

Mountain View Elementary School 2011-2012 Parent/Student Handbook

Table of Contents

Welcome	Page 1
School Rules and Information	Page 1
Afternoon Car Line Procedure	Page 1
Announcements	Page 1
Arrival	Page 1
AlertNow	Page 1
Attendance	Page 1
Authority of School Officials	Page 3
Before and After School Program	Page 3
Bus Discipline Procedures	Page 3
Cafeteria	Page 4
Checks	Page 4
Communications	Page 4
Computer Use	Page 4
Deliveries and Invitations	Page 4
Departure	Page 4
Discipline	Page 4
Dress Code	Page 5
Drug Free School Zone	Page 5
Field Trips	Page 5
Health Room	Page 5
Lost and Found	Page 7
Personal Property	Page 7
Reporting & Investigating Complaints of Discrimination, Harrassment, or Bullying	Page 7
Safe Schools Plan	Page 8
Sick Children/Accidents	Page 9
Student Information	Page 9
Tobacco Free School Zone	Page 9
Transportation Change	Page 10
Unscheduled Early Release	Page 10
Visitors	Page 10
2011-2012 Staff List	Page 11
PBIS Matrix	Page 13

Welcome

Welcome to Mountain View Elementary School. The purpose of this handbook is for students and parents to understand the operations and procedures of our school. There are several new items of information covered in this handbook. It is important for both students and parents to be familiar with its contents. If you have any questions concerning the items covered in this handbook, please contact our office at 982-4200.

School Rules and Information

Afternoon Car Line Procedure: Due to changes made in Ashe County's bus transportation, parents using the afternoon car line for student pick up are asked not to arrive on campus before 1:45. In order to ensure the safety of all students, parents, and transportation personnel, parents will need to remain in their vehicles behind the orange cones until 2:20. At 2:20 all vehicles may move forward to the main entrance to wait for students to be released.

Announcements: Announcements will be made at the beginning and end of each school day. Any student or staff member who would like an announcement made should complete an announcement form and turn it in to the office. Other announcements will be made only on an emergency basis. All announcements are subject to the approval of an administrator.

Arrival: Classes begin at 7:45 am. Adult supervision of students will begin at 7:15. Students arriving before 7:15 must be enrolled in the 4-H Before School Program. In an effort to make our school as safe as possible, all students should be dropped off at the front entrance and allowed to walk in on their own. The only exception to this rule will be the middle and high school students being transported to their respective schools prior to 7:30 am. Any student not in the classroom at 7:45 is considered tardy. All late arrivals must report to the office with a parent/guardian to sign in for the day.

AlertNow: The AlertNow System will be used to communicate announcements, school news, and information related to school closings and delays.

Attendance: Regular attendance enables a child to be more successful in school. A written note from the parent/guardian must document all absences within 3 days after the child returns to school. Ashe County School's attendance policy requires that the school notify parents after a child has missed 5 consecutive school days or 10 accumulative absences. Parents will also be contacted when a child has accumulated 3 unexcused absences. An unexcused absence occurs when a child is absent for an invalid reason or when a parent fails to send a note explaining any absence within 3 days after the child returns to school. Students picked up prior to 11:08 am will be counted absent for the entire school day. Parents wishing to take their children out of school for an educational trip must request prior approval from the principal. Ashe County School's attendance policy will only allow 3 excused absences for educational trips if the child has less than 7 absences.

Attendance Policy 4400

The Ashe County Board of Education recognizes that regular school attendance plays a significant role in the academic performance of all students. The following attendance policy is designed to promote optimum student attendance.

The public school laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (G.S. 115C-378). Every parent, guardian, or other person having charge or control of such a child enrolled in Ashe County Schools by law must cause that child to attend school continuously for a period equal to the time when the public school is in session.

The following reasons can be accepted by school personnel as valid excuses for school absences:

1. Illness or injury
2. Death in the immediate family
3. Medical or dental appointments
4. Court or administrative proceedings
5. Religious observances
6. Educational opportunity
7. Quarantine
8. Special emergencies as determined by the principal.

If a student has accumulated three unexcused absences in a school year, the law requires that the principal/designee notify the parent/guardian of the student's excessive absences from school.

K – 6

Students are required to be in attendance at least 160 days of each school year (a limit of 18 absences allowed per year) to be eligible to be promoted to the next grade level. In order to be recorded present, a student must be in class at least one-half of the school day. Students are counted present when participating in authorized school activities approved by the principal.

Students who have missed more than 18 days are referred to the principal/designee. The opportunity for an appeal of retention due to attendance is provided by the principal/designee during the last two weeks of the school year. Appeals should be based upon appropriate reasons for absences, consistent participation in after-school tutorial sessions when needed, and completion of all make-up assignments.

Students will have the opportunity to make-up work or tests missed due to absence. Except for extenuating circumstances as determined by the principal, upon the student's return to school, arrangements for make-up shall be made within three days, and make-up work must be completed within ten days. Students may be asked to stay after school to make up missed assignments due to absences. The emphasis in make-up should be on mastery of knowledge and skill rather than upon literal make-up of the hours missed.

Legal References: G.S. 115C-47, -84, -288(a), -378 to -383
Cross Reference: Student Accountability Standards (Policy 3420)
Adopted: June 27, 2002

Attendance Procedure 4400

School attendance is recorded on a daily basis for every student using data from NC Wise.

A student's absence will be determined excused if the absence falls under one of the criteria in Policy 4400.

Upon a student being absent from school a note must be turned in to the school three (3) days after the absence in order for the absence to be counted as excused.

If a student has accumulated less than seven (7) absences for the year, the principal may approve one pre-arranged trip of up to three (3) days. This would be considered an educational opportunity. Requests must be submitted in writing to the principal at least two (2) weeks prior to the trip.

An attendance team will be established at each school and will include the (principal or designee), Family Support Facilitator, and other appropriate staff.

The attendance team will meet once a month to review student absences. The committee will review attendance documentation throughout the month as needed. The attendance team will check the following documentation based on the North Carolina Compulsory Attendance Law (Part 1 – Article 115C-371)

- That the principal or his designee had notified the parent/guardian, or custodian of the child's excessive absences after the child has accumulated **three (3) unexcused absences** in a school year. The parent, guardian, or custodian will receive a copy of procedures and policy at this time.
- That after not more than **six (6) unexcused absences**, the principal has notified the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. **Students will be required to bring medical documentation for each absence after missing six (6) unexcused absences.**

Following written notification to the parent, the school attendance team and Family Support Facilitator, will work with the child and his/her family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services to eliminate the problem.

A phone call, school conference, or home visit, (including the Attendance Counselor and/ or Family Support Facilitator), with the parent is recommended when a student has missed six (6) or more unexcused absences.

- Upon a student accumulating **ten (10) absences** the principal will require that the student bring in medical documentation after this date to document reasons for the absences.
- After **ten (10) accumulated unexcused absences** in a school year, the principal, along with the school's attendance team, will review all circumstances contributing to the absences to determine if the parent has made a good faith effort to comply with the law. **If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county in which the child resides.**

Authority of School Officials: North Carolina statutes delegate specific authority and responsibility to school officials concerning the safety, discipline, attendance, and grade placement of students. School principals also have the authority to suspend students from riding the bus when they are repeatedly misbehaving and endangering the safety of all. Excessive student absences, tardies, and early dismissals will be addressed by the principal or designee.

Before and After School Program: Mountain View Elementary School is fortunate to have a Before and After School Program sponsored by Ashe County 4-H. Students enrolled in this program may be dropped off at school beginning at 6:30 am. The afternoon program begins at 2:40 pm and concludes at 6:00 pm. There is a minimal charge for both of these programs.

Bus Discipline Procedures: With the rising cost of fuel, we realize more students will be using the school bus transportation system. Parents, please stress the importance of proper bus behavior with your child. Remember, bus riding is a privilege. When students are reported to the office by the driver, the following procedures will be used:

- 1st infraction - driver warning or administrative conference
- 2nd infraction - referral to principal, parent contact, possible intervention strategies
- 3rd infraction - suspension from riding the bus for 3-5 days (principal's discretion).
- 4th infraction - suspension from riding the bus for 5-10 days (principal's discretion)
- 5th infraction - suspension from riding the bus for 10-15 days (principal's discretion)

The administration has the right to suspend bus ridership for serious offenses at any time.

All students will receive a Bus Discipline Contract. This form provides a detailed description of rules, offenses, and consequences for infractions related to any bus transportation. This form must be signed by the parent and student and returned to the school.

Cafeteria: Students share the responsibility for proper conduct and good housekeeping while in the cafeteria. Breakfast is served from 7:15 to 7:40. We recommend that meal fees be paid on a weekly basis by cash or check. Charging meals is strongly discouraged. Meal prices are established by the Ashe County Board of Education and are as follows:

<u>Student Breakfast</u>		<u>Student Lunch</u>		Adult Breakfast	\$1.25
Paid	\$1.00	Paid	\$1.75	Adult Lunch	\$3.00
Reduced	No Charge	Reduced	\$.40	Extra Milk	\$.30

Checks: We do not keep cash on hand in the office and are unable to cash checks or make change. Checks may be sent for payment of cafeteria fees, field trips, yearbooks, etc... No two party checks are accepted. When you provide a check as payment, you authorize the Ashe County School's agent to make a one-time transaction to process the payment. You also authorize this agent to collect a fee through electronic transfer or bank draft from your account if your payment is returned unpaid.

Communication: In order to create a consistent and efficient avenue of communication, we have designated Wednesdays as our school day to send home information. We refer to this as "Watch-out Wednesday."

Computer Use: Computers and other technology equipment in the labs, media center, and classrooms are available for students and teachers to use as a tool to enhance the instructional program. Students must have, on file, an Acceptable Use Policy and a web permission form signed by the student and parent. Unacceptable use will result in a forfeiture of use.

Deliveries & Invitations: Students may not receive gifts, flowers, and deliveries at school. Invitations to social events and celebrations outside the school environment must be delivered outside the school environment.

Departure: Students should make a habit of remaining in school for the entire day. Please try to schedule appointments after school hours. To insure your child's safety, students picked up prior to 2:20 pm must be signed out through the front office. Send a note to school with your child that morning notifying the teacher when he/she is to be picked up. This gives the teacher time to prepare any needed assignments. Students cannot be called to wait in the office in advance of your arrival. If someone other than a parent or guardian is coming to pick up your child, please let us know by phone or note. The car rider procedure normally used at 2:30 will be followed if the pickup is after 2:20. If a student leaves school early, please send a note from the doctor or dentist so that we can excuse the dismissal.

Discipline: We ask that you discuss with your children the importance of, and need for, good behavior and a good attitude while at school. Mountain View, as a Positive Behavior Intervention Support School, establishes and reinforces clear behavioral expectations. Parents, teachers, administrators, assistants, staff, bus drivers, and students must share a common approach to discipline and its positive impact on the learning environment. PBIS supports high student performance and reduces behavioral difficulties. It is supported by No Child Left Behind, Safe Schools, and ABC's. PBIS is aligned with the character education traits that we currently teach.

*Please see PBIS Matrix

Dress Code: Mountain View Elementary School believes that there is a direct correlation between dress, attitude, and achievement in school. Dress code should be in accordance with School Board Policy #4710. The following guidelines have been adopted not to deprive students of their rights, but to enable us to operate our school in a safe, distraction free atmosphere. The dress code will be enforced by administration and faculty and includes, but is not limited to, the following:

1. Wear shoes or sandals on campus at all times. Heelys are prohibited. Be mindful that flip flops and some sandals can be unsafe during recess and should not be worn during physical education.
2. No clothing which includes vulgar, offensive, inflammatory, suggestive, or obscene writing or pictures will be allowed regardless of the intention of the saying.
3. No clothing which advertises any alcoholic beverage, illegal drug, or tobacco product will be allowed.
4. Shorts, skirts, and dresses may be no shorter than five inches above the kneecap, while standing with a minimum of a 3-inch inseam and mid thigh.
5. All shirts and blouses must go past the waistline to overlap pants/skirts, covering the back, with no cutouts, or see-through elements.
6. No hats, head coverings, bandanas, chains or sunglasses will be allowed (except for specified occasions).
7. Shorts, pants, and skirts must be worn securely around the waist.
8. Clothing should be appropriate for educational setting. No student should wear any disruptive attire. This includes, but is not limited to:
 - tank tops or blouses with spaghetti straps without appropriate tops underneath
 - halter tops
 - clothing which allows the underwear to be exposed.

Drug Free School Zone: Students are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with Board of Education Policy #6125, Administering Medicines to Students.

The Ashe County Board of Education prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school district. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

Student behavior is further addressed in Board Policy #4325, Narcotics, Alcoholic Beverages and Stimulant Drugs. The principal will report any student who has engaged in criminal behavior to the appropriate law enforcement agency in accordance with Board of Education Policy #4335, Criminal Behavior.

Field Trips: Field trips are an important part of the educational experience at Mountain View. Each grade level will develop a schedule for field trips and parents will be notified in advance. In order for your child to participate in out-of-county trips, you will need to sign and return a permission slip prior to the scheduled trip. You will need to sign a permission slip at the beginning of the year, which will enable your child to participate in all in-county trips. School-aged siblings of students going a field trip are encouraged to remain at school. Choosing to take a child on a field trip with your student will result in an unexcused absence for that child. Children who are not enrolled in school at Mountain View Elementary School may not participate in school sponsored trips. Students must ride on the bus to all field trips or they will be counted absent from school on that day. Students may ride back from a field trip with a parent and guardian only.

Health Room: The Health Room is open for student services from 7:45 to 3:00, and is staffed by a nurse. It is located in the administration area. Services available may include: minimal physical assessment of the event of acute illness, chronic and specialized health care maintenance, first aid, information and education about health care issues of student interest. ALL medications must go through the health room.

Students on Medications: In order to ensure the health and well-being of all students, we feel you should be advised of the school's policy on administering medications to students by school personnel. If your child must have any medication (including over-the-counter medicine) during regular school hours, you have the following options:

1. You may come to school and give the medicine to your child at the appropriate time.
2. If medication is needed at school and you are unable to come to school to administer the medication, you may obtain a *Parent Consent/Physician Consent Form* from the school. This form must be completed and signed by your physician indicating drug, dose, time to be given, and side effects. A prescription labeled bottle containing the medication and instructions must be provided.
3. A note from a parent approving medication must be provided and the Parental Consent Form signed. The physician must complete the *Parental Consent/Physician Consent Form* indicating drug, dose, time to be given, and side effects. **No self-carry medication will be permitted, with the exception of emergency medication (Inhalers, Epi-Pen, or glucagons). Emergency medications do require the *Parental Consent/Physician Consent Form* to be completed as well.**
4. You must bring the medication to the school and give it either to the nurse, person assigned to medical duties, or principal. This must be done in the health room.
****TEACHERS CANNOT ACCEPT MEDICATIONS.
DO NOT SEND MEDICATIONS WITH THE STUDENT.****
5. If other arrangements for transporting medications must be made, they must be approved in advance by the school nurse and the principal.
6. It is preferable to administer medication to your child at home rather than at school. You may wish to discuss an alternate schedule for giving medication with your child's physician.

Medication will not be accepted unless it is in the original container and properly labeled.

Health Room Rules:

1. In the event of acute illness, students may rest in the Health Room for a maximum of 30 minutes and then must return to class, call for parent/guardian to take home or to the doctor for evaluation.
2. Communication between the nurse and student is confidential.
3. The Health Room telephone is for staff use only.
4. When the health room assistant or nurse is not present, students should not enter or stay in the Health Room unattended and should ask school officials for assistance.

Immunizations: NC Law requires all students grades K-12 to have a complete immunization record. Bring the completed "shot record" to school as soon as possible. A "Request for School Health Record Information" will be sent to you if any immunizations are found incomplete. Children must have their immunizations up to date to continue in school.

Health Screenings: Throughout the year, children will be screened to assure they can see, hear, and have good teeth. The following schedule applies to screenings your child will receive throughout the school year:

- VISION: Initially for Pre-Kindergarten, Kindergarten (DIAL), 1st, 3rd, 5th, 7th, and 9th grades will be screened.
- HEARING: Initially for Pre-Kindergarten, Kindergarten (DIAL), 1st, 2nd, 3rd, 5th, 7th, and 9th grades will be screened.
- DENTAL: Will be conducted as per the Registered Dental Hygienist with the NC Oral Health Section.
- Color blindness for kindergarten boys
- Additional screenings could be completed on all students including but not limited to:
 - New to school

- In Exceptional Children's Program
- Failure of a screening during the previous year
- Academic difficulties/referral to School Assistance Team
- Any student who presents with complaints, or teacher referral.

Communicable Illness: Children need to come to school healthy and ready to learn. Below are a few guidelines we ask you to follow concerning your child's health. These guidelines are in place to prevent spread of illness and infections. If you have any questions, please contact the school nurse.

- **Fever:** If a child's temperature is 100 degrees or greater, he/she should remain home until he/she has been without fever for a full 24 hours. Remember that fever is a symptom indicating the presence of an illness.
- **Flu:** Symptoms include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for a full 24 hours.
- **Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school 24 hours after receiving treatment with a lice shampoo and all nits have been removed.
- **Pinkeye:** Pinkeye is characterized by redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or hardened discharge on the eyelids. Your child should remain home from school until receiving full 24 hours of antibiotic therapy and without fever and/or vomiting for 24 hours.
- **Strep Throat:** This normally begins with a fever, sore and red throat, pus spots on back of throat, and tender swollen glands of the neck. High fever, nausea, and vomiting may occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and without fever or vomiting for 24 hours.
- **Vomiting and Diarrhea:** This is characterized by a stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until the symptoms have stopped for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

Lost and Found: All lost and found articles should be turned in to the office. Parents should label clothing and urge children to be responsible for their belongings. The school is not responsible for lost items.

Personal Property: Only those items necessary for the school day should be brought to school. Personal items such as toys, games, MP3 players, cell phones, Ipods, etc. should be left at home. The school is not responsible for lost valuables, personal property, or money.

Reporting and Investigating Complaints of Discrimination, Harassment, or Bullying: It is the policy of the Ashe County Board of Education to maintain learning environments that are free from discrimination, harassment, or bullying. This freedom includes...freedom from harassment or bullying based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic or language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or physical, mental, or sensory disability.

It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or any third party...to harass or bully any person based upon any differences of status including, but not limited to, those listed above. It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate such discrimination, harassment, or bullying. Employees are required to report any

actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying.

All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment, and Bullying Compliant Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy. Students, parents, and school personnel may refer to Ashe County Board Policy 1720 at <http://www.ashe.k12.nc.us/board/index.html> or pick up a copy of the policy at the Ashe County Board of Education or in any school office.

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1710/4021/7232, Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy. Parents and students may refer to Ashe County School Board Policy 1720 to read the entire policy.

Safe Schools Plan:

FIRE DRILLS: School officials are required to conduct fire drills at least once each month during the school year. Students are required to follow this procedure when the bell sounds to signal a fire drill:

1. Move quickly from the building to the area designated by the teacher.
2. Do not run, but walk rapidly from the building.
3. Absolutely no talking during a fire drill.
4. Do not take books.
5. The exit to use from each classroom is posted in the room.
6. The teacher must have an alternate exit if the one designated is blocked during the fire drill for any reason.
7. Discuss building evacuations and safety procedures with each class during the first week of school.

TORNADO DRILLS: Tornado drills must be practiced at least once a year. This usually occurs during tornado season. Students should follow this procedure when the solid blast signal sounds to signal a tornado drill:

1. Move quickly from the classroom to the hallway.
2. Do not run.
3. Absolutely no talking during a tornado drill.
4. Do not take books.
5. Assume the tornado position as requested by your teacher.

LOCKDOWN DRILLS - Lockdown drills are designed to keep students from being injured in case of an emergency. During these drills, a teacher should take all precautions to keep the room calm and keep students away from doors and windows. The students should follow this procedure in the case of a lockdown:

1. Remain calm.
2. Follow any instructions that the teacher gives to the class.
3. Stay away from doors and windows.
4. Keep on task, unless the teacher tells you differently.

FIREARMS: North Carolina General Statute § 14-269.2 provides that it is a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extra-curricular activity sponsored by a school. It is also a Class I Felony, for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property. This particular violation does not apply to BB guns, stun guns, air rifles, or air pistols. It is a Class G Felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, on educational property, or to a curricular or extra-curricular activity sponsored by a school. This particular prohibition does not apply to fireworks. It is also a violation, punishable as a Class G Felony, for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, 18 whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, on educational property. Again, this particular violation does not apply to fireworks.

It is a Class 1 Misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, Bowie Knife, dirk, dagger, slingshot, loaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp pointed or edged instrument (except instructional supplies, un-altered nail files and clips, and tools used solely for the preparation of food, instruction, and maintenance on educational property). It is also a Class 1 Misdemeanor for any person to cause, encourage, or aid a person who is less than 18 years old to possess or carry, whether openly or concealed, any of these items on educational property. These prohibitions will apply in/on any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school. It is a misdemeanor, rather than a Class I Felony, for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:

- a) The person is not a student attending school on the educational property, or an employee employed by the school working on the educational property; and
- b) The person is not a student attending a curricular or extra-curricular activity sponsored by the school at which the student is enrolled, or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is working; and
- c) The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.

Sick Children/Accidents: If your child becomes ill or is injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. If a parent or guardian cannot be contacted, school officials may attempt to transport the child home. Injured children will be made as comfortable as possible. Please remember, we cannot keep children at school who are ill.

Student Information: During the first week of school your child's teacher will be sending home several information forms. It is imperative that these forms be completed and returned promptly. Please make sure all telephone numbers and addresses are correct. Emergency contacts are very important. Make sure to notify the office if any changes in the information you provide changes.

Tobacco Free School Zone: Ashe County Board of Education recognizes that it has a legal obligation pursuant to Title I of Public Law 103-227 to provide schools that are tobacco free and thus promote a healthy learning and working environment. Accordingly, the Board of Education enacted the following regulations.

Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events. **No student, employee, or visitor shall**

be permitted under any circumstances to use tobacco products in any indoor facility owned or leased or contracted for by the Ashe County Schools. Tobacco is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

Transportation Change: Please send a note to your child's teacher if there should be a change in your child's afternoon transportation plans. Consistent transportation plans are a necessity and we ask that you limit changes. **Any unscheduled changes must be received by 1:30.** If no notification is received, your child will follow his/her regular method of transportation. A file of custodial action is maintained in the school office. We will exercise all precautions to provide student security while they are under our supervision.

Unscheduled Early Released: Please plan ahead and make arrangements so your child will know exactly what to do in the event school is dismissed early. Students become upset and experience anxiety when unexpected changes occur. A Transportation Information Form is provided for every student. This form should be completed and returned to the school. In the event of an early release, your child's teacher will follow the plan you have designated on that form unless notified otherwise. Please review this plan with your child regularly - especially when inclement weather is predicted. The AlertNow System will be used to communicate schedule changes.

Visitors: Community/parent involvement enhances our school program. Visitors and volunteers are most welcome at Mountain View Elementary School. We value your presence, but for safety purposes, it is essential that we monitor all people coming and going. All visitors should enter the office upon arrival to sign in and receive proper identification. Parents and visitors are asked not to interrupt teachers between 7:45 am and 2:30 pm. Parents need to make an appointment if they wish to have a conference with a teacher. If a parent needs to leave a message with a student or teacher during the instructional day, he or she will be asked to leave a voicemail. Teachers will check their voicemail periodically during the day. Please leave all messages concerning a change in student transportation before 1:30.

2011-2012 Staff

Principal

David Blackburn

Kindergarten/Assistants

Jana Baldwin/Kathy Gammons
Rachel Burgess/Maude Goodman
Brenda Davis/Jane Miller
Jenny Johnson/Tina Shatley

Grade 1 Teacher/Assistants

Jessica Baker/Zandra Lyalls
Ashley Fields/Joyce McNeill
Teresa Goodman/Lesa Absher
Connie Howell/Jennifer Huffman

Second Grade/Assistants

Chelsea Clanton/Janet Miller
Jamie Little/Pam Potter
Kelly Mullis/Rita Phipps
Robin Nethery/Debbie Dishman

Third Grade

Barbara Heufel
Lori Hensley
Luci Jackson
Debbie Newton
Cindy Parsons

Fourth Grade

Susan Bard
Tina Key
Kelly Lambert
Kathy Maloney

Fifth Grade

Colleen Dixon
Frances Eller
Susan Greer
Teresa Wiles

Sixth Grade

Amy Bare
Kera Rumpfelt
Amy Simmons
Kim Treadway

Assistant Principal

Sandra Peterson

AIG Teacher

Shera Ashley

Art Teacher

Jorena Sparks

Music Teacher

Pat Lanno

ESL Teacher

Cindy Fowler

E.C. Teachers/Assistants

Joan Bach/Michele Davis/Becky Rose
Sharon Houck 5th & 6th
Janine Phillips 3rd & 4th
Megan Lawrence/Alicia Giles K-2

PE Teacher

Robin Reeves

Literacy Specialists

Holly Roten
Ruth Turnmire

Speech

Melinda Lyons

Guidance

Amy Tsolis

Media Coordinator

Beth Shelton

Nurse

Regan Perry

Technology

Steve Witherspoon, Coordinator
Stephanie Spencer, Facilitator

Clerical

Angie Gambill
Janie Hensdell
Jerri Vogler

Cafeteria

Nita Absher, Mgr.
Angie Calhoun
Deborah Cox
Jodi Efir
Tammy Mallette
Jill Phipps
Patsy Taylor
Michelle Walton
Amber Woodward

Custodians

Joe Turnmire, Head
Bill Howell
Dean Treadway

Bus Drivers

Dane Absher
Debra Billings
Tim Billings
Cathy Campbell
Susan Carter
Thomas Farmer
Brenda Gorman
Matt Key
Carlton McNeil
Betty Miller
John Ring
Terry Woods
Tom Zachary