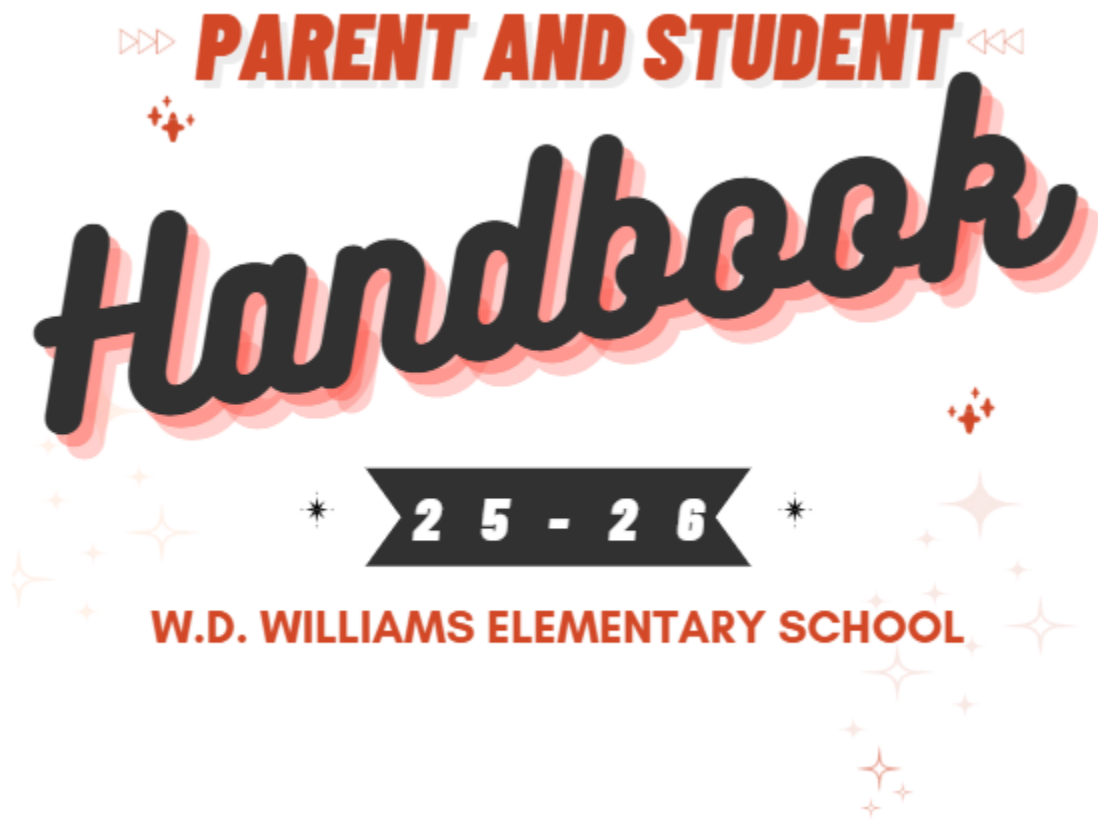


W.D. Williams Elementary

2025-2026



161 Bee Tree Road

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Website: <https://wdwes.buncombeschools.org/>

Email: wdwilliams@bcsemail.org

Facebook: facebook.com/wdwilliamselementary

August 1, 2025

Dear W.D. Williams Students and Families,

Welcome to W.D. Williams Elementary School! Our school is a special place full of dedicated and hardworking staff and students! We value the diversity and experiences that every member brings to our school. We also recognize the important role that parents and families play in the educational journey of our students. We look forward to partnering with you this year. I hope you are excited and ready for a successful year filled with learning, personal growth and fun!

This handbook contains important information regarding our school, including procedures, rules and policies from the Buncombe County Board of Education. I hope that you will find it as a helpful resource. Should you have any questions about the contents of this handbook, please feel free to contact me.

We believe all students can learn and administrators, teachers, staff, parents, students and the surrounding community have a shared responsibility for lifelong learning. The staff of W.D. Williams understands students learn and develop differently, thus working to provide different types of instruction to reach all learners. We know high expectations are the foundation for a quality education, and we will support our students in reaching those expectations. Parent and family involvement is critical to each child's success and we encourage you to be a part of your child's education.

As we begin this school year, I encourage us all to think about what it means to "do your best and be your best." We are a community of learners and excited about the opportunities ahead for the upcoming year. I am grateful to be a part of this school and the education of your child. As always, please let me know how I can support you and your student(s).

Sincerely,

Christy Jones

Principal

christy.jones@bcsemail.org



W.D. Williams Elementary School

PURPOSE: Do your BEST and be your BEST.

DIRECTION: W.D. Williams Elementary School will partner with our community to educate and create productive lifelong learners. These learners will be their BEST by: Being respectful, Engaged, Safe, and Trustworthy.

BELIEF STATEMENTS

- All students can learn, lead and serve.
- All stakeholders (administrators, teachers, parents, students and the community) have a shared responsibility for lifelong learning.
- All students feel physically safe and emotionally secure in the school setting.
- Students are the focus of the teacher's time and energy.
- Students learn and develop differently.
- Students learn best when actively engaged.
- High expectations are crucial for success.
- Instructional diversity is vital in meeting students' individual needs.
- Diversity will be respected.
- Everyone has value and is important.

Academic Standards

The staff at W.D. Williams holds high academic standards for all students. Each student will succeed as we partner together in a shared responsibility for lifelong learning.

PARENT/TEACHER CONFERENCES

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

HOMEWORK

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

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

Kindergarten & 1st Grade – 15 minutes

2nd & 3rd Grades – 20 minutes

4th & 5th Grades – 40 minutes

In addition:

- o Homework content will be determined by teacher/grade level.
- o Homework may only be a non-graded activity.
- o Students should not be penalized for homework that is not completed.
- o Students should not be required to complete homework during lunch, recess, parties, or any other extracurricular activities.
- o Homework should only be assigned Mondays through Thursdays.

- o No homework should be assigned on weekends, over holidays, or extended breaks.

REPORT CARDS AND GRADING SCALE

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

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

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

Grades 1-2 will receive progress reports in the areas of reading, writing process, and mathematics. The progress report will use the following grading scale:

- 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

Science, social studies, health, and technology competencies are taught as integrated subjects in all graded subject areas. All students participate in art, music, and physical education on a regular basis. If a student is not meeting expectations in these areas, parents will be notified.

Grades 3-5 will receive a numeric grade in reading, written communications, mathematics, science/health, and social studies. The report card will use the following grading scale:

- A: 90-100; Consistently meets grade level expectations at an outstanding level
- B: 80-89; Frequently meets grade level expectations at a high level
- C: 70-79; Meets grade level expectations at a satisfactory level
- D: 60-69; Seldom meets grade level expectations
- F: 59 and below; Does not meet grade level expectations

All students participate in art, music, and physical education classes; technology competencies are integrated into all graded subject areas. If a student is not meeting expectations in these areas, parents will be notified.

After School Care

An after school program is offered for parents who need childcare after school dismisses. Buncombe County YMCA operates an after-school care program on the campus of W.D. Williams. The hours are 2:30 p.m. – 6:00 p.m. and begins the first day of school. Students must be enrolled in the program in order to participate. Those who are registered will be taken by a school employee to the YMCA staff (usually in the gym) after school dismisses at 2:30 p.m. Registration forms may be picked up in the school's front office. For more information, please call 828-210-2273 or visit www.ymcanc.org.

Attendance

Regular attendance is essential to success in school. Students who consistently come to school on time and remain through dismissal at the end of the day have greater success than peers who are late or absent often. To be counted present for the day, a student must be in school for one-half of the school day (7:50 a.m.-11:30 a.m.) Students in grades K-5 may only have a maximum combined total of eighteen (18) excused and unexcused absences in a school year.

When a student returns to school following an absence, please send a note to school as soon as possible. Notes can be hand delivered to the office or emailed to wdwilliams@bcsemail.org. Absences will be coded unexcused until a note is received. If the reason for the absence is considered "lawful" then it will be changed to an excused absence. An absence may be excused for any of the following reasons:

1. Personal illness or injury that prohibits the student's physical ability to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. At least (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student's parents.
6. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.
7. Attendance at the proceedings of a court tribunal if the student is party to the action under subpoena as a witness in a court proceeding.
8. A student whose parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families; and (b)

has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Family trips and vacations scheduled during the school year are not considered lawful absences and will be coded unexcused. Educational trips, related to a student's grade level curriculum, could be considered as a valid educational opportunity and be excused. A "Request for Approved Educational Student Leave" must be submitted **two weeks** prior to an absence for principal approval.

In the case of excused absences, short-term out-of-school suspension, and absences under G.S. 130A-44 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension). Assignments missed due to participation in school-related activities are also eligible for makeup by the student. The teacher shall determine when the work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

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

Please review the Buncombe County School Board Policy: [Attendance Policy Code 4400](#) at the end of this handbook. You may also visit our WDW Attendance Protocol at [THIS LINK](#).

***The Principal-Approved DAR (Discretionary Admission Release) may be revoked due to excessive absences.*

Bus Transportation

Bus transportation is provided for students to their home address within the W.D. Williams attendance district to the greatest extent possible. Please contact the office to inquire about bus transportation. All requests for bus transportation may take up to two school days to be approved so please plan for alternate transportation. Students are not allowed to ride a bus other than their assigned bus unless a written request from the parent/guardian is received. These requests must be presented to the front office for approval, then a Transportation Change note will be given to the bus driver. *At this time, we do not allow students to ride home*

with other students for sleepovers or playdates. Students will not be allowed off at a bus stop other than their own unless the student has a Transportation Change note approved by the front office.

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

Kindergarten and first grade students will not be allowed off the bus unless a familiar adult is present at the stop, or the child is accompanied by an older sibling and the office has a note that gives the school permission to allow this. Second through fifth grade students can get off the bus without an adult present if the office has a note from a parent/guardian that can be kept on file at the school, and with the driver, identifying another adult the child may be left with or giving the child permission to walk home from the stop. If none of these conditions are met, students will be returned to school and will wait until someone can pick them up.

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

School Bus Rules

1. Be respectful and courteous.
2. Remain seated when the bus is in motion.
3. Keep hands, feet and objects inside the bus at all times.
4. Playing, throwing objects, making loud noises or otherwise distracting the driver is not allowed.
5. Eating, drinking or selling items on the bus is not allowed.
6. Tampering with any of the safety devices on the bus (door latches, fire extinguishers, safety windows, safety exits) will not be tolerated.
7. Flowers, balloons, live animals, or large packages are not allowed on the bus.

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

Any bus updates or changes will be shared as quickly as possible to our Facebook page: www.facebook.com/wdwilliamselementary and our school alert system.

Cafeteria

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

Any student wanting to purchase extra items must have money at the time of purchase. Smart Snack items may not be charged to student lunch accounts. Students are not allowed to purchase Smart Snack items for classmates.

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

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

Great news! All enrolled students at Buncombe County Schools are eligible to receive a healthy breakfast and lunch at school at no cost to your household each day of the school year. WD Williams Elementary School Parents, there are no action steps for you to take at this time to participate in this program.

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

Meal Prices for 2025-2026

Student Breakfast: Free

Adult Breakfast: A La Carte Pricing

A La Carte Milk: \$0.85

Student Lunch: Free

Adult Lunch: \$4.15

Clubs

Our teachers and staff offer some school clubs before and after school. If a student would like to participate, they must have their parent/guardian complete the permission form and provide transportation. Buses cannot be provided for clubs. Any student who receives 3-5 office referrals in a school year will be placed on a behavior contract to participate in any club. Students who have more than 6 office referrals will not be allowed to participate in clubs. Parents and students must sign and abide by the contract.

Dismissal

We will implement the following dismissal procedure in order to provide adequate supervision through the end of the school day.

Due to safety concerns, students will not be allowed to be signed out between 2:00-2:30.

Students are expected to stay through the end of the school day as teachers plan academic instruction up until 2:30 p.m. Students who ride the first load of buses are dismissed at 2:30 p.m. Students who leave by car are dismissed at 2:35 p.m. Parents/guardians should pick up car riders at the rear of the school. This enhances safety by separating bus transportation from cars. Students enrolled in YMCA After School will be escorted to the program at 2:35 p.m. by school staff.

Adults picking up students in the car line must have a W.D. Williams official car tag in order to pick up a student. Car tags will be available at Meet the Teacher Day in August, or can be picked up in the front office with a photo ID. Students will not be permitted to leave with an adult who does not have a W.D. Williams car tag. School staff will assist with loading students into cars. Adults going through the car line should remain in the car and follow the flow of traffic accordingly. Anyone who must come in the school to pick up a child must report to the front office to sign the student out. Please park in the upper lot in front of the school on Patton Cemetery Road. Students should be picked up no later than 3:05 p.m. or enrolled in YMCA After School.

When picking up students in the afternoon, please be sure to follow the flow of traffic. Cutting in line will not be tolerated, as it is not safe for families. The car line will circle all the way around the top of the parking lot and then back down to the covered sidewalk area. Cars must display an official W.D. Williams car tag in the front window in order to pick up students. Cars without an official car tag will be directed to go to the front of the building on Patton Cemetery Road, park, and come into the office. Office staff will check identification before releasing students.

EARLY DISMISSAL

Students may not leave school grounds before 2:30 p.m. unless he or she is signed out by a parent/guardian or someone with parental permission. Anyone picking up a student should come to the front office with a photo ID before 2:00.

The school calendar has scheduled several Early Dismissal school days throughout the year when students will be dismissed two hours early (12:30 p.m. instead of 2:30 p.m.). If students will be going home a different way than their normal routine, a note will need to be sent to the

office. This written change in transportation can be hand-delivered to the front office or sent to wdwilliams@bcsemail.org.

Dress Code

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

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

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

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

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

Dual Language Program

Dual Language is a form of bilingual education which uses two languages, Spanish and English, for literacy and content instruction. BCS offers a Dual Language/Spanish Immersion Program in all six districts, grades K-5. A continuum of extended language acquisition opportunities is available, grades 6-12. According to research findings, it takes 5 to 7 years to acquire academic language in a second language (Collier and Thomas, 2012). Time and consistency are key. BCS is committed to this program and brings in top teachers from around the world to teach these classes. We currently have one class per grade level that is a Dual Language classroom.

Students must enter this program in Kindergarten or within the first 60 days of first grade. Please click [here](#) to visit the BCS Dual Language information page.

Ferpa and Annual Public Notices

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

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

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

Field Trips

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

General Rules and Expectations

CARE FOR SCHOOL PROPERTY

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

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

CONDUCT AND DISCIPLINE

The staff of W.D. Williams works to maintain a productive and engaging learning environment, and expects students to behave appropriately while at school. An emphasis on positive behaviors and recognition for following expectations is the foundation of school behavior. Significant behavior that stops a teacher from teaching or prevents other students from learning will result in consequences from administration and parental involvement. Each classroom establishes rules, rewards and consequences for the class. School-wide expectations for behavior in the hallways, restrooms, bus, cafeteria, playgrounds and auditorium are also set.

Student behavior is documented through Educators Handbook as Minor Incidents (teacher-managed behaviors) and Office Referrals (administration-managed behaviors). Repetitive behaviors or serious infractions could result in a student receiving an Office Referral.

When students are sent to the office, consequences could include but are not limited to: administrator conference with student, administrator conference with parents, restitution, lunch detention, time out in office, in-school suspension, out-of-school suspension or other necessary consequences.

W.D. Williams strives to foster a climate of respect and personal responsibility among students and does not tolerate bullying in any form. School staff watch for signs of bullying in order to stop it immediately when it occurs. Bullying happens when someone repeatedly keeps hurting, frightening, threatening or leaving someone out on purpose. Anyone with knowledge of a situation involving bullying can either report the incident to school staff, including school counselors and administration. [Here](#) is the BCS Bully Policy and Protocol.

DRUG, ALCOHOL AND TOBACCO USE

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

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

PERSONAL ELECTRONIC DEVICES AT SCHOOL

Students are permitted to possess wireless devices on school property as long as they are not activated, used, displayed, or visible during the instructional day. School employees may immediately confiscate any wireless devices that are on, used, displayed, or visible per school board policy 4318. Electronic devices will be returned only to the student's parent.

Illness or Injury

Teachers will care for minor injuries which happen to their students. Gloves will be worn anytime there is potential contact with blood or bodily fluids. Whenever a child is injured—even if it is a minor injury—the child's parents will be made aware of the situation by phone or DOJO message. If an accident requiring medical attention occurs, the office and parents will be notified immediately. The school will complete a Buncombe County School

Incident Report on the same day an injury occurs, send one copy home to the parent, and turn in one copy to the office.

If a student becomes ill at school, and cannot remain on campus, parents/guardians will be notified immediately, and arrangements will be made to send the child home. It is important for parents to know that students may not return to school for 24 hours after vomiting or fever. Please refer to our school nurse Tori Rothenhoefer with any questions about student illnesses.

Medication

Any student taking medication prescribed by a physician or over-the-counter medication is required to have a medication form on file at the school. Medication forms may be picked up in the front office. This form must be signed by a physician authorizing its use. Medication must be brought to the school by a parent/guardian and remain in the office. Medication, including over-the-counter, cannot be sent to school with a child.

Morning Arrival

Students who arrive at school by car may be dropped off at the rear of the building beginning at 7:15 a.m. Please do not drop off students at the front of the building so that this area remains clear for bus riders. Students will report to the cafeteria and be supervised until 7:30 a.m. At that time, all students are dismissed to their classrooms. Breakfast is served 7:15 am-7:30 am in the cafeteria and in the classroom from 7:30am- 7:50 am. The warning bell rings at 7:45 a.m. and school begins promptly at 7:50 a.m. It is imperative students arrive on time. Students who thrive in school, arrive earlier than the starting time in order to prepare for the day.

Traffic around the school in the mornings and afternoons can be quite busy. The number one priority is student and staff safety. Attention to the following guidelines in order to prioritize safety is appreciated.

When dropping off students in the morning, please be sure to follow the flow of traffic. Cutting in line will not be tolerated, as it is not safe for families. The car line will circle all the way around the top of the parking lot and then back down to the covered sidewalk area. Please drop off students by having them exit on the passenger side of the vehicle at the sidewalk then, continue to follow the flow of traffic to exit the campus. If a child needs to be accompanied to the building doors, please follow the flow of traffic and park in the lot at the very top of the parking lot. Use the crosswalk to cross the street and proceed down the sidewalk. Do not park in the lower lots and then cross through the car line traffic.

Buses will unload and load in the front of the building on Patton Cemetery Road each morning and afternoon. Due to the various times buses come in to unload in the mornings, it's important to keep the front circle clear of traffic. After buses leave in the afternoon with the first load of students, several return to pick up a second load of students. Due to the various times buses come in to load second runs, it's important to keep the front circle clear of traffic. Anyone needing to come to the front office should park in a space at the top of the parking lot. Cars who pass a bus with red flashing lights and an extended stop arm are in violation of passing a stopped school bus, even if the bus is parked in the front circle. Please be mindful of this in order to ensure student safety and avoid a potentially costly ticket.

A parent or guardian will be required to walk any student that is tardy into the office and help the student sign in at the kiosk. After the student receives his/her tardy slip, the student may walk to class. Students who arrive after 11:30 a.m. will be counted absent for the day

Parent/Family Involvement

VISITORS

Schools are part of the community under the direction of the staff. Due to legal responsibilities for the people within the building, all visitors are to formally check in at the office and receive a pass before reporting to a classroom or other area of the school. During the hours of 7:55 a.m. and 2:30 p.m. visitors must enter the school by way of the front entrance, off of Patton Cemetery Road, and then proceed directly to the office.

VOLUNTEERS

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

Level I Volunteer

(No Background Check Required)

- o Must complete Volunteer Application prior to volunteering
- o Volunteer once a week or less

- o No unsupervised contact with students
- o May help with PTO activities, test proctoring, school events, field trips

Level II Volunteer

(Background Check Required)

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

Parties

If you would like to celebrate your child's birthday at school, we ask that you communicate with your child's teacher for details. Individual celebrations cannot interrupt the instructional day. Meeting your child in the lunchroom to enjoy lunch with them on their special day is a great way to celebrate. We do not allow the delivery of balloons, flowers, etc., as they cause a disruption to the learning environment. Please do not send party invitations for your child or your child's teacher to deliver unless ALL students in the classroom are invited. Board policy does not allow home baked goods to be sent for classroom snacks or parties. All food sent must be from a commercial bakery or pre-packaged snacks. We encourage you to send snacks that would be considered healthy as part of our Healthy Active Children Policy. **If your child's classroom is a nut-free classroom, please make sure to follow the guidelines communicated by your child's teacher at the beginning of the year.

PBIS (Positive Behavior in Schools)

PBIS is a framework that supports school staff in setting expectations for academics and social behavior. It is a framework or approach for assisting school personnel in adopting and

organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS supports the success of ALL students.

Students are taught expected behaviors identified in the behavior matrix and develop classroom expectations with their teacher. These are the foundation for school rules. Students are recognized for positive behavior through classroom incentives, W.D. DOJO Dollars that can be used for various incentives, Positive Referrals and Whole-School Incentives.

 W.D. Williams Elementary School "Do your BEST! Be your BEST!"				
	<u>B</u>e Respectful	<u>E</u>ngaged	<u>S</u>afe	<u>T</u>rustworthy
Hallways	Quiet hands and feet, Hands to self	Know where you are going and go directly there	Walking feet, single file, right side	Keep clean, Follow directions
Restrooms	Keep clean, Respect privacy	Use properly, return to class promptly	Hands, feet and objects to yourself, Wash hands, walking feet	Quiet, Water off and flush
On the Bus	Quiet	Follow directions, Stay seated	Hands, feet, and objects to yourself, feet out of aisle	Listen, Obey the driver
Cafeteria	Talk at your table, quiet voices, obey adult directions	Eat your meal, Adjust your voice, Raise your hand	Walking feet, sit appropriately, use utensils for eating	Use manners, Clean up
Playground	Share, Take turns	Safe and wise choices, Be active	Use equipment correctly, Leave rocks and sticks on the ground	Help others, Be a friend
Auditorium	Listen, Use manners	Participate appropriately	Follow directions, walking feet	Use manners

PTO

We have a small but MIGHTY PTO that works tirelessly to enrich the education of every student at WD with:

- Money for Field Trips and activities
- Volunteers to help at various events throughout the year at WD
- Raising money by sponsoring a Fall Festival and other events!

They welcome parents and families to help with various projects throughout the year and have an open monthly meeting in the Media Center. They invite everyone to join the fun!

Safety Policies

CHECK IN/CHECK OUT

Every person entering the building must proceed to the main office and sign in on the Raptor Kiosk. This includes all students who arrive tardy, students who are being dismissed early/leaving for an appointment or any adult visitor/volunteer. We require parent/guardian ID when signing a student out of school.

CHILD CUSTODY

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

DRILLS

Drills are conducted throughout the school year in accordance with the Safe Schools plan for Buncombe County Schools and W.D. Williams Elementary. These will include, but are not limited to, monthly fire drills, bomb threat drills, perimeter and full lockdown drills and tornado drills. Student safety is the number one priority and being prepared in the event of an emergency is important.

EMERGENCY PHONE NUMBERS

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

PEANUT/NUT SENSITIVE SCHOOL

W.D. Williams is a nut sensitive school, therefore we will have designated tables in the cafeteria for students that have a nut allergy to prevent any cross-contamination between classes. Please make sure that your student's teacher is aware of any nut allergies. We may designate

classrooms as “Nut Free” if a student has a severe allergy. Please only send store bought items in their original packaging with the ingredients listed.

STUDENT RECORDS

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

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

WEAPONS

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

Title One

W.D. Williams is a Title I school, which means money is received from the federal government to help ensure students meet challenging state academic content and achievement standards. Funding is dependent upon the percentage of students who qualify for free or reduced lunch

prices. Parents can request information regarding professional qualifications of staff through the Parents Right to Know for Title I schools.

Parents Right to Know

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

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

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

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

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

Request must be in writing to the principal.

Title IX

Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact

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

Transportation Changes

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

Videotaping and Photography

It is the school system's procedure not to require parent permission for students to be photographed, videotaped, and/or interviewed by school system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with disabilities if they will be identified as a child with a disability. Parents/guardians may request their child not be photographed, videotaped, and/or interviewed by notifying the school in writing within ten (10) days of the start of the school year or enrollment (whichever occurs later).

Weather

The decision to call school off due to inclement weather is made by the superintendent and the information is given to the local media by 6:00 a.m. if possible. This information is also posted to the Buncombe County School website (www.buncombeschools.org) and social media accounts. An inclement weather plan for students should be submitted to the teacher in case

of an unplanned early dismissal. The plan should include information on where a child goes in case of bad weather. It is the parent/guardian's responsibility to notify the teacher and/or school of any changes in the inclement weather plan, since what is on file will be followed in the event of an unplanned early dismissal.

Re: Parents Right-to-Know Letter and Annual Report Card Notifications

To: Parents and Family Members

Date: August 2024

As a parent and family member of a student at W.D. Williams Elementary School and part of our beginning of each school year notifications, you have the right to know about the following:

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

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

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

- (1) Professional Qualifications and Licensing Criteria of Teachers
 - a. W.D. Williams informs parents that they have the right to request information regarding the professional qualifications of their student's classroom teachers, and our response will occur in a timely manner, including the following information and whether the student's teacher—
 - i. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
 - ii. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, and
 - iii. is teaching in the field of discipline of the certification of the teacher.
 - b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- c. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required; and
- d. Timely notice that your child has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the assigned grade level and subject area.

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

- a. Parents may request and receive a response in a timely manner, information regarding any State or local school policy regarding student participation in any assessments mandated and affiliated procedures, or parental right to opt the child out of such assessment, where applicable.
- b. W.D. Williams shall make widely available through public means and notice, including by posting in a clear and accessible manner on our website each grade served with information on each assessment as required by the State and locally, to comply where such information is available and feasible to report, including—
 - i. the subject matter assessed,
 - ii. the purpose for which the assessment is designed and used,
 - iii. the source of the requirement for the assessment, and
 - iv. where such information is available—
 - 1. the amount of time students will spend taking the assessment and the schedule for the assessment; and
 - 2. the time and format for disseminating results.

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

- a. Not later than 30 days after the beginning of the school year, W.D. Williams will inform parents of an English learner identified for participation in such a program with the following information—
 - i. the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program,
 - ii. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement,
 - iii. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction,
 - iv. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child,
 - v. how such a program will specifically help their child learn English and meet academic achievement standards for grade promotion and graduation,

- vi. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school,
- vii. in the case of a child with a disability, how such programs and services meet the objectives of the individualized education program of the child, and
- viii. information pertaining to parental rights that includes written guidance
 - 1. detailing the right that parents must have their child immediately removed from such program upon their request,
 - 2. detailing the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available, and,
 - 3. assist parents in selecting various programs and methods of instruction if more than 1 program/method is offered.
- b. Special Rule During the School Year—For those children identified as English learners during the current school year, W.D. Williams shall notify the children’s parents during the first 2 weeks of the child being placed in a language instruction educational program.
- c. Parent Participation W.D. Williams shall implement an effective means of outreach to parents of English learners to inform such parents—
 - i. how they can be involved in the education of their children; and
 - ii. be active participants in assisting their children to—
 - 1. attain English proficiency,
 - 2. achieve high levels within a well-rounded education; and meet the challenging State academic standards expected of all students.
 - iii. W.D. Williams is committed to implementing an effective means of outreach to parents, which includes holding and sending notice of opportunities for regular meetings to formulate and respond to recommendations from parents of English Learners.

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

Please contact Christy Jones at 828-686-3856 or christy.jones@bcsemail.org if you have additional requests, questions, or would like to receive more about this information. Thank you.

Christy Jones, Principal

QUICK REFERENCE for your Refrigerator!

Students may arrive on campus—7:15 a.m.

School starts—7:50 a.m.

School ends—2:30 p.m.

W.D. Williams Website

<https://wdwes.buncombeschools.org/o/wd>
[w](#)

Follow us on Facebook for Updates!

www.facebook.com/wdwilliamselementary

Email Attendance Notes or Transportation
Changes

wdwilliams@bcsemail.org

Important Contacts and Phone Numbers

W.D. Williams YMCA After School	828-210-2275
YMCA After School Main Office	828-210-2273
Christy Jones, Principal	828-686-3856
Kristen Frisbee, Assistant Principal	828-686-3856
Andrea Osteen, Head Secretary	828-686-3856
Amanda Tomblin, Receptionist	828-686-3856
Kim Yelton, Data Manager	828-686-3856
Kassandra Cumming, Media Coordinator	828-686-3856
Chevelle Cornett, Cafeteria Manager	828-686-5398
Brooke Cherry, School Social Worker	828-686-3856
Kelli Pritchard, School Counselor	828-686-3856
Tori Rothenhoefer, School Nurse	828-545-8491