

ENKA INTERMEDIATE STUDENT HANDBOOK



Family Engagement Policy and Plan 2025-2026

At Enka Intermediate, we believe in a strong partnership with all stakeholders in the school community. It is the belief at Enka that when we have strong collaboration with the parents and community there is a direct and positive impact on the student population. Our goal is to build and foster a partnership that will support the social, emotional and academic development of all students at Enka Intermediate.

The Family Engagement Policy and Plan will be reviewed each school year by the School Improvement Team and either the Parent Advisory Council or the Parent Teacher Organization Board. It will also be presented at the Title I Annual Meeting/Open House. Parents are encouraged to take an active role in their child's education through the following activities:

- ❖ Family-School Compacts
- ❖ Parent Teacher Conferences
- ❖ School Events and Programs
- ❖ Maintain Communication
Between Home and School
- ❖ Parent Advisory Council
- ❖ Parent Teacher Organization
- ❖ School Improvement Team
- ❖ Ingles Tools for Schools Program
- ❖ Parent Surveys
- ❖ Volunteer and Mentor Programs

Stay connected through social media:

- ❖ eis.buncombecountyschools.org
- ❖ facebook.com/EnkaIntermediate
- ❖ Instagram: eis_jets

Events will be held throughout the year to support strong school and family connections. Listed on the other side is Our Family Engagement Plan with dates of opportunities to be involved with our school. Thank you for partnering with us on behalf of our students.



ENKA
INTERMEDIATE

Family Engagement Policy and Plan 2025-2026

Calendar Subject to Change Based on PTO, SIT and School Updates

ENKA INTERMEDIATE SCHOOL CALENDAR 25-26

****EVERY FRIDAY WEAR ENKA SHIRTS/SWEATSHIRTS****

August

- 22 Meet the Teacher 12:00-2:00
- 25 First Day of School
- 26 Start One School One Book
- 29 Twin Spirit Day

September

- 1 **No School**, Labor Day
- 3 Color Spirit Day-5th gr. wear red and 6th wear blue
- 4 SIT Meeting 3:30
- 5 Dress like a historical figure day/slushie sale
- 11 PTO Meeting 5:30
- 15-19 Scholastic Book Fair
- 26 Jet of the Month 1:30
- 29 Title 1 Annual Meeting/Open house 4:30-6:30
- 29-Oct. 3 Parent-Teacher Conference week

October

- 2 Early Dismissal 1:05
- 9 SIT Meeting 3:30/PTO Meeting 5:30
- 10 Fall Pictures
- 13-14 **No School**, Teacher Workdays
- 17 6th gr. Social 3:00-5:00
- 24 5th gr. Social 3:00-5:00
- 27 Community Night 5:00-6:30
- 29 End of Qtr. 1 Grading Period
- 30 Jet of the Month 1:30
- 31 Early Dismissal 1:05

November

- 6 SIT Meeting 3:30
- 7 Report Cards Go Home
- 11 **No School**, Veteran's Day
- 13 PTO Meeting 5:30
- 21 Jet of the Month 1:30
- 24 Community Night 5:00-6:30
- 25 Unified Kickball Game
- 26-28 **No School**, Thanksgiving Break

December

- 4 SIT Meeting 3:30
- 8 Community Night 5:00-6:30
- 11 PTO Meeting 5:30
- 15-19 Spirit Week
- 16 Winter Strings Concert 6:00
- 18 Parent Advisory Meeting-5:30-EIS Conference Room
- 19 Hot Chocolate Sale
- 22-Jan 2 **No School**, Winter Holiday

January

- 5 Students Return to School
- 8 SIT Meeting 3:30
- 15 PTO Meeting 5:30
- 16 End of 1st Semester and Quarter 2

January

- 19 **No School**, Martin Luther King Day
- 20 **No School**, Teacher Workday
- 28 Report Cards Go Home
- 30 First Semester Awards/Jet of the Month 1:30

February

- 5 SIT Meeting 3:30
- 12 Unified Basketball Game/Early Dismissal 1:05
- 12 PTO Meeting 5:30
- 13 **No School**, Teacher Workday
- 16-20 Scholastic Book Fair
- 27 Jet of the Month 1:30

March

- 2-3 **No School**, Teacher Workdays
- 4 Reading Gives You Superpowers Spirit Day
- 5 Reading is Out of This World Spirit Day/SIT 5:30
- 6 Reading is Groovy Spirit Day
- 12 PTO Meeting 5:30
- 13 5th gr. Social 3:00-5:00
- 20 6th gr. Social 3:00-5:00
- 24 County Wide Parent Advisory Meeting-6:00-Central Services Building
- 26 End of Qtr. 3 Grading Period/Jet of the Month 1:30
- 27 Career Day/Early Dismissal 1:05
- 30 Community Literacy Night 5:00-6:30

April

- 2 SIT Meeting 3:30/Report Cards Go Home
- 6-10 **No School**, Spring Break
- 16 PTO Meeting 5:30
- 27 5th Grade Transition Night/Open House 5:00-6:30
- 30 Jet of the Month 1:30

May

- 1 Early Dismissal 1:05
- 5 Spring Strings Concert 6:00
- 7 SIT Meeting 3:30
- 12 Parent Orientation for New Strings Students 3:15
- 14 PTO Meeting 5:30
- 18 EOY Celebration/Talent Night 5:00
- 21 Parent Advisory Meeting-5:30-EIS Conference Room
- 25 **No School**, Memorial Day
- 29 Jet of the Month 1:30

June

- 3 6th gr. Parade
- 4 6th gr. Second Semester Awards
- 5 5th gr. Second Semester Awards
- 8 Unified Volleyball Game
- 9 Last Day of School, Early Dismissal 1:05

DRESS CODE

Buncombe County School Board Policy #4316 states that each school must develop “guidelines that balance the needs for individuality with the needs of maintaining safety, orderliness, and good taste for the school community.” Enka Intermediate School believes that certain articles of clothing, while appropriate in casual settings, are not appropriate for the educational environment. We believe that adherence to our dress code policy helps to prepare students for future success.

To help students, parents, and faculty members understand what is appropriate for school, the dress code is explained below.

1. Clothing should cover all undergarments, students’ backs, sides, stomach areas, and chest areas.
2. Tube tops, crop tops, halter tops, backless tops and strapless shirts are not permitted.
3. Regular street clothes and shoes should be worn at all times. No pajamas or slippers are allowed unless it is being offered as an individual or class reward through our PBIS program.
4. Hats and or hoods can be worn. It is the teacher’s discretion if they can be worn in the classroom.
5. Anything distracting or disruptive to the learning environment can be confiscated by staff.
6. Students are prohibited from wearing any metal chains, bullets, fish hooks, or metal spiked apparel and accessories.
7. Students may not wear any garment or accessory displaying language or images (profanity, sexual suggestion/insinuations, alcohol, tobacco, drugs, bodily functions, ethnic slur, slogans or symbols) that are inappropriate for a school setting. *Any item deemed to be “gang related” will be subject to ban according to BCSB Policy #4328. Parental notice will be given.*
8. *Costumes, masks, tails etc. should not be worn except on themed spirit dress up days.*

****Any clothing not specifically covered in this policy will be individually addressed by the teacher/administrator to determine its appropriateness for school and whether or not it interrupts/distracts from the learning process.**




Buncombe County School Board Policy states “before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance.” Violations of the dress code policy should be corrected as soon as possible. Students who are not dressed appropriately for the educational environment should be advised privately and will be given an opportunity to make corrections.

It is the responsibility of all staff to monitor and address student dress code. Students shall comply with directions from any staff member in regards to this policy.



The EIS Way
We Are EIS
We Choose Empathy
We Choose Integrity
We Choose Self-Control

Enka Intermediate is a PBIS school. Our PBIS model: “The EIS Way” is designed to help students remember the qualities and expectations for an Enka Intermediate student. Students will be recognized for expected positive behavior and will be given the opportunity to reflect on and change behavior that does not follow the EIS Way.

I choose...	Classroom	Hallways and Common Areas	Cafeteria	Bus	Restroom	Outside
Empathy - Kindness & Understanding 	-Help and respect others -Show kindness -Be an active listener -Raise my hand to speak	- Keep hands to myself -Smile at others in the hallway	-Help others in need -Clean up my space -Be friendly to staff -Stack trays & put silverware in bins	-Be kind to others -Listen to the bus driver -Follow directions	-Respect others and their privacy -Knock on the door before entering a stall	-Listen to each other -If someone is in need, step up and help -Notice if anyone is left out -Take turns
Integrity - Honesty and Effort 	-Bring materials -Complete homework -Complete assignments -Meet learning targets daily -Keep the classroom clean -Learn from my mistakes	-Get to my destination quickly and quietly -Be where I am supposed to be at all times	-Collect all necessary items the first time through the line -Use manners -Give my attention to staff when they are speaking	-Do the right thing and stand up for others -Report unsafe behaviors to my bus driver -Be on time -Be aware of my surroundings and look at driver before I cross the road	-Wash hands -Report problems to staff	-Keep the playground area clean -Treat equipment and peers with respect -Claim ownership of my part in conflicts
Self-Control - Awareness and Safety 	-Use kind words and actions -Own my behaviors -Keep hands and belongings to myself	-Keep my feet on the ground -Walk in a straight line - Leave appropriate space between -Be aware of my surroundings -Use whisper volume	-Stay in my seat -Walk carefully with my tray -hands and belongings to myself -Only eat my food -Stay at my table -Wait my turn	-Keep hands and belongings to myself -Stay in my seat - I do not speak loudly or play music without using headphones. -Sit where I am supposed to sit -I do not eat or drink on the bus.	-Keep restroom clean -Keep water in the sink -Use whisper volume	-Be aware of my surroundings -Show good sportsmanship -Keep my hands and feet to myself -Take a break when needed

SCHOOL DISCIPLINE GUIDELINES

Our PBIS program provides a framework for assisting staff in evidence-based behavioral interventions. The PBIS program supports the success of ALL students. Enka Intermediate School will follow a Progressive Discipline Plan when violations occur. This means that repeated offenses by the same student will result in progressively more severe consequences for that student.

Please refer to the chart below for the type of behaviors that are considered minor and those that are considered major.

Behavior	Minor	Major
Inappropriate Language (spoken or written) Includes: Sexual, Sexual Orientation, and Racial Harassment	<ul style="list-style-type: none">-Any language that is deemed unwelcome or inappropriate<ul style="list-style-type: none">-talking back-non-directed cursing-inappropriate jokes/gestures/ comments: making faces, family, judgmental, name calling (shut up, stupid)-inappropriate slang-teasing	<ul style="list-style-type: none">-Aggressive / threatening / challenging language toward another<ul style="list-style-type: none">-cursing at someone-threatening someone-racial/ethnic comments-arguing in a threatening manner-verbal bullying-spoken/written harassment (including sexual, racial, sexual orientation)-causing another to fear for their safety.
Insubordination	<ul style="list-style-type: none">-Failing to follow through with directions<ul style="list-style-type: none">-not completing assignments-habitually slow to follow directions-off task after redirects- refusal to follow directions- doing the opposite of instructions-refusing to do work	<ul style="list-style-type: none">-Intentional disrespect-arguing with the teacher-Noncompliance with directives from administration, teachers, and other personnel
Aggressive Behavior	<ul style="list-style-type: none">-Any non-chronic, non-threatening behavior that has the potential to cause harm to another individual-invading others personal space<ul style="list-style-type: none">-horseplay-bumping in line-tripping-pushing	<ul style="list-style-type: none">-Aggressive behavior<ul style="list-style-type: none">-assault-physical Aggression-Physical confrontation with intent to do harm to another: hitting, kicking, biting, fighting, pulling hair, pinching, pushing-Physical aggression with intent to do harm to self.
Fighting		2 or more students engaged in a physical altercation
Inappropriate Behavior (Physical)	<ul style="list-style-type: none">-Disturbing class-A continuation of a behavior after redirection<ul style="list-style-type: none">-playing-whistling-tapping-excessive talking	<ul style="list-style-type: none">-Out of control behavior that disrupts any school activity<ul style="list-style-type: none">-skipping class-running away-physical bullying-sexual harassment through physical contact

	<ul style="list-style-type: none"> -out of seat -making inappropriate noises -humming -passing notes -throwing small objects -using chairs incorrectly -selling items on campus 	
Property Damage	-Using / damaging materials in ways other than instructed: ripping work, breaking/cutting objects.	<ul style="list-style-type: none"> -Vandalism -deliberately damaging or destroying property
Theft		-Intentionally taking another person's property without that person's permission, lying, refusal to return the property, damage of property, etc.
Misuse of School Technology	<ul style="list-style-type: none"> -Failure to follow teachers directions -failure to properly care for your device when moving from place to place 	<ul style="list-style-type: none"> -Using school technology/ equipment contrary to the school policy -cyber-bullying -being on inappropriate websites
Cell Phone Use	-Failure to turn in your cell phone at the start of the day	<ul style="list-style-type: none"> -Stealing the device of others -refusal to put phone away when asked by an adult to do so -using your cell phone in any way
Inappropriate Item	<ul style="list-style-type: none"> -Repeated possession of an object that is distracting to the learning environment -chewing gum -distribution of items 	-Inappropriate items that could be considered harmful to students and staff. This would include weapons, drugs, etc.
Possession of Vaping Device		<ul style="list-style-type: none"> -Possession of vape while on school grounds / property --Use of vape while on school grounds / property

The following discipline matrix will be used as a guide for consequences when a student does not follow expected behavior guidelines.

	1st Offense	2nd Offense	3rd Offense
Inappropriate Language - Directed at a Teacher *May result in a threat assessment / FBA referral	-Admin. Parent Contact -1 Day ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Days ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -1-2 Day(s) OSS Option: Teen Court and 1 Day ISS
Inappropriate Language	-Admin. Parent Contact	-Admin. Parent Contact	-Admin. Parent Contact

- Directed at a Student *May result in a threat assessment / FBA referral	-1 Day ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-2 Days ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-1-2 Day(s) OSS Option: Teen Court and 1 Day ISS
Inappropriate Language - Not Directed at Anyone (4th Offense) <u>*3 minors must be written for this major*</u> *Resets each semester*	-Admin. Parent Contact -1 Day ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Days ISS or 1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -1-2 Day(s) OSS Option: Teen Court and 1 Day ISS
Inappropriate Language - Threat *May result in a threat assessment / FBA referral	-Admin. Parent Contact -1 Day OSS -Threat Assessment -Possible Conference with SRO Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Day OSS -Threat Assessment -Possible Conference with SRO Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2-3 Day(s) OSS -Threat Assessment -Conference with SRO Option: Teen Court and 1 Day ISS
Inappropriate Language - Racially Motivated *May result in a threat assessment / FBA referral	-Admin. Parent Contact -1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2-3 Day(s) OSS Option: Teen Court and 1 Day ISS
Inappropriate Language - Derogatory in Nature	-Admin. Parent Contact -1 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Day OSS Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2-3 Day(s) OSS Option: Teen Court and 1 Day ISS
Aggressive Behavior *May result in a threat assessment / FBA referral	-Admin. Parent Contact -Restorative Conversation -1 Day ISS	-Admin. Parent Contact -2-3 Days ISS or 1 Day OSS Option: Teen Court and ISS	-Admin. Parent Contact -1-3 Day(s) OSS Option: Teen Court and ISS
Fighting	-Admin. Parent Contact 2 days OSS	-Admin. Parent Contact 3-4 days OSS	-Admin. Parent Contact 5 days OSS
Inappropriate Behavior	-Admin. Parent Contact	-Admin. Parent Contact	-Admin. Parent Contact

	-½ Day ISS or up to 1 Day OSS	-1-2 Day(s) ISS or up to 1 Day OSS	-Behavior Plan -1 or More Days OSS
Insubordination	-Admin. Parent Contact -Conference with Parent / Teacher -1 Day ISS	-Admin. Parent Contact -1 Day OSS -Classroom Behavior Plan Option: Teen Court and ISS	-Admin. Parent Contact -2 Days OSS -Referral for FBA Option: Teen Court and ISS
Property Damage	-Admin. Parent Contact -Restitution	-Admin. Parent Contact -Restitution -1-2 Day(s) ISS	-Admin. Parent Contact -1-2 Day(s) OSS Option: Teen Court and ISS
Misuse of School Technology (4th Offense) <u>*3 minors must be written for this major*</u> *Resets each semester*	-Admin. Parent Contact -Device taken for a week by teacher (use of device at teacher discretion)	-Admin. Parent Contact -Device taken for two weeks by teacher (use of device at teacher discretion)	-Admin. Parent Contact -Device taken for remainder of the quarter by teacher (use of device at teacher discretion)
Use of School Technology to Communicate a Threat or Complete an Inappropriate Search *May result in a threat assessment / FBA referral	-Admin. Parent Contact -1 Day OSS -Threat Assessment -Possible Conference with SRO Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2 Day OSS -Threat Assessment -Possible Conference with SRO Option: Teen Court and 1 Day ISS	-Admin. Parent Contact -2-3 Day(s) OSS -Threat Assessment -Conference with SRO Option: Teen Court and 1 Day ISS
Cell Phone Use	-Admin. Parent Contact -Phone taken for a day, parent needs to come pick up	-Admin. Parent Contact -Lunch detention in the office -Phone taken for a week, parent needs to come pick up	-Admin. Parent Contact -1 Day ISS -Phone taken for 10 days, parent needs to come pick up
Inappropriate Item *May result in a threat assessment / FBA referral	-Admin. Parent Contact -Item taken -½ Day ISS or up to 2 Day OSS	-Admin. Parent Contact -Item taken - 3-5 OSS	-Admin. Parent Contact -Item taken -5-10 Days OSS
Inappropriate Dangerous Item	-Admin. Parent Contact -Item taken	-Admin. Parent Contact -Item taken	-Admin. Parent Contact -Item taken

*May result in a threat assessment / FBA referral	-½ Day ISS or up to 2 Day OSS -Possible Conference with SRO	- 3-5 OSS -Possible Conference with SRO	-5-10 Days OSS -Possible Conference with SRO
Theft	-Admin. Parent Contact -1-2 Day(s) ISS or OSS -Referral to SRO -Restitution (depending on item) -Restorative Conversation with victim Option: Teen Court and ISS	-Admin. Parent Contact -1-2 Day(s) ISS or OSS -Referral to SRO -Restitution (depending on item) -Restorative Conversation with victim Option: Teen Court and ISS	-Admin. Parent Contact -Referral to SRO -OSS (number of days at the discretion of administration) -Restitution (depending on item) -Restorative Conversation with victim Option: Teen Court and ISS
Possession of Vaping Device	-Admin. Parent Contact -2 Days OSS (reduced to 1 with online course for tobacco paraphernalia)	-Admin. Parent Contact -2-3 Days OSS Option: Teen Court and 1-2 Days ISS, check-in / check-out	-Admin. Parent Contact -2-3 Days OSS -Parent checks in daily for 2 weeks to affirm student is vape free Option: Teen Court and ISS
Bus Misbehavior	-Warning and call home	-Call home and 1-2 day bus suspension	-Call home and 3-4 day bus suspension ***Additional referrals could result in suspensions for the remainder of the nine weeks, semester, or year.

***Depending on the severity of the offense and the circumstances surrounding specific situations, administration may assign consequences other than those that are indicated on the discipline matrix**

***Each Major will include the completion of a restorative reflection sheet and a call home.**

ATTENDANCE

It is important that your child be in school every day. Regular attendance is essential to academic success, as students with good attendance generally achieve higher levels of learning than students with poor attendance. If a student misses more than 18 days during the school year, after school Recovery Sessions and/or Summer School school will be required.

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 child leaves for a doctor's appointment, a doctor's note must be sent in the following day.

Students are responsible for making up any work missed while absent. For extended absences, please notify the school social worker or data manager as soon as possible. Students leaving school before or arriving after 11:30 a.m. will be marked as absent for the day. Please make every effort to schedule routine appointments after school hours. Any special circumstance must be discussed with the social worker or data manager in advance for excused approval.

This policy is enforced. **All family trips/vacations will be coded unexcused.** 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 social worker and administrator. Excessive absences will result in a petition for noncompliance with the compulsory attendance law being filed with the courts. See Buncombe County Schools Board Policy #4400 for more information.

TARDIES

Students are expected to be in their classroom ready to start the day at 8:00 a.m. If a student is in the building but not in their homeroom by 8:00, they will be counted tardy. **Arriving late will count against a student's perfect attendance.**

ARRIVAL AND DISMISSAL

Doors will open for car riders at 7:15. The tardy bell will ring at 8:00. The afternoon dismissal will be at 3:05. **There will be no student sign-outs after 2:40.** No transportation changes will be made after 2:40 (no exceptions). Car rider line in the afternoon will begin moving after buses leave the parking lot at approximately 3:05-3:10. **No students are allowed to come to the office for pickup. Parents must go through the car rider line.**

EARLY CHECK OUTS

To ensure the safety of our students we ask that parents who need to check out their child before the end of the school day, please do so before 2:40. **We will not be able to call the classroom and get a child or make changes to transportation after 2:40. Early check outs will count against a student's perfect attendance.**

CELL PHONE/ELECTRONIC DEVICES

- Bring at your own risk. We are not responsible for damaged, stolen, or lost items.

- Phones will be collected by the homeroom teacher at the beginning of the day and kept in the main office until dismissal when they will be returned to the students. Even though students will have their phones after dismissal, they will not be allowed to use them until they are off of the school campus.
- Due to confidentiality and to protect the rights of all students, the taking of pictures or videos by students using portable devices is prohibited at school and on the bus unless it is part of a class and supervised by the teacher.
- If a student has an electronic device out during school hours, the device will be held in the office for parent pick up. Failure to turn in your cell phone will result in a referral.

MEDICATIONS

A physician's order is required for all medication.

A separate form is needed for each medication. Over the counter medications such as pills, skin creams, essential oils, herbs, sunscreen, chapstick, cough drops, etc. must also have a doctor's order.

All completed forms must be sent to the school on or before the first day of school along with any needed supplies.

- Medications must be brought to school by a responsible adult.
- Prescription medication must be in the ***original labeled container***.
- Over the counter medication must be in ***original unopened container***.
- If pills need to be divided, please have pharmacy do this, or divide at home.

A new order must be completed any time there is a change in dosage, time or method of administration, or treatment protocol and for each new school year.

When physician's orders have not been received, the medication or procedure may not be given by school personnel. The parent/guardian will need to come to the school to care for the student's needs until the appropriate orders have been received.

BUS REGULATIONS

Transporting students to and from school safely is our first concern. It is the responsibility of all students who ride the bus to help the driver in maintaining safe conditions. Buses are expected to arrive at school between 7:50 and 8:00 a.m. and leave between 3:05 and 3:10. Students are expected to be ready and waiting at their bus stop before the bus arrives.

No phone calls will be taken for transportation changes. All changes are to be requested in writing and sent with your child each morning. Transportation change requests may be faxed (828-255-1383) to the school by/before 1:00 p.m. If you fax a transportation change request, please call the school to confirm that we received it. Only extreme emergencies (life/death) will be considered over the phone and must be approved by administration.

Please talk with your child about bus safety and appropriate behavior on the bus. Our drivers need your help to operate a bus safely. Students who misbehave on the bus will have consequences.

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 and possible suspension from school.

BUS SAFETY RULES

****Bus safety rules apply for field trips as well as daily bus routes.**

Bus Rules:

1. Stay seated! “Back to Back, Bottom to Bottom.”
 2. Use an “Inside” voice and respectful language. No yelling out the bus windows.
 3. Keep hands to yourself at all times.
 4. No external noise from devices. This includes external speakers. External speakers are not allowed on the bus or at school. Students must use earbuds when listening to anything with sound on the bus. Failure to do so will result in loss of cell phone privilege on the bus.
 5. No eating or drinking on the bus. No GUM. Keep the bus clean.
 6. Keep EVERYTHING inside when windows are down. This includes body parts and objects.
 7. Cell phones will be allowed at bus driver discretion. No pictures or videotaping of any type on the bus.
 8. Board and Exit the bus at your designated stop.
 9. Do not bring questionable or dangerous objects on the bus.
 10. Follow Enka’s PBIS behavior matrix by showing Empathy, Integrity, and Self Control at all times.
 11. Because of limited capacity on the bus, students will not be able to ride home with other students on the bus. If a student needs to get off at a different stop other than their regular stop, a note from a guardian must be sent to school.
- ***Students will not be allowed to get off at any stop other than their designated stop without a note.

CAR RIDER PROCEDURES

- Students may begin to be dropped off starting at 7:15 am.
- Do not drop students off outside of the building before 7:15 am.

Because safety is our first priority during dismissal time at Enka Intermediate, please follow the procedures below when your child is a car rider in the afternoon:

- Car riders and first load buses will be dismissed right after the dismissal bell rings. Car rider dismissal begins at 3:00 and ends at 3:30. After that time, you will need to come into the office to get your child.
- Display the sign with your child’s information in the left hand corner of the car windshield (driver’s side).
- All cars enter the school from the back of the school (2nd entrance) to the front of the building.

WALKING/BIKING PROCEDURES**ALWAYS WALK AND/OR BIKE WITH ADULT SUPERVISION****AM Walk/Bike Procedures**

- Students must be accompanied by parent or approved adult on the student’s contact list
- Students and parents must use the crosswalk
- Students must secure bikes in the bike rack

PM Walk/Bike Procedures

- Dismissal time for walker/bikers 3:00pm
- Parent or approved adult must be present for student to leave

CAFETERIA

Breakfast and lunch are served daily by the school nutrition staff. Breakfast and lunch are free of charge to all students.

SELLING/TRADING OF ITEMS AT SCHOOL

Students are not allowed to sell or trade items for personal profit on school grounds. This includes the bus.

SCHOOL COUNSELING AT ENKA INTERMEDIATE

Enka Intermediate School Counseling program serves and advocates for **all students** through

1. a comprehensive and developmentally informed continuum of support,
2. fostering a personal responsibility for an awareness of self and others
3. development of emotional management skills, thus allowing them to access their full academic and personal potential.

As school counselors, we support all students to feel safe and successful at school and in life. We work with students according to grade level and see students in a variety of ways. We see all students on a regular basis in classroom guidance lessons. These lessons focus on social- emotional skills that will help your child manage emotions, problem solve, communicate, and get along better with others. For some students, we will have small group time throughout the year. These groups are focused on particular topics such as grief, divorce, or friendship. Sometimes, we see students on a short term basis for individual counseling as well. If we feel your child needs more than a few sessions with us, we can also make referrals to community based therapists in our area who can support both you and your child.

If you feel your child would benefit from any of our counseling services, please let us know. Parents and teachers may refer students to be seen by a counselor. Students may also self refer for counseling services. **Information shared in groups or individual sessions are confidential unless the child says they are going to hurt themselves or someone else or if someone is hurting them.**

EIS School Counseling Program serves multiple purposes and supports multiple systems.

*We utilize program and school data to monitor our impact on students and families on a daily, monthly and yearly basis. This information is used to create and maintain a positive, nurturing and supportive learning environment. Our data also helps us determine successful academic and social emotional strategies to support positive life skills.

*We foster partnerships with parents, staff and students to create a holistically supportive academic learning environment.

*We adhere to the American School Counselor Association ethical and legal guideline to support and guide our students' growth.

Please contact us by phone or email If you have any questions or concerns about your child.

828-255-1380

5th Grade Counselor

jody.montrie@bcsemail.org

6th Grade Counselor

SCHOOL SOCIAL WORKER

School Social Workers are the link between the home, school and community in providing services to promote and support students' academic and social success. We help *students* develop strategies to increase academic success; help *families* access school and community resources, and help *schools* identify students' unmet needs and work effectively with parents. If you have questions about your child's attendance, the school social worker will be glad to meet with you to address any concerns or needs.

Please contact the school social worker, Lisa Von Dohlen, by phone or email if you have any questions or concerns about your child.

Email: lisa.vondohlen@bcsemail.org

School: 828-255-1380

Title IX Statement

Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact information is: Holly Houchard, holly.houchard@bcsemail.org 828-255-5918, 175 Bingham Road, Asheville, NC 28806.

To: Parents and Family Members
From: Enka Intermediate School
Date: August 25, 2025
Re: Parents Right-to-Know Letter and Annual Report Card Notifications

As a parent and family member of a student at Enka Intermediate and part of our beginning of each school year notifications, you have the right to know about the following:

- (1) Professional qualifications and licensing criteria of the teachers who instruct your child.
- (2) Information regarding student participation in mandatory state or local testing and affiliated policies.
- (3) Language instruction and English learner identification protocols and services, and our assurance that such information will be in an understandable language and accessible format.

In addition, as a public-school unit that receives Title I funds, we will provide annual, direct notification and access to our school report card (and district report card information, when applicable). Our annual school report card information can be accessed at <https://ncreports.ondemand.sas.com/src/>.

Such requirements are for all PSUs that receive Title I funds and allows you to request such information and receive a response in a timely manner. Below are additional details about the Parents Right-To Know information.

(1) Professional Qualifications and Licensing Criteria of Teachers

- a. Enka Intermediate informs parents that they have the right to request information regarding the professional qualifications of their student's classroom teachers, and our response will occur in a timely manner, including the following information and whether the student's teacher—
 - i. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
 - ii. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, and
 - iii. is teaching in the field of discipline of the certification of the teacher.
- b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- c. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required; and
- d. Timely notice that your child has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the assigned grade level and subject area.

(2) Testing Transparency and Information, Student Participation in Mandatory State or Local Testing, and Affiliated Policies

- a. Parents may request and receive a response in a timely manner, information regarding any State or local school policy regarding student participation in any assessments mandated and affiliated procedures, or parental right to opt the child out of such assessment, where applicable.
- b. Enka Intermediate shall make widely available through public means and notice, including by posting in a clear and accessible manner on our website each grade served with information on

each assessment as required by the State and locally, to comply where such information is available and feasible to report, including—

- i. the subject matter assessed,
- ii. the purpose for which the assessment is designed and used,
- iii. the source of the requirement for the assessment, and
- iv. where such information is available—
 1. the amount of time students will spend taking the assessment and the schedule for the assessment; and
 2. the time and format for disseminating results.

(3) Language Instruction and English Learner Identification Protocols and Services

- a. Not later than 30 days after the beginning of the school year, Enka Intermediate will inform parents of an English learner identified for participation in such a program with the following information—
 - i. the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program,
 - ii. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement,
 - iii. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction,
 - iv. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child,
 - v. how such a program will specifically help their child learn English and meet academic achievement standards for grade promotion and graduation,
 - vi. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school,
 - vii. in the case of a child with a disability, how such programs and services meet the objectives of the individualized education program of the child, and
 - viii. information pertaining to parental rights that includes written guidance
 1. detailing the right that parents have to have their child immediately removed from such program upon their request,
 2. detailing the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and,
 3. assist parents in selecting various programs and methods of instruction if more than 1 program/method is offered.
- b. Special Rule During the School Year—For those children identified as English learners during the current school year, Enka Intermediate shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program.
- c. Parent Participation—Enka Intermediate shall implement an effective means of outreach to parents of English learners to inform such parents—
 - i. how they can be involved in the education of their children; and
 - ii. be active participants in assisting their children to—
 1. attain English proficiency,

2. achieve high levels within a well-rounded education; and meet the challenging State academic standards expected of all students.
- iii. Enka Intermediate is committed to implementing an effective means of outreach to parents, which includes holding and sending notice of opportunities for regular meetings to formulate and respond to recommendations from parents of English Learners.

(4) Communication will occur in an understandable language and accessible format.

Please contact Karin Waldrop or Amy Jacobs at 828-255-1380 if you have additional requests, questions, or would like to receive more about this information. Thank you.

Emily Cox
Principal, Enka Intermediate School

