

Mountain View Elementary School

Student Handbook

2026-2027



Welcome

Welcome to Mountain View Elementary School. This handbook is for students and parents to understand our school's operations and procedures. Both students and parents need to be familiar with its contents. If you have questions about the items covered in this handbook, please contact our office at 336-649-8520.

After reviewing the contents of this year's handbook,
sign the acknowledgement form and return to school.

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School Rules and Information

Arrival & Departure: The instructional day begins at 7:45am. Adult supervision of students will begin at 7:15. 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. **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.**

Afternoon Car Line Procedure: It is paramount to the safe and orderly operation of Mountain View that the drive be kept clear. Parents using the afternoon car line for student pick up are asked not to arrive on campus before 2:00. 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 2:30. At 2:30 all vehicles may move forward to the main entrance to wait for students to be released. MVES identification tags should be visible on the mirror or front dash. If there are no MVES identification tags, identification will be checked and verified for pick up at the front office.

*** All car riders must be picked up by 3:05.

Departure: Students should make a habit of remaining in school for the entire day. Please try to schedule appointments after school hours. Students picked up prior to 11:15 will be counted absent for the day. Any student picked up during the school day 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 2:45 will be followed if the pickup is after 2:30. If a student leaves school early, please send a note from the doctor or dentist so that we can excuse the dismissal.

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 has 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 /checking in later than 11:15 will be counted absent for the entire school day.

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.

PreK – 6 Policy Code: 4400

Students are required to be in attendance at least 90% 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 skills 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

Amended: March 4, 2019

Attendance Procedure 4400

School attendance is recorded on a daily basis for every student using data from Infinite

Campus.

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 at 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) Attendance Tardy Procedure** (*Policy Code: 4400*):
- * **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.

The Ashe County Board of Education recognizes that regular school attendance plays a significant role in the academic performance of all students. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time. Students who are tardy excessively fall behind in academic achievement. A student who is continually tardy not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Teachers take roll each morning and students are considered tardy if they are not in the classroom when the bell rings **OR** if a student leaves before the end of the instructional day.

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/or endangering the safety of all. Excessive student absences, tardies, and early dismissals will be addressed by the principal or designee. (Board Policy #4301 Authority of School Personnel)

Afterschool Program: Ashe County Schools provides Mountain View students with after school care through the Afterschool Program. If you are interested in this program contact **Molly Dawes at 336-246-7175.**

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. As a Positive Behavior Intervention and Support (PBIS) School, all students will be taught expectations for riding the bus. To support PBIS and bus safety, students and parents sign to acknowledge bus behavior expectations. The administration has the right to serve consequences or suspend bus ridership for offenses at any time.

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 lunch fees be paid on a weekly basis by cash or check. Meal prices are established by the Ashe County Board of Education and are as follows:

Student Breakfast: Free to all students

Adult Breakfast: A la Carte prices

Student Lunch: Free to all students

Adult Lunch: \$5.00

Parents are welcome to have lunch with their children after the first week of school, except during EOG testing time. Visiting parents/guests are required to sit at the guest table with their child only. Teachers should be notified that their student will have a guest for lunch so the cafeteria can be prepared. Visiting parents an In fairness to all students, and in order to keep our cafeteria from violating federal competitive food regulations, please do not bring food to your child at school in packaging from outside restaurants. If you choose to bring lunch, please repackage any commercially prepared food in an unmarked container. Cakes and cupcakes for classroom parties must come from commercial sources. (Board Policy #6230 – Nutritional Standards for Food Selection)

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.

Code of Conduct: Ashe County Schools has developed a Code of Conduct related to student behavior. Parents are asked to review its contents and discuss these expectations with their children. All kindergarten and new student parents will be required to sign an acknowledgement that this information has been provided to them.

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.

Connect 5: The Connect 5 Phone System will be used to communicate announcements, school news, and information related to school closings and delays.

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. Confidentiality laws prohibit schools from providing names, addresses, and phone numbers of other students to parents.

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 Elementary, a Positive Behavior Intervention Support School (PBIS), 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. PBIS is aligned with the character education traits that we currently teach.

*Please see PBIS Matrix

Dress Code: STUDENT DRESS CODE POLICY *Policy Code: 4316*

https://v3.boardpolicyonline.com/b/bl/ashe_county

The board believes that the dress and personal appearance of students greatly affects their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code, adopted and distributed by the superintendent or designee, that a) prohibits attire that exposes undergarments and b) requires clothing that covers a student's skin from chest to mid-thigh with non-transparent fabric on the front, back, and sides;
2. is substantially disruptive (for information on gang-related attire, see policy [4328](#), Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Legal References: [G.S. 115C-47](#), [-390.2](#)

Cross References: Student Behavior Policies (policy [4300](#)), School Plan for Management of Student Behavior (policy [4302](#)), Disruptive Behavior (policy [4315](#)), Gang-Related Activity (policy [4328](#))

Adopted: November 1, 2004

Revised: June 4, 2007; June 29, 2017; June 30, 2022; August 4, 2025

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.

1. 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.
2. 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 or legal guardian only.

Grading Scale: Ashe County Schools are currently using a 10-point grading scale. This gives Ashe County Public Schools' students equal footing with students from other school districts that have adopted the 10-point grading scale. Students in kindergarten through the second grade do not receive letter grades.

The 10-point grading scale is as follows for grades 3-12;

A	90 - 100
B	80 - 89

C	70 - 79
D	60 - 69
F	□ 59

Health Room:

The school health room is open to all students during school day hours and is staffed by a Registered Nurse. It is in the school's administrative area of each school building. Services available may include minimal physical assessment in the event of acute illness, chronic and specialized health care maintenance, first aid, and information and education about health care issues of student interest. ALL medications must go through the health room. You will be notified by the school nurse if your child is ill or has an injury that requires further treatment or follow-up. If you cannot be reached, the next emergency contact listed will be called.

Health Information Form

The health information form is completed by the parent or guardian at the beginning of each school year. This information is essential in helping the nurse prepare and take the best care of your child during the school day. Please note all your child's health conditions on the form and return to the school as soon as possible. Please notify the school nurse if your child has chronic health conditions for an individualized health care plan to be initiated. Physician documentation is required if a health plan is deemed necessary ([Diabetes/Seizures](#)). If your contact information on this form changes at any time during the school year, please update the school front office staff as soon as possible.

Student Medications during the school day

To ensure the health and well-being of all students, please read the '[ACS policy on administering medications](#)' to students by school personnel. If your child requires any medication during the school day (including over-the-counter medication) you may do one of the following:

1. You or a designee may come to your child's school and administer the medication yourself to your child at the appropriate time.
2. OR, If the medication is needed daily at school and you are unable to physically come and administer your child's medication yourself,
 - a. You must obtain a '[Parent Consent/Physician Consent Form](#)' from the school. This form must be completed and signed by your child's Primary Care Provider indicating medication, dose, time to be given and any potential side effects. Any change to the prescription requires a new Physician Consent form.
 - b. All medication(s) must be in the original, pharmacy-labeled prescription bottle or in the original, unopened manufacturer's (over the counter) container and signed-in with the school nurse/designee during regular school hours. The medication will be counted/measured and documented on the medication check-in/check-out log. If other arrangements for transporting medication must be made, they must be approved in advance by the school nurse and the principal.

*****TEACHERS CANNOT ACCEPT MEDICATIONS*****

*****DO NOT SEND MEDICATIONS WITH THE STUDENT TO SCHOOL******

*****MEDICATIONS WILL NOT BE ACCEPTED UNLESS IT IS IN THE ORIGINAL CONTAINER AND PROPERLY LABELED*****

- c. No self-carry medications will be permitted, apart from emergency medications (rescue inhalers, epi-pen, diabetic emergency medication, seizure emergency medication). Emergency medication will be kept with the individual student based on his/her ability to self-

carry and his/her knowledge of their medical condition. Otherwise, it will be kept with their teacher.

Health Room Rules

1. In the event of acute illness while at school, students may rest in the health room for a maximum of 30 minutes and then return to class, if appropriate. The nurse will make any necessary parent contacts. If the nurse determines a student cannot remain at school, that student must be picked up from school within 30 minutes of notification.
2. Communication between the nurse and student is confidential. However, if a student mentions being harmed by another person, wanting to harm his/herself, or wanting to harm another person, that information is required to be reported.
3. The Health Room telephone is for staff use only.
4. When the Health Room nurse/designee is not present, students should not enter or stay in the Health Room unattended and should ask school administrative staff for assistance.

Immunizations

[NC Law](#) requires all students in grades K-12 to have a completed immunization record or medical/religious exemption on file. The completed immunization record must be turned into the school within 30 days of entering a NC public school for the first time. A "Request for School Health Record Information" letter will be sent home with the student if any immunizations are found to be incomplete. Students must have their immunizations up to date to continue school. Other specific immunization information may be found on the [Health Services](#) page of the ACS website.

Vaccine	Kindergarten	7 th Grade	12 th Grade
DTaP	5 doses	5 doses	5 doses
Polio	4 doses	4 doses	4 doses
MMR	2 doses	2 doses	2 doses
Varicella	2 doses	2 doses	2 doses
Hib	4 doses	4 doses	4 doses
Hepatitis B	3 doses	3 doses	3 doses
Pneumococcal Conjugate (PVC)	4 doses	4 doses	4 doses
Tdap		1 dose	1 dose
Meningococcal Conjugate		1 dose	2 doses

Health Screenings

Throughout the school year, children will be screened to ensure they can see and hear properly. The students may also be screened for, and educated about dental hygiene. The following schedule applies to screenings your child may receive throughout the school year:

- Vision: Initially for Pre-K, Kindergarten, 1st, 3rd, 5th, 7th, and 9th
Lions Club beginning 2025-2026 will offer for students in K-6 the NC Lions KidSight Program. The

screening is free and uses state of the art technology that is 85-90% effective in detecting the vision problems that could lead to vision loss. The screening equipment used in the screening may determine the presence of eye disorders including far and near sightedness, astigmatism, anisometropia (difference in prescription between eyes), strabismus (eye turn), and anisocoria (unequal pupil size). The screening process is conducted at approximately a distance of three feet from the student. There is no physical contact with your child and no eye drops will be administered. If a referral is recommended you will be notified. This screening does not substitute a full eye exam from ophthalmologist or optometrist. For additional information please call 1-800-662-7401 ext. 241

○ Colorblindness screening for boys in kindergarten

- Hearing: Initially for Pre-K, Kindergarten, once in elementary, once in middle school and once in high school.
- Dental: Will be conducted as per the Registered Dental Hygienist with the NC Oral Health Section.
- Additional Screening could be completed on all students including but not limited to:
1) New to school, 2) In Exceptional Children's Program, 3) Failure of a screening during the previous year, 4) Academic difficulties/referral to School Assistance Team, 5) Student who presents with complaints, 6) Teacher referral 7) Parent request

Communicable Illness

Children need to come to school healthy and ready to learn. Below are a few guidelines ACS asks you to follow concerning your child's health. These guidelines are in place to prevent the spread of illness and infections. If you are in doubt about sending your child to school due to illness, keep your child at home and consult your child's primary care physician.

Fever: If a child's temperature is 100 degrees or greater, he/she should remain home until he/she has been without fever (without the use of fever reducing medications) 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 improving and the child is without fever for a full 24 hours (without the use of fever reducing medications).

COVID: Symptoms include fever/chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose, nausea/vomiting or diarrhea. Your child should remain home from school and follow the current guidance for COVID and consult with your child's medical provider.

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.

- Children found with live head lice should remain in class, but be discouraged from close direct head contact with others. The school nurse should contact the parents to discuss treating the child at the conclusion of the school day (Frankowski & Bocchini, 2010.) Students with nits only should not be excluded from school (American School Health Association, 2005, Frankowski & Bocchini, 2010, Pollack, Kiszewski & Spielman 2000), although further monitoring for sign of re-infestation is appropriate.

In some cases over the counter treatments fail to eliminate live lice. Your child's physician may then

order a prescription for the treatment of head lice.

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.

Strep Throat: This normally begins with a fever, sore and red throat, pus spots on the 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 is without fever (without the use of fever reducing medications) and without 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.

These guidelines are in place to prevent spread of illness and infections.

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Homework Policy: Homework is given at the discretion of each teacher and will reinforce skills that have been taught in the classroom. Parents should monitor and encourage their children as they complete these assignments. Student planners are provided as an organizational tool for students in grades 3-6.

Parents and teachers use these to monitor assignments and as means of communication.

Parents and teachers should check these at least daily. **Make-up work:** See attendance policy on page 4.

Lost and Found: All lost and found articles should be turned in at the office. Lost and found articles will be shared via a document for parents to view. Parents are asked to 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. Water bottles should be transparent, plastic material for the safety of all students (no glass or metal water bottles). Personal items such as toys, games, MP3 players, cell phones, iPods, etc. should be left at home. Teachers may, on occasion, grant permission for students to bring iPods, etc... to school for educational purposes. The school is not responsible for these items or 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.

Bullying is persistent, repeated, consistent, intentional and always about hurt, embarrassment, humiliation, isolation and causing pain. Anyone can be bullied or harassed. Ashe County Schools, teachers, staff and administrators care about our students and are committed to providing an educational setting that is safe, secure and free from bullying and harassment. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying.

Reports may be made anonymously using an online form that can be found at <https://www.asheschools.org/Page/144>.

All reports shall be investigated in accordance with policy 1710/4021/7230, Discrimination, Harassment, and Bullying Compliant Procedures, and reported to one of the school officials identified in 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.

The provisions of GS14-269.2 shall not apply to a person who has a concealed handgun permit that is valid under Article 54B of this Chapter, or who is exempt from obtaining a permit pursuant to that Article, who has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit. This provision is in accordance to local Board Policy 5027/7275.

School Counseling Program: Our school counseling program is available to all students. Counseling services include individual and small group counseling, classroom guidance lessons, and parent and teacher consultation. The School Counselor serves as a resource to help remove barriers that may interfere with learning. Our school counselor is available during the school day to students, teachers, and parents. Please contact the school counselor if you have concerns about your child's success and well-being.

School Resource Officer: The Ashe County Sheriff's Department has provided a school resource officer for our campus. The resource officer's primary responsibility is to protect our students, parents, and staff while they are on campus.

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 of any changes in the information you have provided.

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.

The term "tobacco products" means any products that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products and all electronic cigarettes, vaporizers, vapes, e-cigarettes, juuls, and other electronic or battery-powered smoking devices even if they do not contain tobacco and nicotine. School personnel shall destroy any tobacco product determined to be possessed by a student in violation of this regulation.

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.**

Transportation Changes: For the safety of our students, consistent transportation plans are a necessity, and we ask that you limit changes.

- Please send a signed, written note to your child's teacher if there should be a change in your child's afternoon transportation plans.
- Any permanent **bus** transportation changes must be submitted in writing, at least **3 days in advance** to the assistant principal. This does not include students who have scheduled alternating bus routes.
- In the rare event transportation changes are needed during school hours, call the front office before 1:30 PM to provide time to notify students, teachers, and drivers of transportation changes.

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 Release: 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 Connect 5 Phone 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 7:30 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.

Easy Ways to Support Mountain View Elementary School

Carolina West Wireless: Contact Carolina West Wireless to have your cell phone account linked to Mountain View. They make a donation to our school each year based on the number of users linked to our school.

Food Lion MVP: Within the first 2 weeks of school, we will send home a flyer asking you to record your MVP number and your name. A MVES representative will submit this information to Food Lion to link you to our school. Food Lion will make a donation to our school each year based on sales related to the use of your MVP card. This enrollment must be done on a yearly basis.

Ingles Advantage: Each Ingles donates a portion of the sales to each Ingle's customers who links their card to our school. Within the first 2 weeks of school, we will send home a flyer requesting your card number and name. A MVES representative will submit this information to Ingles to link you to our school.

This enrollment must be done on a yearly basis.