

**STUDENT HANDBOOK
2018 – 2019**

Dear William Lenoir Family,

On behalf of the administration, faculty, and staff we want to welcome you to William Lenoir Middle School.

The staff at William Lenoir is committed to the highest expectations for student growth as a good citizen, responsible learner and strong moral being. We are eager to assist students as they begin to take more responsibility for their learning and success. Success depends largely upon a student's choice and attitude. We hope that students will choose to be thorough in studies, will display a cooperative attitude and good conduct, and will demonstrate a willingness to learn.

William Lenoir has a long tradition of academic and extracurricular excellence. Students will benefit greatly by becoming involved in the learning opportunities in the classrooms and in programs and activities offered. Hopefully, students will demonstrate a responsibility to maintain William Lenoir's reputation as a good place to learn and grow academically, physically, and emotionally.

This Student Handbook is for student and parent use. While we have tried to be as comprehensive as possible, we know everything cannot be included. Students and parents will need to read the handbook and be very familiar with rules and regulations that will ensure a safe, learning environment.

We look forward to a most successful school year and invite parents to visit often. Together we can make this year successful for every student. Thank you in advance for your enthusiasm, support, and hard work.

Lisa Vaughn
Principal

Ryan Cooper
Assistant Principal

NONDISCRIMINATION CLAUSE

Programs, activities and facilities of the Caldwell County School System are available to all on a non-discriminatory basis. The school system is an equal access Equal Opportunity Employer. William Lenoir Middle School does not discriminate against any person on the basis of sex, race, color, religion, national origin, political affiliation, age or handicap in any of its educational or employment programs or activities. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources, Dr. Trish Johnson, Title IX Coordinator; Caldwell County Schools, at 1914 Hickory Blvd. SW, Lenoir, NC 28645 or call (828)728-8407.

THE SCHOOL DAY

Students must not arrive before 7:15AM unless on a school bus and should leave promptly upon dismissal unless participating in/or attending a school-sponsored event or activity. All students should be off campus by 3:30PM. **Breakfast will be served in the classroom.

The school day for students is as follows:

7:50 First Bell; Dismissal from gym; cafeteria closed
8:00 Homeroom Tardy Bell
3:00 First Bell; First Bus Load; Walkers
3:05 Second Bell; Car Riders Dismissed
3:10 Third Bell; Second Bus Load Dismissed to Cafeteria
3:15 Final Bell; Athletics Dismissed for practice (during season)
3:30 Campus CLOSED

Students will not leave the school campus without permission or assignment. This includes before and after school hours for bus and car riders. Once a student is on campus, he/she is to stay until appropriately dismissed. Upon arrival in the morning, students should report directly to their homeroom class. Likewise, students waiting for afternoon rides (late bus or private transportation)

remain in front of the school until leaving. Other parts of the campus are off limits.

EARLY ARRIVALS

For safety reasons, students shall not come on the school campus before 7:15AM, unless accompanied by a parent for a scheduled meeting.

STUDENT ATTENDANCE (Revised Policy)

Caldwell County School Board Policy – 4400 (Go to www.caldwellschools.com to view the entire policy). Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES

When a student misses school, a written excuse signed by a parent or guardian shall be provided to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons: 1. personal illness or injury that makes the student physically unable to attend school. 2. isolation ordered by the State Board of Health. 3. death in the immediate family. 4. medical or dental appointment. 5. participation under subpoena as a witness in a court proceeding. 6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s). 7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal. 8. pregnancy and related conditions or parenting, when medically necessary; or 9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting. In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also Board Policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school: 1. field trips sponsored by the school; 2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a); 3. school-initiated and -scheduled activities; 4. athletic events that require early dismissal from school; 5. Career and Technical Education student organization activities approved in advance by the principal; and 6. in-school suspensions. Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students in grades six through eight must be in attendance at least 170 school days. Students with more than 10 unexcused absences may not be promoted to the next grade level. School attendance committees will review student absences at the end of the first three grading periods and in the middle of the last grading period. The committee shall submit to the principal or designee the names of students who are in danger of not being promoted due to excessive unexcused absences. If a high school student is absent from any class for seven or more days, the principal or designee shall have the authority to determine whether the student will be permitted to make up missed work. High school students who miss more than seven days in a semester course or 10 days in a yearlong course will not receive credit for the course unless the student achieves proficiency on an End of Course (EOC) exam or a Career and Technical Education (CTE) Post-Assessment or a "B" or above on the final exam in a non-EOC or non-CTE Post Assessment class and earns a passing grade for the course. No Credit (NC) will be recorded if the student does not meet both stipulations. Absences due to disability or for religious observance will not be included in determining the cumulative days absent in a course. All other absences, both excused and unexcused, will be combined to determine the cumulative days absent. Before a student is denied credit for a course due to excessive absences, the principal shall ensure that any absences due to disability or for religious observance are excluded from the calculation of cumulative absences. Students with extenuating circumstances may file an appeal prior to the completion of the course as follows: ALL attendance appeals are presented to the School Attendance Appeals Committee, which has sole responsibility for approving attendance appeals. Either the student or a teacher of the student may file an appeal. Students with excused absences due to documented chronic health problems are exempt from this policy. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Adopted: January 14, 2013 Revised: December 9, 2013; July 13, 2015; June 13, 2016

Chronic absenteeism is defined as missing 18 days or more per school year, which is almost a month of school. We will be working very closely with students who have chronic absenteeism or show pattern of attendance in that direction. We realize that there are also legitimate reasons for absences, such as medical illness or conditions, so we will also support healthy habits and proper medical care.

Our goal is to improve school wide attendance by implementing the policy listed below which includes incentives, supports and consequences.

Challenges and Incentives

- School Wide Attendance Challenge: each student is challenged to set an attendance goal of two less absences than last year
- Challenge Five: all students missing five days or less of school will be rewarded with an incentive donated by Student Council

- Monthly Homeroom Rewards: the homeroom in each grade level with the highest attendance percentage will receive an incentive donated by the Parent/Teacher Association and delivered by school administration
- 9 Weeks Perfect Attendance Rewards: each student with perfect attendance for each nine weeks will receive coupon from a local restaurant or business. One student per grade level (with nine weeks perfect attendance) will be randomly selected for larger incentive.

Communication and Supports

- Daily Attendance Calls: automated calls each day to students who are absent
- Unexcused Attendance Letters: letters will be sent to students missing 3, 6 and 10 days unexcused

- Student Conferences and Contracts: Student Services team members will meet with all students who missed ten or more days total last year to set goals and provide general supports
- Student Success Contracts: Student Services team members will meet with parents of students with poor attendance pattern to set goals and provide individualized supports
- Judges in Schools: The Judges in Schools program is an intensive positive support as an alternative to truancy petition. Participation in this program will be recommended for parents and students when prior supports are not showing success with attendance.

Consequences

- Medical Excuse Only: students with excessive absences may require a medical excuse rather than a parent note in order to excuse an absence
- Truancy Petition: students with ten or more unexcused absences may face a truancy petition for that student and/or parent
- Retention Factor: chronic absenteeism is a consideration factor for grade retention

PERFECT ATTENDANCE

Perfect attendance certificates are not to be issued under current county administrative rules if the student has more than 15 tardies and/or early dismissals.

ABSENTEES

If your child is going to be absent, you are encouraged to call the school between 8:00AM and 9:30AM. When a student is absent from school, the student must bring a note explaining the reason for the absence the day the student returns to school. If other items need to be addressed such as, participation in P.E., a note to their teacher, etc., separate notes need to be written. Do not include several items in the same note. These notes are kept in the office and are not passed on to the other teachers. Only the reason for the absence needs to be on the absence note. If no excuse is received, that absence will be coded unlawful. If your child has a history of excessive absences, you will be required to present a doctor's excuse for your child's absence.

LEAVING SCHOOL EARLY

The parent or guardian with whom the student is leaving must come to the office to sign the student out of school. If a student returns to school within the same day, he/she must report to the office where an admittance slip will be issued to the student and given to the appropriate teachers. ****If a student has more than three early dismissals in a 9-week grading period, they must be assigned ISS for each set of 3 sign-outs if a doctor's note is not provided.***

MIDDLE SCHOOL ATTENDANCE

In preparing students for the rigors of middle school and successful entry into high school, attendance is fundamental. The primary responsibility of school attendance rests with students and their parents, guardians, or custodians. In order to maintain a consistent, academic environment, there will be consequences for excessive unexcused absences, tardies and early dismissals. Principals may require documentation to verify reasons for absences. Parents will be notified at the third, sixth, and tenth absence. Students having more than ten (10) unexcused absences may not be promoted to the next grade level. Please reference School Board Policy – 4400

TARDIES

Students are considered tardy if they are not in their homeroom by 8:05AM. Arriving late to school interrupts the instructional day. We ask that you limit late arrivals to school to no more than three times during a 9-week grading period. ****If a student has more than three tardies in a 9-week grading period, they must be assigned ISS for each set of 3 tardies if a doctor's note is not provided.***

OUT-OF-DISTRICT STUDENTS

We are happy that students outside our attendance area want to attend William Lenoir Middle School. We have high expectations for all of our students as we strive to make our school the best in the state. In order to attend William Lenoir Middle School, a contract must be signed by the student/parent/guardian acknowledging the following conditions:

1. You must provide transportation to and from school.

2. You must be in regular attendance, arrive to school on time, remain for the entire instructional day, and depart campus by 3:30PM.
3. You must make progress in your academic subjects.
4. You must **NOT** be a discipline/behavior problem.

Falsifying information will result in the student being sent back to his or her home school. A written warning will be given for a violation of these conditions. A second violation may result in reassignment to your home school for the remainder of the school year.

WITHDRAWAL PROCEDURES

Any student wishing to withdraw must see a School Counselor or the Data Manager for a withdrawal form. A formal withdrawal process must be followed. Student records will **NOT** be released until the process has been completed.

CUSTODY

Each year we have a number of students involved in family legal matters concerning parental custody or visitation rights. The office receives requests to limit student activities such as visits, telephone messages or transportation based on court judgments. Parents must provide the school copies of court/legal documents regarding student movement or information concerning custody, visitation, transportation, telephone messages, etc. In the absence of court/legal documents, we must consider parents' rights to be equal. We cannot deny either the access to, or information about, the child. All information shared with the school will be kept confidential.

DELIVERIES

According to school board policy, no deliveries of flowers, balloons, pizza, etc. will be accepted.

FIELD TRIPS

For insurance purposes, it is recommended and expected that students ride to and from all destinations on the bus. All field trip monies are non-refundable due to the fact that tour companies will not refund monies once collected and receipted from the school. Please be advised of this when you are making decisions on your child's participation.

INSURANCE

Each student has the opportunity to enroll in an accident insurance plan as approved by the Caldwell County Board of Education. Students have the option to enroll in a 24-hour coverage program (gaining broader coverage than for just the school day) or the regular school-time coverage program. Insurance is provided for students trying out for or participating in school athletics. If a student is injured, the school secretary must be notified in order to complete the school's portion of the claim form for processing.

LOCKERS

Each student is issued a locker for books and other school materials. The student is expected to use only this locker. Locker care is the responsibility of the student – no writing on, defacing, or scratching of the locker is permitted. Locks are available for students to purchase. Locker combinations should never be shared – even with friends. Failure to keep the locker orderly and free of debris may result in a warning, disciplinary slip, In School Suspension, or loss of locker privileges. The school administration/designee reserves the right to search any locker at any time.

LOST AND FOUND

Students must take responsibility for their personal property. Students are encouraged to have identification on such items as coats, jackets, sweaters, ball gloves, book bags, etc. All lost and found articles are kept for 2 weeks, after that time, they will be disposed of. Students should never carry more money than is needed or more than one can afford to lose. William Lenoir Middle School will not be responsible for large sums of money, expensive jewelry, clothing, cell phones, or music devices.

MEDICATIONS

Basic first aid supplies are kept on hand for minor injuries, personal needs etc. Occasionally, a student may need prescription drugs during the school day. To avoid complications in the management of such medications, the school system requires the following:

1. All medications must be in its assigned container.

2. The teacher involved must be advised the student has medication to be administered at a prescribed time.
3. All medications will be kept in an assigned location and be administered by an assigned school individual.
4. A permission form must be completed and signed by the parent and physician for each and any medication (including over-the-counter meds.).
5. **SCHOOL PERSONNEL WILL NOT PROVIDE ANY FORM OF OVER-THE-COUNTER MEDICINE, INCLUDING ASPIRIN AND TYLENOL.**

Parents should advise the school of particular student health conditions that may cause an emergency during the day: seizures, kidney failure, abnormal blood pressure, allergies to stings, etc. In some cases it may be advisable for parents to leave emergency medications and instructions with school authorities. In any case, the emergency information located on the back of the student information sheet needs to be accurate: names, phone numbers, place of employment, doctor's name, etc.

SCHOOL CAFETERIA SERVICES

At William Lenoir Middle School, we operate under federal and state established guidelines, offering a variety of self-choices at breakfast and lunch to encourage students to develop good eating habits. Soft drinks are not allowed. We offer a variety of beverage choices. A la Carte items are available. Deliveries to students of restaurant food are not allowed in the cafeteria. Moving through the breakfast and lunch lines quickly and quietly will assure you of sufficient time to enjoy your meal. Students may pay for lunches by the day at lunch or by the week on Monday morning or the first day of the week upon arrival at school. Breakfast is paid daily. Students needing assistance may apply for free or reduced meals. If a student is approved for free/reduced meals, this includes lunch and breakfast; only one application per family is needed. Paid lunches are on a per lunch base rate. Pre-paid lunches by the week or month are encouraged. Parents are welcome to use pre-pay services at www.lunchprepay.com. Students may charge a lunch and a breakfast, no a la carte items will be charged. ALL CHARGES MUST BE PAID THE FOLLOWING DAY. Exception – a note or a phone call from the parent will allow extension of the charges. Students will not be allowed to carry a balance on their accounts. A balance must be paid before extra items can be purchased. If you have a question or concern about anything dealing with the cafeteria, you should speak with our cafeteria manager. In addition, if you would like to have an on-going record of your child's account, you may go to the Caldwell County Schools website; choose departments; then choose Child Nutrition; and follow the directions on "Email Balance Notifications." The price of breakfast and lunch are set by the Caldwell County Board of Education. The prices will be announced at the beginning of the school year.

Breakfast is served from 7:20AM until 7:50AM daily (unless we are on a delayed schedule; then no breakfast is served). Lunch is an assigned period approximately 25 minutes. Students arrive in the cafeteria as a class and sit in assigned areas. Proper etiquette and housekeeping will be maintained by each class. Students who violate rules of courtesy and housekeeping may be subject to disciplinary action.

The meal prices for the 2017 – 2018 school year are as follows:

Breakfast
 Students - \$1.00
 Reduced – Now Free
 Teachers - \$1.00
Lunch
 Students - \$2.35
 Reduced - \$0.40
 Teachers – A la Carte

HEALTHY FOOD CHOICES

The Caldwell County School System supports the inclusion of celebrations, rewards, and incentives in the classroom and recommends that parents and teachers include healthy food choices in these activities.

TELEPHONE

Use of the telephone by students is limited to emergency calls. Telephone messages are discouraged. Only emergency messages will be delivered. These will be picked up in the office as students are advised. Any information, interruption, or long distance call must be cleared with one of the secretaries. All long distance calls must be made collect or with a credit card.

Students and parents are asked to plan ahead in order to decrease the number of calls that come into and out of the office.

Remember to take care of personal belongings, lunch money, arranging transportation, etc. before coming to school. Parents need to inform students of transportation plans for afternoon pick-up before the student leaves for school. Family and friends are requested NOT to call students at school.

From time to time, students may become sick while at school. If a student needs to call home due to illness, the student will be required to get permission from the teacher to call home.

VISITORS

Visitors are to report directly to the office for a visitor's pass. Visits to the school are to be on a business basis only – no social calls. This applies to before and after school as well.

ATHLETICS

Our school offers an opportunity for 6th (Excluding football), 7th, and 8th grade students to participate in interscholastic athletics. Students compete in the Northwestern Middle Six Conference and may participate in football, softball, wrestling, basketball, track, baseball, soccer, volleyball, and cheerleading. All student athletes **must** meet the state, local, and school level requirements in matters such as age, residence, and academics.

William Lenoir Middle School Athletic Policy

Profanity

The use of profanity is absolutely unnecessary and is prohibited. Athletes are expected to be role models for the rest of the school. Any use of profanity will be dealt with as Coach, Athletic Director, and Administration see fit. This could also lead to dismissal from the team.

School Attendance

You must be in school, at least, half of the school day to participate in practice or a game. A student must be present at least 85 percent of the days of the previous semester to be eligible for sport participation. This equals only 13.5 days missed per semester and includes both excused and unexcused absences.

In School and Out-of-School Suspension

First admission to ISS during sport season will result in a one game suspension. Any student who is in ISS will leave campus at 3:00PM and will not be allowed to participate in **ANY** school activity for any day that they are in ISS. Therefore, while in ISS, a student may not practice/play in a game. The ISS assignment will include the entire school day. A game missed during ISS time will not count as a team consequence. A second admission to ISS will result in dismissal from an athletic team.

Any OSS will result in immediate dismissal from an athletic team. A time out in ISS for behavior reasons will result in the athlete missing, at least, one quarter of the following game. For soccer, 15 minutes equals one quarter. For softball/baseball, one inning equals one quarter. Other non-quartered sports will be at the coach's discretion. Multiple time outs will result in game suspensions and dismissal from the athletic team.

Academic Eligibility

A student will be ineligible for athletic participation and ineligible to try out for a sport if he/she has failed any class the previous nine weeks. For example, if a student fails a class the second nine weeks, he/she will be ineligible the third nine weeks. This includes all classes, core and encore.

A student will become eligible or ineligible on the first day of a new nine weeks. If a sport season covers more than one nine weeks, a student may become eligible in the middle of the season. If, at any point during the season, a student is in danger of failing a class, the student will be suspended for one week. That includes core and encore classes. The student will not be allowed to practice or play in any athletic events during this week. If, at the end of the one week suspension, the student has improved his/her grade to the satisfaction of the teacher, the student will be reinstated to the team. If the student has not improved his/her grade, he/she will be suspended for a second week. At the end of the second week, the student may be reinstated with the permission of the teacher. If not, the student will be dismissed from the team.

Discipline

THE SCHOOL ADMINISTRATION, ATHLETIC DIRECTOR AND COACH HAVE THE AUTHORITY TO SUSPEND OR DISMISS ANY PLAYER WHO HAS CONDUCT THAT IS CONSIDERED DETRIMENTAL TO THE TEAM.

ORGANIZATIONS

In addition to interscholastic sports, several other student activities are available, either on an interest or achievement basis. Satisfactory behavior is expected of all students who participate. All Board of Education policies and William Lenoir Middle School rules extend to any school-sponsored activity. Student created clubs will not be allowed on campus.

SCHOOL DANCE REGULATIONS

Parents are encouraged to attend school dances as both chaperones and visitors. The following regulations will apply to all school-sponsored dances: All dances begin at 3:15PM and end at 5:00PM. Parents must pick up students by 5:00PM. Students here 30 minutes after the dance ends may not be allowed to attend the next dance at the discretion of administration.

1. Dances will be held periodically during the school year.
2. Dances will be for all 6th – 8th graders.
3. All dances will be held in the school gymnasium.
4. All school rules, including dress codes, are in effect at dances.
5. Only William Lenoir Middle School students may attend.
6. Once a student enters the dance, he/she will not be allowed to leave until the dance is over or until the parent/guardian comes for the student.
7. Persons not attending the dance are not allowed to congregate outside the school.
8. Students must leave the school grounds immediately following the dance.
9. A student will be asked to leave the dance if his/her behavior is inappropriate.
10. The following are **NOT** allowed:
 - a. Running, horseplay, train lines
 - b. Throwing or tossing of another student
 - c. Slam dancing, mosh pits, head banging, etc.
11. If a student is placed in ISS by the office (this includes time outs) the week of the dance, he/she is **NOT** allowed to attend the dance.
12. If a student is given OSS he/she will **NOT** be allowed to attend any dance those nine weeks.
13. A student must be in attendance the day of the dance.
14. Only non-marking sole shoes will be allowed on the gym floor.

HEALTHFUL LIVING/ HEALTHY SCHOOL ACT OF 2009

We will be teaching the Reproductive Health and Safety Education (formerly Abstinence until Marriage) Curriculum this year. Students in grades seven (7) through nine (9) will have access to an abstinence-based comprehensive sexuality health education curriculum, per House Bill 88. Parents will receive a permission form to choose the curriculum in which they want their child to participate. If a parent objects to any of this curriculum, he/she is responsible for writing the principal and asking that their child be excused from the curriculum. Otherwise, if the parent does not "opt out," the student will be included in the instruction. The School Board Policy states this requirement. Questions should be

directed to Angie Ashley, Executive Director for Caldwell Counsel on Adolescent Health at 828-757-9020

SCHOOL SAFETY

School safety is a top priority for school administration, faculty and staff. The school district's Crisis Management Plan addresses major crises, such as bad weather, armed intruders on campus, chemical spills, etc., or specific emergencies that could possibly occur on any campus at any time. Responses to these incidents are clearly defined in the Crisis Management Plan and law enforcement, accompanied by emergency service agencies, are trained to work closely with school administration in preventing injury or threats. School administrators are required to conduct at least two lockdown drills each year in an effort to be prepared for any type of emergency. A fire safety drill is also conducted monthly. For more information, contact the Community Services Office at 728-8407.

INTEGRATED PEST MANAGEMENT

The Caldwell County School System utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 4302 in its entirety and to download a notification request form go to www.caldwellschools.com choose Parents, then Parent Resources and choose the link Integrated Pest Management.

NOTICE OF DIRECTORY INFORMATION

The Caldwell County School System follows the Family Rights and Privacy Act (FERPA) when disclosing any personally identifiable information from student education records. The school district may disclose appropriately designated "directory information" without written consent. This information, generally not considered harmful, such as student's name, address, participation in school activities, awards, and the most recent previous school attended, may be utilized by the school district, individual schools, or organizations, unless parents advise the Caldwell County Schools that they do not want their student's information disclosed. To prevent disclosure, parents or eligible students (one who is 18 years old or is married) must notify the school in writing within the first 20 calendar days of the school year. The Board of Education strongly discourages the release of directory information to outside organizations which have requested the information for their own purposes, including private, commercial or religious organizations.

The primary purpose of directory information is to allow Caldwell County Schools to include this type of information in certain school publications. Examples include:

1. The yearbook;
2. Honor rolls or recognition lists;
3. Graduation programs; and
4. Sport activity sheets.

HOMEWORK

Ref. Caldwell County School Board Policy 3135

Your child will have homework. We think learning is important and that learning should continue after school hours. The daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning. There are several reasons for this homework

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide parents with an opportunity to see what their child is studying and how he/she is doing.

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve time for homework, and **TURN OFF THE TELEVISION, VIDEO GAMES OR MUSIC.**
4. Encourage your child, but avoid undue pressure.
5. Show interest in what your child is doing, but do **NOT** do the work for them.

6. Understand the teacher expects homework to be completed and returned.
7. Assignments may be accessed anytime via the WLMS website at the teacher's Planbook link.

Students will improve their study habits by observing the following:

1. Be sure you understand each assignment before you take it home.
2. Form the habit of using a certain time and place for study.
3. Choose a quiet, well-ventilated, and well-lighted room.
4. Have necessary materials at hand (books, paper, pencils, etc.).
5. Try to develop the skill of working independently.
6. Spend enough time on each subject.

MAKE-UP WORK

Each teacher will have established guidelines to govern students' make-up of work following absences. This responsibility lies with the student and all work must be completed within a reasonable time following return from absences. Generally, such work would be made up within a time-period equal to the length of the absence. (Reference Student Attendance in Board Policy – 3135 & 4400)

MEDIA CENTER

Our school Media Center has thousands of books and hundreds of other resources such as computer programs, magazines, and newspapers. A media specialist and a media assistant serve as resource persons. Students are encouraged to use the media center to enhance their learning as well as for leisure reading. Students will be informed of Media Center rules and policies during their first class visit.

PHYSICAL EDUCATION (P.E.)

Students are expected to participate in all activities to the best of their abilities. **Students are asked NOT to bring notes from home to excuse them from physical education.** A doctor's note will, however, be accepted. Special attention is called to the following:

1. No tank tops will be allowed and the shorts must be the same length as stated in the dress code. Rubber-soled tennis shoes must be worn for P.E. If the students' clothing is inappropriate, they will be required to change or receive a "0" for that class period.
2. Students cannot have gum, candy or other objects in the mouths during class.
3. Students are expected to take care of all equipment.
4. Any accidents or injuries must be reported to the instructors.
5. Students cannot wear jewelry in P.E. classes.
6. Students are expected to show good sportsmanship at all times.

STUDENTS WITH SPECIAL NEEDS

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other school employee to the Building Based Support Team. The initial contact person for any student is his/her homeroom teacher.

USE OF SECLUSION AND RESTRAINT

Board Policy 4304

(Go to www.caldwellschools.com to view the entire policy)

It is the policy of the Caldwell County Board of Education to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students. Specified employees from every school who are most likely to be called upon to prevent or address disruptive or dangerous behavior will receive in depth training in a specified non-violent crisis intervention program that promotes positive management of

student behavior, effective communication skills, therapeutic holds, and appropriate use of seclusion and restraint. Principals shall notify parents any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1 and applicable policies and procedures.

REPORT CARDS AND MID-TERM PROGRESS REPORTS

Report cards are released every nine weeks. Since this is a major line of communication with parents, report cards must be signed by the parents/guardian and returned to the homeroom teacher. Progress reports are issued in the middle of the nine weeks' grading period and these must also be signed by the parents/guardian and returned to the homeroom teacher. The following grading scale has been adopted by the Caldwell County Board of Education:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 – and below

TEXTBOOKS

Each student will be issued textbooks. These textbooks become increasingly expensive and must be used carefully. Students are responsible for the return of all textbooks in the event of transfer or withdrawal from WLMS and at the end of the school year. Students will be financially responsible for any lost or damaged textbooks.

STUDENT CONDUCT

Adapted from the Caldwell County Board of Education Policy – 4300 & 4309

(Go to www.caldwellschools.com to view the entire policy)

The Caldwell County Board of Education's Student Code of Conduct serves to notify students and their parents of expected behaviors, to provide a description of conduct subject to disciplinary action and to define the range of possible disciplinary consequences for misconduct. The term "parent" as referenced in student behavior policies includes legal guardian, legal custodian, or other adult caregiver authorized by statute.

The consequences for engaging in behavior prohibited by the Code of Student Conduct will be determined by the principal, in accordance with the school's Student Behavior Management Plan. Students may be subject to a range of consequences, up to and including long-term suspension or expulsion, based on the nature of the offense and whether it constitutes a minor or serious violation, as described in Section D of Board Policy 4300, Student Behavior Policies. As permitted by state law, students who engage in conduct prohibited under Section J of the Code of Student Conduct may be subject to a 365-day suspension.

A. INTEGRITY AND CIVILITY

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. gambling or engaging in related games of chance involving payoffs of any kind;

5. cursing or using vulgar, abusive or demeaning language toward another person; and
6. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

B. DISRUPTIVE BEHAVIOR

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions, including false fire alarms;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see Section C);
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

C. STUDENT DRESS

Pupils are expected to be properly dressed commensurate with the activities being conducted. Board Policy 4309 states, "The Board believes the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The Board requests that parents outfit their children in clothing conducive to learning."

The following rules apply to students at ALL MIDDLE AND HIGH SCHOOLS IN CALDWELL COUNTY:

- The shoulder width of female shirts must completely cover undergarments and should cover the torso from shoulder to shoulder in front and in back.
- Male shirts shall have sleeves (no exceptions).
- The length of dresses, skirts and shorts must reach at least mid-thigh.
- Pants, shorts, and skirts must be worn at the waist, and undergarments must not be exposed.
- The following clothing and/or items are not allowed:
 - o Halter tops
 - o Tank tops
 - o Spaghetti strap tops without shirts underneath
 - o See-through clothing
 - o Shirts with low necklines
 - o Crop tops
 - o Midriffs
 - o Tops with slit sides

- o Half shirts without a shirt underneath
 - o Bike shorts
 - o Pants or shorts that have holes above mid-thigh
 - o Chains
 - o Spike bracelets or necklaces
 - o Bedroom shoes
 - o Pajamas
- Headgear, hats, hoods, and bandanas are not to be worn, brought, or carried in the school building or worn on the yellow school buses. Items worn may be confiscated by the administration.
 - No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
 - Shoes are to be worn at all times.
 - Sunglasses are not to be worn in the building.
 - Coats or over-sized garments should not be worn within the building.
 - Students are not permitted to take blankets or afghans into classrooms or on yellow buses.

*Students may not wear attire that contains language, or other content, which is inflammatory, threatening, hateful, obscene, demeaning, or promoting disharmony. Violation of these provisions will result in strong penalties, including, but not limited to, out-of-school suspension.

School officials have the authority and responsibility to determine whether a student's appearance satisfies the intent of this policy. Anything that disrupts the learning environment will be deemed unacceptable. The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate.

Approved by the Superintendent: August 17, 2015

D. USE OF WIRELESS COMMUNICATION DEVICES

The Board recognizes that cellular phones and other wireless communication devices have become important tools through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day (beginning with the arrival at school until the dismissal bell) or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

1. Authorized Use
Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that students are supervised during such use. Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.
2. Consequences for Unauthorized Use
School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated

wireless communication devices will be returned only to the student's parent, after a conference.

After a first offense, additional offenses may result in a range of approved consequences for minor infractions, including in-school or short-term out-of-school suspension, if warranted. More severe sanctions, including those reserved for major violations, may be imposed, based on consideration of the following factors: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any Board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

3. Search of Wireless Communication Devices

In accordance with Board Policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, Board policy, the Code of Student Conduct or a school rule. The scope of such searches shall be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

4. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

E. TOBACCO PRODUCTS --STUDENTS

The Board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The Board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the Board. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

In support of the Board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

F. DRUGS AND ALCOHOL

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The Superintendent is responsible for ensuring this policy is consistently applied throughout the school system.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;

2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;
6. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
7. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with Board Policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

G. GANG-RELATED ACTIVITY

The Board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, “gang-related activity” means: (1) any conduct that is prohibited by another Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
2. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see Section H);
4. requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see Section I);
5. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see Section I);
6. soliciting others for gang membership; and
7. committing any other illegal act or other violation of school system policies in connection with gang-related activity.

The Superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors.

The Board acknowledges that not all potential gang indicators denote actual membership in a gang.

Before being punished for a violation of subsection A.1 or A.2, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

Disciplinary consequences for violations of subsections A.1, A.2 and A.6, above, 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 violations of these subsections.

Violations of subsections A.3, A.4, A.5 and A.7, above, are violations of both this policy and other Board policies.

Disciplinary consequences for such violations shall be consistent with Section D of policy 4300 and the specific range of consequences listed in the Code of Student Conduct for the other Board policy violated. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the student and the student’s parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials’ observations and concerns and to offer the student and his or her parent’s information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student’s conduct in light of the surrounding circumstances.

H. THEFT, TRESPASS AND DAMAGE TO PROPERTY

The Board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

2. Damage to Property

Students are prohibited from damaging, defacing, destroying, or altering the use of school property or private property or attempting to engage in such behavior.

3. Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- a) the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
- b) the student is loitering at any school after the close of the school day without any specific need or supervision; or
- c) the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

I. ASSAULTS, THREATS AND HARASSMENT

The Board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

2. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption. Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

3. Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, employees or other individuals and cyber-bullying as described in G.S. 14-458.2. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment and bullying are further defined in policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure. For incidents of misbehavior that do not rise to the level of harassment, see policy 4310, Integrity and Civility, which establishes the expectation those students, will demonstrate civility and integrity in their interactions with others.

The disciplinary consequences for violations of this policy 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 violations of this policy.

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

A student who is convicted under G.S. 14-458.2 of cyber-bullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber-bullying. The Superintendent may modify, in writing, the required transfer of an individual student on a case-by-case basis.

J. WEAPONS, BOMB THREATS, TERRORIST THREATS AND CLEAR THREATS TO SAFETY (Policy 4300)

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- a) loaded and unloaded firearms, including guns, pistols and rifles;

- b) destructive devices as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- c) knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- d) slingshots and slung shots;
- e) leaded canes;
- f) blackjacks;
- g) metal knuckles;
- h) BB guns;
- i) air rifles and air pistols;
- j) stun guns and other electric shock weapons, such as tasers;
- k) icepicks;
- l) razors and razor blades (except those designed and used solely for personal shaving);
- m) fireworks; and
- n) gun powder, ammunition, or bullets;
- o) any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and
- p) mace, pepper spray, and other personal defense sprays.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item shall notify a teacher or the principal immediately.

This section does not apply to Board-approved and -authorized activities for which the Board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax shall notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax shall notify a teacher or the principal immediately.

4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students

or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a) theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b) the intentional and malicious burning of any structure or personal property, including any vehicle;
- c) an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d) an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e) an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f) any intentional, highly reckless or negligent act that results in the death of another person;
- g) confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h) the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- i) taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- j) any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- k) the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- l) any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
- m) any other behavior that demonstrates a clear threat to the safety of others in the school environment.

5. Consequences

- a) General Consequences
The disciplinary consequences for violations of this policy 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 violations of this policy.
- b) Specific Consequences Mandated by Law
As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event shall be suspended for 365 days, unless the Superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Superintendent shall not impose a 365-day suspension if the Superintendent determines that the student (1) took or received the firearm or

destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

K. CRIMINAL BEHAVIOR

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable Board policies, and also may be criminally prosecuted.

School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or Board policy.

1. Students Charged with or Convicted of Criminal Behavior

If necessary, the Superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated Board policy or school rules and is suspended or expelled in accordance with procedures established in Board policy.

2. Reporting Criminal Behavior

A school employee may report to law enforcement an assault by a student on a school employee, and principals or other supervisors shall not, by threats or in any other manner, intimidate or attempt to intimidate the school employee from doing so. Principals shall immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of

the law; and (10) possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the Superintendent or designee in writing or by email of any report made by the principal to law enforcement. Such notice shall occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The Superintendent shall inform the Board of any such reports. In addition, the principal or designee shall notify the parents of students who are alleged to be victims of any reported offenses.

Certain crimes shall be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

STUDENT BEHAVIOR POLICIES

All decisions related to student behavior are guided by the Caldwell County Board of Education's objective to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to creating safe, orderly and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

A. PRINCIPLES

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

B. COMMUNICATION OF POLICIES

Board expectations related to student behavior are codified in Board Policy 4309, Code of Student Conduct. The Code of Student Conduct notifies students of the behavior expected of them and conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. Each school shall create a student behavior management plan that will elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct shall incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed in accordance with policy 4302, provided such measures are consistent with law and Board policy. The Code of Student Conduct shall not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any Board policies related to behavior that are not part of the Code of Conduct; (3) any

related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information shall be available at other times upon request and shall be made available to students enrolling during the school year and their parents. For the purpose of Board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

C. APPLICABILITY

Students are required to comply with the Code of Student Conduct in the following circumstances:

- a. while in any school building or on any school premises before, during or after school hours;
- b. while on any bus or other vehicle as part of any school activity;
- c. while waiting at any school bus stop;
- d. during any school-sponsored activity or extracurricular activity;
- e. when subject to the authority of school employees; and
- f. at any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

D. CONSEQUENCES FOR VIOLATIONS

Violations of the Code of Student Conduct shall be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

a. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- i. student warnings or conferences;
- ii. parental involvement, such as conferences;
- iii. isolation or time-out for short periods of time;
- iv. behavior improvement agreements;
- v. instruction in conflict resolution and anger management;
- vi. peer mediation;
- vii. individual or small group sessions with appropriate student services personnel;
- viii. academic intervention;
- ix. in-school suspension;
- x. detention before and/or after school or on Saturday;
- xi. community service;
- xii. restitution;

- xiii. exclusion from graduation ceremonies;
- xiv. exclusion from extracurricular activities;
- xv. loss of field trip or driving privileges;
- xvi. suspension from bus privileges; and
- xvii. placement in an alternative school.

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

b. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in Board Policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also Board Policy 4309, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, Section J. for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

E. WILLIAM LENOIR SPECIFIC CONSEQUENCES

1. Disruptive Behavior/Horse Playing
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3 days In-School Suspension
 - c) 3rd Offense: 1-5 days Out-of-School Suspension
 - d) 4th Offense: Out-of-School Suspension/with possible placement in Alternative Setting and/or law enforcement involvement.
2. Profane or Abusive Language, Pornographic, Vulgar or Obscene Material. (This includes any reference to any gang symbols, signs, clothing, pictures, etc.).
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3 days In-School Suspension
 - c) 3rd Offense: 1-3 days Out-of-School Suspension
3. Dishonesty: Lying, Cheating, Plagiarism, Forgery, etc.
 - a) 1st Offense: Cheating/Plagiarism- Student receives a zero on work/test, and parent notification
 - b) Lying: 1-3 days ISS
Forgery- discipline referral and parent notification, 1-3 days In-School Suspension and parent notification.
 - c) 2nd Offense: 1-3 days Out-of-School Suspension and parent notification
4. Fighting/Violent Behavior/Communicating Threats (Verbal/Written)
 - a) 1st offense: 3 days Out-of-School Suspension
 - b) 2nd offense: 5-10 days Out-of-School Suspension/police report filed
 - c) 3rd offense: 10 days with recommendation for long-term suspension/police report filed
5. Bullying
 - a) Consequences: Middle School consequences will range from in-school disciplinary action to up to

five days out-of-school suspension. Repeat violations may result in long-term suspension. When appropriate, bullying incidents will be reported to law enforcement authorities for their actions.

6. Gang and Gang-Related Activities

- a) Consequences: Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation. If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor in determining disciplinary action. For any student who is determined to be a member of a gang, as that term is defined above, violation of this policy may result in stronger disciplinary action, including a disciplinary hearing that may impose alternative placement, long-term suspension or other disciplinary action. In determining such status, the school system may consider relevant information from agencies outside of the school, including the identification of the student by law enforcement as a Validated Gang Member.

7. Stealing or Damage to Property

- a) 1st Offense: 3 days In-School Suspension
- b) 2nd Offense: 3 days Out-of-School Suspension
- c) 3rd Offense: 5 days Out-of-School Suspension
- d) 4th Offense: 10 days Out-of-School Suspension with recommendation for long term suspension

8. Possession/Use of Tobacco or Tobacco Products (Lighter / Matches)

- a) 1st Offense: 3 days In-School Suspension or tobacco cessation counseling
- b) 2nd Offense: 3 days Out-of-School Suspension
- c) 3rd Offense: 5 days Out-of-School Suspension
- d) 4th Offense: 10 days Out-of-School Suspension with recommendation for long term suspension

9. Possession of Harmful Substance/Over-The-Counter Drugs

- a) 1st Offense: Administrative Decision with probable suspension
- b) 2nd Offense: 1-5 days Out-of-School Suspension
- c) 3rd Offense: 10 Days Out-of-School Suspension with recommendation for long term

10. Drugs and Alcohol Use

POSSESSION OR USE OF A PROHIBITED SUBSTANCE OR DRUG PARAPHERNALIA

- a) 1st Offense: Notify law enforcement authorities. 3-10 days Out-of-School Suspension and a recommendation to the superintendent that the student be suspended for the remainder of the school year; provided; however, that the recommendation may be waived if the student and the student's parent(s)/guardian(s) agree to attend and successfully complete an alcohol and/or drug abuse education and/or intervention program at the student's/parent's expense. The student may also be prosecuted under the juvenile or criminal laws of this state.
- b) 2nd Offense: Notify law enforcement authorities. For a second offense during a student's public school career, a 10-day out-of-school suspension, and a recommendation to the superintendent that the student be expelled; however, the student may apply for re-admission to the regular school program at the beginning of the next semester (more than 45 school days after the date of the expulsion) under the following conditions:

- (1) The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program at the student's/parent's expense;
 - (2) The student and his/her parents agree to mandatory drug testing of the student upon re-admission and during each semester with the understanding that in the event of a positive drug or alcohol test the student will be subject to expulsion.
- SALE OR DISTRIBUTION OF A PROHIBITED SUBSTANCE OR DRUG PARAPHERNALIA.**
- a) 1st Offense: 10 days Out-of-School Suspension and a recommendation to the superintendent that the student be expelled. Serious consideration shall be given by school and law enforcement officials to initiating a juvenile petition or a criminal prosecution. However, the student may apply for re-admission to the regular school program after one calendar year under the following conditions:
 - (1) The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program at the student's/parent's expense;
 - (2) The student and his/her parents agree to mandatory drug testing of the student upon re-admission and during each semester with the understanding that in the event of a positive drug or alcohol test the student will be subject to expulsion.
 - b) 2nd Offense: 10 days Out-of-School Suspension and a recommendation to the superintendent that the student be expelled. If expelled, the student will not be readmitted
11. **Sexual Misconduct and Harassment**
 - a) Written Offense: 3 days In-School Suspension
 - b) Verbal/Visual Offense: 1- 3 days Out-of-School Suspension
 - c) Suspension Touching Offense: 3 - 10 days Out-of-School Suspension
 12. **Possession/Use of Weapons**
 - a) 1st Offense: Notify law enforcement authorities. 5-10 days Out-of-School Suspension.
 - b) 2nd Offense: Notify law enforcement authorities. 10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion
 13. **False Fire Alarms and Bomb Threats**
 - a) All incidents shall be reported to law enforcement agencies and the fire marshal for their investigations and action. A mandatory, 10-day out-of-school suspension with a recommendation for a long-term suspension will result from a false alarm/bomb threat violation.
 14. **Disrespect/Insubordination to Staff**
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3-5 days Out-of-School Suspension
 - c) 3rd Offense: 5-10 days Out-of-School Suspension with a Recommendation for Long-Term Suspension/Expulsion
 15. **Assault/Battery on School Staff**
 - a) 1st Offense: 5-10 days Out-of-School Suspension with a possible recommendation for Long-Term Suspension/Expulsion and the possible notification to law enforcement officials.
 - b) 2nd Offense: 10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion and the notification of law enforcement officials.
 16. **Fireworks or Explosives**
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3 days In-School Suspension
 - c) 3rd Offense: 1-5 days Out-of-School Suspension
 17. **Gambling**
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3 days In-School Suspension
 - c) 3rd Offense: 1-3 days Out-of-School Suspension
 18. **Dress Code/Personal Appearance**
 - a) The administration reserves the right to judge whether clothing is deemed appropriate and will ask the student to change or adjust clothing as necessary. School officials have the authority and responsibility to determine whether a student's appearance satisfies the intent of this policy.
 - b) If the inappropriate dress continues, the student will be placed in ISS/OSS depending on the severity of the offense.
 19. **Leaving Campus**
 - a) 1st Offense: 3 days In-School Suspension
 - b) 2nd Offense: 3 days Out-of-School Suspension
 - c) 3rd Offense: 5 days Out-of-School Suspension
 20. **Cutting Class**
 - a) 1st Offense: 1-3 days In-School Suspension
 - b) 2nd Offense: 3 days In-School Suspension
 - c) 3rd Offense: 1-3 days Out-of-School Suspension
 21. **Cell Phones**
 - a) 1st Offense: Student issued a verbal warning and parent/guardian notified.
 - b) 2nd Offense: Cell phone will be confiscated, turned in to office and must be retrieved by parent/guardian **no earlier** than the end of the same school day.
 - c) 3rd Offense: The offending student will be required to turn in his/her cell phone to the office upon arriving at school each morning. The phone will be securely locked away until the end of the day when each phone will be returned to its appropriate owner. **This consequence will be in effect until the end of the 9-week grading period, at which time the offense cycle will re-start.**
 22. **After School Activities/Co-Curricular Activities**
 - a) All school rules apply
 23. **Chewing Gum**
 - a) Repeat offenders will be placed in ISS
 24. **Drinks in School Building**
 - a) No drinks other than water will be allowed outside the cafeteria during the instructional day
 25. **Bus Behavior and Regulations**
 - a) 1st Offense: Verbal Warning
 - b) 2nd Offense: Written Warning
 - c) 3rd Offense: 1-3 days off the bus
 - d) 4th Offense: 3 days off the bus
 - e) 5th Offense: 5 days off the bus
 - f) 6th Offense: 10 days off the bus/Recommendation for permanent suspension from the bus.
 26. **Items Not Allowed During the School Day**
The following items are examples of items that tend to create a class/school distraction and are not allowed on buses, at school, or at school-supported activities. This list is not comprehensive; however, any item that tends to cause a distraction is not allowed. The school administration will not investigate cases of lost or stolen electronic devices.
 - Electronic Music Devices including mp3 players, iPods, and cell phones
 - Any other electronic noisemakers, or electronic games
 - Anything sexually explicit (example: magazines, condoms, etc.)
 - Skateboards
 - Excessive amounts of money
 - Laser pens

- Aerosol cans, hair spray
- Squirt guns or squirt bottles
- Perfume or cologne
- Rubber Bands
- Fidget Spinners
 - (a) 1st Offense: Temporary confiscation
 - (b) 2nd Offense: Temporary confiscation with item returned only to parent or guardian.

*Any item not picked up by an adult by the last day of school will be disposed of.

The Caldwell County School System will not be responsible for expensive clothing/personal items, cell phones, nor large amounts of money.

L. **ENFORCEMENT**

The Superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

STUDENT DUE PROCESS RIGHTS

The Caldwell County Board of Education and school officials recognize that all students have Constitutional rights, including the property right to an education. Therefore, due process rights for parents and students are guaranteed by the Caldwell County School System. The exercise of discipline in the Caldwell County schools will be characterized by fairness and the maintenance of collaborative and informative relationships with parents and the community.

Disciplinary actions shall be handled first at the classroom level. Teachers are expected to handle disciplinary matters with proper interventions including parental involvement. Keeping the parent informed is a top priority of the school system. If it is necessary to remove a student from the classroom, the teacher will inform the student of the infraction before referring the student to the administration.

The administrator will investigate the facts, review information and/or confer with the teacher, interview the student, and when necessary, consult with the parents. The administrator will then determine what action is warranted.

Due Process Procedures Governing School Suspensions:

1. Provide the student notice of charges.
2. Allow the student an opportunity to present his/her side of the story.
3. Notify the parent/guardian verbally, if possible.
4. Give an explanation of the evidence against the student if he/she denies the charges.
5. Verbally notify the student of action to be taken
6. Notify the parent/guardian in writing of actions taken and reasons.
7. Provide the opportunity for the parent/guardian to schedule a conference with the school principal/designee.

(Note: The first four steps may be delayed until later if the student poses a continuing danger to themselves or others or presents an ongoing threat of disruption to the school. This includes fighting, vulgarity, sexual harassment, or anything that shocks the conscience).

STUDENT GRIEVANCES

The Caldwell County Board of Education believes that students and parents have the right to an orderly, equitable resolution of problems that may arise affecting them and the school system. The student/parent shall start at the teacher/principal level using established procedures to resolve matters of concern (see Policy 1740/4010). The Board of Education will not consider any such matter until all administrative remedies have been exhausted.

IN-SCHOOL SUSPENSIONS

Purpose: The In-School Suspension (ISS) program is punishment for unacceptable behavior. ISS assists the student in examining his/her behavior and the consequences of personal decisions. The program provides a practical alternative to Out-of-School Suspension (OSS) and fills an important role in the school's discipline plan.

Procedures:

1. Assignment to ISS will be by the principal/designee.
2. Parents/Guardian will be advised verbally and/or in writing when students are assigned to ISS.
3. Assignment will be from 1-3 days depending on the offense.
4. Days spent in ISS count as days in attendance.
5. Students assigned to ISS for any part of the school day will NOT participate in any extracurricular activities such as assemblies, athletic events, field trips, concerts, dances, CIS events, etc. until they have served their suspension. Violation of the ISS guidelines will result in an increase in the number of days assigned to ISS or a student being suspended out of school with the remaining ISS days to be finished once the student is allowed to return to school.
6. Restrictions end at 3:00PM of the last assigned day except as amended by administration or coaches for athletic practice or competition.
7. If a student leaves early, the missed time will be made up.