

NORTH WINDY RIDGE INTERMEDIATE SCHOOL

20 Doan Road Weaverville, NC 28787
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Dear North Windy Ridge Students and Parents,

The staff at North Windy Ridge (NWR) welcomes you and your family to the 2021-2022 school year! We are committed to doing all we can to make this school year a successful experience for every student.

At NWR, we value and maintain high academic and behavioral expectations for our students. The learning that takes place by our students each day represents building blocks that ensure future successes. We take this responsibility very seriously and want you to know that we are committed to the success of every child. Understanding that educating our children is a team effort, we believe your participation is essential for each child to reach his/her fullest potential.

This handbook contains crucial information compiled to serve as a quick reference for the operation of our school. It also outlines some of the more important school and district policies. Changes do occur each year, so please become familiar with its contents, and be sure to read it in its entirety. Additional information about our school is also available on our website by clicking [HERE](#). Our priority is to maintain a safe and healthy school environment for all students. In order to do this, we ask that you carefully read the handbook and clearly communicate the academic standards and behavior expectations with your child, for the success of all students. It is important that your child clearly understands expectations and potential consequences.

The staff and I look forward to a great year ahead with you and your family!

Sincerely,

Brent Wise

Principal

COVID-19 Parents/Student Handbook Insert

North Windy Ridge Intermediate School (NWR) is committed to partnering with our parents and families to provide our students with a continuation of their education, as best we can, during this difficult time without overwhelming students or their families. This insert is designed to provide you with essential information you will need to help us accomplish our goal. As the information regarding COVID-19 is constantly changing, this plan will be updated as needed. All major updates to the plan will be posted on the Buncombe County Schools (BCS) Website and communicated via Robo calls, texts, emails and social media. Therefore, you should check the BCS website regularly. School or class specific changes to the plan will be communicated via the principal or classroom teacher. In closing, thank you for your diligence, patience and continued support.

Our School Board mandated that all staff, students, and visitors wear a mask in our school building, regardless of vaccination status.

Your student will get mask breaks at lunch, recess (outside).

We do require a mask on buses, which are operating at full capacity.

Our goal is to maintain 3-foot distancing throughout the building and school grounds.

1. ACADEMIC AND BEHAVIOR STANDARDS

At North Windy Ridge, we are excited to create an environment where staff and students know clear rules and concise expectations. PBIS (Positive Behavior Intervention and Supports) helps us maintain a positive climate for nurturing learning, building self-esteem and developing essential social skills for future careers and occupations. Our staff takes pride in acknowledging students' behavior through reinforced feedback and a positive reward system. At NWR, our focus is on the **H.A.W.K.S way**:

Having respect for myself and others

Attitude - showing an awesome attitude by being prepared and following directions

Worker - being willing to work hard and do my best in class and other activities

Kind Kid - being kind and compassionate to my peers and adults

Successful Citizen - showing attention and care to my school community

You will see and hear this acronym used throughout our school. The expectations for all student behavior will be clear throughout our building, playground area, cafeteria, gym, classrooms, and on buses. We use pre-teaching, prompting, praise and redirecting as we teach our school-wide expectations. We believe by providing consistent consequences and positive reinforcement for all students, we have a safer school environment and more time for academic instruction. Our goal is to help students practice good behavior and provide a school community where all students have an environment where they can succeed and grow.

PBIS is a state-initiated behavior management system that is proven through statistics of attendance, graduation rates and test scores to be effective in influencing student behavior while boosting our school climate to the most positive and nurturing atmosphere.

The link between families and positive behavior and support is a vital one. When families are meaningfully involved in their child's education, their students have the most success in school. Families play a critical part in their child's education and social development.

2. HOMEWORK

Homework will be given to students as a regular follow-up to classroom activities. Homework will focus on concepts that have been presented in class. Homework assignments should be clearly understood by the student. Students who do not understand a homework assignment should immediately ask the teacher for clarification of the assignment before leaving the classroom. Parents who have questions about assignments are encouraged to email the teacher for clarification.

3. Student Grades and Progress

Student progress can be tracked, daily, from the parent portal portion of PowerSchool. Teachers will endeavor to keep grades posted on a regular basis - any questions about specific assignments should be directed towards your child's teacher.

Students will receive digital report cards every nine weeks throughout the year. Parents are asked to review the report card with their child, and should they desire, schedule a parent/teacher conference at a time agreeable to both parties.

Buncombe County Schools follows a 10-point grading scale for all students in grades three through twelve (3-12). Grade point average calculations will be applied as follows:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: <59 = 0.0

A and A/B Honor Rolls are calculated based on grades earned throughout the school year, with each individual 9 weeks standing on its own merits - grades will not be averaged. If a child has earned a "C" or below, that will automatically remove them from qualifying for these awards.

5. PARENT – TEACHER CONFERENCES

Parents with questions or concerns about their child's progress should contact the teacher to schedule a conference. Teachers are required to schedule a minimum of two conferences per year with parents to discuss student progress.

6. ARRIVAL AND DISMISSAL TIMES

All students should be in the classroom by 8:00 a.m. Those students who arrive by car should be dropped off at the front of the building ***no earlier than 7:20 am***. Students who arrive by bus will enter at the rear of the building. Early arriving students are assigned to the cafeteria or the gym until being released to class at 7:35 am. School doors open at the time listed below on weather related delays: Delay of 1 hour- Doors open at 8:20- Class begins at 9:00 AM Delay of 2 hours- Doors open at 9:20- Class begins at 10:00 AM Delay of 3 hours- Doors open at 10:20- Class begins at 11:00 AM Our school day ends at 3:00 pm. Students should be picked up no later than 3:15. 2 Hr. Early release days will have students dismissed at 1:00 with pick up no later than 1:15.

7. ATTENDANCE

Regular attendance and promptness are two important characteristics of a successful student. All students are expected to be in attendance each day unless they are ill. Please remember that a written note explaining the absence is required each time a student is absent. Students will receive special recognition at the end of each grading period, and at the end of the year, if they do not miss any instructional time from 8:00 a.m. until 3:00p.m. Absences are excused when a child is absent from school for a legitimate reason (illness, death in the family, doctor appointments, etc. and the school is notified by a note from the doctor or parent when the child returns to school). Doctor/dentist notes will be required for late arrivals/early dismissals. Typically, make up work is given following the absence. **According to the Buncombe County School Board Policy, students who are absent from school over 14 days are required to**

make up days missed (with the exception of days approved for travel). All students absent (including excused, unexcused, doctor's notes, death in the family, or illness) for more than 14 days will be required to make up days before promotion to the next grade is finalized. Students present and on time for the entire school day earn rewards through the NWR PBIS Program.

8. BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are served by school cafeteria each day. Well-balanced meals are provided in addition to milk, fruit drinks, and other snacks. Parents may make stipulations to their child's meal plan (no extra snacks or no high sugar sports drinks) by speaking directly with Betty Dillingham, NWR cafeteria manager. We are providing free breakfast and lunches to all our students for the school year 2021/2022. There will be a charge for the a la cart items. For the students that do not participate in the free school breakfast and/or lunch, if a school milk is wanted there will be a charge. We highly encourage every student, even the students that bring food from home to participate in our free breakfast and lunch program. The food in our online payment plan will make it more convenient to pay for your child's school meals – and a single transaction can be divided among your children. [K12 Payment Center](#). Another feature is the ability for parents to review what their child is purchasing each day. To create an account, visit the Child Nutrition website at www.buncombe.k12.nc.us. Meals may not be charged except in cases of emergency. Drinks or food may not be taken from the cafeteria after lunch. Students are discouraged from bringing soft drinks or drinks with a high level of caffeine to school. Applications for Free or Reduced priced meals may be made at any time. ***To receive free/reduced meals, a new application is required each school year. The parent/guardian can now fill out and submit the application online, click on the following link to access. [Free/Reduced Meal Application](#).***

9. BUS TRANSPORTATION

Transportation safety and supervision are a top priority at our school. School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. The North Windy Ridge buses are shared with North Buncombe Middle School. Bus safety and emergency evacuation drills will be conducted each fall and spring to ensure students understand emergency and safety procedures. Bus stops and school buses are considered an extension of the school campus and Buncombe County School Board and NWR rules, policies, and procedures apply. Students are not allowed to ride a bus other than their assigned bus without permission from NWR administration to prevent bus overloading. Students must also load and unload at their designated stop. If your child is going home with a friend or going to a relative's home, please send a note to the student's homeroom teacher in the morning so the office staff will have time to coordinate the change. Students must be at their bus stops on time in the mornings so that the bus driver can maintain the school schedule. The driver cannot wait for the student to walk from the house to the stop as this can cause a delay in the route schedule as well as potentially create an unsafe road situation with the bus stopping traffic on the road. Students who receive flowers or balloons at school may not take them home on the bus.

Students walking away from campus after school need to have parental permission on file in the

office. Written permission must be turned into the office for requests for students to be picked up by someone other than those designated by the custodial parents or legal guardians.

There are established, designated bus and car traffic areas. The designated bus parking area for loading/unloading is located in the back of the school at the gym entrance. The parent drop off/pick-up area is located in the front of the school. Parents and visitors are to follow the access road loop around the property and drive to the front of the school for student drop off/pick up.

Students must follow the rules of proper conduct or bus suspension may result and parents will have to provide transportation to and from school. Students riding the bus must comply with the requests of the driver (Public School Law 115C-245). Depending on the severity of the incident, students may also be subject to school disciplinary consequences as well. In order to ensure your student's safety, as well as the safety of others, we expect all students to follow the school bus safety rules listed below while riding the bus. The bus driver is in charge of the students while they are on the bus. Students are to obey the driver's instructions at all times. Students and parents need to be aware that all drivers are encouraged to have a seating plan and students are to remain in their assigned seats. This is done to reduce vandalism incidents and manage student behavior. Students who are uncooperative with bus seating assignments and safety procedures may be suspended from the bus. The student and parent will be notified of inappropriate behavior before suspension from the bus. A student suspended from a bus cannot ride any Buncombe County School buses. **For the start of this school year, we do require everyone to wear a mask on the bus. We are seating at full capacity.**

School Bus Passenger Conduct and Discipline Procedures

The school shall require school bus passengers to observe the Transportation Department School Bus Safety Rules as listed below. When a bus driver reports instances of misconduct on the bus, the NWR Administration will investigate and take the appropriate disciplinary action.

The NWR Administration may suspend a student from riding a school bus for the following reasons, but not limited to the following School Bus Safety Rules.

Students are expected to:

1. Sit in the seat
2. Face the front
3. Talk quietly to their neighbor

Examples of School Bus Violations

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or of school bus driver while waiting for, riding, or leaving a school bus.
3. Being under the influence of or having in their possession alcoholic beverages or illegal drugs.
4. Tampering with or doing damage to a school bus.
5. Refusing to meet the bus on time at designated stops.
6. Unauthorized leaving the bus when en route from home to school or vice versa.

7. Playing, throwing objects, getting out of seat, or otherwise distracting the driver's attention while the bus is in operation.
8. Failing to observe established safety rules and regulations required by law or adopted by the Buncombe County Board of Education.
9. Eating or selling items on the bus.

Bus Referral Discipline Plan

1st offense – Administrative conference with student, written warning, and other consequences deemed appropriate to eliminate the problem such as parent phone call, lunch or after school detention time, bus community service time, mediation with other student(s), assigned seat on the bus, or a written assignment.

2nd offense – 1 day of bus suspension time and parent phone or face-to-face conference with administrator

3rd offense – 3 days of bus suspension time and parent phone or face-to-face conference with administrator

4th offense – 5 days of bus suspension time and parent phone or face-to-face conference with administrator

5th offense – 10 days of bus suspension time and parent phone or face-to-face conference with administrator

6th offense – Long term bus suspension to be assigned by administrator and parent phone or face-to-face conference with administrator

- The administration reserves the right to alter the Bus Discipline Plan based on extenuating circumstances or severity of the offense.
- Severe disruptions, i.e., fighting, weapons, etc. can result in an immediate suspension from the bus.
- If a student is suspended from the bus, and there is inclement weather that causes school to be closed, then the bus suspension day will carry over to the next day that school is in session.

The Administration reserves the jurisdiction to adjust this policy as situations warrant.

10. CHANGE IN TRANSPORTATION ROUTINE

If it is necessary to alter a child's dismissal routine in the afternoon (bus or car), a note from the parent/guardian is required on the morning of the intended change. North Windy Ridge School encourages parents/guardians to inform their child of the intended route home on a daily basis each morning before the child arrives at school and provide said child with a written note. For the safety of your child, **a phone call will not be accepted as a change of transportation**. A written note from the parent is the correct procedure. The school is concerned because we cannot, with certainty, identify the caller as the parent or guardian of the student.

11. CARE OF BOOKS, EQUIPMENT, FURNITURE, ETC

Students are responsible for all books, equipment, desks, and lockers issued to them during the school year. To ensure the proper maintenance of school equipment, desks, lockers, etc. may be inspected periodically. Any damage or loss must be paid for before grades are issued or transferred to another school. All money collected is receipted by the bookkeeper and credited to the proper fund for replacement purposes.

12. COMMUNICATION

The North Windy Ridge school website is <http://www.buncombe.k12.nc.us/nwrs>. We regularly post school and classroom information to the school website.

Parents can download our Mobile App [HERE](#).

Buncombe County Schools Communications Department also provides our school with the ability to send out phone and email messages to parents via the SchoolMessenger Rapid Notification Service. Please visit the Buncombe County Schools website on school messenger at:

https://accounts.relianceco.com/cm/?u=buncombe&is_return#login

Families must update the contact numbers in the School Messenger Rapid Notification Service each year. Go to the North Windy Ridge School web page for information on updating contact numbers. We will communicate via email, phone, Facebook, and text.

The PowerSchool Parent Portal Account gives you up to date information regarding grades, attendance, custom notification options, and the ability to update your student's contact information.

<https://buncombe.powerschool.com/public/home.html>

Create an Account

Parent Portal provides parents with the ability to have their own individual parent or guardian account, including username and password. You must obtain the Parent/Guardian's Access ID and Password letter before you attempt to create a parent portal account. A parent or guardian must request the **Parent/Guardian's Access ID and Password** letter in person from the front office at the student's school. You must create your parent portal account using the appropriate access credentials.

Forgot your password? Good news! You can [recover your password](#) using the portal. If you have requested a password change, you must sign in using a desktop browser connected to the internet (not via the mobile app).

Click the **Create Account** tab, and then the **Create Account** Button.

Parent Sign In

Sign In


Create Account



Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account



Enter your parent details:

First/Last Name, Email, Username, and Password, etc.

Link students to your account:

Access ID is Student Number with Z on the end

Example: 12345678Z

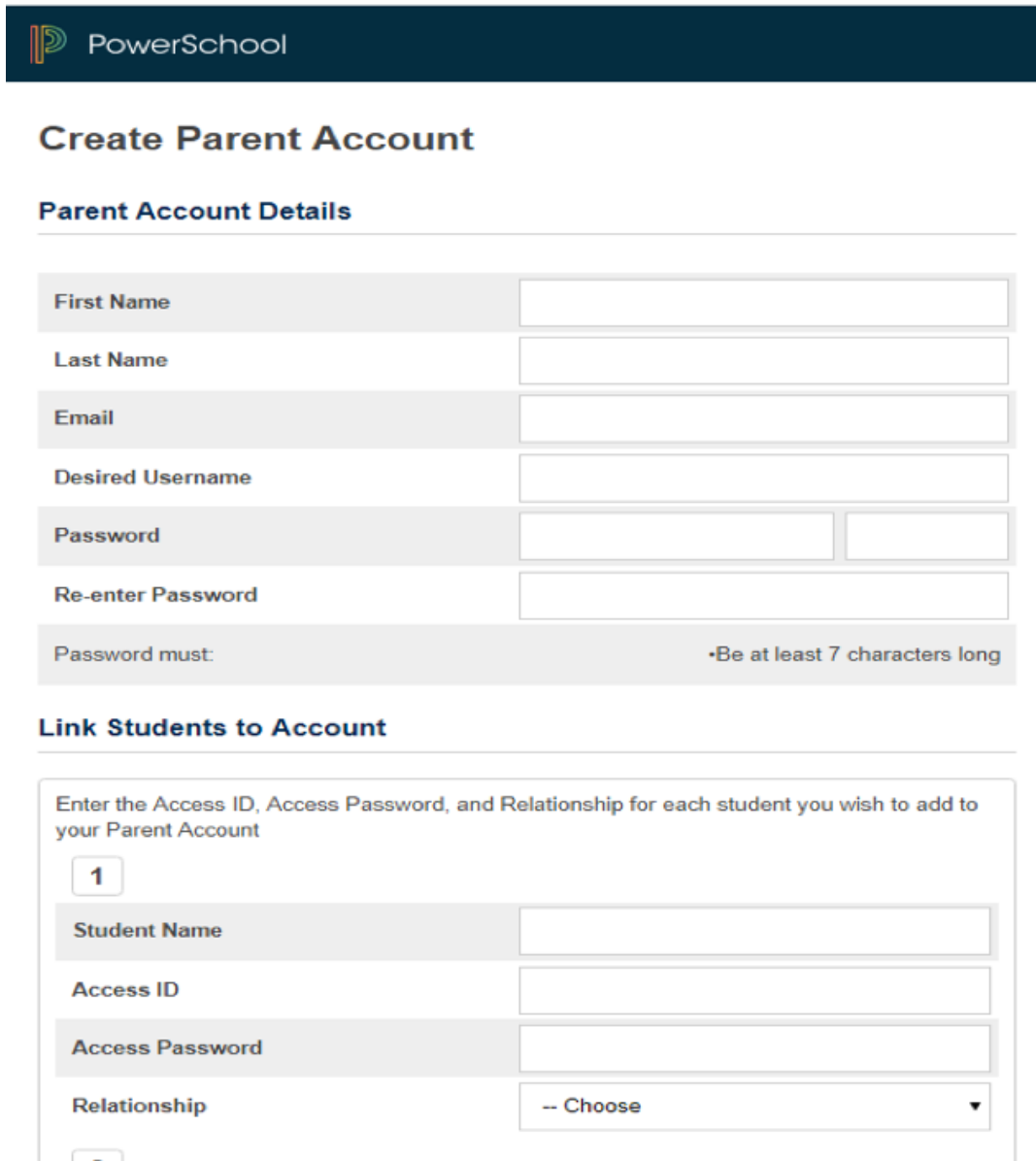
Access Password is Student's Date of Birth:

Example: 4232001(no leading zeroes) *

*The format for this number is either M/DD/YYYY or MM/DD/YYYY depending on whether the month is a single- or double-digit number. No leading zeroes are to be used for this number, so in above example, the birthday is April 23, 2001. If the birthday is December 23, 2001, the correct number is 12232001.

Scroll to bottom and select **Enter**.

Example:



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account'. The form is divided into two sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section includes input fields for First Name, Last Name, Email, Desired Username, Password (with a strength indicator), and Re-enter Password. A note below these fields states 'Password must: •Be at least 7 characters long'. The 'Link Students to Account' section has a heading and a sub-heading: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It features a numbered list starting with '1' and a form for each student with fields for Student Name, Access ID, Access Password, and Relationship (a dropdown menu currently showing '-- Choose').

13. SCHOOL COUNSELING

Counseling services are available to all students on a short-term basis. Students can see the counselor individually through self-referral, teacher referral, or parent request. Students participate in classroom counseling twice a month and may also be part of small group counseling. Counselors are also available for parent consultation.

https://nwriscounselling.org/our_school/counseling_department

14. DISCIPLINE

The staff of North Windy Ridge School strives to create a warm, safe and nurturing school environment by encouraging each student to follow the HAWKS Way behavior expectations referenced in #1.

Students are expected to follow Buncombe County Discipline Policies

SEARCH & SEIZURE

Buncombe County School Board Policy #4342 states that students are subject to reasonable searches of a student's person, locker, and other personal belongings within the school premise. When it is determined by a school administrator that a search should be conducted on a student, a reasonable effort shall be made to contact a parent or legal guardian.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- a. Conference with teacher, assistant principal or principal
- b. Call to parents
- c. Parent conference
- d. Writing assignment, report or presentation on a topic related to the offense
- e. Time-out within the school (BOUNCE or Red Schedule)
- f. Loss of social interaction with peers during recess
- g. Silent lunch
- h. After School Detention
- i. Restitution or school-based community service on school grounds
- j. Out of school suspension
- k. Behavior plan/contract
- l. Safety Plan
- m. Mediation
- n. The loss of class or school behavior reward incentives

15. DISMISSAL OF STUDENTS TO THE CAR RIDER LINE

Students designated as car riders will be dismissed at 3:00pm. All parents are expected to wait in the car rider line with a NWR student "name plaque" in the windshield of the car. A staff member will call approximately 10 students at a time to report to the dismissal line. The staff members on duty will signal for students to board the vehicle when all cars have come to a complete stop. Only students with special circumstances AND PERMISSION FROM THE ADMINISTRATION will be allowed to meet their parent under the breezeway at dismissal time. Parents who park and walk up to the breezeway to pick up their

child on a daily basis are not following recommended dismissal procedures. Students must be picked up by 3:15. Students remaining after 3:15 will be held in the building. The late arriving parent may reunite with their child by speaking directly to the receptionist in the front office.

16. ENROLLMENT PROCEDURES

Any student enrolling for the first time in Buncombe County Schools are asked to enroll [HERE](#). In addition, you should furnish the school with a certified copy of the birth certificate, immunization record, proof of residence and a withdrawal form from the last school attended. Students will only be allowed to attend school for 30 calendar days without documentation of proper immunization.

17. ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, we will make him/her as comfortable as possible and call the parent/guardian immediately. If the parent/guardian cannot be reached, the school will attempt to contact the emergency contact. In the event of an emergency, the school must have a current telephone number for parents/guardians and/or emergency contacts on file in the office. Parents can assist in keeping numbers updated by using the Parent Portal in PowerSchool.

18. LEAVING SCHOOL

No student may leave the school grounds without permission. If a student must be checked out before 3:00 p.m. parents must send a note to the child's teacher indicating the time and reason he/she is leaving. Identification (driver's license) is required when picking a student. Students leaving before 11:30 will be counted absent for the entire day.

19. MAKEUP WORK OR HOMEWORK

We appreciate the interest and concern of parents who come to get their child's schoolwork when he/she is home sick. School work is available by request. Make sure your child's teacher is aware by requesting this in advance via email or phone. Most homework will be posted on your teacher's website, making it easy for you to view from the comfort of your own home.

20. MEDICATION

If under exceptional circumstances a student is required to use medication (those of an oral or topical nature or nasal spray) during school hours, and the parent cannot be at school to give the medication, the parent/guardian will need to come to the school office with the medication and complete the required medication forms. All prescription and non-prescription medication must be in the original container with the proper measuring device. The only medications that students are allowed to carry with them during school hours are inhalers and diabetic medication/supplies (medication forms must be completed). No exceptions will be made. This is for the safety of all children. All other medications will be kept in the school office. We ask that parents please keep the school informed of medical conditions of children such as allergies to bee stings, foods, etc. **If your child has diabetes, please contact the school nurse for a care plan.** If your child is unable to participate in gym class, please notify the homeroom teacher and the PE teacher in writing with details of your child's limitations. Students unable to participate in

gym for three or more days will need a doctor's statement.

21. PARENT/ GUARDIAN/ COMMUNITY VOLUNTEERS

Volunteer Tracker | <http://www.buncombe.k12.nc.us/volunteer>

When you become a volunteer, your work takes on special significance -- though you are not part of the staff, you share the same responsibilities that paid staff are held to while engaged with students. School volunteers may be parents or community members. Volunteers can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly or daily commitments. They may provide tutorial help, monitor lunchrooms, staff libraries and supervise playgrounds.

Buncombe County Schools uses an automated volunteer management program called **Volunteer Tracker** where you will be able to select schools where you wish to serve and identify activities that you would like to participate in when volunteering. Also, using the Log My Time feature in Volunteer Tracker, you will be amazed at the number of hours that you contribute to schools. Register today in the Buncombe County Schools Volunteer Tracker program!

Step 1) Visit the BCS website at www.buncombe.k12.nc.us/volunteer

Step 2) Read the general information on volunteering and click the link for the Volunteer Tracker Application.

Step 3) Click on the green, "New to the App-Garden? Click Here to Register" link. Enter your email address, create a password and Register. An activation email will be sent to your email address to validate your account.

Step 4) Finish your application. You will receive an email shortly once approved.

All volunteers must make prior arrangements with their child's teacher. Volunteers should bring their driver's license with them each time they volunteer so that they may sign in to our Lobbyguard system.

22. SCHOOL CURRICULUM CELEBRATIONS

School celebrations, according to the BCS Board Policy, should be limited to protect the instructional day. The teacher will work with the homeroom volunteer to coordinate classroom celebrations. **All snacks available in the classroom should meet the Healthy, Hunger-Free Kids Act of 2010 standards, referenced in BCS Policy 6140-R Student Wellness Standards. Parents may not send homemade goods for student consumption to school for birthday or other celebrations. No snacks shall be served before lunch.** This practice has been deemed inappropriate by the North Carolina Health Department for sanitation reasons. Schools are only allowed to distribute snacks and baked goods that are commercially prepared in order to safeguard the health of school age children due to food allergies and food borne illnesses.

All private party invitations must be delivered directly to the home of students by mail or email. The only exception is a celebration inviting all members of the class to an event. If the party or celebration involves a religious event, prior notification to the NWR administration and teacher is required.

23. SCHOOL DRESS CODE

North Windy Ridge School encourages students to dress in comfortable clothing that does not cause unnecessary attention. Students will refrain from wearing baggy pants that fall below the waist and shirts that expose the midriff. No hats or hoods are to be worn in the building. Shorts and skirts will be at least fingertip length. Dresses, tank tops and any straps must be at least 3 fingers wide. Clothing must not advertise alcohol, drugs, or tobacco products or display inappropriate language or gestures. In the event of inappropriate student attire, parents/guardians will be contacted so that proper attire can be brought to school. Shoes should be of a type suitable for daily physical education and/ or recess. Students must wear tennis shoes on days scheduled in the gym for physical education. It is recommended that all personal belongings such as coats, sweaters, lunch boxes, etc. be marked plainly with the student's name. NWR School will place all unclaimed items in a lost and found area.

24. TECHNOLOGY

All students at NWR will be issued a DELL laptop. These devices are property of Buncombe County Schools.

Cell phones are permitted at school if a parent wishes for his/her child to have one for home communication/ safety purposes. However, they are to be turned off during school hours, stored in lockers or book bags during the school day, and the school is NOT responsible for any loss or damage. Cell phones and/or gaming devices may be confiscated by staff if students do not abide by these policies. Consequences are: First offense: parents must pick up device from the office; Second offense: phone confiscated, required parent meeting with administration; Third offense: confiscate phone and In School Suspension; Fourth offense: Out of school suspension.

25. VISITORS

All visitors must report to the main office to sign in and get a visitor's pass from the Lobbyguard system before going out into the building. Lobbyguard requires a driver's license to sign into the system. Anyone visiting or volunteering should have their driver's license with them. Please sign out before leaving the building.

26. WEATHER WATCH

The safety of all children is our first concern. If schools must be closed or open on a delay due to weather conditions, here are some important things to remember.

- a. The decision to have a delayed opening or school closing will be made as early as possible. If possible, the decision will be made the evening before.
- b. Tune it to area radio and TV stations for the announcement or check online on the BCS Facebook page, www.wlos.com, or www.buncombe.k12.nc.us. Please do not call the school, central office or the news media.
- c. If no announcement is made, parents may assume that schools will operate on a normal schedule. Weather conditions sometimes worsen during the day after children have arrived at school. **Working parents are advised to plan ahead and make special provisions for childcare for those days when schools must be dismissed early.**
- d. Please indicate on the Student Information Sheet the procedures the school should follow for your child in the event of early dismissal. Please advise us of any changes in

this procedure. Teachers are unable to telephone each parent in the case of early dismissal.

- e. Please make sure your child is aware of his/her early dismissal plan and do not expect your child to call in the event of an early dismissal.

27. WITHDRAWAL PROCEDURES

Students who are withdrawing from school must request a withdrawal form from the school office. The child's teachers, the media specialist, and the cafeteria manager will initial the form to show that books have been returned and fees have been paid. Parents must complete and sign the withdrawal and send it to the office. Transcripts will be mailed to the child's new school upon receipt of a record request from the new school.

The Buncombe County Schools Board of Education Policies can be found online at the Buncombe County Schools website www.buncombe.k12.nc.us - Board of Education - District Policies.

The Family Educational Rights and Privacy Act (FERPA) and Annual Public Notices are available at the North Windy Ridge website: <http://www.buncombe.k12.nc.us/nwrs>.

Paper copies are available upon request in the school office.