Woodfin Elementary School

Achieving New Heights



Student/Parent Handbook

2026-2027

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BCS= Buncombe County Schools

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Woodfin Elementary School

108 Elk Mountain Rd ~ Woodfin, North Carolina 28804 ~ (828) 232-4287

Miranda Wheeler, Principal

Dear Woodfin School Families,

Welcome to Woodfin Elementary School where we are *Rising to new heights together.*

This handbook is a guide of policies and procedures of Woodfin Elementary School. I hope it will be helpful. 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 become an active member of the Parent Teacher Organization (PTO) and Woodfin's school community. We also invite you to become one of Woodfin Elementary School's volunteers. We need parents, guardians, and family members to work with our students. Please join our team to help your child(ren) learn and grow at Woodfin! We believe that working together, we can grow minds and equip our students with experiences that will carry them through their education and beyond.

We ask that you read this handbook and discuss the contents with your student(s). You will also find current information about the happenings at our school available on Woodfin Elementary Facebook page, and our website at https://wes.buncombeschools.org.

As we embark on this journey together, I invite you to share your thoughts and ideas. Open communication is key to our collective success, and I am here to listen and collaborate.

Thank you for your commitment to our students and for your continued support. Together, let's make this school year exceptional as we help our Wolverines rise to new heights!

All of us at Woodfin are excited for the 2026-2027 school year and all we can accomplish together!

Working Together for our Wolverines,

Miranda Wheeler

Principal

WOODFIN ELEMENTARY SCHOOL PLEDGE

At Woodfin Elementary, we are a family of lifelong learners.

We will remember to Be Safe, Be Respectful, and Be Responsible in everything we do.

We know we represent our community, our country, and our hope for the future. We are Woodfin Wolverines even when no one is watching!

DIRECTION STATEMENT: The direction of Woodfin Elementary School is to provide students with the skills and tools needed to navigate a changing world by providing opportunities for them to engage in collaboration, creativity, and critical thinking.

PURPOSE STATEMENT: The purpose of Woodfin Elementary School is to promote excellence in a caring environment and to prepare each student to meet their greatest potential in the areas of academics, social development, and citizenship. We partner with our parents, volunteers, and community in order to enable our students to become lifelong, self-directed learners in a diverse global society. We strive to foster an environment of empowered staff, students, parents, and community.

BELIEF STATEMENTS

- We believe in providing comprehensive learning experiences that facilitate each child reaching their utmost emotional, moral, social and physical growth and development.
- We believe that a foundation of equity assures all students have equal access to educational opportunities and physical and technological resources.
- We believe in providing a safe, nurturing environment that emphasizes respect, responsibility and self-discipline.
- We believe that the pursuit of excellence in education is a shared commitment of the home, community, and school. We are committed to maintaining an active partnership with all school stakeholders.
- We believe that the school is at the heart of the larger school community and that we should continue to strive towards outreach within the larger community to provide for better resources and experiences for our children as well as providing an important resource for the community.

WOODFIN ELEMENTARY SCHOOL STAFF

Miranda Wheeler, Principal

Brittany Whitson, Principal Intern

Classroom Teachers

K: Peggy Morgan

K: Molly Rogers

1: Nikki Surrett

2: Hannah Keever

3: Dave Pitot

4: Melody Moseley

Instructional Assistants

K: Em Mazzei

1: Tina Rice

All grades : Michelle Dillingham , Marianna Martinez-Gonzalez

Title I: Samantha Marzullo

AIG Specialist: Marti Sullivan

Art Education: Alex Sharp

English as a Second Language: Betsy Bramley

Media Specialist: Caroline Ayers

Music Education: Patrick McMurry

School Counselor: Patrick Halsell

School Nurse: Nathan Nelson

Occupational Therapist: Shea Theodour

Physical Education:Sean Bullock

School Psychologist: Dr. Valerie Gortmaker

Special Education: Robin Francis

Social Worker:Eric Reaves

Speech Pathologist: Jennifer Knapp

Title I Reading Specialist: Samantha Marzullo

Head Secretary/Bookkeeper: Iliana Coronel

Data Manager/Receptionist: Kim Ledford

Head Custodian: Randy Guthrie

Custodian: Natalia Turculet

Cafeteria Manager: Cole Jenkerson

Cafeteria Staff/Bus Driver: Gloria Lewis

COMMUNICATION

Buncombe County Schools Academic Calendar:

1. Available online at https://www.buncombeschools.org
2. Click on quick links, then calendar, then academic calendar

For Woodfin Elementary School Events:

1. Check out the Woodfin Elementary School website:

   https://wes.buncombeschools.org

   You should also connect with our Woodfin Elementary Dojo page. Your child's teacher can give you information on how to join their class. Please follow our Woodfin Elementary Facebook page!

2. Make sure your phone number is always updated in the School Messenger Contact Manager. Available at: https://wes.buncombeschools.org
   a. Click on Get Notifications
   b. Log In to Contact Manager
   c. Update phone numbers

*If your School Messenger Contact information is correct, you will receive a phone call periodically from the school with up to date information about school events. If you are not receiving these phone calls from WES, update your phone numbers in Contact Manager.

To track your child's academic progress:

1. Create a Parent Portal Account with PowerSchool
2. See our School Data Manager, in the main office for instructions to sign up.

STUDENT EXPECTATIONS

BEING A FRIEND

Everyone wants to have friends and the best way to make friends is to be a friend! Treat others as you would want to be treated - use nice words, play with everyone, don't say untrue or mean things about others and never make fun of anyone! If someone bothers you, you should tell an adult who works at the school and your parents. The adults will take care of the situation. You will learn more about being a friend and what a bully is in your guidance classes.We will strive to be true, kind and necessary in all that we do.

BUS BEHAVIOR

You are expected to behave on the school bus just like you do in the school building. Your bus driver must be able to pay attention to the road while driving. Their main job is to get you to and from school safely. If you forget to follow the bus rules, your bus driver will remind you. If you continue to forget, you will be sent to the principal's office. The most important bus rules are listed below. Your bus driver may share a few more with you.

● Sit on your bottom, in your seat, facing forward.

● Keep your hands, feet and other objects to yourself.

● Stay in your assigned seat during the entire bus ride.

● Treat others as you would want to be treated.

● Listen to your bus driver at all times.

● Do not throw items on the bus.

● Do not bring toys or electronics such as cell phones, gaming systems or MP3 players on the bus. Even if you have a BYOD permission slip on file, electronics should not be used on the regular bus rides to and from school due to limited supervision.

*Riding the bus is a privilege. Failure to follow the bus expectations may result in a student's suspension from riding the school bus.

CAFETERIA BEHAVIOR

The cafeteria is the place to practice our proper eating manners. You should get the lunch you signed up for and make sure to select some fruits and veggies! It is expected that you sit in your seat and not play with your food. Make sure to use your napkin! If you need help opening something or if you forgot something, ask the adult on duty. They are there to help you! Sometimes it can be exciting to have a chance to talk with your friends but don't forget to eat! You will need to refuel your body so your mind will work when you are back in the classroom. All students are provided a free breakfast and lunch at Woodfin!

CODE OF CONDUCT

It is your job as a student to follow the code of conduct at all times, whether in the classroom, on the playground, in the cafeteria or on the school bus. Always asking ourselves with our words and actions is it true, and kind, and necessary.

I will be safe.

I will be respectful.

I will be responsible.

COMING TO SCHOOL & FREE BREAKFAST

You will come to school on the bus or in a car. If you ride the bus, you will arrive at school around 7:40 am. You will come in through the front door of the school and go straight to your classroom for breakfast. If you ride in a car doors open at 7:30. All students are provided a free breakfast at Woodfin! Breakfast is served in our classrooms.

SCHOOL SAFETY

We want you to be safe while you are at school. Remember to always listen to your teacher and follow the rules. Make sure to walk in the hallways and on the stairs. We will have a fire drill every month. The fire alarm is loud and may hurt your ears at first. We will also have some other drills during the year when we practice what we would do in case we have a real emergency. When you play on the playground, make sure you use the equipment in the correct way. If you get hurt, make sure to tell your teacher or another adult immediately so we can help you.

PARENT SECTION

ACADEMICS

All Buncombe County Schools follow the North Carolina Standard Course of Study. More information can be found on the NCDPI website: http://www.dpi.state.nc.us/curriculum/

ACCREDITATION

Woodfin Elementary School is accredited by the Southern Association of Colleges and Schools.

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.

If you wish to file a complaint under the ADA, please contact the ADA coordinator:

Mr.Brian Propst175 Bingham Road Asheville, NC 28806

Tel. No. (828) 255-5896 Fax No. (828) 255-5923

ADVISORY COUNCIL

As per School Board policy, Woodfin Elementary has an Advisory Council made up of the PTO president, a teacher representative, three lay people appointed by the Board of Education, and the principal who serves as an ex-officio member. Members of the School Advisory Council are posted on the WES website.

ALTERED TRANSPORTATION ARRANGEMENTS

Parents will establish a regular AM and PM transportation plan for students when they complete the student information form at the beginning of the year. When transportation arrangements need to be altered from the established plan, a note, which includes the child's name and the date must be sent to the teacher, on the day of the change. We can only release children to those adults who are listed on the student information sheet. For safety reasons, the school CANNOT alter transportation arrangements by phone. Since it is not possible to identify callers, the school will ONLY accept transportation changes made in writing or by the parent coming to the school in person to make the change. Please note that faxes and emails will not be accepted.

ARRIVAL AND DISMISSAL

Please exercise caution while driving on the school campus. It is a violation of North Carolina Law to pass a bus while students are loading or unloading.

Students should not arrive on campus before 7:30 AM. Prior to 7:30, there is not adequate staff in place for appropriate supervision. Woodfin Elementary School cannot be legally liable for children dropped at school before 7:30 AM. The school day begins at 8:00 AM. Students who are not in their classroom at 8:00, will be marked tardy. This applies to all students unless the bus arrived late.Parents must walk their students in if after 8:00 AM.

If you must pick up your child for an after school appointment before dismissal, then you must come to the

main office and check your child out prior to **2:00**. This will count as an early dismissal. As a safety precaution, all early check outs must be completed by 2:00.

Bus riders will be dismissed from their classrooms at 2:30 and car riders will be escorted at 2:33.

As a safety precaution, car rider tags will be provided to the parents by the school. Parents will keep a tag and distribute extra tags to those whom they authorize to pick up their child. These cards should be placed on the vehicle's driver-side dash/visor. Without this tag, you will have to follow the standard procedure of parking, coming into the main office, and showing your ID.

A staff member will call the child's name written on the card and have him/her waiting for pick up. A staff member will be on duty at each car rider position to assist with loading students. Staff does not buckle/secure students in car seats.

Any transportation changes must be in written from. Please send a note to the classroom teacher. If you must send an email please email the teacher and front office. kimberly.ledford@bcsemail.org.

ASSESSMENTS

Teachers will periodically assess your child to gain a better understanding of their learning needs. Formal and informal assessments will be used. Some types of formal assessments include tests, quizzes, mClass, benchmark reading assessments, etc. Informal assessments may include observations and feedback during lessons, student self-reflections, etc. All of this data is used to ensure that your child's learning needs are being met and to determine student report card and progress report marks. Your child's teacher will share this data with you at conferences and/or upon request.

Formal NC assessments are administered to third and fourth grade students. Third graders will take a pretest at the beginning of the school year. In May, third and fourth grade students take the North Carolina End of Grade Test in English Language Arts and Math. Fourth grade students will take the NC Check-In for Mathematics three times throughout the year for benchmark progress monitoring. Please watch for notices of testing dates and make every effort to have your child in attendance each day of testing.

ATTENDANCE

Regular attendance and promptness are two important characteristics of a successful student. The elementary school attendance policy adopted by the Buncombe County School Board adheres to NC laws pertaining to student attendance. Elementary students may only have a maximum combined total of eighteen (18) excused and unexcused absences in a school year. Any absences over 18 must be made up in accordance with the school's Attendance Make-up Program (Board Policy #4400). All excused and unexcused absences count toward the 18 maximum.

Students must be in attendance for more than half a day (11:30 a.m.) to be counted present for the day. On a two hour delay, the half day mark is considered 12:15. On a three hour delay, the half day mark is considered 12:45. Students arriving at school after 8:00 AM must report to the office and to sign in. Tardies will only be excused if accompanied by a medical (doctor or dentist) statement or if excused by the principal. These notes/statements should be presented to the office staff when signing in. If a student is absent due to an appointment or illness, students must bring their teacher a parent note or medical statement (doctor or dentist) giving the reason for the absence. Students will receive special recognition at the end of each grading period and at the end of the year if

they do not miss any instructional time (8:00 AM until 2:30 PM). We are required by law to report excessive absences to the proper authorities.

Students are responsible for assignments missed during all absences and tardies. Arrangements should be made to complete the work in a timely manner upon their return to school.

Parents are notified when their child accumulates three (3) or six (6) unlawful absences. Court charges are a possibility after ten (10) unlawful absences. Please review Board Policy 4400.

BAD WEATHER/ DELAYED OPENINGS OR EARLY DISMISSALS

If school is dismissed early due to bad weather, the Buncombe County Schools' Central Office will use local TV and radio (and the Phone Notification System - School Messenger - when appropriate) to make the announcement.

When bad weather is predicted, tune in to WLOS television (or their website: www.wlos.com) or local radio (ex. WWNC or WKSF) for up-to-date news on school closings and delays. It is important that all families have accurate phone numbers on file with the School Messenger Contact Manager system and our office. In the event of a school closing, it may not be possible for our office staff to call parents to let them know that school will be dismissed early. Remember, a two-hour delay means that our daily schedule will be exactly two hours later (ex. Doors open at 9:30 AM) and a three-hour delay means that our daily schedule will start exactly three hours later (10:30 AM). Breakfast will be served on a two-hour delay but will NOT be served on a three-hour delay. Students will go to lunch shortly after arrival on a 3 hour delay schedule.

To ensure student safety, buses will not run on icy or snow covered roads. Students will follow the procedure that we have on file (i.e. car rider or bus rider), and for this reason students should not need to use the phone.

BUNCOMBE COUNTY SCHOOLS DISTRICT POLICIES

Some BCS District Policies are referenced in this handbook for your convenience. Please review Policy 1310/4002 – Parental Involvement located in the Appendix of this handbook. This policy reviews the parental notifications that building principals are required to share annually. If you would like to view any BCS policies, please notify the main office or you may access them on the BCS website.

BUS INFORMATION

Buncombe County Board Policy 4303 refers to bus riders and outlines the expected Code of Conduct. The following code sets forth the rules prohibiting certain types of student conduct while riding, waiting for, or leaving a school bus. It is in the interest of the safety of transported pupils, bus drivers, and the general public that they are adopted. A student found in violation of any of these rules may receive punishment as severe as having his/her bus riding privilege suspended, ranging from one day to the remainder of the school year, depending on the severity of the offense. A student will also be subject to disciplinary action for those violations within this code that are also covered by Policy 4340, School-Level Investigations. Less serious conduct will be dealt with by the school principal under the disciplinary authority given him/her by the North Carolina Statutes and by the Buncombe County Board of Education policies and regulations. Passengers may be suspended from school or from riding on a bus, at the discretion of the principal, for:

1. Delaying the bus schedule. 2. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or of the school bus driver while waiting for, riding, or leaving a school bus. 3. Being under the influence of or having in their possession alcoholic beverages or illegal drugs. 4. Tampering with or doing

damage to a school bus. 5. Refusing to meet the bus on time at designated stops. 6. Unauthorized leaving the bus when en route from home to school or vice versa. 7. Playing, throwing objects, getting out of the seat, or otherwise distracting the driver's attention while the bus is in operation. 8. Failing to observe established safety rules and regulations required by law or adopted by the Buncombe County Board of Education. 9. Eating or selling items on the bus.

Students failing to follow the bus rules will be reported to the school office. An office referral may result in parent notification, an assigned seat, bus suspension, or other appropriate measures depending on the severity of the situation and the student's prior bus discipline infractions.

All Woodfin Elementary School students will have an assigned seat.

BUS DISCIPLINE PLAN

1. Conference with the student to explain bus expectations. If necessary, parents will be notified of infractions and warned of impending bus suspension.

2. Relocation of assigned seat or possible bus suspension at the discretion of the principal; parents will be notified. The administration reserves the right to alter the bus discipline plan based on extenuating circumstances and/or the severity of the offense. Severe disruptions (i.e. fighting, weapons, etc.) can result in immediate suspension from the bus.

Riding the school bus is a privilege and students can be suspended off the bus

indefinitely if behavior warrants it.

CAFETERIA

Our mission is to provide each student with a safe, well balanced, nutritious and affordable meal. We provide nutrition education and promote healthy eating habits. We provide healthy breakfasts, lunches and snacks so that the students of Buncombe County Schools are ready to engage in the learning environment that prepares all students to become responsible citizens in a diverse, global society.

Our cafeteria staff, under the direction of Wendi McAbee, creates a friendly and warm environment and serves well-balanced and nourishing meals each day. All students are provided a free lunch and breakfast at Woodfin!

Parents are invited to eat with their child in the cafeteria; however, as a courtesy to other students, we ask that you do not bring outside food such as fast food into the school cafeteria. Parents should arrive at school in time to get a visitor's pass and report to the lunchroom hallway five minutes before the scheduled lunch time.

Menus are posted on the WES and BCS websites. The BCS School Nutrition office has created a three week rotation for meals. Occasionally there will be a menu change due to late deliveries or snow days.

Should you desire to bring in a special snack for your child's birthday or another event, please coordinate this with your child's teacher so as not to conflict with our academic day. In addition, any food brought into the school to be shared with students must be store bought with ingredients listed, must not be expired and must be maintained at a safe temperature.

CAFETERIA PRICES

Breakfast: Free for all students!

Lunch: Free for all students!

Extra Milk: $ .50

Lunch - The cafeteria serves nutritious balanced meals each day for lunch. A lunch consists of meat, milk, bread and a choice of two items from our fruit and vegetable selections. Desserts and other items may be purchased for an additional cost. If your child has diet restrictions, forms are available in the school office for a doctor to complete. **No outside food is allowed in the cafeteria as it is seen as direct competition with our child nutrition program. Please do not bring food from restaurants to your student. Students should finish all outside food and beverages before entering the school building. No sodas allowed at school.**

CARE OF SCHOOL PROPERTY

Students will be held accountable for any willful damage to school property. Library books may be checked out as long as they are returned in acceptable condition. Damage and lost books and materials must be paid for. All monies collected are receipted by the bookkeeper and credited to the proper fund for replacement purposes. If a library book is found before the end of the school year, a refund may be issued. A refund will not occur after the close of the school year.

COUNSELING

Counseling services will be provided by the school. The school counselor is available to see students through student, parent and/or teacher referrals. The school counselor will also present classroom lessons to students which incorporate the North Carolina Character Education Curriculum and the Guidance Essential Standards.

DISCIPLINE/BEHAVIOR

Good behavior is essential for learning to take place. No student has the right to keep the teacher from teaching or other students from learning. Woodfin students learn a "school pledge" which helps build a sense of family within the school and fosters encouragement, respect, and a commitment to excellence. Students who strive to keep this promise can easily adhere to the following Code of Conduct:

I will be safe.

I will be respectful.

I will be responsible.

Woodfin is a PBIS (Positive Behavior Intervention and Support) school. We use positive incentives to aid in maintaining a safe, caring, engaging, learning environment. Students earn Bee stickers for making safe, respectful and responsible choices. Students can fill their bee charts with stickers earned for rewards. Classrooms come up with individual rewards and students who qualify can also earn a school wide award each nine weeks. Nine Weeks Awards are awarded to those students who earn multiple bee charts. This includes NO office referrals and showing progress in academics. Each nine weeks, those students earning the PBIS award will participate in a school wide event. Each nine weeks, students will start over in earning this reward with a clean slate.

Additional Discipline Guidelines:

1. Students are expected to follow established classroom behavior expectations. 2. Students are expected to move about the campus in an orderly manner and remain in designated areas with an adult. 3. Students should keep their hands and feet to themselves at all times; fighting/hitting will not be tolerated. 4. Students should be respectful to all other students and adults. Threats, bullying, and inappropriate language will not be tolerated. 5. Students are expected to follow directions from all staff members. 6. Students may not bring alcohol, illegal

drugs, or weapons of any kind to the bus stop, the bus, or onto the school campus. 7. Students should NOT use personal cell phones during the school day or while on the school bus unless otherwise directed by the classroom teacher as part of BYOD procedures. Parents should NEVER give their personal cell phone to students while visiting or volunteering on our campus since your smartphone may have access to items that are inappropriate for students. 8. Electronic toys and devices such as iPads, iPods, and electronic video games are not appropriate toys for school. Please do not allow your child to bring these items to school unless requested in writing by the classroom teacher as part of the BYOD procedures. As per Buncombe County School Board policy, the school is not responsible for the safekeeping or security of these items. Students will use such devices at their own risk. 9. Possession of a BB gun, air rifle, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades, sharp-pointed instrument, whether openly displayed or concealed, will result in a misdemeanor charge filed with the Sheriff's Department and appropriate school discipline. 10. Possession, whether openly displayed or concealed, of any gun, rifle, pistol or other firearm or any explosive is a Class I felony. It is also a felony for any person to cause, encourage, or aid a minor to possess or carry the above-mentioned items. The Sheriff's Department will be notified and school disciplinary action will be taken. 11. Students must refrain from damaging school property. Students/parents will be responsible for repairs, clean up, and/or replacement costs. 12. Students should adhere to the school dress code. 13. Students may not sell products at school without permission. 14. Students are expected to be honest and refrain from cheating or stealing. 15. Students should avoid any acts of an extreme nature that might shock or endanger staff or students.

Any act committed by a student that is not specifically addressed in this handbook will be handled by the principal on an individual basis. One or more of the consequences listed below may result if the Code of Conduct rules are not followed: *Warning *Parent Contact *Time Out (in classroom or in another classroom) *School Service *Suspension of Privileges *Lunch Detention *In School Time-Out *After School Detention *Out of School Suspension *Law Enforcement Referral *Other appropriate action.

The consequence is determined by the severity of the infraction and the number of times the student has been referred to the administration for prior discipline issues.

For more information about behavior and discipline please refer to BCS Board Policies 4300, 4302, 4302-R, 4303, 4307, 4320, 4325, 4328, 4330, 4331, 4333, 4340, 4341, 4342 on the BCS website. If you do not have Internet access and you would like to review these policies, please make this request at the WES main office.

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 concerns call Amy Rhoney, (828) 255-5970; and for facilities call Tim Fierle, (828) 232-4244.

DISTRIBUTION OF MATERIALS

According to BCS Board Policies (5210), all materials/flyers/announcements given to students must meet certain guidelines. No commercial advertisements or promotional materials will be handed out to students unless they are approved by the school system.

DOCTOR'S APPOINTMENTS/LEAVING EARLY

Should your child need to be excused during the school day for doctor's appointments, etc., please send a note to his/her teacher on the day he/she is to be excused, stating the time you will need to sign him/her out in the main office. If your child is to be dismissed at a time other than the normal dismissal time, the secretary will call for your child to come to the office. No parent will be allowed to pick up a student from the classroom without first going through the office. For students' safety, anyone signing a child out will be asked to show a photo I.D.. As a safety precaution, early sign outs must be completed by 2:00.

DRESS CODE / PERSONAL APPEARANCE

At Woodfin, we want students to be comfortable while adhering to some basic guidelines concerning appearance. Parents can assist children by applying these basic dress code rules: one's clothing or appearance 1) should not draw unnecessary attention that could potentially disrupt the learning environment and/or 2) present a potential threat to safety.

Here are a few examples of inappropriate items:

- Cropped tops, halter tops, spaghetti straps, or clothing that leaves an exposed midriff or reveals undergarments
- Short shorts (shorter than the tip of the index finger when one's arms are hanging along his/her side), should come to mid-thigh, no spandex shorts
- T-Shirts that promote drugs, alcohol, violence or that display language or artwork that might be considered vulgar or inappropriate
- Caps, hats, kerchiefs, hoods, other head coverings, and sunglasses inside the building
- Wallet chains, spiked bracelets, sharp-pointed rings, etc. that can easily be used as weapon
- Heelys (tennis shoes with embedded rollers)
- Costumes, tails, furries, etc…
- Due to safety concerns (number of stairs) flip flops are highly discouraged.Please wear appropriate shoes for recess and physical education.

Students dressed inappropriately will be asked to call home for a change of clothes. In addition, appropriate play clothes and tennis shoes are strongly recommended on P.E. days. Recess will be outside everyday, weather permitting, therefore, students should dress accordingly (ex. tennis shoes, jackets, coats, hats, and gloves on cold days).

It is recommended that all sweaters, coats, lunch boxes, and book bags be marked plainly with the student's name. Found items will be placed in the "Lost and Found" (shelving unit in lobby area). "Lost and Found" items will be kept for a minimum of two weeks. Unclaimed items will be donated to charity.

Occasionally we will have fun dress days to promote school spirit. These days may include crazy hair day, hat day, dress like your favorite book character day, etc. These events will be announced in advance so all students may participate.

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 listed as “Annual Public Notices” can be found in their entirety on BCS website, BES website, or in the school office. If you wish to restrict the disclosure of your student’s directory information, the Opt-Out letter can be downloaded on Buncombe County Schools’ website or the WES school website. In addition, one is located in the Appendix of this handbook. For more information contact the school office.

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. No student will be permitted to go on a field trip without a signed permission slip. The students will be transported on yellow school buses or white activity buses to the location. Insurance regulations allow only students and BCS employees to ride these buses. Teachers try to keep field trips low-cost. Please send in the exact amount owed as cash is not kept at the school to make change. If you have concerns regarding the price of a planned trip, please contact your child’s teacher as financial help may be available.

Students are expected to travel to and from the field trip location on the school bus to avoid attendance penalties. Any change to this standard procedure must be approved by administration at least one week in advance of the field trip.

FUNDRAISING

Woodfin Elementary will participate in various fundraisers sponsored by our PTO. Our main fundraiser is the Woodfin 5K. We appreciate your support of these events. As always, your participation in any fundraiser is optional. While student incentives are utilized to elicit support of the event, families have the option of not participating. If you choose to not participate in the fundraiser, but would like to offer a donation instead, please contact the office. As a reminder Woodfin Elementary does not recommend that any child go door to door to sell products.

GANG and GANG RELATED ACTIVITY

Buncombe County Schools defines a “gang” as any ongoing alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Any inappropriate behaviors will be subject to the school’s discipline policy and procedures.

GIFTS

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

HEALTH SCREENINGS

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

HOMEWORK

Homework is given to students as an extension of classroom activities. Its purpose is to reinforce what has been taught and to foster the development of responsibility in our students. Students can expect homework during the week. Please provide a quiet time for study and plan to monitor the completion of homework assignments. Discussing these assignments with your child provides an excellent opportunity to stay up to date on what your child is learning. Should you have concerns regarding your child's homework, please contact your child's teacher.

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 then call you immediately. If you cannot be reached, we will call those you have listed as emergency contacts.

INSURANCE

All students need to be covered by health insurance. If you do not have family hospitalization insurance, a low-cost school time or 24 hour insurance policy is available to school age children. Information is available on the BCS website or may be obtained in the school office.

INTERNET USE

The Internet is a valuable learning resource and we are pleased that our classrooms are able to enhance their learning using this tool. 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. 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 and under adult supervision. Buncombe County Schools no longer require a signed Internet use agreement. Since the fall of 2018, BCS are 1:1 schools, which means every child will have an electronic device to use for learning. Please see our Buncombe County Schools Digital Learning Initiative and Student Device User Guide (https://buncombeschools.org/cms/One.aspx?portalId=92531&pageId=236192

LEGAL ISSUES

If custody of a child is an issue, a copy of the court order MUST be on file in the school office. If there are concerns with regard to a child's safety, the office and your child's homeroom teacher should be informed so that your child's records can be flagged. We must make decisions to release children based on the approved list parents provide and court orders. If this information is not accurate or up to date, this may cause a serious problem.

MANNA FOOD BAG PROGRAM

We provide a food program sponsored through Manna Food Bank every Friday. Manna Food Bank delivers food to the school and it is packed by volunteers for students to bring home. If you have a need and are interested in participating in this program, please contact the WES Social Worker.

MEDIA / LIKENESS

Buncombe County Schools does not require parent permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities 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 principal in writing within ten (10) days of receipt of the Woodfin School Student-Parent Handbook.

MEDICATIONS

We are not permitted to dispense medicine (including aspirin, Tylenol, sunscreen, first aid ointment, etc.) to students without written permission from the PARENT AND PHYSICIAN. Because children are not allowed to transport medicine, parents should bring their child's medication to school along with the signed medication form and written instructions on how to dispense the medication. This form will be sent home as part of the school year packet and will be available in the office throughout the school year. This form must be on file in the office before the medication can be administered. Please inform the office and the teacher if there are any allergies or known illnesses of any kind. Refer to BCS Board Policy 6125.

PARENT ENGAGEMENT

We believe that students learn best when the family is involved in the learning process. Families of younger students can be involved by checking the student's book bag and school folder each day. Many teachers take the time daily to write personal comments on the folder regarding the student's progress. All students benefit when an adult reads with them, discusses content and shows an interest in their learning. Communicating with teachers on a regular basis and attending school events is highly encouraged.

PARKING

Visitors should park in spaces located on the side of the playground, near the main entrance. If visitor spaces are not available, you may park in other spaces located in the side parking lot at the cafeteria entrance. Cars are not permitted to be parked in a manner that blocks our school buses or other vehicles.

PERMANENT RECORDS

North Carolina law requires that a permanent record be maintained for each student beginning in Kindergarten. The record contains: printed elementary records, identification information (name, address, sex, race, birthplace, birthdate), family data (parent names, addresses, telephone numbers), physical examination and health record, attendance record, scholastic record, standardized test scores, information pertaining to special programs and services provided for the student, and pertinent educational or personal information that may have been collected with the consent of the parents, legal guardians, or eligible students. The parent or legal guardian may review their child's record in the school office and may obtain a copy of the record if needed (allow 3 working days for our office staff to comply with copying requests). Information from a student's record shall be furnished without the consent of the parents or legal guardians when required by a judicial order or any lawfully issued subpoena upon condition that parents or legal guardians are notified by the local educational agency of such orders in advance of compliance. Parents or legal 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 made available to those with legitimate interest in the student. (Policy: G.S. 115C-384 & 402) If you do not want this information released, please send a written request to the main office. Parents have the right to request a copy of Student Records (Board Policy 4700).

PHYSICAL ACTIVITY

Woodfin Elementary adheres to the Healthy Active Child law that requires students receive 150 minutes of physical activity each week. Students will participate in a Physical Education class with a certified PE teacher one time each week for 45 minutes each session. In addition, your child will participate in recess for 30 minutes the other 4 days of the week.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT PLAN

Woodfin Elementary School uses PBIS (Positive Behavior Intervention Support) for discipline and behavior expectations. This is a program in which schools use common language, expectations, rewards, and consequences. All schools in North Carolina will implement Positive Behavior Intervention and Support as an effective and proactive process for improving social competence and academic achievement for all students.

The following are the main components of our PBIS program:

- Behavior matrix – We have created a very specific outline of expected behaviors in all common areas of the school. The matrix outlines our 3 B's for each area of the school that all students participate in.

➢ Classrooms

➢ Hallways

➢ Restrooms

➢ Assemblies

➢ Arrival/Dismissal: Car line and busses

➢ Playground

- Lesson plans – The PBIS team has created a series of lesson plans for each of the areas and expected behaviors listed on the matrix. These lessons will be taught by EVERY TEACHER at the beginning of the school year and then reviewed as needed.
- Positive rewards – Each student will receive a Bee sticker when they are demonstrating appropriate behaviors.
- School-Wide Incentive Plan –

➢ Students will choose the reward they are working towards and receive a bee sticker each time a staff member recognizes their positive behavior. When students earn a bee sticker, they will add it to their bee chart. When bee charts are full, students can redeem them for a reward. If a student meets the announced requirements, they will gain access to the monthly PBIS reward celebrations.

School-Wide Consequences and Minor/Major Infractions –.

➢ Major offenses (office referrals):

If a student has a major offense during a 9 week period, they will lose the ability to attend the PBIS event that is scheduled. They are still eligible for the smaller awards in the classroom.

➢ Examples of Minor and Major offenses.

However, if any minor or major offenses occur that are not on this list, it will be up to the teacher and principal's discretion to assign the appropriate consequence.

MINORS	MAJORS
Inappropriate Language	Abusive Language
Any type of speech that is deemed unwelcome or not appropriate (non-directed cursing, name calling, inappropriate slang, teasing, inappropriate jokes, inappropriate hand gestures)	Any verbal or written language that is offensive, harmful, or hostile (directed cursing, threatening language)
Physical Contact	Physical Aggression
Any non-chronic, non-threatening behavior that has the potential to cause harm to another individual (invading personal space, horseplay, pinching, bumping, tripping, pushing)	More than one person engaged in an aggressive confrontation with an intent to do harm (hitting, kicking, biting, fighting, pulling hair, shoving)
Non-Compliance	Overt Defiance
Failing to follow through with directions (not completing assigned tasks, slow to follow directions habitually, off task after several redirects)	Refusal to follow directions (doing the opposite of instructions, saying "NO", walking out, refusing to complete work, intentional disrespect, arguing with adults, habitual back talk)
Property Misuse	Property Vandalism
Using materials in ways other than instructed (throwing small objects, using chairs incorrectly, using bathroom incorrectly, ripping work, breaking writing tools, misuse of scissors)	Deliberately damaging or destroying property (writing on items, tearing books, throwing furniture, kicking/hitting furniture, urinating on items)
Disturbing Class	Disrupting Class
A continuation of a behavior after redirection (playing, unnecessary noise, failure to remain seated)	Openly defiant or purposefully refusing to cooperate or follow directions procedures/directions (tantrums, running around the room, screaming, slamming objects/door)
Other	Other
Dishonesty: Failing to tell the truth Dress Code: Violations of the WES dress code	Harassment: Actions (verbal or non-verbal) intended to be offensive could be based on religion, race, heritage, color, disability, etc. Bullying: Any intent to control another person's actions, feelings or decisions Weapons: Any object brought to school that can be used to harm another person Stealing: Intentionally possessing, passing on, or removing someone else's property without their consent

PTO

We encourage parents to be involved in their child's education, and joining the Parent Teacher Organization is one way that you can do this. This organization provides clerical, instructional, and financial support to Woodfin Elementary students and teachers. We hope that you will consider joining our PTO and that you will support PTO sponsored events. Woodfin Elementary email is Our school needs volunteers to assist with a variety of tasks. We welcome parents, grandparents, and other community members who are willing to volunteer. Whenever volunteering or visiting the school, please sign in and get a visitor's ID. There is a volunteer/guest notebook in the office. Please see the Volunteer section of this handbook.

REPORT CARDS/PROGRESS REPORTS

Students in grades 1-4 will receive Buncombe County report cards every nine weeks. Midterm progress reports may be sent home as well. Parents of kindergarten students will conference with teachers at least twice yearly and receive a progress report from Woodfin Elementary at the end of each nine weeks. Please note that BCS does not have an official report card for kindergarten students. When your child brings home his/her report card or mid-term report, please review and discuss it together, then sign and return the reports to school.

The report card has space to indicate if you wish to have a conference with the teacher, and you are encouraged to check that space if you have questions or suggestions. The teacher may indicate on the report card a need for a meeting. If a conference is requested, please call the school and schedule the conference with your child's teacher as soon as possible, after the request is made. Our Teacher/Parent/Student Conferences are scheduled throughout the year when report cards are sent home. We encourage students to participate by leading the conference. Parents and teachers can meet at other times during the school year to discuss student progress. Please make every effort to attend scheduled conferences.

Please refer to the rubric scores/grading scales below. Report card grades are based not only on graded papers and assessments that your child brings home but also on classroom performance, contribution to discussions and informal assessments. Anytime your child is not progressing in school as you think he/she should, please contact the teacher. You can set up an appointment for a conference by calling the school or by sending a note to the teacher with your child.

Rubric Scores/Grading Scale for Grades 1-2

Grades 1-2 assessments are reported using the following rubric or grading scale for academic progress:

- 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

Work habits and personal development traits demonstrated in the classroom are assessed on the following scale:

- E = Excellent
- S = Satisfactory
- I = Inconsistent

● N = Needs Improvement

Grading Procedures for Grades 3-4

Students in grades 3-4 will be assessed on the basis of their performance on a variety of learning tasks. These may include: textbook assignments, oral and written assignments, class participation, research projects, or special assignments. Letter grades will be used to assess students in the areas of: English Language Arts, Mathematics, Social Studies, and Science.

Our students also participate in guidance, art, music, physical education, and STEM. If a student is not meeting expectations in these areas, parents will be notified.

According to Buncombe County School Board Policy, the following marks will be used to evaluate students' performance:

Grading Scale

● A = Consistently meets grade level expectations at an outstanding level (90% - 100%)

● B = Frequently meets grade level expectations at a high level (80%-89%)

● C = Meets grade level expectations at a satisfactory level (70% - 79%)

● D = Seldom meets grade level expectations (60% - 69%)

● F = Does not meet grade level expectations (below 0% - 59%)

Work Habits and personal development traits demonstrated in the classroom are assessed on the following scale:

● √ = Meets expectations

● I = Inconsistent

● N= Not meeting expectations

SAFETY AND SAFE SCHOOLS DRILLS

A fire drill will be held monthly and other emergency drills such as a lockdown drill or tornado drill will be held periodically throughout the year. All students are expected to follow the direction of teachers/staff and remain quiet and orderly.

Woodfin Elementary utilizes a front door buzzer system. This system consists of a locked main entry door and a push button intercom system. All visitors who attempt to enter the school will be asked the reason for their visit. Office staff may also check picture IDs of anyone before they are allowed to enter. Keep in mind that this level of security is designed to keep all students and staff members in the building safe. Please know that parents and volunteers are always welcome to our campus! This system will help us maintain a high level of safety and security. All visitors are required to present photo ID, sign in at the main office and wear a volunteer or visitor tag in a visible area when on school grounds.

SCHOOL COMMUNICATION

Woodfin staff will utilize various methods of communication with parents including classroom newsletters, email reminders, School Messenger Alerts (including email, text, or a voice call), school website, individual teacher webpages, and school Facebook page. In addition a student information system, PowerSchool Parent

Portal, allows parents to stay connected with student performance.

In order to ensure you are receiving messages from the School Messenger system in a preferred format, please visit the BCS website to adjust any of your preferences including which phone numbers receive message alerts. Please keep in mind that any permanent changes in contact information must be shared with the office staff and the School Messenger system.

Our school website address is: http://wes.buncombeschools.org/ Like us on Facebook at https://www.facebook.com/WoodfinElementary/ for additional school news!

SCHOOL WELLNESS

Woodfin Elementary School supports student and staff wellness by encouraging stakeholders to embrace a healthy lifestyle. Please consider the following options:

● Bring a healthy snack for your child's class to share in celebration of their birthday instead of the typical cupcakes.

● Arrange a special recess treat with your child's teacher for a birthday celebration such as a "bubble blowing party," donation of special playground toys or a special art project.

● Pack your child a healthy snack each day.

STUDENT ACADEMIC GRIEVANCES

Per BCS Board Policy 626, students and parents should have redress for grievances regarding the evaluation of academic performance. Therefore, if at any time a student believes he has a grievance regarding the evaluation of an academic assignment, the student or parent may report the grievance to the principal's office in his school. The student should provide his name and a description of the grievance giving rise to the complaint. The principal will investigate the incident and reach a decision within three (3) school days. The principal is empowered to change the grade if, after investigation, the principal determines that the evaluation was arbitrary and capricious. A written copy of the decision will be sent to the student and parent or guardian.

STUDENT DISCRIMINATION, HARASSMENT AND BULLYING

Woodfin Elementary is committed to making our school a safe place for all students. Students and staff will treat each other with respect and refrain from remarks or actions that would cause bad or hurt feelings. We will respect each individual at WES. As a school community, we will not tolerate bullying of any kind. Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Teachers and staff at Woodfin will watch for signs of bullying and stop it immediately when it occurs. Students will be taught about bullying in guidance classes and will be taught how to respond to bullying. Students may report bullying by informing any school employee or putting a report in any of our bullying boxes located in the Media Center and in the STEM Lab.

If you feel your child has been bullied, please contact your child's teacher or the principal. Reports of discrimination, harassment or bullying may be made anonymously by phone to the hotline number (225-5292) or submit a report online by going to the BCS website. Formal disciplinary action may not be taken solely on the basis of an anonymous report. All reported bullying incidents will be investigated. Consequences will be assigned to students for bullying. We want every student to feel safe and welcome at school.

For more information please review BCS Board Policy 1710/4021/7230. You may also want to refer to BCS Board Policy 1720/4015/7225 which outlines complaint procedures. This policy may be found on the BCS website. If you do not have Internet access and you would like to review these policies, please make this request at the main office.

STUDENT INFORMATION

Parents will complete and return a student information form for their child at the beginning of school. Please notify the school of any address, telephone, bus or car rider changes that occur during the school year. It is important that we have up-to-date information on all students at all times.

STUDENT PARTIES

Classes have two parties per year. BCS guidelines do not allow home baked goods to be sent for classroom snacks or parties. Please send snacks that would be considered healthy in nature. Student birthdays are recognized each morning on the announcements and students receive a birthday surprise. If you would like to bring in a special snack to the classroom on your child's birthday, please make prior arrangements with the classroom teacher. All special snacks for parties or birthday celebrations must be store bought with the ingredients listed, not expired and maintained a safe temperature. Please see the School Wellness section of this handbook for more information. Students may deliver party invitations at school only IF everyone in the classroom has been invited.

TELEPHONE

To resolve or clarify important issues (ex. illness, transportation home, etc.), students will be permitted to use the telephone. Arrangements for after school activities and transportation should be made before coming to school. Parents are encouraged to call their child's teacher before 7:55 a.m. or after 2:45 p.m. Teachers can not take phone calls during the school day. If these times are impossible for you, call the secretary and ask that the teacher return your call at their first opportunity or speak to someone in the main office.

SCHOOL MATERIALS

Students will be provided school materials, such as library books, classroom texts and electronic devices (ipad/laptop) to aid in their learning. It is expected that the student will take care of school provided materials and be responsible for them. If a student loses or damages materials, parents will be billed for the amount necessary to fix or replace the material.

TITLE I

Woodfin is a Title I School. Title I is a federally funded program based on the percentage of students on free and reduced lunch. Title I also provides funding for personnel, instructional and student materials, parental involvement, staff development, and parent workshops. Please review the BCS Board Policy 1320/3560 - Title 1 Parent Involvement Summary.

TOBACCO FREE SCHOOLS

School Board policies (531 and 4320) state that all Buncombe County schools will be 100% tobacco free. No tobacco products are allowed in the school or on the campus at any time.

TRANSFER POLICY

The Buncombe County Board of Education allows students to be assigned to a school district other than the one in which they live when reasons for reassignment fall within the guidelines of board policy. Parents must file an application (Discretionary Admission/Release form) and return it to the administrative offices at 175 Bingham Road, Asheville, NC 28806 to request reassignment for the next school year. For specific transfer information, you should ask the office staff for a copy of board policy or visit the BCS website. It is standard policy at Woodfin Elementary to ask for two documents as proof of residence upon registration. You may also be asked to provide proof of residence.

SCHOOL DAY HOURS

Woodfin Elementary bus riders will arrive at school between 7:40 and 7:45 AM. These students will immediately report to their homeroom classroom. Our cafe' doors open at 7:30 AM. All students MUST be in their assigned classroom at 8:00 or they are considered tardy (unless they arrive on a late school bus). Woodfin Elementary has bell to bell instruction; 8:00- 2:30. Students will be dismissed after 2:30 to the bus or car rider line.

VISITOR SIGN IN

ALL parents and visitors to campus must use the Lobbyguard System to sign in at the office and obtain a visitor sticker (or a volunteer pass if applicable). Visitors must have a picture identification card. Parents wishing to walk in with their children will follow the established procedure of coming to the office, signing the visitor registry, and obtaining a visitor tag. Please note that you must sign in if you are going past the main office. Your cooperation in helping us to follow Central Office policy and ensuring the safety of all children is expected and appreciated.

VOLUNTEERS

Volunteers are welcome at Woodfin! As a volunteer, you are an important part of the school community. When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share the same responsibilities that paid staff are held to while engaged with students.

WHO MAY SERVE AS A SCHOOL VOLUNTEER? School volunteers may be parents, community members or senior citizens. Volunteers can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly or daily commitments.

Application Process for becoming a Volunteer:

1. Visit the Buncombe County Website at, buncombeschools.org/volapp

2. Read the general information about being a volunteer, and complete the Volunteer Tracker Application.

3. Click on the green, "new to the App-Garden? Click Here to Register" link. Enter your email address, create a password, and register. An activation email will be sent to your email address to validate your account.

4. Finish your application. You will receive an email shortly once approved.

QUALIFICATIONS

• Availability, dependability, reliability, friendliness and flexibility.

• Awareness of and willingness to follow all school district or state mandated criteria.

• Special talents or abilities that help to enrich the school program.

• Recognition that accepting an assignment is a serious commitment.

• Maintain strict confidentiality regarding students and school personnel.

• A desire and interest in working with children and youth.

• A willingness to learn and to follow directions while working with students.

Level I Volunteers

• Do not volunteer more than one time per week.

• Do not have unsupervised contact with students.

• Level I Volunteers may help with PTO/PTA fundraising activities, testing proctors, athletic concession sales, school carnivals and fairs, field trip chaperones, (does not include overnight field trips) and beautification projects.

Level II Volunteers

• Volunteer more than one time per week.

• Have unsupervised contact with students.

• Must have a clear background check.

• Must have adequate reference checks.

• Level II Volunteers may work in the classroom; serve as reading buddies, extracurricular coaches, and after hours tutors.

GETTING STARTED-All volunteers MUST fill out an application on the BCS website. Click on QUICK LINKS, then VOLUNTEER, then VOLUNTEER APPLICATION. All applicants will be screened with a background check and notified when you are approved to begin volunteering.

Before starting your first volunteer task, we ask all volunteers to be aware of the following points:

• Report to the office to sign in and out. Show picture ID.

• Wear identification badges provided by the school while participating in volunteer activities.

• As a courtesy to others, please turn off cell phones while engaged in your volunteer duties.

Volunteer Responsibilities-Be responsible and safe -- always put children first.

• Always follow the correct emergency safety procedures as outlined by the school.

• Always follow the correct fire safety procedures:

• There is no talking during fire drills.

• When in a classroom, follow the teacher out of the building and stay with the class.

• When not with a student, quietly exit the building and remain at a safe distance from the building until notified that it is safe to return.

• If you are taking food into school, please check with the class teacher or school administration as some foods may be inappropriate for children with food allergies.

Be professional.

• Set up a preliminary conference with your teacher or appropriate school contact to discuss scheduling and duties. Teachers plan around your help so please adhere to the schedule. Call the school office in advance if you need to cancel your volunteer time on a particular day.

• Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.

• Under no circumstances should ongoing instruction be interrupted. If you have questions, wait until there is an appropriate moment.

• Respect that a teacher's desk and/or work area is private.

• Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. Volunteers should discuss any concerns regarding students directly and exclusively with the supervising teacher or the school administrator, not the parent or others.

• As a volunteer you may be working closely with children, sometimes on a one to one basis. If you are working with a pupil on his/her own, always ensure that the door is left open or that you and the student are visible to others.

• All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behavior and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children.

Volunteers May Not Engage in the Following:

• You may not discipline students. Please work closely with your teacher or school administrator if discipline issues arise.

• You may not administer medications to students.

• You may not drive school and/or activity buses unless properly licensed.

• Under NO circumstances is a student to be taken off of the school premises unless permission is given by the school administrator.

• You may not access student records.

• You may not photograph students (unless requested to by the supervising teacher or school administration.)

• You may not exchange emails, text messages, phone numbers or give out your own personal details with students.

WEAPONS

When your child is getting ready to leave the house to go to school each day, you likely make sure he/she has homework, projects, gym shoes, etc. Take your questioning a step further by asking your child to check pockets of coats, pants, and/or backpacks to see if there is a pocket knife, pellet gun, sharp pointed instrument or any other object that could create a discipline problem at school. Sometimes they just forgot or planned to use them after school, but the law is clear – having a weapon on campus, which includes the items previously mentioned, is a criminal offense. What happens? The child gets in trouble, the incident is reported to law enforcement, and the school system has to report the incident as a "violent act" to the State Board of Education. No one wins!

In short, please help us monitor what is brought onto a school campus. It will save your student problems at school and it will keep the school system and law enforcement from dealing with an issue that could have been avoided.

PARENTS RIGHT TO KNOW

The 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.

Woodfin Elementary School

Since 1911

Woodfin School History

Contact Information for Woodfin Elementary

108 Elk Mountain Road, NC 28704

Main Office (828) 232-4287

Fax (828) 232-4288

School Website:

https://wes.buncombeschools.org

(links to School Messenger Contact Manager and Infinite Campus Parent Portal are available on our school website)

Woodfin Elementary School - https://www.facebook.com/WoodfinElementary/

Woodfin Elementary PTO - woodfinelementarypto@gmail.com

Updated 6/2026

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Strong Schools NC Public Health Toolkit:
https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf

Technology Help Desk:
828-255-5987, 7:30 AM - 4:00 PM, Monday-Friday

Live Chat (7:30 AM - 4:00 PM, Monday-Friday)

A Spanish-speaking technician (Técnico- Habla Espanol) is available each day from 8am-4pm.

If busy, email **helpdesk@bcsemail.org**