. All students are required to wear gym shoes and participate unless there is an illness or injury. If your child is unable to participate in gym class, please notify the teacher in writing about your child's limitations. Students unable to participate in gym for three or more days will need a doctor's statement. They will then be provided with an alternate assignment.

## REPORT CARDS

Report cards will be sent home at the end of each nine weeks grading period. Please go over this carefully with your child, noting progress or problem areas. First and second grade students do not receive letter grades but are given a rubric score. Kindergarten students are only given assessments and your child's progress will be sent home three times per year.

Students achieve at different rates. Please note that your child's progress in reading, writing and math is determined by your child's individual performance throughout the report period. If you have questions, please consult your child's teacher.

### **Rubric Scores for 1<sup>st</sup> and 2<sup>nd</sup> graders**

- 4 = Exhibits outstanding performance consistently above grade level
- 3 = Exhibits consistent performance at grade level
- 2 = Exhibits some grade level competencies, but performance is inconsistent
- 1 = Exhibits minimal performance

### **Grades three through fourth use letter grades to indicate numerical averages as follows:**

- A= consistently meets grade level expectations at an outstanding level (90%-100%)
- B= frequently meets grade level expectations at a high level (80%-89%)
- C= Meets grade level expectations at a satisfactory level (70%-79%)
- D= Seldom meets grade level expectations (60%-69%)
- F= Does not meet grade level expectations (0-59%)

## SALE OF PRODUCTS

Students may not sell products at school or on the bus; nor should they bring them to school. Our PTO will be conducting fund-raising activities during the school year. During these fund-raisers, parents are asked to help students make sales and deliveries. Students should not be allowed to go door-to-door without being accompanied by an adult.

## STUDENT RECORDS

A cumulative record is maintained on each student beginning in kindergarten. The record contains: printed elementary record, identification information (name, address, sex, race, birthplace, birth date), family data (parents' names, addresses, telephone numbers, proof of residence), Kindergarten Health Assessment, immunization record (**Board Policy #4110; documents must be turned in within 30 calendar days to avoid suspension**), birth certificate, attendance record, scholastic record, standardized test scores, information pertaining to special programs and services provided for the student, and pertinent educational or personal information that may have been collected with the consent of the parents, legal guardians, or eligible students. The parent or guardian may review their child's record in the school office and may obtain a copy of the record if needed. Parents or guardians must give consent to disclose information in the student record, except where state law does not require consent, and may request amendments to the student record if inaccuracies are noted or if the record is misleading or otherwise in violation of the student's privacy or other rights. Should the parent/guardian believe the school has failed to comply with the Family Education Rights and Privacy Act, a complaint may be filed with the Department of Education. Local board policy and N.C. Education Law information are available through the principal.

## TESTING PROGRAM

North Carolina End-of-Grade testing for third and fourth grade will occur at the end of the school year. Third-grade participates in the NC Beginning-of-Grade test and are also subject to Read-to-Achieve laws by NC General Assembly.

### TOBACCO PRODUCTS AND SMOKING

All Buncombe County buildings, campuses, vehicles and property are tobacco free for all students, employees, parents and visitors.

### VOLUNTEERS

We encourage parents and guardians to get involved in the Johnston community. If you are interested in participating in volunteer work, please contact your child's teacher or the school office at 828-232-4291. Classroom volunteers will be required to follow Buncombe County School's volunteer policy and procedures. All volunteers must complete Buncombe County's online Volunteer Tracker screening, located on the BCS webpage under "Quick Links." **For security purposes, all visitors and volunteers entering the school must first report to the office to sign in, where they will be given a visitor's badge. This badge must be worn at all times.**

**We look forward to working with your child this school year!**