



William W. Estes Elementary School

275 Overlook Road
Asheville, North Carolina 28803
(828) 654-1795
FAX (828) 654-1798

Welcome To Estes Elementary School

Welcome to our school! This part of the website is to give all students and parents some basic information regarding policies and procedures at our school. The information is not intended to be all-inclusive, but rather an overview of what you need to know.

Additional information is sent home with your child providing more details of our expectations. Some of the information will be consistent school-wide while other information will be unique to the student's classroom.

We want your involvement. By providing you with this information, along with weekly newsletters and regular classroom communications, we hope you will have the necessary information to be involved. If at any time you have questions or concerns regarding school or classroom expectations, please let us know.

With the interest of your child always coming first.

Dr. Paula Pinkerton, Principal
paula.pinkerton@bcsemail.org

Estes Expectations and Pledge

All staff members at William W. Estes Elementary School agree to do their best in promising to help guide your child in their learning. As you read these expectations and pledge we hope you too will do your part.

The Estes Pledge
At Estes Elementary School, We are Learners, We are Leaders, We are Family

Academic Standards

Project S.O.S. (Study! Organize! Succeed!)

At Estes we will continue to emphasize study skills and organization. Students who come to school prepared to work and with the necessary materials are more successful.

Homework helps strengthen skills learned at school and helps to develop independent work habits. All students at Estes will have homework assigned every night Monday through Thursday. At times, the assignment will be to review class work or to read aloud.

All students will have homework recorded in a homework log. Parents should check the log each night for assignments and for teacher comments. Please use the log to comment on any problems or concerns you have regarding homework assignments. Also, initial the log nightly showing that you checked it.

Students will be required to bring home their notebook every night. Returned papers will be placed in their folders. Please take time to look at your child's work and to discuss it.

Your child will be learning specific skills at each grade level. Our goal is to help students become organized, independent, self-motivated learners. Good organization is one of the keys.

Reasonable Accommodations

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) should be made within a reasonable time prior to the activity to the:

ADA Coordinator
Buncombe County Schools
175 Bingham Road
Asheville, NC 28806

After School Care

Welcome to the YMCA After-School Program where we build strong kids, strong families, and strong communities. Our After School program runs Monday through Friday 2:30PM - 6:00PM. We are open on Early Release Days, Snow Day, Holiday Care and Teacher Work Days. Our program offers a variety of activities for the students throughout the day, such as science, literature, cooking, games, arts and crafts, homework time and more.

For additional information please contact the director, Laura Warren, at 828-775-7096 or the website at <http://www.ymcawnc.org/> or call 828-210-CARE.

Afternoon Car Riders

Parents picking up children are requested to remain in their cars until students come to the parking lot. We will follow the same car rider line path as last year. P

Without parents/guardians written permission, no student will be allowed to travel home in any vehicle other than the assigned one.

Car Rider Identification Program

Estes requires that all cars picking up a student must have an ID sign (sent home with students at the beginning of the year) prominently displayed in the driver's side area. This will let us know that you are an authorized person to pick up the child. If you do not have the sign displayed in your car window, you will be asked to come inside the office and provide identification to pick up your child.

Without parents/guardians written permission, no student will be allowed to travel home in any vehicle other than the assigned one.

Once we have called your child, please pull up as far as possible in the car lane in order to keep the traffic flowing smoothly. School staff will direct you where you need to stop in order to load or unload children.

Please do not leave your car unattended in line or in the bus area. Car riders will only be dismissed from the car rider area to a vehicle. They will not be dismissed to people who walk to the car rider area.

For the safety of our children and staff
PLEASE
refrain from using your cell phone

We appreciate your cooperation . We are confident that this policy will ensure the safety of our students as well as speed up the process of picking up your children.

Should you have any questions or did not receive your ID Sign, please contact the office.

Annual Public Notices including Family Educational Rights and Privacy Act (FERPA)

The Annual Public Notices are provided for informational purposes to families and students. This includes the Family Educational Rights and Privacy Act (FERPA), a federal law, which gives parents and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's education records.

Copies of the Annual Public Notices are available in the Estes office for your review.

Arrival

School will open each morning at 7:15 a.m.

Teacher work hours are 7:30 a.m. – 3:30 p.m.

COVID 19 Start Time: During the pandemic, we will start school at 7:30

COVID 19 End Time: During the pandemic, we will end school at 1:30

COVID 19: During the pandemic, students should arrive on campus at 7:30 until 8:00. Class will start at 8:00. When students arrive on campus, they will report straight to their classrooms.

- When it is necessary for a parent/guardian to leave his/her child prior to 7:30 a.m., the child will report to the cafeteria.
- On arrival at school after 7:30 a.m. students will report to their classrooms.
- Students are counted tardy at 7:55 a.m.

There are two entry points into the school before 7:55 am:

Car Riders: All students who arrive to school by car must use the entrance closest to the playground. This will allow for greater supervision and keep students under the awning during inclement weather.

Bus Riders and Walkers: All students who arrive to school by bus or walking must use the cafeteria entrance in the Bus Parking lot.

In an effort to minimize the number of people within the building, we are requiring all families to say their goodbyes in the car or at the entry points to the school. No parents will be allowed to escort students to their classrooms.

During the pandemic: At 8:00 a.m. our side entrances will close and students who arrive to school tardy will enter through the front entrance buzzer system and MUST be accompanied by an adult for check-in.

Attendance

The Buncombe County Board of Education and William W. Estes Elementary School staff believes that regular school attendance is of the utmost importance to the educational achievement of each student. This belief is reflected in the Board of Education policy on attendance.

During the pandemic, students are expected to attend all zoom meetings, complete assigned work, and turn in their work each day. If a student has not checked in with their teacher by way of zoom and assignment completion, the student will be counted absent for the day. Please stay in contact with your teacher to communicate any challenges you and your child are experiencing with attending daily zooms and/or completing assignments.

The Board of Education policy on attendance states: When students are absent from school for an acceptable reason, notes from home are required upon the students returning to school. Absences are listed as unexcused until notes are received with **three** days of the student's return to school. Doctors' notes may be required for multiple health related absences or a history of absences.

According to this policy "students are expected to be in attendance for each day of the regular school year, which normally consists of 182 school days." You may view a copy of the Buncombe County Schools Elementary School Attendance Policy #403 by clicking the Policy Link - [Policy #403](#)

Please make every attempt to schedule vacations, medical appointments, and other activities during non-school times. Students must attend school one-half of the school day (3 hours, 15 minutes) in order to be counted present for the entire day.

School Bus Safety

Bus Rules

1. Talk in a soft voice.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Use nice words.
5. Food, gum, and drinks should be left in your book bags.
6. When lights go on, the driver needs you to be quiet.

During the pandemic: We can only transport 20 students on the bus at one time. One child per seat, and siblings can sit together.

North Carolina Law gives the principal authority to suspend students from riding the school bus should they:

- Engage in fighting, smoking, or using profanity.
- Delay bus schedule.
- Tamper with buses.
- Refuse to meet the bus at a designated stop.
- Get off the bus at the wrong stop while in route to or from school, when this has been forbidden.
- Playing, throwing any object, or otherwise disturbing the driver's attention while on the bus.
- Failure to observe safety rules and regulations.

At school we will stress bus safety. We hope parents will remind their children of bus behavior standards.

School authorities will try to solve bus misbehavior. However, when the misbehavior is flagrant and/or habitual, parents will be notified by phone or letter, and will be asked to correct the behavior. If these measures are not effective, the principal will suspend the child from riding the bus.

Conferences

Parent-teacher conferences are encouraged. Conferences may be scheduled after 2:30 p.m. or before 8:00 a.m. Please do not request to meet with teachers between 8:00 a.m. and 2:30 p.m. Also, do not go by classrooms to discuss your child during these hours. Teachers must devote this time to classroom instruction. Call the school office to arrange a conference at 828-654-1795.

During the pandemic, please contact your teacher or the front office to schedule conferences as needed.

Change/Add Contact Information

It is important to have your current contact information on record at school. If you need to change or add an address, home, cell or work phone number, or email address, please send a note to your child's teacher.

Buncombe County Schools Policy

The Buncombe County School System does not discriminate on the basis of race, color, religion, sex, 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 law. If you feel that you have been discriminated against, please call the Buncombe County Board of Education.

Discipline

Maintaining discipline and an orderly climate in our school is essential for teaching and learning to occur. We ask that parents support and assist us in this important area. We ask that proper behavior be taught at home to reduce the occurrence of misbehavior at school.

Each student has the right to learn as much as he/she can. We will not permit any student to prevent another student from learning. We will not permit any student to engage in behavior that is not in his/her best interest.

Class rules may vary among classrooms. However, all rules will be clearly stated and will be fairly and consistently enforced. Rules and consequences for each classroom are posted.

We believe that all students can behave. By the time we make the decision to contact parents, your child will have made several choices not to behave.

The following are general rules of conduct we expect all students to observe:

- Keep hands, feet, and objects to yourself.
- No running or pushing in the building.
- Hoods must be removed from heads when in the building
- No toys, including cell phones, gaming devices, etc. (Exception: Sharing time with permission of the teacher in primary grades.)
- Do not bring gum, candy, or bottled/canned drinks to school.
- No tobacco products are allowed.
- Knives will not be permitted at school. If knives are found, they will be taken and returned only to the parent.
- Profane language or fighting is expressly prohibited.
- Respect the property of others.

- Always show proper respect to staff members, students, and visitors.

Discipline - PBIS -Positive Behavior Intervention and Support

What does Positive Behavior Intervention and Support look like at Estes Elementary School?

At Estes Elementary School we have a set of school-wide expectations that shape the culture of our school. The four expectations are taught, modeled and practiced throughout all grade levels. Expected behavior is encouraged with positive feedback and earned privileges. The expected behavior has been matched with the 7 Habits from Leader in Me.

To learn more about Positive Behavior Intervention and Support in North Carolina visit the website at <http://www.ncpublicschools.org/positivebehavior/> or <http://www.pbis.org>

Estes Expectations

Respect Yourself and Others

Academic Success and Show Responsibility

Manners

Safety

Estes RAMS Leadership Expectations						
	Classroom Leaders	Hallway Leaders	Cafeteria Leaders	Bathroom Leaders	Bus Leaders	Playground Leaders
Responsibility *Be Proactive	<ul style="list-style-type: none"> Be a positive leader by making good choices Listen and follow directions the first time Be prepared Take care of materials Keep desk and room clean 	<ul style="list-style-type: none"> Hands, feet and objects to self Stay in your spot in line Pick up items that don't belong to you (lead by example) 	<ul style="list-style-type: none"> Listen to the supervising adults Take what you need the first time Clean up after self and others Place trash in trash cans 	<ul style="list-style-type: none"> Clean up after yourself and others Wash hands Leave no trace 	<ul style="list-style-type: none"> Listen to the driver Keep bus clean Packs on laps Help others with their stops 	<ul style="list-style-type: none"> Remember coats, hats, and mittens Collect and take care of playground equipment Line up immediately and quietly Dress appropriately for weather
Academic Success *Begin With the End in Mind *Put First Things First	<ul style="list-style-type: none"> Put forth 100% effort Complete your classwork and homework Share your thinking Ask for help when needed Solve problems together Do your own work 	<ul style="list-style-type: none"> Go directly to your destination and return promptly 	<ul style="list-style-type: none"> Eat a healthy lunch Use a quiet voice 	<ul style="list-style-type: none"> Go directly to bathroom and back to class Voices off 	<ul style="list-style-type: none"> Know what to do in case of an emergency 	<ul style="list-style-type: none"> Play together Exercise
Manners *Think Win-Win *Seek First to Understand Then to Be Understood	<ul style="list-style-type: none"> Listen with your eyes, ears and heart Share materials Use kind words Talk when it is your turn Respect other people's property Greet others in a positive way 	<ul style="list-style-type: none"> Accept your location in line Keep hands, feet and objects to self Keep hands by your side or behind your back Voices off on the tile Greet visitors in the hallway 	<ul style="list-style-type: none"> Eat your own food Face forward, legs under table Use fork, chew with mouth closed Leave spaces cleaner than you found them 	<ul style="list-style-type: none"> Report empty paper towels and toilet paper Wash your hands Give others privacy Place paper towels in trash 	<ul style="list-style-type: none"> Take care of yourself Lights on, voices off Obey the silent road 	<ul style="list-style-type: none"> Be a friend Tell the truth Share Include others Follow the rules Use kind words Take turns and synergize Think win-win
Safety *Synergize *Sharpen the Saw	<ul style="list-style-type: none"> Ask permission before leaving Use materials properly Respect space of others Listen to announcements 	<ul style="list-style-type: none"> Stay on the right side of the hallway Use walking feet Stay with your class Face forward 	<ul style="list-style-type: none"> Ask permission before leaving Sit on your bottom Stay seated Silence during announcements 	<ul style="list-style-type: none"> Take care of needs quickly and quietly, then return to class Keep doors unlocked after use Wait your turn quietly 	<ul style="list-style-type: none"> Stay seated until bus stops Use quiet voices Back to back, bottom to bottom Keep food and drink in your backpack 	<ul style="list-style-type: none"> Play safely Use equipment properly Hands to self

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Virtual RAMS Expectations

	Entering Zoom	Teacher-Led Instruction	Small Group (Break out Rooms)	Independent Work Without a Teacher
Responsibility *Be Proactive	<ul style="list-style-type: none"> Be on time and ready to learn Have materials ready. Make sure your computer is charged. You are dressed and in a productive learning space. 	<ul style="list-style-type: none"> Ask questions using voice or chat when appropriate. Use a reaction button when you need to alert the teacher (hand raise or thumb up). Listen and follow directions the first time. Be present and avoid doing other things while we are in our meeting. 	<ul style="list-style-type: none"> Encourage each other to stay on topic. Complete the work together. Use the "Ask for Help" button if you have questions. Be present and avoid doing other things while we are in our meeting. 	<ul style="list-style-type: none"> Complete your work and submit it on time. Contact your teacher if you need assistance. Make use of any office hours and resources. Make sure you have all your materials for the assignment ready.
Academic Success *Begin With the End in Mind *Put First Things First	<ul style="list-style-type: none"> Try to find a distraction free zone, so you can focus on your meeting. Turn off other electronics (video games, TV, cell phones, etc.). Have your school supplies out and available. 	<ul style="list-style-type: none"> Start with a Mindful Minute. Put forth 100% effort. Complete your classwork each day Share your thinking Ask for help when needed. 	<ul style="list-style-type: none"> Choose a speaker in the first 30 seconds to report back. Share reporting job with people in your group who haven't shared. Focus on the question or task at hand. Encourage each other to stay on topic. Hold each other accountable. Encourage others to participate. 	<ul style="list-style-type: none"> Do your best to complete your assignments. Make sure YOU (the student) are doing your own work, not a brother, sister, mom, dad, etc. Write down any questions you have during the assignment for your teacher.
Manners *Think Win-Win *Seek First to Understand Then to Be Understood	<ul style="list-style-type: none"> Video on at all times as appropriate. Check your box to make sure you are visible and right side up. Don't use chat unless instructed or needed. Have appropriate conversations while waiting for the class to come. 	<ul style="list-style-type: none"> Video on at all times as appropriate. Listen with your eyes, ears, and heart. Audio muted. Answer questions in the chat box or unmuted when instructed by the teacher. 	<ul style="list-style-type: none"> Video on at all times as appropriate. Listen with your eyes, ears, and heart. Make sure everyone has a fair turn to talk. Audio unmuted. Respect others' cultures, opinions, and viewpoints. 	<ul style="list-style-type: none"> Clean up your work and any other supplies you had out. Keep all of your work and supplies together in one location. Be respectful of other people in your house.
Safety *Synergize *Sharpen the Saw	<ul style="list-style-type: none"> Use equipment as intended. Use kind words and faces. 	<ul style="list-style-type: none"> Ask in a chat or alert the teacher if you need help. Use kind words and faces. 	<ul style="list-style-type: none"> Use the "Ask For Help" button or return to the main room if you need to speak to a teacher. If you hear disrespect alert your teacher. Use kind words and faces. 	<ul style="list-style-type: none"> Use equipment and supplies as intended. Use kind words and faces. Alert your teacher if you need help. <p>RESPOND TO THE CHECK IN EACH DAY!</p>

Dismissal

Dismissal will begin at 2:35 p.m. on regular school days.

Early Dismissal – we will begin dismissal at 12:35 p.m.

During the pandemic, we will dismiss at 1:30 on Plan B.

Dress Code

Buncombe County School's policy requires each school to state a standard of dress for all students. Our School Improvement Team has originated the following to apply to our children. We appreciate your support and invite your questions or clarification.

- Shirts should cover the waist - no exposed tummies
- No halter-tops or spaghetti straps
- No short shorts
- Jeans and pants should not have rips and tears and should be worn no lower than hip level
- No headgear of any kind in the building - this includes the following:
 - bandanas
 - scarves
 - hats
 - visors
 - no colored hair
 - hoodies
- No sunglasses in the building

Please also have your child remember to wear tennis shoes on the days he/she has physical education. This allows children to fully participate in these activities.

Early Dismissal

Doctor's Appointments

When it is necessary for a parent/guardian to pick up his/her child before regular dismissal time, a note to that effect must be sent to the respective classroom teacher. In addition to the written note, the parent/guardian must sign the student out for Early Dismissal in the office.

If your child must be picked-up early, please do this before 2:00 p.m.; otherwise, all students will be dismissed through our regular dismissal procedures starting at 2:35 pm. Our teachers are teaching and reviewing the day's lessons until the bell rings at 2:35 p.m. Signing students out early interrupts the entire class and those students miss important review of the day's lessons.

Without parents/guardians written permission, no student will be allowed to travel home in any vehicle other than the assigned one.

During the pandemic, if you need to pick up must be picked up, please do this before 1:00; otherwise, all students will be dismissed through our regular dismissal procedures starting at 1:30.

Delivering Forgotten Items

In accordance with our efforts to maintain the Estes Pledge and have our students be "responsible learners and leaders" we ask that parents not deliver forgotten items such as homework, gym shoes, lunches, library books, etc. We feel it is the student's responsibility to come to school prepared for all aspects of their day. Delivering items to the class or calling the classroom for students to pick up forgotten items interrupts the entire class.

Items dropped off will be placed in the teacher's mailbox and may not be delivered to the student before the end of the school day.

Estes Express

Estes Express is a weekly newsletter that is designed to keep parents and community members posted regarding events and happenings here at Estes.

If you are not receiving the Estes Express, but would like to, please visit the Estes website to fill out the Estes Express Sign-Up Form. You may also call the front office and give us your email address and we will add you to the list.

Front Door Buzzer System: We have a front door buzzer system in order to restrict access to our school. This buzzer system is part of an ongoing effort by our school system to proactively make the safety and security of our students a top priority. Estes appreciates the district's commitment to student safety. It is always conducive to student learning when students feel safe and secure.

Each adult or student entering the building after 8:00 am, will request permission to enter the school through a buzzer system that is answered by the Estes receptionist or other office staff. A set of directions for visitors to follow will be posted directly to the right of the buzzer system which is mounted on the wall inside the first set of front entry doors.

1. Press the buzzer with the bell icon (you will hear a doorbell ring) and wait until the receptionist answers.
2. Please state your name and the reason you are visiting the school (to volunteer, have lunch, check out a student).
3. Be prepared to present photo identification. Identification will be asked for each time that you visit.
4. You will hear a faint click sound. At that time, you may enter the building.
5. Please proceed directly to the office computer check-in system. Enter the reason for your visit on the Check-In/Check-Out Computer. Every person entering the building between 7:55 am and 2:35 pm must record their visit on the Check-In/Check-Out Computer. This includes all students who arrive tardy, are dismissed early or leave for an appointment and return. Every adult visitor must record the reason for their visit. Upon checking in you will receive an ID badge with your picture. Every visitor in the building must have a visible identification badge.
6. Only one visitor can enter at a time. Please allow time to get through the check in process.

During the pandemic, all visitors must check in with the front office staff. Visitors will be limited in the building during the pandemic. Our staff will take your temperature and ask you the following 3 questions:

- Have you been exposed to Covid 19?
- Have you been diagnosed Covid 19?

- Are you experiencing any of the following symptoms: chills, cough, loss of taste and/or smell?

Guardianship and Custody

It is most important that parents keep the school informed regarding legal issues of custody and guardianship. The law states that without a court order, either biological parent may pick up a child and have access to a child's records. If your family is experiencing a situation where you limit who has permission to pick up your child, we must have the court-ordered documents on file. This information will be kept strictly confidential. We need the most up-to-date court ordered documents.

Illness

Students should report to the teacher any type of personal injury or illness. This is to ensure proper student care and insurance coverage.

The teacher or the office will contact parents in the event of illness or injury.

PLEASE BE CERTAIN THAT WE HAVE YOUR CONTACT TELEPHONE NUMBER AND EMERGENCY NUMBER ON FILE.

Internet Use

All students are considered in agreement with Buncombe County Schools District Policy 646 - Technology Acceptable Use and Internet Policy. See Policies and Regulations (BCS District) section of this online Parent/Student Handbook. Parents or guardians who do not want their child to access the internet must notify the school in writing within ten (10) days of publication of this policy (or by the 10th day after notification of the Student/Parent Handbook).

Lunchroom

A well-balanced, hot meal is served daily in the lunchroom. Students who wish may purchase lunch through the Lunch Pre Pay Plan. Link to Pre Pay - <http://www.lunchprepay.com/Redirection.aspx> We encourage students to eat a well-balanced meal.

Applications for reduced price or free lunch will be sent home on the first day of school. Extra forms are available in the office.

Students who bring their lunch from home may purchase one extra item from the line. Students who wish to buy an extra item in the cafeteria should have written permission from the parent. Milk can be purchased separately. Please do not allow your child to bring bottled or canned drinks to school.

Students are expected to keep the lunchroom clean and orderly.

Note: Parents are asked not to bring take-out food for themselves or their child when they come to have lunch.

During the pandemic, students will eat lunch in the room when we are on Plan B. The cafeteria staff will deliver breakfast and lunch to each classroom. Students may purchase a lunch or bring their own lunch from home.

Media Center

The Media Center is available to all students at any time of the day provided he/she has permission from the teacher. A wide variety of media is available.

A regular schedule period is provided for each class for skill instruction, stories, checkout, or browsing. Students are asked to respect the rights of others while in the library. Materials checked out must be returned promptly and in good condition. An appropriate fee will be charged for damaged/lost books.

Medication

Except for minor first aid, the school staff may not administer medication without written permission from the parent and directions for the medication signed by the doctor. A medication form with this information must be completed prior to dispensing any medication. This requirement also includes any over the counter medication.

[Medication Form-Side1](#)

[Medication Form-Side2](#)

If a child brings prescribed medication from home, it will be stored in the office. The student is responsible for coming to the office for his/her medication. Students are not permitted to bring medication on the bus.

How Parents Can Help

- Show a genuine interest in your children's experiences in school and in their accomplishments. Provide the time and place for homework. Look at all papers sent home from school.
- Support your child's teacher and Estes School. Don't speak negatively about the school or teachers in front of your child. Don't blame the school for trouble before checking both sides of the story. Call the school and set up a conference to discuss any situation you don't understand.
- Don't keep children out of school unless absolutely necessary.
- Encourage reading. Read aloud to your children every day when they are small, and read together when they are older.
- Set realistic objectives for your children. Help them to become the best that they can be.
- Be sure your children get enough sleep and nutritious meals. Too much T.V./Gaming can cause restless, irritable behavior.
- Join Estes P.T.A. and attend meetings.

Parties

We announce each student's birthday at school. Birthday parties are not permitted as they interfere with our instructional program. **We cannot allow the delivery of balloons, flowers, etc., as they cause too much disruption.** Also, please do not send party invitations for your child or your child's teacher to deliver unless **ALL** students in the classroom are invited.

Policies and Regulations (Buncombe County Schools District)

Buncombe County Schools District Policies and Regulations

BCS' policies and regulations have been posted to our Web site (click link above) for convenient access. The Policies and Regulations Manual maintained in the School Board Office remains the official record for this information.

District policies support and improve the academic success of students and are informed by citizens, parents, students and district staff. The School Board of Education votes to approve policies, which are brought forward by the district's superintendent.

For more information or questions regarding policies or regulations contact, Paula Garland, 828.255.5879, Administrative Assistant to the Associate Superintendent or contact Susanne Swanger, Associate Superintendent, 828.255.5884.

Publicity Opt-Out Policy

It is the school systems procedure not to require parent permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, 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 school in writing within ten (10) days of publication of this policy in the Student Code of Conduct (or by the 10th day of the start of school each year). See Policy 648R, E3 See Policies and Regulations (BCS District) section of this online Parent/Student Handbook.

Reporting Student Progress

Report cards will be issued for all students in grades one through five approximately one week after the end of each nine-week grading period. Students in grades 3-5 will receive letter grades as follows:

A=90-100

B=80-89

C=70-79

D=60-69

F=below 60

Progress reports will be sent to parents for any child who is not making adequate progress or whose grades are declining at least one letter grade. Parents should also receive with report cards a letter from the teacher(s) explaining what the class will be learning over the next nine-week grading period.

Parents should expect to see the student's work on a regular basis. Each classroom has different procedures on how the student work will be sent to you for your review. If you have questions about the student's work, please contact your child's teacher.

Parents are encouraged to schedule conferences as you feel they are needed. Please call in advance to make an appointment for a parent conference with your child's teacher when one is necessary.

Safety Drills

For all safety drills everyone is to participate and take immediate action. Fire drills will be conducted monthly. Students will be instructed as to exit routes. There should be no pushing, talking, or running. It is very important that we are prepared in the event of an emergency.

Care of School Property

Our students and staff have always taken pride in the appearance of our school. Students are asked to do their part by making sure all litter and all wastepaper are placed in trash containers, and that they be careful not to mark or deface the building/playground in any manner.

Students are accountable for any willful damage to school property. This does not include accidents. Students should report any damages to school property immediately.

Students are asked to keep restroom facilities clean and sanitary.

Students will be issued, free of charge, textbooks in all subject areas where needed. If a student loses or damages a book, parents will be billed for the amount necessary to replace the book. It is the responsibility of the student to properly care for textbooks.

Suggestions To Help Students Become A Super Student

- Come to school with the necessary materials.
- Do your homework.
- Hand in all assignments, completed, and on time.
- Keep your work neat and accurate.
- Use the correct heading on all papers.
- Keep your desk and notebook neat and free of clutter.
- Use your time well at school.
- Take corrected papers home to share with your parents.
- Listen carefully to directions and class discussion.
- Be polite and cooperative with teachers and students.

Tardiness

Announcements and morning activities will begin our school day. Academic instruction will follow immediately. It is most important that students arrive on time. **During the pandemic, we begin recording tardies at 8:30 a.m. At 8:00 a.m. our side entrances will close and students who arrive to school after 8:00 will enter through the front entrance buzzer system and MUST be accompanied by an adult for check-in. Ideally, students should be in their classrooms before 8:00 a.m. to be ready to hear school announcements which start at 8:00 a.m. Lessons begin promptly at 8:00 a.m.**

Testing

At no time will we do any type of individual testing, other than placement in reading or math, without parent/guardian consent. Group testing, such as achievement tests, will be administered without requesting permission.

NC Laws Related to Violence in Schools

The North Carolina General Assembly has enacted several laws designed to address and curtail violence in schools. As you would expect, these laws are directed at all schools, regardless of grade level. We are not experiencing unusual problems with violence on school grounds, but need to be certain that all of our students and parents are aware of the laws and punishments which may result.

The following paragraphs summarize pertinent laws and have been established as Buncombe County Schools and Estes Elementary School policy.

Group III offenses:

#10: Possession on educational property of, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades, sharp-pointed instrument; will result in misdemeanor charges being filed with the Sheriff's Office and appropriate school discipline.

Group V offenses:

It is a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm or any explosive on educational property. It is also a Class I felony for any person to cause, encourage or aid a minor (less than 18 years old) to possess or carry, whether openly or concealed, these firearms or any explosive on educational property.

#8: When a principal has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, or possession of a controlled substance in violation of the law, the principal must immediately report the act to the appropriate local law enforcement agency. Appropriate school punishment will also apply.

FIGHTING is considered assault under the laws and will be reported to the Buncombe County Sheriff's Office for investigation. Appropriate school discipline will also apply.

NOTE: Educational property includes any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or property owned, used or operated by any Board of Education or school.

Estes has a Safe School Policy as part of our School Improvement Plan that includes strategies to insure a safe environment.

Transportation Changes: If there is to be a change in the way a student returns home, **WE MUST HAVE A NOTE, WRITTEN BY THE PARENT OR GUARDIAN.** The note is to be given to the teacher at the beginning of the day. The teacher will inform the office of the transportation change and it will be logged in to our electronic system to inform personnel responsible for bus riders, car riders, walkers and afterschool. No student will be allowed to go home in a manner that is different from normal unless he/she brings a note. In an emergency, you may call the office to try to work out a solution. Please understand this is intended to keep your child safe. There is nothing more important to us than the welfare of your child.

Visitors and Volunteers

During the pandemic, we will limit the number of visitors in the building. Volunteers will not be able to volunteer at Estes until further notice.

Visitors and volunteers, including parents, should check in when they enter the building. In the front lobby we have a check in system for all visitors. You will see a computer with a camera. If you need assistance, please ask our front office personnel. Upon checking in you will receive an ID badge with your picture on it. Please use this system any time you come in to visit us. These steps help us to maintain a safe school.

Every visitor to our building must have a visible identification badge.

Weather Watch

The safety of all children is our first concern when deciding if schools must be closed or their opening delayed because of weather conditions. Here are some important things for you to remember.

- The decision to close schools or to delay opening them will be made soon after 6:00 a.m. If possible, the decision will be made the evening before.
- Tune in to area radio and television stations for the announcement or contact a neighbor who can listen for you.
- Check the following websites: <http://www.buncombe.k12.nc.us/site/Default.aspx?PageID=1> or <http://www.wlos.com/>

- Call the Buncombe County Schools Weather Hotline at **828.255.5939**.
- Buncombe County Schools will send out an automated alert now message. Have weather alerts sent as text messages, calls from the Principal sent to one phone and not another! To receive information just the way you'd like it through the new BCS SchoolMessenger system, take a few minutes to create a contact preference profile using the secure on-line Contact Manager.
- WLOS Mobile Text Alerts:
- The following is for informational purposes only and not an endorsement of the service mentioned.
- As you may know, WLOS will send text alerts regarding school closings and delays to anyone over the age of 13 who signs up on their website (see link below).
- **BUT**, if you sign up for this service, in order to receive ALL RELEVANT BUNCOMBE COUNTY SCHOOL DELAY/CLOSURE ALERTS you MUST CHECK 3 SELECTIONS on their drop down list of schools:
- 1) check "Buncombe County Schools" (this will alert you in the case of district-wide closures or delays); AND
- 2) check "Buncombe County Schools: Roberson District" --this will alert you if our district has an individual closure/delay); AND
- 3) check "Buncombe County Schools: All Other Districts" (this will alert you if one district is delayed or closed, but others--perhaps ours--are different)

<http://www.wlos.com/sections/mobile/>

PLEASE DO NOT CALL SCHOOLS, central offices, or the news media.

- Generally, all Buncombe County Schools will be affected by the decision, not just schools in areas of the county where weather conditions are most severe.
- If no announcement is made, you may assume that schools will operate on a normal schedule.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of school is necessary, local radio and television stations will make the announcement. Working parents are advised to make special provisions for childcare on days when schools must be dismissed early.

At the beginning of the school year, please indicate on the Student Information sheet the procedures the school should follow for your child in the event of an early dismissal. **Please advise us of any changes in this procedure. Teachers are unable to telephone each parent in case of early dismissal.**