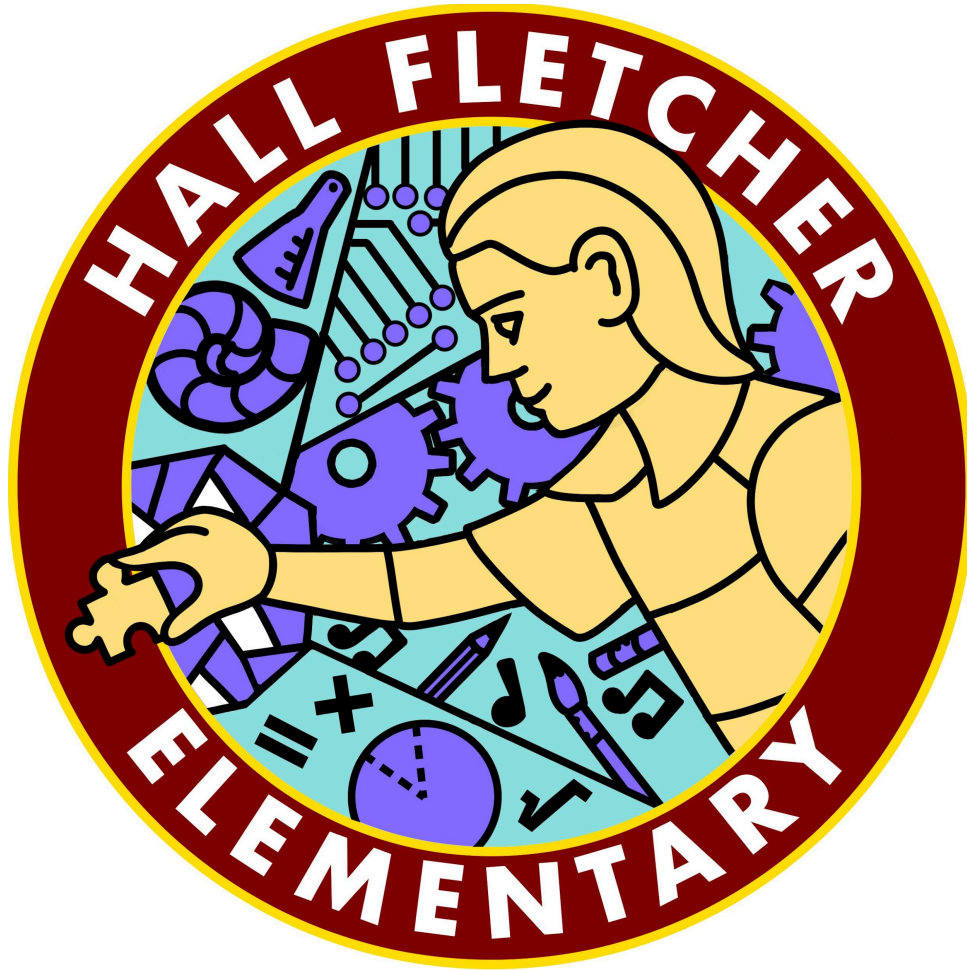


Hall Fletcher Elementary School
Student Handbook
2025-2026



Principal: Shawn Benfield
Assistant Principal: Kelly McCarthy
Office Manager/Treasurer: Harrison Newkirk
Data Manager: Emily Bassinger

60 Ridgelawn Rd
Asheville, NC 28806
Phone: (828)350-6400
Fax: (828)255-5179

Important Dates: 2024-2025

Important Dates: 2025-2026

Meet the Teacher

Thursday, August 21

3:00 – 6:00 pm

HFE Back to School Bash

Thursday, Sep 4, 2025

4:00-6:00 pm

All staff set up on the sidewalk

HFE Family Night

Title I/Family Book Fair Night

Thursday, September 18

5:00 – 7:00 pm

** 4th and 5th grade students will perform in the Little Theater.

Fall Fletcher

Friday, October 24

4:30 - 6:30 pm

Reading and Arts Night

Tuesday, December 11

5:30 – 7:00 pm

** Kindergarten and 1st grade students will perform in the Little Theater.

Math and Arts Night

Thursday, February 12

5:30 - 7:00 pm

** 2nd and 3rd students will perform in the Little Theater. Various grade levels' art will be displayed.

STEAM Night/Science Fair

Tuesday, April 28

5:00 – 7:00 pm

School Hours

All students should report to school no earlier than 7:15 am. Your child will be counted tardy if not in their classroom before the 8:00 am bell rings. The school day ends at 2:35 pm.

Arrival and Departure

- Adult supervision of students begins at 7:15 am. Please do not drop your child off before this time.
- Dismissal will begin at 2:35 pm. Adults picking up children should stay in their car in the car lane or use a vacant parking space. Please do not park in or block access to our neighbors' driveways. **You must have your paper car rider tag to pick up your child; if you do not have your tag, you will need to take your ID to the main office to sign out your child. This is for students' safety.**
- Please do not park in the bus lane for any reason or any amount of time.

NOTE: Whenever a change is made in your child's afternoon transportation, the teacher/front office must be notified in writing. Please include all pertinent details. Students who do not have notes will be sent home in their usual manner. If you need to make last-minute changes, please contact the school before 2:00 p.m.

Tardies/Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged.

- Students must be in their classrooms by the 8:00 a.m. bell. Students who arrive after 8:00 a.m. are tardy and must report to the office with a parent or adult before going to their classrooms. Students arriving tardy to school must be signed in at the office by the adult transporting the child to school.
- Adults picking a child up early must sign the child out in the main office. Due to the office staff preparing for dismissal, students will not be dismissed after 2:15 pm for early dismissal. Visitors, including parents, may not go directly to a child's classroom before checking in with the main office. This procedure helps ensure the safety of each child and allows us to account for all of our students.

Attendance

The school calendar contains 176 student days. Regular school attendance increases the amount of academic progress students can make so it is critical that students attend school each day. Students who miss more than 18 school days during the same school year may not be eligible for promotion to the next grade level unless the Appeals Process is followed (**please refer to ACS Board Policy 4400 & 4400-P**). Students who miss school must bring a note explaining why they are absent on the first day they return to school. Absences NOT followed by a note will automatically be coded as unexcused/unlawful. *Please schedule trips, appointments, and other activities in order not to interfere with your child's school attendance. For your convenience, an Asheville City Schools Calendar is posted on the HFE Web Page.* In order for a student's absence to be considered for approval as an excused educational absence, the parent must submit [the form](#) to the principal two weeks prior to the absence; the form will include the specifics of the absence and its educational impact. Educational activities

must be tied to the NC Standard Course of Study for the appropriate grade level (found at [Standard Course of Study | NC DPI](#)). The principal will then notify the parent/guardian whether or not the absence can be excused as an educational absence.

Parents/Visitors/Volunteers

Please help us ensure the safety of our students by reporting to the main office whenever you visit HFE. All parents, visitors, and volunteers must sign in with the office and wear a pass so that all staff can identify you as a parent/visitor/volunteer.

Please check out [this page](#) on the ACS website if you are willing to be a volunteer at HFE.

Emergency Closing of School

If inclement weather is likely, please listen to your local television and radio stations for information on school closings. You will also receive a Parent Square messaging call/email from ACS Communication. (If you are not receiving these communications, please let Ms. Emily know.)

If you suspect school may close early and need to make alternate plans for your child, you can notify the **front office by calling the school**.

Homework

Homework is an extension of what is being taught in class. Please set aside a time and place each day for your child to do homework. We have developed a uniform homework policy for all students in an effort to ensure that our students receive continued practice and include parents in their students' academic attainment.

- Grade levels will assign homework either nightly or weekly.
- Homework will include reading, previously covered content, or longer-term projects.

Report Cards/Midterms/Progress Reports

Report cards are issued every nine weeks. In addition, teachers will send out mid-term reports in the middle of each grading period. These reports give valuable information about each child's progress. We encourage you to set up a conference with your child's teacher for additional information. System-wide parent conference days are scheduled once each semester and are indicated on the school's calendar page.

Conferences

To set up a parent/teacher conference, please notify your child's teacher and indicate the best times for you. If you have difficulty arranging a conference, please contact the principal or assistant principal. Our goal is to keep the lines of communication open between parents and teachers.

Medication

Only designated school staff may administer medication to students. If your child needs to take medication (over-the-counter and/or prescription) during the school day, an adult must

complete a Medication Form with the doctor's signature and give the medication to the office staff. Children may NOT bring any type of medication to school. It must be brought in by an adult and in the **original bottle with a label**. This also includes, but is not limited to, cough drops/lozenges, sunscreen, cold medications, and pain/fever reducers.

Parent Teacher Organization (PTO)

We are fortunate to have a very active F.T.O. at Hall Fletcher. Our Parent Team supports students, teachers, and families through community-building work. Mr. Benfield includes Parent Team updates in Sunday Night calls. Please let us know if you are willing to serve on the Parent Team.

Parents' Right to Know (Title I)

Parents may request and have the right to know information regarding the professional qualifications of the student's classroom teacher, including the following:

Whether the student's teacher

- has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of the teacher's discipline or certification.

Parents may also ask if the child is provided services by paraprofessionals and, if so, the paraprofessional's qualifications. Title I Schools must also notify parents in a timely manner that the student has been assigned to or taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent and Family Engagement Policy

[Link to 2024-2025 document](#)

 Spanish: HFE Title 1 Parent Involvement Policy 2023-2024

Discipline

Hall Fletcher's behavioral expectations, procedures, dress code, and rules follow the Asheville City Schools Code of Student Success and Student Rights and Responsibilities Handbook. All staff and students adhere to these guidelines. The district will share a digital copy of this document at the beginning of the school year. Each classroom also has an established set of classroom rules and expectations. These rules and expectations are shared with parents at the beginning of the school year. All of us working together can ensure a safe and orderly school environment.

Wireless Communication Device/Cell Phones/Smart Watch

Students are not allowed to have cell phones in the classroom. If your child brings a wireless device to school, it must be turned in to the office before school starts. Those devices will be

returned to students at the end of the school day. Wireless devices are safely locked in the office. However, HFE is not responsible for lost, stolen, or damaged personal items.

Student Dress

Each child should come to school dressed in a way that supports a safe, orderly, and non-disruptive environment.

- Clothing that promotes the use of alcohol, drugs, or weapons is not allowed at school or during any school-related event.
- Clothing that reveals the midriff, is too short, has holes, or has cuts or tears that reveal the pocket will not be permitted.
- Face coverings (including Halloween masks) will not be permitted.

Students who arrive at school inappropriately dressed will be asked to call their parents or guardians for a change of clothing. When selecting footwear, please choose styles that enable your child to engage in daily physical activities and use stairs.

School Telephone

Students may use the telephone only in emergency situations. Please help us ensure that parent messages to students are limited to important information that cannot be handled otherwise. Changes in plans for after-school transportation should be made at home and clearly communicated to the child and the teacher with a written note.

Buses

Riding the bus is a privilege, not a state requirement. Students are allowed to ride only the bus to which they are assigned. Any exception to this, even for one time, must be made by written request in advance of the change and approved by office personnel. Student behavior affects the safety of ALL students. We will stress bus safety at school and ask that you do the same at home. School administration will work with students and drivers to address unsafe or inappropriate behavior. When misbehavior is severe or habitual, parents will be notified by telephone or letter and asked to help correct the situation. Students referred to the office for problems on the bus are dealt with in the following manner:

- **1st Violation:** Warning and parent contact
- **2nd Violation:** Parent contact. Consequences may range from an assigned seat up to 3 3-day suspension from riding a bus.
- **3rd Violation:** Parent contact. Consequences may include a suspension from riding a bus for up to 5 days.
- **4th and Succeeding:** Parent contact. Beginning with the 4th violation, consequences may include a 10-day suspension from riding a bus or other administrative action, including a long-term suspension from the bus.

Permission to Use Photographs

Asheville City Schools may photograph your child at school for use in district or school publications, including, but not limited to, calendar, brochures, district or school website, promotional materials, advertisements, instructional materials, and flyers. If you object to your child being photographed for these purposes, please notify us in writing. It is assumed that you have no objection if we do not hear from you regarding this. Any written request to abstain from

printing a student's image shall include the student's name, school, grade, teacher, date, and the printed name and signature of the parent/legal guardian.

Safe Schools Drills

We plan to conduct Safe Schools Drills several times during the school year. These drills include fire, tornado, evacuation, and lockdown drills. We hope we never have a situation where we can use these procedures; however, we must be certain that our faculty and students are familiar with the procedures. The necessity of evacuation to a separate location may occur during these drills.

After-School Programs

We have one after-school program on-site at HFE: FORTE. Please notify the office if your child is beginning or changing an after-school program. Please contact the front office to enroll in FORTE or check for space.

Asheville City Schools Board Policy

All ACS Board Policies can be found at the following link: [Board Policy Manual](#)

Student and Adult Meals

(Prices are subject to change)

Student Breakfast	\$1.50
Student Lunch	\$3.25
Milk, all types	\$0.75
Adult Breakfast/Lunch à la carte pricing	
Adult Holiday/Special Meals	\$8.00

Parents may use the [K12PaymentCenter](#), cash, or a check to pay for student meals.

Free and Reduced Meal Applications

Apply online for your children to receive free or reduced-price school meals. This is an annual enrollment and must be completed each school year. Your application will be sent directly to Asheville City Schools from a secure website. Once your application has been received, the district office will determine your eligibility and send you a letter with the results. **Paper copies are available if needed!** Our Title I funding is based on the number of students who qualify for free/reduced lunch, so all families must apply, even if they will not use the benefit.

[Lunchapplication.com](https://lunchapplication.com)

[Annual Public Notice 2024-2025](#)

