

# Johnston Elementary School



## Parent/Student Handbook 2025-2026

230 Johnston Boulevard  
Asheville, NC 28806

Phone: (828) 232-4291 Fax: (828) 252-7653

[www.buncombe.k12.nc.us/jes](http://www.buncombe.k12.nc.us/jes)

<https://www.facebook.com/JohnstonElementary>

Angie Trantham, Principal

Shannon Woods, Assistant Principal

## Welcome to Johnston Elementary School; home of the Mighty Bears!

### JES Vision

**JES will establish a culture that is student centered, safe and inviting, resulting in positive behavior and academic outcomes.**

### JES Mission

**Our mission is to cultivate an environment where diversity is celebrated, connections are forged, and students are empowered to realize their full potential in an ever-changing, global society.**

**We strive to nurture each child's emotional and academic intelligence, building lasting connections and providing a safe space for children to develop the skills needed to thrive in our rapidly changing global community**

**Johnston Elementary School's purpose is to prepare all students for college and career readiness by providing a safe and culturally diverse learning environment that fosters high expectations.**

This handbook is one of many ways that we want to provide families with some basic information regarding policies and procedures at our school. Please keep in mind that we want to engage your child in rigorous and fun learning opportunities everyday while ensuring their safety and wellbeing at all times. The information in this handbook is not intended to be all-inclusive, but rather an overview of what you need to know in order to help your child succeed and thrive. Additional information will be sent home with your child providing more details with classroom and grade level specific expectations. We encourage you to have regular communication with us, starting with your child's teacher. We are always happy to engage with you and clarify any questions or concerns you may have.

Research shows that students who have involved parents, achieve at higher levels. We WANT your involvement. We are committed to providing LOTS of enriching opportunities for your whole family to be engaged in your child's learning. Please be on the lookout for my weekly newsletter (The PAWSitive Times) and regular classroom communications that will be filled with information about the many ways you and your child can be involved in learning and fun at JES. We are looking forward to another GREAT year!!!

### ADVISORY COUNCIL

Each Buncombe County School has an Advisory Council mandated by the School Board. The purpose of the Advisory Council is to act as a liaison between the school and community.

#### **2025 - 2026 ADVISORY COUNCIL**

|                 |                         |
|-----------------|-------------------------|
| Angela Trantham | Principal               |
| Shannon Woods   | Assistant Principal     |
| Kim Maise       | Media Coordinator       |
| Jeff Candler    | Community Partner       |
| Jess McLean     | Read to Succeed partner |
| Tainya Valle    | Parent                  |
| Kristen Nunez   | Parent                  |
| Tina Watkins    | Parent                  |



**AFTER SCHOOL CARE** (Options on site or picking up at JES)

**YMCA @ JES**

You can register for after school care by going to the YMCA website <https://ymcawnc.org/afterschool-programs> or by calling the YMCA at 828-251-5910.

**Chosen Pods @ ARTHUR R. EDINGTON CENTER**

Edington Center provides transportation to their afterschool program from Johnston. Please contact them for more information at 828-258-1222.

**YTL**

YTL provides transportation to their afterschool program from Johnston. Please contact them for more information at 828-423-6626 or by email at [yttraining@gmail.com](mailto:yttraining@gmail.com)

**Eliada Home Afterschool Program**

Eliada Home After School Program provides transportation for children from Johnston, Leicester, West Buncombe, and Eblen Intermediate School to Elida's facility off of Leicester Hwy. Call Eliada Home for information on how to enroll your child in this program at 828-259-5374

**ARRIVAL AND DEPARTURE OF STUDENTS**

**Anyone coming to pick a student up must bring a valid ID and must be listed in Infinite Campus as an authorized person for pickup - no exceptions**

- All students are welcomed into the building through the front doors starting at **7:30 a.m.** All car rider drop-off and pick-up takes place in the car rider circle in the lower lot. **Please wait for staff supervision to be in place BEFORE** allowing your student to exit the vehicle. Please **do not** drop off students in the bus area in the upper lot at the main entrance. Cars are not allowed in this area unless a handicap parking spot is needed.
- The instructional day begins with announcements at **7:55 a.m.** We want students to have their breakfast and to be ready to begin the instructional day at 7:55. Therefore, **the car rider line closes promptly at 7:50 a.m.** If a student arrives after 7:50 a.m., he/she must report to the office to be signed in **by a parent.**
- **Our JES transportation policy requires that any transportation changes including a change in an afterschool program requires parents to** notify the teacher in writing, through email ([jes.office@bcsemail.org](mailto:jes.office@bcsemail.org)) or DOJO with the transportation change. In accordance with our safety protocols and to allow for orderly transitions, **transportation changes cannot be taken by phone nor will they be taken after 2:00 PM.**
- If a student leaves before 2:30 p.m., parents must sign him/her out in the office. Early dismissals and tardies are not in the best interest of students. Please make every effort to schedule appointments outside the instructional day. We understand emergencies arise on occasion; it is when students are chronically tardy or leave early that the effects are detrimental. **It's important that we work together to help our students develop good habits related to regular attendance and punctuality. In order to provide for safe and orderly transitions and appropriate supervision, students will not be dismissed from the office after 2:15pm.**
- In the afternoon, all students are dismissed at 2:40 p.m. to go to their appropriate dismissal location (car riders, walkers, bus riders and afterschool programs).
- Early dismissals occur at 12:40 PM

**CAR Riders—drop off and pick up**

- **Please wait in the drop off line until school staff arrive to greet and supervise students at 7:30 AM.**
- **Children should only enter and exit from the passenger side of the car, onto the sidewalk.**
- Unloaded cars must remain in the line until the car in front pulls forward. Please do NOT pass stopped cars.
- **Children may not be dropped off in the bus parking lot** due to safety concerns.
- If your student arrives after 7:50, the adult will need to park in the visitor parking area near the car rider circle and enter the building to sign the student in. **Do not enter the bus parking lot.**
- Regular car riders will be issued a Johnston Elementary car rider tag with the child's name and teacher's name. This card must be displayed in the car window when you are in the pick-up line. Your child will be waiting for you when you arrive in your car on the sidewalk. **Cars without a car rider tag, after the first week of school, will be asked to park and provide identification to retrieve the student from school.**

### Walkers—drop off and pick up

- An adult **must** accompany students walking to and from school.
- **An adult must remain to supervise students until school staff arrive to greet and supervise students at 7:30 AM.**
- If your student arrives after 7:50, the adult will need to walk the student in to sign them in at the main office.
- Regular Walkers will be issued a Johnston Elementary walker tag with the child's name and teacher's name. The adult picking up must have a card with the name of each student (or multiple cards) they are picking up. They will show this card to the staff member at the gym door near the trailers.



### BUS TRANSPORTATION

School bus transportation is a privilege. Students are expected to follow PBIS expectations on the bus. This is necessary for the safety and protection of all students. It is extremely important that the home and school work together to make certain that all children know and follow school bus safety rules.

Rules for bus safety are emphasized at school and each bus driver is urged to insist on the cooperation of each rider. Please review these Buncombe County bus rules with your child at home. **Every student is expected to review and sign the JES bus contract along with a parent.**

### JES Bus Expectations & School Bus Safety

1. Students must remain seated and facing the front of the bus at all times.
2. Students may not delay the bus schedule. They should be at the designated stop 10 minutes prior to the scheduled time. *Travel times vary each day but drivers make every effort to stay on a consistent schedule.*
3. Fighting, smoking, vaping, eating, drinking, loud talking, horseplay, selling items, using profanity, or refusing to obey school authorities or a bus driver while waiting for, riding, or leaving a school bus will not be tolerated.
4. Students may not change seats during the bus trip unless directed to do so by the bus driver.
5. Students must meet the bus at the designated stop and may not get off at any unassigned stop without permission from the principal and parent.
6. Vandalism and tampering with buses will not be permitted. A fee will be charged for damages to buses.
7. Cell phones or electronic devices are **not** allowed on the bus. When students bring their school devices home for Tech Tuesdays those devices must remain in their backpacks while on the bus.
8. Playing, throwing trash, paper or other objects, or otherwise distracting the driver's attention will not be tolerated.
9. Bus riders are expected to be well behaved at all times.
10. Parents of Kindergarten and 1st grade students must meet their students at the bus stop.

Failure to follow bus rules will be reported to the school office and may result in parent notification, an assigned seat, or bus suspension, depending on the severity of the problem and the student's placement on the school's Bus Discipline Plan. North Carolina Law gives the principal authority to suspend students from riding the school bus.

|                            | <b>Bus Rider</b>   |
|----------------------------|--|
| <b>Best Effort</b>         | *Use voice level 1   |
| <b>Encourage Others</b>    | *Be a role model for all students<br>*Use nice words   |
| <b>Act Responsibly</b>     | *Follow instructions<br>*Food, gum, and drinks should be left in backpacks.<br>*Be responsible for you |
| <b>Respect</b>             | *Keep buses clean and use kind words   |
| <b>Safety at all times</b> | *Bottom to bottom, back to back<br>*Stay in your seat<br>*Keep hands, feet, and objects to yourself    |

[Board Policy 4303 Code of Conduct for Bus Riders](#)

**ATTENDANCE**

North Carolina law requires children to attend school. Kindergarten students are under the same rules and laws as other grades. Regular school attendance is an absolute necessity if students are to achieve academically. Students are expected to be in attendance unless they are ill, vomiting, or running a high temperature. **Students may not return to school after an illness until they have been fever-free without medication, AND have stopped vomiting for 24 hours.**

Please do not keep a student home for the entire day if he/she has doctor/dental appointments. Instead, send a note requesting an early dismissal for these appointments. In order to document an excused absence for your student, a written note explaining the absence is required within 3 days. This is necessary even if your child was sent home from school sick. The note should include the date of absence, reason, parent’s signature, and the date of the note. Often, doctor and dentist offices will supply these notes.

Parents are subject to prosecution for not sending their child to school if they accumulate unlawful absences (G.S. 115c-378). If your child accumulates 10 or more unexcused or “unlawful” absences, a formal attendance plan will need to be developed with the family and the school social worker. **School Board Policy #4400R states that any absences over 14 must be made up in accordance with the school’s attendance make-up program.**

**TARDIES**

School begins promptly at 7:55 a.m. Please be sure to have your child in their classroom ready to learn by that time. Instruction begins at 7:55 a.m. and arriving late is disruptive to the educational environment and classroom routine. If your child accumulates excessive tardies, an attendance plan will need to be developed with the school social worker. [School Board Policy 4400](#)

**CAFETERIA**

Breakfast, lunch and a fresh fruit/vegetable snack are served **free to all students** from our school’s cafeteria every day. Well-balanced meals are provided. We hope you will encourage your child to participate. Breakfast will be served starting at 7:30 am. Extra items/snacks are available for purchase. These items cannot be charged. Fast foods, (McDonalds, etc.), may not be brought to school. All students will be given milk at breakfast. Water is available in the cafeteria line. **Breakfast and lunch will be served every day, even on delays or early releases due to inclement weather.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for all individually issued books, supplies, devices (ipad/computers and chargers), and desks during the school year. Any damage or loss must be paid for by the end of the school year. Any student responsible for damage to school property or school buses will be subject to consequences. Parents must pay for repairs.

### **CELEBRATIONS AND CLASSROOM SNACKS**

Student Celebrations are an important part of school and culture. Here at Johnston, we follow Healthy Active Child State Guidelines for School Celebrations by suggesting pre-packaged healthy snack options and time for daily physical activity. Student birthdays are recognized each morning on the announcements. Parents desiring to bring in a special snack to the school on their child's birthday are asked to make prior arrangements with the homeroom teacher. Cupcakes (or other treats) for birthdays should arrive prior to your child's scheduled lunch time—so they can be served at the end of lunch. Thank you for helping us prioritize learning while still celebrating our Mighty Bears in meaningful ways!

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

Therefore, classroom snacks should reflect our [Board Policy 6140: Student Wellness](#) which outlines the importance for students to maintain physical health and proper nutrition.

### **DRESS CODE**

We expect students to dress appropriately for school. Students should wear comfortable clothing and be prepared to participate in all activities.

- Clothing should avoid items/accessories that draw unnecessary attention that could potentially disrupt the learning environment, (for example, vulgar words), or pose a threat to safety.
- Shirts should cover the belly. Straps on tank tops should be at least two fingers wide.
- Shorts should be at fingertip in length, when the arms are hanging at the student's side.
- Pants must be at waist level.
- Underwear may not be seen.
- Shoes should be of a type suitable for physical education, (no flip flops, shoes with elevated heels, etc.).
- Hats, caps, sunglasses and other head coverings may not be worn to school unless it is a dress-up picture day or a school spirit event.

Students dressed inappropriately will be given a change of clothing from the school's resource center.

Please label coats, jackets, hats, etc., with your child's name. Each semester, unclaimed items will be donated to charity. [Board Policy 4316 Student Dress Code](#)

### **Positive Behavior Interventions and Supports (PBIS)**

Johnston Elementary is a PBIS (Positive Behavior Intervention and Supports) School. This means that students are taught the expected behaviors for each area of the school AND you must follow these rules. Posters to remind them of the behaviors are posted throughout the school. When students demonstrate positive behaviors, they may be recognized with Bear Tickets or a postcard home. We also schedule PBIS celebrations for students who have followed the BEARS Expectations. Please review the BEARS Expectations Matrix included below.

B - Best Effort




- E - Encourage Others
- A - Act Responsibly
- R - Respect
- S - Safe at All Times



### **Behavior Expectations Matrix**

The behavior expectations Matrix governs all areas of the school. The **language** on the matrix is important. By using the language on the matrix, students will hear **consistent vocabulary** from all adults in all school settings. This consistency will allow students to be familiar and understand the expectations for their behaviors in all settings of the school, regardless of which adult is monitoring the behavior. Creating an environment where all adults are using the same, common language will make expectations clear to students.

When you look at the Matrix, you will see how we have defined the expectations in all school settings. These expectations are not new to our students and staff here at Johnston Elementary School.

# Johnston Elementary School Behavior Matrix

|  | Playground   | Cafeteria  | Hallways   | Restroom   | Bus Rider  | Classroom   | Assemblies  | Media Center  | Gym   |
|--|--|--|--|--|--|---|---|---|---|
| <b>Best Effort</b><br> thumbs up          | *Take care of playground equipment<br>*Follow game rules | *Clean up your space<br>*Place silverware in bins and stack trays neatly | *Hands by your side<br>*Stay in your spot in line            | *Wash hands with soap and water<br>*Use 1-2 paper towels to dry hands    | *Keep back to back and bottom to bottom<br>*Keep everything inside the bus     | *Be Here Every day Ready to learn On time<br>*Stay on task<br>*Do your best               | *Voice Level 0  | *Stay on task<br>*Find the book that is just right for you.<br>*Follow directions | *Stay on task<br>*Always give best effort<br>*Follow directions |
| <b>Encourage Others</b><br> heart         | *Use kind words<br>*Share equipment                      | *Speak kindly to all<br>*Keep a positive attitude                        | *Respect others' personal space<br>*Hold the door for others | *Patiently wait your turn<br>*Keep bathrooms clean                       | *Be a role model for younger students<br>*Be kind to each other and the driver | *Treat others as they like to be treated<br>*Use kind words                               | *Clap at appropriate times<br>*Cheer when appropriate     | *Use kind words<br>*Use appropriate voice level                                   | *Use kind words<br>*Use appropriate voice level                 |
| <b>Act Responsibly</b><br> thumb to self | *Report problems<br>*Follow adult directions             | *Make good choices<br>*Stay in your seat<br>*Raise your hand             | *Walk on the right side<br>*Hold your materials safely       | *Have only one person at a time in the stall<br>*Return to class quickly | *Leave all items in your closed backpack<br>*Keep the bus clean                | *Listen and learn from others<br>*Work together as a team<br>*Use appropriate Voice Level | *Be proud of yourself and others<br>*Focus on the speaker | *Ask questions to learn new things<br>*Leave your area clean                      | *Ask questions to learn new things<br>*Clean your area          |

|  |   |  |  |  |   |  |  |  |  |
|--|---|--|--|--|---|--|--|--|--|
| <b>Respect</b><br> hand on heart  | *Include everyone<br>Take turns                                   | *Respect cone voice level<br>*Say "please" and "thank you"             | *Use Voice Level 0<br>*Enjoy displays with your eyes   | *Use voice level 0 or 1<br>*Give others privacy                                  | *Use Voice Level 2 or less<br>*Use appropriate language                           | *Follow adult directions<br>*Be helpful                              | *Stay seated on your bottom<br>*Use your manners                 | *Follow adult directions<br>*Be gentle with the books                    | *Be a good sport<br>*Follow game rules                   |
| <b>Safe at all times</b><br> stop | *Keep your hands, feet and other objects to yourself<br>*Have fun | *Follow adult directions<br>*Keep hands, feet, and objects to yourself | *Follow adult directions<br>*Take stairs one at a time | *Keep your feet on the floor<br>*Keep hands, feet, and other objects to yourself | *Follow bus driver directions<br>*Keep hands, feet, and other objects to yourself | *Keep hands, feet and other objects to yourself<br>*Use walking feet | *Stay in your seat<br>*Keep hands, feet, and objects to yourself | *Always do your best<br>*Keep hands, feet, and other objects to yourself | *Follow adult directions<br>*Use equipment appropriately |

### Preventative Measures Across **All** Settings

PBIS (Positive Behavior Intervention System), consistent implementation of BEARS expectations, morning meetings, and counselor support.

### Restorative Practices Utilized Across **All** Settings

With a restorative approach, educators work as a team and provide supportive consequences that gradually, repeatedly reinforce behaviors that work in school. Restorative practices help build social/emotional growth for all students.

Restorative Practices provides opportunity for the following:

- Identifies motivation and impact of action
- Gives victim a voice
- Teaches alternative behaviors

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Repairs damage done</li> <li>Builds empathy</li> </ul>   |  |
| <b>Behaviors:</b><br>Inappropriate language (Spoken/Written), Aggression, Inappropriate Behavior, Non-Compliance, Property Misuse, Misuse of School Technology, Cell Phone, Inappropriate Item, and Theft   |  |
| <b>Minors</b>   | <b>Majors</b>  |
| If a child has been redirected at least 3 times and preventative measures for the same behavior have not been effective, the teacher will then document the following behaviors in Educator’s Handbook as a <b>minor</b> .  | If a child has 3 minors for the same behavior, the 4th time will be recorded as a <b>major</b><br><b>or</b><br>If a child’s behavior has a high level of severity or intensity, the teacher or administrator will document the following behaviors as a <b>major</b> .   |
| Possible Consequences   | Possible Consequences  |
| <b>1st Offense</b> - Warning + restorative discussion + Minor referral + Call home/Dojo message<br><b>2nd Offense</b> - Reteach correct behavior + Reflection + Minor Referral + Call home/Dojo message<br><b>3rd Offense</b> - Classroom Consequence + Minor referral + Call home/Dojo message<br><b>4th Offense</b> - Call home/Dojo message + Bump Room + Loss of Privilege + Major Referral + Possible Team Meeting | Administrative Conference w/ Student<br>Administrative Conference w/ Parent<br>Administrative Conference w/ Parent + Team<br>Loss of Privilege<br>Student Reflection<br>Restitution<br>Student Calls Home/parent contact<br>Silent Lunch<br>In School Suspension (ISS)<br>Out of School Suspension (OSS)<br><b>All Consequences are with Administrative discretion</b> |
| <b>Note:</b><br><i>The School Administrators reserve the right to deviate from the sequence of consequences depending on the frequency, duration or intensity level of a given behavior. School staff will follow individual BIP/crisis plans for students as indicated and are committed to work with parents to create or adapt them as needed.</i>   |  |

Educator’s Handbook is a tool Johnston utilizes to document behavior to better serve each student. The team analyzes the data from Educator’s Handbook to create proactive strategies to support each child’s behavioral success over time. We appreciate your support.

**Individual Student Acknowledgement/Reward System**

**What is a Bear Ticket?**

Giving a Bear Ticket is a systematic way for staff members to acknowledge Johnston Elementary School expectations in and around our school. The key is to **promote** desired behaviors rigorously to reinforce **expectations**. Bear tickets should be earned for meeting any of the behavioral expectations of the school: **B**est effort, **E**ncourage others, **A**ct responsibly, show **R**espect, and be **S**afe at all times. Bear Tickets are collected and exchanged for classroom rewards.

**BEAR Paws**

The Specialist will give out a BEAR paw if the class followed BEAR expectations during their class period. Additionally, BEAR paws may be earned by the class during instructional and non-instructional activities, and from all JES staff. Some examples include: the class received a compliment by another staff member for walking quietly in the hallway or the class transitioned quickly and quietly in between subjects. The paw should be displayed somewhere in the classroom and the class should know what reward they are working towards. Once the goal is met, the class will cash in on the reward.

**Golden Awards**

These awards are part of our PBIS framework and provide periodic recognition of an individual class for expected behaviors.

- **Golden Tray Award:** The Cafeteria/Custodial staff will choose 1 class that demonstrates the best cafeteria behavior.
- **Golden Award: Broom**The Custodial Staff will choose a class that has a clean classroom on a regular basis.
- **Golden Mic:** Teachers and Administrative team will choose a class that follows BEARS expectations at an assembly.
- **Golden Shoes:** For the class that walks in the hallway quietly
- **Golden Cape:** For the classroom with the best attendance

**School-Wide Acknowledgement/Reward System**

The PBIS Team develops school wide rewards with staff input to reward students who have exhibited the BEARS expectations on a consistent basis. Students will start over each 9 weeks and be eligible to earn the BIG Rewards once the Giant B.E.A.R.S. in the main hallway are completed (by each class earning Bear Paws). School-wide rewards/activities are tiered to provide additional acknowledgement of students who didn't receive any major/minors during the reporting period.

**Enrollment Documents**

Please be prepared to provide the following documentation to ensure continued enrollment for your student at Johnston Elementary School.

1. Birth Certificate
2. Immunization Record
3. Health Assessment
4. 1 proof of Residency
5. Parent/Guardian Contact Information, (updated regularly)
6. Custody Documentation, (if applicable)



**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, gives parents and students over eighteen years of age (“eligible students”) certain rights with respect to the student’s education records. These rights can be found on Buncombe County Schools website, Johnston’s website, or a copy is located in the school office. If you wish to restrict the disclosure of your student’s directory information, the opt-out letter can be downloaded on Buncombe County Schools website, Johnston’s website, and a copy is available in the school office. For more information you can contact the school office.

**Parents Right to Know for Title I Schools**

[Parents Right to Know Letter--English](#)

[Parents Right to Know Letter--Ukrainian](#)

[Parents Right to Know Letter--Romanian](#)

[Parents Right to Know Letter--Russian](#)

[Parents Right to Know--Spanish](#)

Johnston Elementary School is a Title I School

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.

Requests must be in writing to the principal. This applies only to Title I schools.

### [Nutrition](#)

## Free School Breakfast & Lunch Information

### FIELD TRIPS

Your child’s class may take a planned trip away from school at various times in the year. The teacher will notify the parents about the trip in advance and include a permission form to be signed and returned by the parent/guardian before the student will be allowed to participate.

The students will be transported in yellow or white buses to the location. Chaperones may not ride the school buses. All chaperones need to complete the volunteer tracker located on the BCS website. Contact your child’s teacher for more information.

[Board Policy 3320 School Trips](#) [Board Policy 5015 Volunteers](#)

### HEALTH SCREENINGS

As a service to the children of Buncombe County, the Buncombe County Health Department personnel and the school staff execute screenings for various health purposes. Our school will conduct a health fair during the first few months of the new school year. This activity will complete the majority of the examinations. Included are a vision screening, hearing test, check of height and weight, and a dental screening. Parents will be notified if there is a concern regarding one of these screenings. A public health nurse is on campus from time to time. These screenings are done on an “opt in basis”. If you need other services, please contact the school office or ask to speak to the school nurse.

### INCLEMENT WEATHER

The safety of all children is the first concern when deciding if schools must be closed or if there is a delayed opening. Please download the BCS app, tune in to local radio (WWNC), TV station (WLOS), or the county’s website (buncombeschools.org) for closing information. Schools are closed by district. We are in the **Erwin District**. If school is closed in the Erwin District we will not have school at Johnston. During winter months, it is recommended to check local weather daily due to the geographical size and

difference within our county. ***Please do not call the school, central office or news media for closing information. Please do not message the Johnston Elementary School Facebook page.***

**Buncombe County Schools will utilize up to five remote instruction days or 30 remote instruction hours when schools are unable to open due to severe weather conditions, energy shortages, power failures, or other emergency situations and will use that time towards the required instructional days or hours for the school calendar.**

**Learning will continue following the schedule below:**

**When inclement weather closes BCS campuses for consecutive days, the following schedule will be used:**

- ❑ **Remote Asynchronous/OTWD**
  - Teachers use the Learning Management System (LMS) to post assignments for every subject/class a student would normally attend that day. **Kindergarten-second grade use Seesaw and third - fourth grade use Google Classroom.**
  - Students submit assignments through the LMS.
  - Asynchronous assignments for the entire day will be posted no later than 10am.
  - Students will have up to 5 days to complete assignments.
  - Students will be counted present for the day/class period upon the completion of the assignment(s).
- ❑ If schools are closed, students do not report.
- ❑ If school opening is delayed by two hours, the school building is closed until 9:30 a.m. and buses run two hours later.
- ❑ If school opening is delayed by three hours, the school building is closed until 10:30 a.m. and buses run three hours later.
- ❑ If a bus does not run on ice or snow-covered roads on the morning run, it may not cover that road during the afternoon run.
- ❑ If no announcement is made, you may assume school is open on a regular schedule.
- ❑ If school is dismissed early due to bad weather conditions, it will be announced on TV, radio, Facebook and the county website. Please do not call the school numbers.
- ❑ Please submit a completed early dismissal form to your child's teacher to keep on file concerning the procedures the school will follow for your child in the event of an early dismissal. We will not be able to call parents in this situation. On those days when snow is forecasted, or when snow begins, make sure you listen to the radio or TV, or check Facebook, the BCS app, the BCS website, or the wlos.com, for possible announcements.

[Board Policy 5050 Emergency Closing](#)

#### **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). In order to ensure compliance and internet safety, students are NOT allowed to use cell phones or any other wireless technology device on the bus or at school. Personal devices are not monitored by our filters and must be turned off and remain in backpacks when on school property.

[Board Policy 4318 Wireless Communication Devices](#)

- **Board Policy 4318 - Student cell phones and smart watches may not be used at school or on the bus**
  - The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are **not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel**. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.
  - Wireless communication devices include smart watches
  - Please make sure your child is either leaving their phone/smart watch at home or that they understand that they may not use them at school
  - Students may not use their phone/smart watch on the bus at JES

- School employees may immediately are on, used, displayed or visible in unusual circumstances, confiscated only to the students' parents.



confiscate any wireless communication devices that violation of this policy. Absent compelling and wireless communication devices will be returned

[Board Policy 3226/4205 Internet Safety](#)

**Artificial Intelligence (AI) Guidelines**

- AI Error Responsibilities Guidelines for understanding and addressing AI errors, emphasizing the importance of human oversight and responsibility in the use of AI.
- Policy Implementation Guidelines: Incorporating policies for the responsible and ethical use of AI, including academic integrity, student acceptable use, and methodology for AI selection, use, and monitoring.
- Leveraging Automation and Ensuring Fairness: Policies to leverage automation for advancing learning outcomes while protecting human decision-making and to interrogate the underlying data quality in AI models to ensure fair and unbiased pattern recognition and decision-making in educational applications.
- Commitment to Fair and Safe AI Usage: Expressing the school's commitment to using AI fairly and safely, as well as providing guidance for policy makers and educators on AI and education.

These guidelines aim to ensure and AI is used responsibly, ethically, and in a manner that aligns with the educational goals and well-being of students.

**Guardianship/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 **signed by a judge**, either biological parent **listed on the birth certificate**, 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 and must be up to date. If there are other concerns with regard to your child's safety, the office and your child's classroom teacher should be informed so that the child's records can be flagged.

**MEDICATION**

Buncombe County Schools Board Policy 6125 states that school personnel will only administer medication, prescription OR over-the-counter, if there is a signed order by the physician with specific directions for administration. Prescription medication must be in a bottle that has the original pharmacist's label with the patient's name, instructions, name of drug, and name of physician. Over-the-counter medication must be brought to school in the original container. Parents should provide a properly marked dosage cup or spoon. If pills need to be split, please have your pharmacist do this. School personnel cannot be responsible for cutting pills. Also, please remember that students **are not** allowed to transport the medications to school or carry it on their person. **Any medication must be transported to the school by the parent/guardian. Medications must be picked up by an adult at the end of the school year. Any unclaimed medications will be destroyed by our MAHEC team of nurses.**

*Requests for medication to be given during school hours* forms are available in the main office and must be completed by a parent/guardian. The form may be faxed to our office at 828-252-7653. You are also welcome to come to school to administer medicine to your child. A child may not self-administer medication under any circumstances.

To ensure our students receive medication safely, **no exceptions** will be made. Medicine sent to school in a manner not in compliance with board policy will not be administered.

[Board Policy 6125 Medication](#)

**Media Likeness**

Buncombe County Schools does not require parent permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities if they will be identified as children with physical or mental disabilities. Parents, guardians, or eligible students may request not to be photographed, videotaped and/or interviewed by filling out the FERPA form. Opting out will mean the student will not be included in the yearbook.

### **PARENT COMMUNICATION**

Johnston Elementary staff strives to communicate effectively with parents and the community. We use several avenues to provide the information you need to be an active part of your child's education. In order to ensure you receive all important information, please make sure your [Infinite Campus](#) account has the most updated contact information when/if your email address or phone number changes.

#### **Calendars/newsletters/apps**

Each teacher will communicate classroom activities using the app Class Dojo, or through newsletters and calendars.

#### **Teacher webpage**

Each staff member has an updated link to our school website which can be found at: <https://jes.buncombeschools.org/>. Follow us on Facebook. <https://www.facebook.com/JohnstonElementary>

#### **Parent-teacher conferences**

Teachers will be inviting you to conferences throughout the year. You also can request a conference at any time. If you have questions or concerns, do not hesitate to call the teacher to ask. Both the teacher and parents have a responsibility for scheduling conferences if there are questions regarding a child's progress.

[Board Policy 1310/4002 Parental Involvement](#)

[Board Policy 1320/3560 Title I Parent and Family Engagement](#)

#### **Parent portal**

Through the [Infinite Campus](#) program, BCS offers a "Parent Portal." Through this program, you will be able to track assignments, grades, and attendance and communicate with teachers. It is necessary that we have a way to get in touch with you. We **MUST** have an emergency number **at all times** in case your child gets sick, or has an accident. **If your phone is disconnected or the number changes, notify the teacher or office immediately.** Make sure to sign up for the Parent Portal to manage emergency contacts annually. You can find access to the Parent Portal by going to the Johnston Elementary website under Quick Links. If you have any questions about the Parent Portal, contact [Laurrell Smith](#) in the JES Main Office.

#### **Thrillshare**

The Thrillshare phone notification system will be used by BCS central office and JES to notify parents of important school or county news, events, or emergency situations. Parents, make sure to let the office and your child's teacher know when phone numbers change during the year.

### **PARENT TEACHER ORGANIZATION (PTO)**

We welcome all families to be a part of the Johnston PTO. The PTO meets regularly, dates are posted on JES Facebook and webpage. The PTO works collaboratively with school staff to support the curriculum and school goals. Contact [Kate Trefzger](#), PTO President at [ptojohnston@gmail.com](mailto:ptojohnston@gmail.com). There are no membership fees.

### **Permanent Records**

North Carolina law requires that a permanent record be maintained for each student beginning in Kindergarten. The record contains: printed elementary records, identification information (name, address, sex, race, birthplace, birth date), family data (parents' name, addresses, telephone numbers), physical examination and health record, attendance record, scholastic record, standardized test scores, information pertaining to special programs and services provided for the student, and pertinent educational or personal information that may have been collected with the consent of the parents, legal guardians, or eligible students. The parent or legal guardian may review their child's record in the school office and may obtain a copy of the record if needed (allow 3 working days for our office staff to comply with copying requests). A fee may be charged to reproduce copies. Information from a student's record shall be furnished without the consent of the parents or legal guardians

when required by a judicial order or any lawfully issued subpoena upon condition that parents or legal guardians are notified by the local educational agency of such orders in advance of compliance. Parents or legal guardians shall be provided with the opportunity to review and to challenge their child's record prior to compliance of the school with the judicial order or subpoena. Directory information (student's name, address, telephone number, date and place of birth, dates of attendance, awards received, most recent previous school attended by the student) may be made available to those with legitimate interest in the student. (Policy: G.S. 115C-384 & 402) If you do not want this information released, please send a written request to the main office. Parents have the right to request a copy of Board Policy 4700, Student Records.

### **REPORT CARDS**

Report cards will be sent home at the end of each nine weeks grading period. Please go over this carefully with your child, noting progress or problem areas. First and second grade students do not receive letter grades, but are given a rubric score. Kindergarten students are only given assessments and your child's progress will be sent home three times per year.

Students achieve at different rates. Please note that your child's progress in reading, writing and math is determined by your child's individual performance throughout the report period. If you have questions, please consult your child's teacher.

#### **Kindergarten: Progress Reports sent 3x per year**

##### **Rubric Scores for 1<sup>st</sup> and 2<sup>nd</sup> graders**

- 4 = Exhibits outstanding performance consistently above grade level
- 3 = Exhibits consistent performance at grade level
- 2 = Performing below grade level expectations, performance is inconsistent
- 1 = Performance is significantly below grade level

##### **Grades three through fourth use letter grades to indicate numerical averages as follows:**

- A= consistently meets grade level expectations at an outstanding level (90%-100%)
- B= frequently meets grade level expectations at a high level (80%-89%)
- C= Meets grade level expectations at a satisfactory level (70%-79%)
- D= Seldom meets grade level expectations (60%-69%)
- F= Does not meet grade level expectations (0-59%)

### **SALE OF PRODUCTS**

Students may not sell products at school or on the bus; nor should they bring them to school. Our PTO **may** be conducting fund-raising activities during the school year. During these fund-raisers, parents are asked to help students make sales and deliveries. Students should not be allowed to go door-to-door without being accompanied by an adult.

### **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](mailto:shanon.martin@bcsemail.org); 828-255-5918; 175 Bingham Road, Asheville, NC 28806.

[Board Policy 1726/4036/7237 Title IX](#)

### **TOBACCO PRODUCTS AND SMOKING**

All Buncombe County buildings, campuses, vehicles and property are tobacco free for all students, employees, parents and visitors. Vaping is not allowed. [Board Policy 5026/7250 Smoking and Tobacco Products](#)

### **Toys**

Students may not bring toys from home to school. Toys can be a distraction to the learning environment and are not permitted during recess or instructional time.

Toys and materials that are purchased for use in the classroom become community property. This means they are shared and used by all students as part of our learning environment. Personal toys from home should only be brought to school if specifically requested by the teacher for a designated activity or event.

Thank you for helping us maintain a focused, cooperative, and inclusive classroom community.

**VOLUNTEERS**

We encourage parents and guardians to get involved in the Johnston community. If you are interested in participating in volunteer work, please contact your child’s teacher or the school office at 828-232-4291. Volunteers will be required to follow Buncombe County Schools’ volunteer policy and procedures. All volunteers must complete Buncombe County’s online Volunteer Tracker screening, located on the BCS web page under “Quick Links.” Volunteers must complete this process each year. **For security purposes, all visitors and volunteers entering the school must first report to the office to sign in, where they will be given a visitor’s badge. This badge must be worn at all times.** [Board Policy 5015 Volunteers](#)

**We look forward to working with your family and your child this school year!**

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**Cut here and return to your child’s teacher**

By signing below, I acknowledge that I have received a digital or paper copy of the Johnston Elementary School Parent/Student Handbook. I understand it is my responsibility to read and review the contents of the handbook with my child. We agree to follow and abide by the policies, procedures, and expectations outlined in the handbook.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_