

EMMA ELEMENTARY SCHOOL

2022-23

Inspiring Leaders to Engage in Lifelong Learning



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Cougar Promise

As Emma Leaders, we promise to think and interact with the habits in mind. We are in charge of ourselves and our learning. We build each other up, celebrate our differences, and when someone asks us to stop, we stop. Emma leaders do what is right, even when no one is watching.

Dear Emma Families,

Welcome to Emma Elementary School! We are a family of learners. Our mission is to inspire students to engage in lifelong learning. As part of this mission, we wish to share with you some of our expectations.

At Emma, one of our greatest attributes is that we have students from many different backgrounds and cultures. We celebrate our diversity. This diversity provides our students with unique learning opportunities and enhances our ability to grow as individuals.

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 become an active member of the Emma Elementary School Community. We welcome parents, grandparents, and community members to work with our students and hope you will find the right way to share your talents and gifts with us. We urge our parents to support the school, teachers, and programs and to play an active role in the life of our school. Working together, we can make your child's education a very rewarding and positive experience. Children benefit from strong parent involvement.

We are proud of our school, students, faculty, and staff. It is my hope that your experience at Emma Elementary School will be one that is filled with happiness and success. We are thankful that you are offering us an opportunity to be part of your child's life.

I encourage you to read this handbook and discuss the contents with your child. You will also find information about our school available on our website at <https://ees.buncombeschools.org/>, also current events can be found at www.facebook.com/EmmaElementary.

Again, welcome and we look forward to an exciting and successful school year!
Carla Shipman, Principal

EMMA ELEMENTARY MISSION STATEMENT

Inspiring students to engage in lifelong learning

EMMA ELEMENTARY VISION STATEMENT

Through partnership with families and community, our students will become successful, responsible leaders in an ever-changing global society

EMMA ELEMENTARY BELIEF STATEMENTS

1. Leaders are proactive and hold themselves accountable for their actions.
2. Leaders set goals and work toward achieving their goals.
3. Leaders prioritize work first, then play.
4. Leaders work together to come up with win-win solutions.
5. Leaders attentively and empathetically communicate with open minds.
6. Leaders value diverse views and work together.
7. Leaders who balance social, emotional, physical and cognitive well-being are effective learners.
8. Leaders have genius that make them stand out in the world.

AMERICANS WITH DISABILITIES ACT NOTICE

The Buncombe County Board of Education does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in its employment opportunities, program services or activities. All requests for reasonable accommodation, alternative accessible formats, or auxiliary communication aids and services for individuals with disabilities (within the definition of the Americans with Disabilities Act of 1990), as amended {ADA} should be made within a reasonable time prior to the activity to the ADA coordinator.

DISCRIMINATION

"The Buncombe County School System does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap in admission or access to or treatment or employment in its programs and activities, in compliance with applicable federal and state laws. If you feel you have been discriminated against due to race or sex call David Thompson, (828)255-5922; for handicap call Amy Dupree, (828)255-5970; and, for facilities call Clark Wyatt, (828)232-4244.

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, Emma's website, or a copy is located in the school office.

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 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 paraprofessionals 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 ED 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.

GENERAL INFORMATION

ARRIVAL: Students should not arrive on campus before 7:30 a.m., prior to this time there is no staff in place for supervision. Emma Elementary School cannot be legally liable for children dropped at school before 7:30 a.m. and school doors do NOT open until 7:30 a.m. **The instructional day begins at 7:55 a.m.** It is most important that all students are in their classrooms at that time, settled and ready to begin the instructional day. If your child arrives after the designated start time then they will be marked tardy for the day. Due to the front door being locked after the tardy bell, parents **must** come into the building to sign in students who arrive late. Excessive tardies interrupt the school day and reduce instructional time for the student. Please make every effort to see that your child arrives on time each day.

Car riders should only be dropped off at the front of the building (37 Brickyard Rd entrance) in the car rider line. Please do not park your vehicle and attempt to walk your child through the parking lot. The upper lot (off Louisiana Avenue) is for **BUSES ONLY**. Students should not be dropped off at the cafeteria doors or the back entrances to the school. You must drop your child off in the

designated areas to ensure their safety.

EARLY SIGN OUT: If it is necessary for your child to leave school early, a parent or designated adult picking up your child must come to the front office to sign the child out. If you sign your child out before 2:30 p.m., this will count as an early dismissal. Early dismissals should occur prior to 2:00pm to help ensure safety at dismissal time.

CAR RIDERS: Regular car riders will be issued an Emma card. Your child's name and teacher's name will be on the card. This card must be displayed in the passenger side window of your car. Parents or other designated individuals who pick up your child must have an Emma card to pick up your child in the car rider line. If you do not have your card, then you will be asked to park your vehicle and come inside with proper identification to sign your child out. Please make sure any individuals that you wish to pick your child up are on your child's pick up list. Those individuals will also need to be aware of school procedures. Please do not come inside to pick up your child. Car riders should be picked up in the car rider line.

IMPORTANT: CHANGES IN TRANSPORTATION ROUTINE:

If it is necessary to change your child's usual routine of going home in the afternoon, a note from the parent/guardian is required. Transportation changes will NOT be taken over the phone. If we do not have written communication from a parent/guardian your child will go home based on their normal routine.

ATTENDANCE: The Buncombe County Board of Education believes that regular school attendance is important and directly contributes to the positive achievement of students. While the school and home share the responsibility for promoting regular attendance, the Board of Education maintains that the primary responsibility for regular attendance lies with the parent and the individual student. Students should be in school every day that they are physically able. Please do not keep a student home for the entire day if he/she has doctor/dental appointments. Students must attend one-half of the school day (11:30 am) in order to be counted present. If a student is absent, a written note explaining the absence is required. The note should include the date of absence, reason, parents' signature, and the date the note was written. A doctor's note may be required for students who have attendance issues. An excused absence means the child is absent from school for a legitimate reason (illness, death in the immediate family, doctor appointment). Family trips, vacations, etc. during school time are not excused absences. Students should not be kept home to babysit or participate in other such activities.

CHILD NUTRITION PROGRAM: Breakfast and lunch are served in our school's cafeteria daily under the direction of Cafeteria Manager, Robin Caron. At Emma Elementary, all students receive free breakfast and lunch based on our participation in a USDA grant program. Another part of this program provides our students with fresh fruits and vegetables during the week for snack. Breakfast and lunch menus can be found on the Buncombe County Schools' district website. Menus are subject to change. Extra items/snacks are available for student purchase. These items cannot be charged. If you do NOT wish for your child to purchase extra items from money in their account, please write a note to the cafeteria manager. Parents are invited to eat with their child in the cafeteria; however, as a courtesy to all students, restaurant/fast food items (McDonalds, etc.) should not be brought into the school cafeteria for meals.

DRESS CODE: Please take a moment to talk with your child about dressing appropriately for school. Students are encouraged to dress comfortably and be prepared to participate in all activities. The following is a basic dress code:

- Short shorts or mini skirts, crop tops, tank tops, spaghetti straps, halter tops, see-through

- jerseys, muscle shirts, or cut-off shirts are not appropriate. Shirts should cover tummies.
- Clothing items displaying obscene or offensive language, pictures or references to drugs, alcohol, or weapons are not appropriate for anyone on school grounds.
- Hats and hoods are not allowed to be worn in the building unless it is a special event.
- For safety reasons, shoes should be suitable for physical education or recess.

Students will be asked to change or parents will be called to arrange appropriate dress if a child arrives at school in inappropriate clothing. If your child is prone to accidents, feel free to send an extra change of clothing.

EARLY DISMISSAL/SCHOOL CLOSING DUE TO WEATHER OR OTHER PROBLEMS: There may be occasions during the year when school is dismissed early due to weather conditions or other problems. Working parents are advised to plan ahead and make special provisions for childcare for those days when schools must be dismissed early or closed.

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 the local radio or TV station for closing information.

- Emmo is in the Erwin District.
- If schools are closed, students do not report.
- Occasionally, schools in one or two districts may be closed and schools in other districts may be open. If more than two districts need to be closed due to bad weather, the entire county will close school that day.
- If school opening is delayed, buses will start their regular runs at the delayed time. For example, if school opens on a two hour delay, bus pick up time will be approximately two hours later. Bus pick-up times may vary due to the number of students riding and/or icy roads.
- If a bus does not run on ice or snow covered roads on the morning run, it will not cover that road during the afternoon run.
- If no announcement is made, you may assume school is open on a regular schedule.
- The building will open at 9:30 a.m. for a two hour delay. Car riders should not be dropped off before this time as there is no supervision prior to 9:30 a.m. Breakfast is served on a two hour delay.
- If school is dismissed early due to bad weather conditions, it will be announced on the TV and radio. Please send instructions in advance for the teacher to keep on file concerning the procedures the school will follow for your child in the event of an early dismissal. If an early dismissal situation arises, we will follow that information unless we receive other directions from you in writing. We will not be able to call parents in this situation.
- Automated phone messages are also used to notify parents of school closings, it is important that parents keep us informed if phone numbers change. We must have a current phone number on file in order to contact you.

EARLY RELEASE DAYS: Early release days are scheduled during the school year and are denoted on the school calendar. Students are dismissed at 12:30 p.m. on these days.

INTERNET USE: The Internet is a valuable learning resource and we are pleased that our classrooms are Internet-accessible. Buncombe County Schools has a very effective filtering system. We make every effort to monitor student use of the Internet to ensure that materials accessed are appropriate for our students. However, on a global network it is impossible to control all materials. Students, therefore, are given the privilege to use the Internet along with the responsibility of using it properly. Buncombe County Schools no longer requires a signed form for student use.

LEGAL ISSUES:

In order for the school to acknowledge custody of a child, legal custody papers must be on file in the school office. Please send these papers within the first week of school or as a situation would

create a change. According to the law, schools cannot deny a natural parent the right to pick up his/her child from school unless there is current documentation on file. If there are other concerns with regard to your child's safety, the office and your child's teacher should be informed so that the child's records can be flagged.

MEDIA/LIKENESS RELEASE FORMS: It is the school system's procedure not to 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 to photograph, videotape, and/or interview children with physical or mental disabilities if they will be identified as 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 (10) days of publication of this policy in the Parent/Student Handbook or by the 10th day of school.

PARKING: Visitors should park in designated visitor spaces located in the front of the school. These parking spaces are located near the front entrance, please exercise caution and respect the cones. If visitor spaces are not available, you may park in other spaces in the front parking lot. Cars should not be parked in the bus parking lot area.

PERSONAL COMMUNICATION DEVICES: Students should not have personal cell phones out/on during the school day or while on the school bus. As per Buncombe County School Board policy, the school is not responsible for the safekeeping or security of these items.

SAFETY DRILLS: According to state law, schools must conduct monthly fire drills. In addition to monthly fire drills, students also participate in various other drills which include: tornado, perimeter and full lockdown.

SMOKING AND TOBACCO PRODUCTS: Buncombe County School Board Policy states: "The use of tobacco products on or in any school property, or at any school sponsored activity or event (regardless of location) is prohibited." The use of tobacco products is a health, safety, and environmental hazard for students, employees and visitors. Therefore, tobacco use of any kind is not allowed on school grounds.

STUDENT PARTIES: Board policy does not allow home baked goods to be sent for classroom snacks or parties. Items must come in sealed, store bought packaging. There may be special considerations if there are students in the classroom with food sensitivities or allergies.

TITLE I: Emma has a school-wide Title I Program. Title I is a federally funded program based on the percentage of students on free and reduced lunch. Title I provides funding for personnel, instructional and student materials, parental involvement, and staff development. Tonya DeWeese, Title I Lead Teacher oversees our program and provides supervision and training for the Title I staff.

VISITORS/VOLUNTEERS: As a requirement of our Safe School's Plan, all visitors must report to the office, sign in on the computer and wear a visitor's sticker. NO exceptions. The safety of our students is our top priority. All volunteers are required to complete a volunteer application. These are available on the BCS district website. Some volunteer activities require a criminal background check. Please refer to Buncombe County's Volunteer Policy located in this handbook.

ILLNESS OR INJURY AT SCHOOL: If your child is injured or becomes ill at school we will make him/her as comfortable as possible and call you immediately. A working phone number is required. If you cannot be reached, we will attempt to contact the emergency number listed on the Student

Information sheet. Children need to be home when they are ill. Please remember, we cannot keep ill children at school. It is imperative that we have a phone number of a relative or friend if we cannot reach you. If your phone number changes during the school year please make sure you notify the office and your child's teacher.

MEDICATION: Precautions must be taken when handling medication at school. Buncombe County Schools' policy sets certain conditions, which must be followed when dispensing medication. We are not allowed to dispense medicine, including, aspirin, cough drops, etc. without a medication form completed by the parent and signed by the doctor. If the doctor states medicine should be given at school, the medicine must be in the "original container" with the doctor's instructions included. The medicine must be brought into the office by an adult. Please make sure your child's teacher is aware of any allergies, medical conditions, etc.

CURRICULUM: All Buncombe County Schools follow the curriculum of the North Carolina Standard Course of Study. <http://www.ncpublicschools.org/acre/standards/> Teacher lesson plans are written to include required studies and activities and are coordinated with school-wide and grade level emphasis. In addition, your child will participate in art, music, guidance, media, P.E., STEM Lab. Some students may receive Special Education and benefit from support services such as Speech or English as a Second Language.

FIELD TRIPS: Your child will have the opportunity to participate in curriculum-related field trips during the school year. Teachers will send information and permission slips home for each trip. The permission form must be signed and returned before the student will be allowed to participate.

PARENT/TEACHER CONFERENCES: Parent-teacher conferences promote an opportunity for you to be involved in your child's education. We encourage you to visit the school for prearranged conferences. Teachers will not be available for conferences with you on a drop in basis, as we are committed to not interrupt the instructional day. Teachers have been asked to have at least two conferences with you during the year. At any time you feel it is appropriate, please request additional conferences.

REPORT CARDS: Students in grades K-4 receive report cards every nine weeks throughout the school year. Your child will bring the report card home for you to see, discuss with your child, sign and return to school. If you would like to request a parent-teacher conference, please mark the card and the teacher will contact you.

In Grades 3-4, mid-term progress reports will be sent home during the middle of the nine weeks grading period. If you are unsure of your child's progress, please contact your child's teacher. Buncombe County Schools will follow a 10-point grading scale for all students in grades 3-12. Grade point average calculations will be applied as follows:

STUDENT BEHAVIOR: Emma students are expected to respect others, be responsible and strive to do their best in all activities. We believe good behavior is a cooperative effort between home and school. We have high expectations for our students. If problems occur, we will deal with your child firmly and fairly on an individual basis. We will notify you by written referral or telephone call when there is a serious problem. All rules are made to ensure the safety of all of our students. We need your full cooperation to ensure a safe, orderly learning environment for all students.

BEHAVIOR EXPECTATIONS:

1. Fighting and inappropriate language are not permitted.
2. Guns, knives, ammunition or any other weapon or play weapons shall not be brought on school property, on school provided transportation, or at school sponsored activities and events. This

is considered to be a serious misconduct according to Buncombe County Schools Policy #460. Having a weapon on campus is a criminal offense and the incident is reported to law enforcement and the school system has to report the incident as a "violent act". Please help us monitor what is brought onto our school campus by checking your child's book bag, pockets or personal items periodically. .

3. Alcohol (Policy #470) and tobacco (Policy #455) are not allowed anywhere on the school campus or at school sponsored activities and events.
4. Students are not allowed to sell or trade personal items at school.
5. Toys, trading cards, and games should be left at home unless the teacher has given permission for a special event. Items may be confiscated and only returned to a parent.
6. Distractible toys should not be worn or brought to school. Items may be confiscated and only returned to a parent.
7. Hazing or bullying is not acceptable. "Treat others as you wish to be treated".
8. Follow directions.
9. Always show proper respect to staff members and fellow students.

BULLYING: Emma is committed to making our school a safe and caring place for all students. We will treat each other with respect and refrain from remarks or actions that are intended to hurt others. We will respect each individual's race, gender, physical condition, religion, nationality and language. As a school community, we will refuse to tolerate bullying of any kind at our school. *Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.* Teachers and staff at Emma will watch for signs of bullying and stop it when it happens. If your child is a victim of bullying, please contact your child's teacher or the administration. Students should also report all bullying incidents to staff members or the administration immediately. Any incidents of bullying will be thoroughly investigated. Consequences will be assigned to students for bullying.

SCHOOL BUS SAFETY: School bus transportation is a privilege. Students are expected to behave at all times on the bus. This is necessary for the safety and protection of all students. Rules for bus safety are emphasized at school and by each bus driver. Please review these Buncombe County and Emma Elementary bus rules and regulations with your child. Board Policy 4303, Code of Conduct for School Bus Riders is included in this handbook.

BUS EXPECTATIONS

1. Students may not delay the bus schedule.
2. Students must meet the bus at the designated stop and may not get on or off at any unassigned stop without permission of the administration.
3. Students should stay off of the roadway while waiting for the bus and wait for the bus to come to a complete stop before getting on or off.
4. Students should cross the road in front of the bus within sight and hearing of the driver and always look both ways before crossing.
5. Students will sit in an assigned seat and may not change seats during the bus trip unless directed to do so by the bus driver.
6. Students must remain seated and facing the front of the bus at all times.
7. Vandalism and tampering with buses will not be permitted.
8. Students should keep the bus clean by keeping all objects inside their book bags.
9. Students should keep body parts and objects inside the bus window at all times.
10. 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.

11. Playing, throwing trash, paper or other objects, or otherwise distracting the driver's attention will not be tolerated.
12. Electronic games/toys are not allowed on the bus.
13. Bus riders are expected to be well behaved and respectful at all times.

BUS DISCIPLINE PLAN

Offense 1: Verbal warning from the bus driver.

Offense 2: Office Referral/Administration will give student a verbal warning and parents will be notified. Student will be given an assigned seat.

Offense 3: Parent notification from administration and appropriate bus suspension will be assigned.

Additional Offenses: Parent notification from administration and an extended bus suspension will be assigned. Warning to students and parents of possible bus suspension for the remainder of the school year.

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.