

BLACK MOUNTAIN PRIMARY SCHOOL

PARENT / STUDENT HANDBOOK

2025-2026



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WELCOME FROM THE PRINCIPAL

Dear Black Mountain Primary Families,

Welcome to the 2025-2026 school year at Black Mountain Primary School where we are *Building Community, Making Memories, and Preparing for Success!* We are extremely excited that you are a part of our school family. We have a highly qualified staff that will work daily to meet your child's educational needs.

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

This handbook is a guide to school policies and procedures of Black Mountain Primary School. Please email, call, or come into the school with any celebrations and/or concerns.

On behalf of the faculty and staff I would like to extend an invitation for you to visit our school, attend your child's programs and to become an active member of the Parent Teacher Organization (PTO) and Black Mountain Primary's school community. We also invite and encourage you to become a volunteer at Black Mountain Primary. We need parents, guardians, and family members to work with our students. We believe that working together, we can grow minds and equip our students with experiences and memories that will carry them through their education and beyond.

You will also find current information about the happenings at our school on our [Black Mountain Primary Facebook Page](#), the [Black Mountain Schools PTO Facebook Page](#), and the school [website](#).

Making Memories at BMP,

Kelly Owen
Principal

BLACK MOUNTAIN PRIMARY SCHOOL



Our Vision

As a caring and safe community, Black Mountain Primary builds meaningful memories with all students, parents, and staff to prepare learners for success.



Our Values

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

Our Mission



School Improvement Goals

- ★ All students will show growth in reading.
- ★ All students will show growth in math.
- ★ BMP will establish a culture that is student centered, safe and inviting, resulting in positive social-emotional learning.

A+ SCHOOL'S PROGRAM OF THE NC ARTS COUNCIL

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

The A+ Schools Program is a whole-school reform model supported by the North Carolina Arts Council that views the arts as fundamental to teaching and learning. A+ Schools offer children opportunities to develop creative, innovative ways of thinking, learning, and showing what they know.

North Carolina has 2,500+ district public schools and 200+ charter schools. Black Mountain Primary is proud to be identified as one of only 67 A+ Schools in the State of North Carolina. At Black Mountain Primary, we actively work toward integrating the arts (visual art, music, drama, and dance/movement) throughout the school curriculum. According to the research, integrating the arts can have a great number of positive effects on student learning.

ATTENDANCE

Regular attendance is essential to success in school. Students who consistently come to school on time and remain through dismissal at the end of the day have greater success than peers who are late or absent often. To be counted present for the day, a student must be in school for one-half of the school day (8:00 a.m.-11:30 a.m.) Students in grades K-3 may only have a maximum combined total of eighteen (18) excused and unexcused absences in a school year. Parent notes are acceptable for up to 18 absences. Once a student accumulates more than 18 absences a doctor's note is required for the absence to be excused.

When a student returns to school following an absence, please send a note within 5 school days. Parent notes are not accepted 30 days after a student absence. Notes can be hand delivered to the office or emailed to wendy.moore@bcsemail.org. Absences will be coded unexcused until a note is received. If the reason for the absence is considered "lawful" then it will be changed to an excused absence. An absence may be excused for any of the following reasons:

1. Personal illness or injury that prohibits the student's physical ability to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. At least (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student's parents.
6. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.

Educational trips, related to a student's grade level curriculum, could be considered as a valid educational opportunity and be excused. A "Request for Approved Educational Student Leave" must be submitted **two weeks** prior to an absence for principal approval. A yearly maximum of 5 days will be considered for Approved Educational Student Leave.

Teachers will work with students to provide access to assignments that can be made up and submitted as part of their quarterly grade. However, some class work missed (classroom discussions, collaborative group activities, etc.) cannot be made up outside of the classroom, which could impact the final grade for the quarter.

The School Social Worker will communicate with families who have excessive absences and/or tardies. Measures will be taken to help improve attendance for students, which includes, but is not limited to phone conferences, attendance conferences, attendance support meetings, attendance intervention plans, and truancy charges for extreme cases. Please let the school know how to best support you in getting your child to school on time daily.

AFTER SCHOOL CARE

An after school program is offered for parents who need childcare after school dismisses. Buncombe County YMCA operates an after-school care program on the campus of Black Mountain Primary School. The hours are 2:35 p.m. – 6:00 p.m. and will begin the first day of school. Students must be enrolled in the program in order to participate. Those who are registered will be taken by a school employee to the YMCA staff (usually in the gym) after school dismisses at 2:35 p.m. Registration forms may be picked up in the school's front office. For more information, please call 828-777-2089 or visit www.ymcanc.org.

ARRIVAL

Student drop off takes place in the front of the school from 7:15 am- 7:50 am. Students who arrive between 7:15-7:30 am will remain in the cafeteria until 7:30 am, when they will be released to go to their regular classrooms. The instructional day begins with announcements at 7:50 a.m. It is important that all students are in their classrooms at that time, settled and ready to begin the instructional day.

Car riders may only be dropped off at the front of the building in the car rider line. Please drop your child off in the designated areas to ensure their safety. Students need to exit the car on the passenger side of the vehicle. Observe a safe speed limit as you drive through the campus and refrain from using your cell phone in the car rider line. Please be alert for children who may dart in front of traffic. **No passing cars in the car line; unless otherwise directed.**

Walkers are only permitted with prior approval from the principal and a signed agreement on file in the office. New forms need to be filled out each school year. Parents who live or work within walking distance from Black Mountain Primary must walk their children all the way to the front doors of the school. Please use sidewalks and crosswalks when available. To respect nearby businesses, do not park in their lots as well as on the side of the road in an effort to avoid the car line.

All parents are permitted to walk their child(ren) to class the first week of school after signing in and being properly screened at the front office. Beginning the second week of school, please stay in the car line and let your children out with the staff at the front of the school. Staff members will be stationed throughout the school to ensure children make it to their classrooms safely.

A student who arrives at school after 7:50 am must be accompanied by a parent/guardian to the front office to sign in, then report to their classroom. Students who arrive after 11:30 a.m. will be counted absent for the day.



BUS TRANSPORTATION

All bus riders must abide by Buncombe County Bus Safety Rules. The principal or assistant principal will speak with students who have difficulty following the bus procedures for safety. Continued misconduct on the bus will result in suspension from riding the bus, and parents/families will need to provide transportation. All bus drivers' number one priority is student safety and appreciates the support from home in providing safe transportation.

Students are not allowed to ride a bus other than their assigned bus unless a written request from the parent/guardian is received. These requests must be presented to the front office for approval, then a Transportation Change note will be given to the bus driver. Students will not be allowed off at a bus stop other than their own unless the student has a Transportation Change note approved by the front office.

BMP Kindergarten- Third grade students will not be allowed off the bus unless a familiar adult is present at the stop. Students will be returned to school and will wait until someone can pick them up.

When meeting the school bus, please arrive at the bus stop 10 minutes before the bus is scheduled to arrive. Wait until the bus has come to a complete stop and the driver has signaled you to cross in front of the bus and/or board. Students should respect the property rights of others while waiting for the bus. If a student drops an object, he or she should inform the bus driver and wait for his/her instructions.

School Bus Expectations

1. Be respectful and courteous.
2. Remain seated when the bus is in motion.
3. Keep hands, feet and objects inside the bus at all times.
4. Playing, throwing objects, making loud noises or otherwise distracting the driver is not allowed.
5. Eating, drinking or selling items on the bus is not allowed.

6. Tampering with any of the safety devices on the bus (door latches, fire extinguishers, safety windows, safety exits) will not be tolerated.
7. Flowers, balloons, live animals, or large packages are not allowed on the bus.

Video cameras are installed on all school buses to promote a safe environment both on and off the bus. There is a possibility your child may be filmed while being transported. Video recordings are used strictly by administration and district personnel to maintain appropriate discipline and a safe environment on the bus and are not shared with non-school employees.

Consequences for Bus Behavior Referrals

- Offense 1: Warning and parent notification from bus driver. This can be in person, phone call, email, or Class Dojo.
- Offense 2: Office referral submitted, administrator contact, and one day bus suspension.
- Offense 3: Office referral submitted, administrator contact, and three day bus suspension.
- Offense 4: Office referral submitted, administrator contact, and five day bus suspension.

Additional Offenses: Additional suspensions may result in suspension from the school bus for the remainder of the school year.

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

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

CAFETERIA-BREAKFAST AND LUNCH

Breakfast and lunch are served daily by the school cafeteria. Well-balanced meals are provided. Outside food and/or drink from restaurants are not allowed during the school day. Students should not bring beverages other than water for consumption in class.

We are pleased to inform you that Buncombe County Schools will be implementing a program available to schools participating in the **National School Lunch Program and School Breakfast Programs** called the **Community Eligibility Provision (CEP)**.

What does this mean for you and your child(ren)?

Great news! All enrolled students at Buncombe County Schools are eligible to receive a healthy breakfast and lunch at school at no cost to your household each day of the school year.

K-12 Prepayment will remain active allowing parents and guardians to place money on their students accounts to purchase a la carte items if they would like too.

Meal Prices for 2025-2026

Student Breakfast: Free

Adult Breakfast: A La Carte Pricing

A La Carte Milk: \$0.85

Student Lunch: Free

Adult Lunch: \$4.75

CARE FOR SCHOOL PROPERTY

Maintaining a clean and orderly school is the responsibility of all who use the facility. Students are asked to do their part by picking up after themselves and disposing of trash in trash containers. Students should not mark or deface the building in any manner and keep the restroom facilities clean and sanitary. Students are accountable for any willful damage to school property.

Materials such as textbooks and technology devices are issued to students. Library books can be checked out from the Media Center on a regular basis. Students have access to other materials such as math manipulatives, classroom libraries, and items for science or STEM projects. It is the responsibility of the student to properly care for school property. Parents could be billed for items, such as books or devices, that are lost or damaged.

CHILD CUSTODY

According to the law, a school cannot deny a natural parent the right to pick up his/her child from school unless legal orders are in place. If a custody arrangement is in place, the original custody papers should be brought to the school. A copy will be made to place in the child's cumulative record and held on file in the front office for reference if needed. As custody arrangements change throughout the school year, updated paperwork should be brought to the school office to ensure students are released with the appropriate individual(s).

CONDUCT AND DISCIPLINE

The staff of Black Mountain Primary School works to maintain a productive and engaging learning environment, and expects students to behave appropriately while at school. An emphasis on positive behaviors and recognition for following expectations is the foundation of

school behavior. Significant behavior that stops a teacher from teaching or prevents other students from learning will result in consequences from administration and parental involvement. Each classroom establishes rules, rewards and consequences for the class. School-wide expectations for behavior in the hallways, restrooms, bus, cafeteria, playgrounds and auditorium are also set.

Student behavior is documented through the Educator Handbook system as Minor Incidents (teacher-managed behaviors) and Office Referrals (administration-managed behaviors). Repetitive behaviors or serious infractions could result in a student receiving an Office Referral. When students are sent to the office, consequences could include but are not limited to: administrator conference with student, administrator conference with parents, restitution, lunch detention, time out in office, in-school suspension, out-of-school suspension or other necessary consequences.

Black Mountain Primary School strives to foster a climate of respect and personal responsibility among students and does not tolerate bullying in any form. School staff watch for signs of bullying in order to stop it immediately when it occurs. Bullying happens when someone repeatedly keeps hurting, frightening, threatening or leaving someone out on purpose. Anyone with knowledge of a situation involving bullying can either report the incident to school staff, including school counselors and administration or, if preferred, may report the situation anonymously by completing the online form. This can be found at buncombeschools.org, under "Connect" at the bottom of the page, then click on the "See Something, Say Something" icon.

DISMISSAL

Students are expected to stay through the end of the school day as teachers plan academic instruction up until 2:35 p.m. Students who ride the first load of buses are dismissed at 2:35 p.m. Students who ride the second load of buses are supervised in classrooms until the bus returns for pick up. Students who leave by car are dismissed at 2:35 p.m. Parents/guardians should pick up car riders at the front of the school. Students enrolled in YMCA After School will be escorted to the program at 2:35 p.m. by school staff.

Adults picking up students in the car line must have a Black Mountain Primary official car tag in order to pick up a student. Car tags will be available at Meet the Teacher Day in August, or can be picked up in the front office with a photo ID. Students will not be permitted to leave with an adult who does not have a Black Mountain Primary car tag. School staff will assist with loading students into cars. Adults going through the car line should remain in the car and follow the flow of traffic accordingly. Anyone who must come in the school to pick up a child must report to the front office to sign the student out. Due to safety concerns, students will not be allowed to be signed out between 2:15-2:35. Students should be picked up no later than 3:00 p.m. or enrolled in YMCA After School.

EARLY DISMISSAL

Students may not leave school grounds before 2:35 p.m. unless he or she is signed out by a parent/guardian or someone with parental permission. Anyone picking up a student should come to the front office with a photo ID.

The school calendar has scheduled several Early Dismissal school days throughout the year when students will be dismissed two hours early (12:35 p.m. instead of 2:35 p.m.). If students will be going home a different way than their normal routine, a note will need to be sent to the office.

DRESS CODE

Students are expected to dress appropriately for school. As a general rule, clothing that is distracting or a deterrent in the educational setting is prohibited. Students should wear shoes that are suitable for daily physical education and recess. The following rules should be followed regarding dress:

- o Short shorts are not permitted (shorts that do not come down to the fingertips are too short).
- o The midriff, chest and shoulders (all genders) should be covered.
- o No shirts with inappropriate or suggestive language are permitted.
- o No hats, bandanas or sunglasses can be worn in the building.
- o No clothing that promotes drugs, alcohol, tobacco, inappropriate activity or has weapons displayed on it should be worn.
- o No wheelies (shoes with wheels).
- o Head coverings, including hoodies, may be worn in Calm Spots only.

School spirit days and classroom rewards may provide opportunities for students to wear hats, sunglasses or other items not typically allowed within the general dress code. These opportunities will be communicated in advance with families.

Personal items such as phones, cameras, smart watches, laser pointers, electronic pets, hand-held games, trading cards, large sums of money and other items deemed inappropriate or disruptive to the learning environment are not allowed at school. If it is necessary for a student to have a personal cell phone on campus, it must be turned off and in the student's backpack during the entire school day, including the entire bus ride. Black Mountain Primary will not be held liable for the destruction, loss or theft of such items. If preferred, students may turn their cell phone into the front office upon arriving on campus and pick it up as they are leaving campus. Personal property inappropriate in the school setting is subject to confiscation by school officials and may be reclaimed by a parent in the office.

Please label all loose articles of clothing (jackets, shoes, sweaters, etc). Lost and found items will be placed in the hall above the office. Items not claimed in a timely manner will be donated to a local charity.

DRUG, ALCOHOL AND TOBACCO USE

The use or possession of a controlled substance, including alcohol and tobacco is prohibited on school property. Medication prescribed by a physician and with proper authorization on file is an exception. The use or possession of substances used to simulate a controlled substance is also prohibited.

The Buncombe County School Board has designated all campuses and school property as tobacco-free. Tobacco products may not be used by anyone, at any time, on school property. Tobacco products include any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

EMERGENCY PHONE NUMBERS

It is the responsibility of parents/guardians to provide the teacher and school with a child's emergency contact information. Current phone numbers for emergency contacts are critical. Please notify the school immediately when phone numbers or addresses are changed.

FERPA and ANNUAL PUBLIC NOTICES

The following Annual Public Notices are provided for informational purposes to families and students each year. This includes the Family Educational Rights and Privacy Act (FERPA), a federal law, which gives parents and students over eighteen years of age certain rights with respect to the student's educational records. These are updated each year by the School Board's attorneys and provided through the Assistant Superintendent's office. These can be accessed at buncombeschools.org, under Parents, then Resources, then FERPA: Annual Public Notices.

Notices include information on Non-Discrimination, Individuals with Disabilities Act, McKinney-Vento Homeless Assistance Act, Protection of Pupil Rights Amendment, Student Health, North Carolina Safe Surrender Law, Asbestos Hazard Emergency Response Act, Use of Pesticides, Student Restraint/Seclusion/Isolation, Parental Information for Title I Schools, Free or Reduced School Lunch, Student Discipline Policies, Discrimination, Harassment and Bullying, Student and Parent Complaint and Grievance Procedures, Equal Access to Facilities, Information Regarding Advanced Courses, School Bullying/Cyber-Bullying Policies, Student Testing Information, School Annual Report Card Grade, Student Wellness Policy, School Health Education Program, and Local Education Agency Report Card.

If you'd like a hard copy of these notices, please contact the school office.

FIELD TRIPS

At various times throughout the year, grades, classes or groups of students may be scheduled for trips away from school. In that event, a permission slip will be sent home with details of the trip. Students will not be allowed to attend a field trip without a signed permission slip. If there is a cost for the field trip, payment can be made with cash (exact change) or check (made to Black Mountain Primary School). These trips are an extension of classroom learning and are a valuable part of a student's education.

HOMEWORK

Homework serves to reinforce classroom instruction through repetition, discovery, and practice. Homework assignments should have a purpose and benefit, and should be designed to cultivate learning and development. Both the National Education Association (NEA) and the National PTA (NPTA) support a standard of "10 minutes of homework per grade level" and setting a general limit on after school studying" (Levy, 2016). The School Improvement Team has carefully considered the purpose of homework, as well as the appropriate amount of time for each age group. Therefore, the following policy has been established:

HOMEWORK TIMES (MAXIMUM TIME ALLOWED) *This time allotment includes reading.

Kindergarten & 1st Grade – 15 minutes

2nd & 3rd Grades – 20 minutes

4th & 5th Grades – 40 minutes

In addition:

- o Homework content will be determined by teacher/grade level.
- o Homework may only be a non-graded activity.
- o Students should not be penalized for homework that is not completed.
- o Students should not be required to complete homework during lunch, recess, parties, or any other extracurricular activities.
- o Homework should only be assigned Mondays through Thursdays.
- o No homework should be assigned on weekends, over holidays, or extended breaks.

INCLEMENT WEATHER

The decision to call school off due to inclement weather is made by the superintendent and the information is given to the local media by 6:00 a.m. if possible. This information is also posted to the Buncombe County School website (www.buncombeschools.org) and social media accounts. An inclement weather plan for students should be submitted to the teacher in case of an unplanned early dismissal. The plan should include information on where a child goes in case of bad weather. It is the parent/guardian's responsibility to notify the teacher and/or school of any changes in the inclement weather plan, since what is on file will be followed in the event of an unplanned early dismissal.

MEDIA

It is the school system's procedure not to require parent permission for students to be photographed, videotaped, and/or interviewed by school 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 disabilities if they will be identified as a child with a disability. Parents/guardians may request their child not be photographed, videotaped, and/or interviewed by notifying the school in writing within ten (10) days of the start of the school year or enrollment (whichever occurs later).

MEDICATION

Any student taking medication prescribed by a physician or over-the-counter medication; during school hours; is required to have a medication form on file at the school. Medication forms may be picked up in the front office. This form must be signed by a physician authorizing its use. Medication must be brought to the school by a parent/guardian and remain in the office. Medication, including over-the-counter, (i.e. cough drops, Lactaid, calamine lotion, etc.) cannot be sent to school with a child.

It is important that the school is aware of any health conditions your student has so we may help your student be safe and successful at school. Please complete a health history form regarding your student and return the completed form to your student's teacher. If your student needs a health plan with medications at school, a licensed health care provider must complete the proper paperwork. If your student needs a health plan at school, please reach out to the school for a copy of condition specific health plans or find them online at <https://mahec.net/regional-initiatives/student-health-forms>. If you have any questions or concerns regarding your student's health, please reach out to our school nurse at tori.rothenhoefer@bcsemail.org.

PARENT/TEACHER CONFERENCES

Family involvement in a child's education is very important. Parent/guardian and teacher conferences provide an opportunity to be involved and understand where a student is performing in relation to grade level expectations and social/emotional development. It also provides a chance for school staff and caregivers to celebrate student success and discuss concerns. It is recommended parents/guardians attend a minimum of two conferences each year. Parents/guardians are encouraged to request a conference at any time they feel a need to know more about their child's achievement, behavior at school, or to discuss a specific situation. Please contact the teacher through phone, email or written note to schedule a time. Teachers are with students between 7:30 a.m. and 2:35 p.m. and are not easily available to

Speak with parents during these hours, however, they will work to accommodate parents as best they can.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

PBIS is a framework that supports school staff in setting expectations for academics and social behavior. It is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS supports the success of ALL students.

Students are taught expected behaviors identified in the behavior matrix and develop classroom expectations with their teacher. These are the foundation for school rules. Students are recognized for positive behavior through classroom incentives.

REPORT CARDS

Teachers evaluate student performance and keep accurate records used to determine grades. Students are graded using a variety of measures including daily work, observations, conferences, collaborative work, projects, and formal/informal assessments. Grading is based on a nine-week period and report cards are distributed at the end of each quarter. Report cards should be reviewed with students, signed by the parent/guardian and returned to school.

Kindergarten students will receive three progress reports and one report card at the end of the school year. The report card will be marked P (pass) or NP (not pass). Progress reports will use the following descriptors:

- DW: Doing well
- SW: Still working
- HD: Having difficulty
- TL: Taught later

Grades 1-2 will use the following grading scale on report cards:

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

Grades 3-4 will use the following grading scale on report cards:

- A: 90-100; Consistently meets grade level expectations at an outstanding level

- B: 80-89; Frequently meets grade level expectations at a high level
- C: 70-79; Meets grade level expectations at a satisfactory level
- D: 60-69; Seldom meets grade level expectations
- F: 59 and below; Does not meet grade level expectations

SAFE SCHOOLS

Weapons and/or drugs are prohibited from school campuses. The school principal must immediately contact law enforcement when he/she has a report of assault, sexual offense, kidnapping, drugs, or weapons on school property.

Drills are conducted throughout the school year in accordance with the Safe Schools plan for Buncombe County Schools and Black Mountain Primary School. These will include, but are not limited to, monthly fire drills, bomb threat drills, perimeter and full lockdown drills and tornado drills. Student safety is the number one priority and being prepared in the event of an emergency is important. Please contact the principal if you have any questions regarding Safe Schools.

STUDENT RECORDS

A cumulative record is maintained on each student beginning in Kindergarten. The record contains: printed elementary records, identification information (name, address, gender, race, birthplace, birth date), family data (parent and/or guardian names, addresses, phone numbers), physical examination and health record, attendance record, academic 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 parent/guardian. Parents/guardians have the right to inspect their child's cumulative school record. The request will be honored within a reasonable length of time, but in no case more than forty-five (45) days after the initial request has been made.

Information from a student's record shall be furnished without the consent of the parent/guardian when required by a judicial order or any lawfully issued subpoena upon condition that parent/guardians are notified by the local educational agency of such orders in advance of compliance. Parents/guardians shall be provided with the opportunity to review and to challenge their child's record prior to compliance of the school with the judicial order or subpoena. Directory information (student's name, address, telephone number, date and place of birth, dates of attendance, awards received, most recent previous school attended by the student) may be available to those with legitimate interest in the student. If you do not want this information released, please send a written request to the office.

TITLE I

Black Mountain Primary is a Title I school, which means money is received from the federal government to help ensure students meet challenging state academic content and achievement standards. Funding is dependent upon the percentage of students who qualify for free or reduced lunch prices. Parents can request information regarding professional qualifications of staff through the Parents Right to Know for Title I schools.

Parents Right to Know

Elementary and Secondary Education Act requires all LEAs to notify parents of *all* children in *all* Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This notice must be sent at the start of each school year. The notice does not itself contain the teacher information; it simply tells parents the types of information they may request.

At a minimum, if a parent requests it, LEA/school must report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is a teacher under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by a paraprofessional and, if so, their qualifications.

In addition, if a child is assigned, or taught by, a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive timely notice.

These and other communications with parents must be in an understandable and uniform format and, to the extent practical, in a language the parents can understand. According to EDS guidance, if there is no other way to provide information, it should be provided in oral translation.

Requests must be in writing to the principal.

TITLE IX

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: Shanon Martin, shanon.martin@bcsemail.org, 828-255-5918, 175 Bingham Road, Asheville, NC 28806.

TRANSPORTATION CHANGES

There are times when a student's regular transportation after school needs to be changed. While communication with the teacher is encouraged and important, the office must be notified of transportation changes as well. Parents/guardians can send a hand-written note to their child's teacher, which will then be turned into the office for a Transportation Change note. Parents/guardians can also email the office directly to notify staff of a change in transportation. Transportation changes need to be requested no later than 2:00 p.m. to ensure time for verification and communication with students and teachers. Students who do not have a Transportation Change note that has been verified by the office will be sent home their regular way.

VISITORS

Schools are part of the community under the direction of the staff. Due to legal responsibilities for the people within the building, all visitors are to formally check in at the office and receive a pass before reporting to a classroom or other area of the school. Visitors must enter the school by way of the front entrance, off of State Street. You will be asked to present your ID to visit anywhere in the building, eat lunch, or check out a student.

VOLUNTEERS

All volunteers must have an application on file and be approved before they are allowed to volunteer at the school. To fill out a volunteer application, please visit buncombeschools.org, click on Quick Links, and select Volunteering. Detailed volunteer information is given, including how to submit an application. Buncombe County Schools requires all Level II volunteers to have a criminal background check.

Level I Volunteer

(No Background Check Required)

- o Must complete Volunteer Application prior to volunteering
- o Volunteer once a week or less
- o No unsupervised contact with students
- o May help with PTO activities, test proctoring, school events, field trips

Level II Volunteer

(Background Check Required)

- o Must complete Volunteer Application and Background Check Release form
- o Must have clear background check
- o Must have adequate reference checks
- o Volunteer more than once a week
- o Can have unsupervised contact with students
- o May work in classrooms, serve as reading buddies, extracurricular clubs/sports, tutor



Black Mountain Primary Warpony Staff 2025-2026



Office Staff

Kelly Owen- Principal
Jenny Klein- Assistant Principal
Elaina Hensley- Head Secretary/Bookkeeper
Wendy Moore- Data Manager/Receptionist
Meagan Barry- Receptionist
School Resource Officer- Adriana Stewart

Kindergarten

Jane Coyle/Blanca Slaughter
Jennifer Lawson/Kirsten Bobilya
Jamie Schaber/Jasie Dratwa
Ashley Styles/Vicky Maney

First Grade

Courtney McDaniel/Tanja Sulzer
Lisa King/Kayleena Dixon
Debra Palmer/Tanya Banks
Becky Prewett/Holly Duncan
Kristy Woodcock/Heather Hensley

Second Grade

Jill Bellows
Lillian Brown
Katie Hogan
Brittany Lawrence
Kristin Williams

Third Grade

Joe Lehman
Lauren Lehman
Kristy Lindsey
Paula Schlenk

Title I

Lead- Tatum Young
Assistant- Margaret Hurt

HeadStart

Sandra Massingill
Katelynn Dalton

Support Staff

Instructional Coach-Cynthia Leatherwood
Guidance Counselor- Lucia Lorenzo
Social Worker- Brooke Cherry
Occupational Therapist- Andrenne Alsum
Physical Therapist- Catie Skelton
Program Specialist- Ann Marie Florence
PE- Kenneth Lugo
A+ Lab- Allison Andrews
Remediation Assistant- Marie Tipton
Library/Media- Samantha Landgrover
Music-Amanda Hollifield
Art- Jolie Atkins
AIG- Marcia Tucci
Speech- Beth Eckstein/Mary Beth Begley
ESL- Wendy Turner
School Psychologist-Meg Deal
Nurse- Tori Rothenhoefer
Behavior Specialist- Kathy Gragg
Cafeteria- Frances Allen-manager,
Pandora Keeter-asst manager,
Thanh Bui, JC Williams, Sandra Gregg
Fatima Sanchez, Danielle Graham, Ms. Tilly
Custodians- Mike Allison, Mark Shelton,
Terri Tolley, Jerome Pearson

Exceptional Children

Pullout/Inclusion- Ryan Bazeman
Structured Support-

- Melody Moseley/Julie Parham

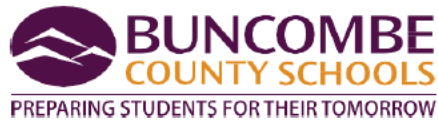
Comprehensive Support

- Melissa Sowell/Marion deLaubenfels
- Ashleigh Nesbitt/ Stacey Adams

PreK-Vanessa Marsden/Mallory Vorse

Bus Drivers

-Bus 486 (EC)-Kim Berlage/Terri Tolley- TSA
-Bus 707 -Jeff Lunsford
-Bus 285 - Bryant McEntire
-Bus 265- Breanna Hensley
-Bus 262- Kayleena Dixon



Rob Jackson, Ed.D., Superintendent

175 Bingham Rd., Asheville, NC 28806

P: 828-255-5921 | F: 828-255-5923

buncombeschools.org

ANNUAL ASBESTOS NOTIFICATION LETTER

For School Year 2025-2026

Date: August 2025

Dear Staff, Guardians and Students:

A copy of our district's Asbestos Management Plan is available in each school and at the main administrative office during regular school hours.

The district continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Clark Wyatt, who can be reached at Buncombe County Schools Maintenance Department, (828)-232-4244 and by e-mail at clark.wyatt@bcsemail.org.

Black Mountain Primary Parents Right-To-Know and Annual Report Card Notification

To: Parents and Family Members
From: Black Mountain Primary
Date: Aug 25, 2025
Re: Parents Right-to-Know Letter and Annual Report Card Notifications

As a parent and family member of a student at Black Mountain Primary 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/school?school=110320&year=2024>

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. **Black Mountain Primary** 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. **Black Mountain Primary** 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, **Black Mountain Primary** 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, **Black Mountain Primary** 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—**Black Mountain Primary** 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. **Black Mountain Primary** 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 **Kelly Owen** at **828-669-2645** or kelly.owen@bcsemail.org if you have additional requests, questions, or would like to receive more about this information. Thank you.

Kelly Owen-BMP Principal