

Hudson Middle School

Student Handbook

2021-2022

Dear Student,

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

Our school vision statement is “Doing right to achieve excellence.” President Abraham Lincoln once said, “I do the very best I know how, the very best I can, and I mean to keep on doing so until the end.” The staff at Hudson Middle School have dedicated themselves to doing what is right for students so that each student’s personal goal of excellence can be achieved. As a school, we strive to achieve excellence in academics, athletics, and the arts. Achievement will be met through individualized growth and success of every student.

Use your student handbook to guide you towards success. Within its pages are the detailed expectations that define how to “do right to achieve excellence.” Know these expectations, share them with your parent or guardian, and with their guidance set your own personal goals of achievement. Our staff are here to help you maintain those expectations and reach those goals.

The HMS Student Handbook provides important information for both students and parents. Please review it so that you are familiar with general school rules and school board policies. Our staff are always available to help you with specific questions or concerns along the way. Good communication is essential to safety and success. We encourage parents to communicate frequently with school staff through conferences, phone contacts, and emails.

Finally, last year was different than any other school year, in the history of school years! Many of our cherished activities were suspended due to COVID-19. We look forward to having a more “normal” year, while still keeping students safe. At times we may have to be responsive to the pandemic, but we will always focus on providing your students with an excellent education.

As always - thank you for your support of HMS!

Sincerely,

Dr. Katie Elliott, Principal

Mr. Phillip Little, 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. Hudson 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. Bill Griffin, 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 and should leave promptly upon dismissal at 2:45 unless participating in/or attending a school-sponsored event or activity. All car riders should be off campus by 3:10 PM.

For the start of the 2021 - 2022 school year, we are operating under guidance in this document:

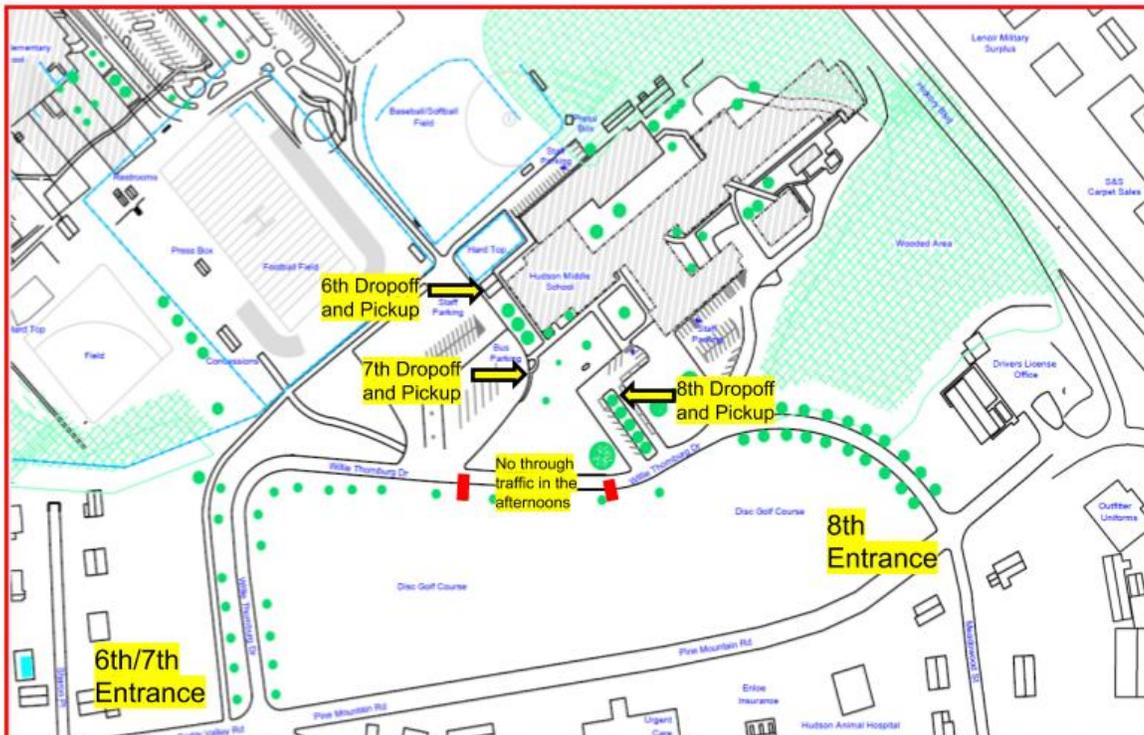
<https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>

Our school day is from 7:45 to 2:45. Student dropoff starts at 7:15. Please do not drop off students before 7:15. They will not be supervised.

We use grade level parking lots for drop-off and pick-up. Please drop off and pick up your child in the correct parking lot. If you have students in multiple grade levels, please drop off at the higher grade level. There may be NO through traffic on our drive in the afternoon (due to the EC bus pickup) so using the correct entrance is important!

- If your child is in 6th or 7th grade, please enter at the top entrance (across East View Street and closest to downtown Hudson).
 - 6th grade students should be dropped off/picked up in the parking lot closest to the football field.
 - 7th grade students will be dropped off/picked up in the bus parking lot.
- If your child is in 8th grade, please enter at the lower entrance (closest to Highway 321) and drop off/pick up in the horseshoe.
- Please do not enter the 8th grade lot (the horseshoe in front of the gym) until 2:45. Keeping the horseshoe clear until 2:45 allows parents who are checking students out to get to medical appointments without being blocked in and stuck!

There will be no afternoon walkers to HES to be picked up there. The traffic at the elementary school poses a safety hazard. We recommend that you pick up at HMS first and then drive to HES because of the later end time at HES.



The bus riders will leave the classroom at 2:45 to walk to the buses. Teachers will walk to the buses with students.

Car riders will be released at 2:50 and teachers will walk them to their respective parking lot areas. In middle school, we ask that the child is responsible for watching for their ride! We will not be calling names to look for students unless necessary.

Bell schedule:

SIXTH		SEVENTH		EIGHTH	
7:45 - 7:50	Homeroom	7:45 - 7:50	Homeroom	7:45 - 7:50	Homeroom
7:50 - 9:20	First Block	7:50 - 9:20	First Block	7:50 - 9:20	First Block
9:25 - 10:55	Second Block	9:25 - 10:10	STEAM 1	9:25 - 10:55	Second Block
11:00 - 11:45	STEAM 1	10:15 - 11:00	STEAM 2	10:55 - 11:00	Transition
11: 50 - 12:35	STEAM 2	11: 05 - 11:50	Third Block	11: 00 - 11:30	Lunch
12:35 - 12:40	Transition	11:50 - 12:20	Lunch	11:35 - 1:05	Third Block
12:40 - 1:10	Lunch	12:25 - 1:10	Third Block	1:10 - 1:55	STEAM 1
1:15 - 2:45	Fourth Block	1:15 - 2:45	Fourth Block	2:00 - 2:45	STEAM 2

Students are not to leave the school campus without permission. 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 will go directly to their classroom. Likewise, students waiting for afternoon rides (late bus or private transportation) must remain with their teachers in assigned areas until their ride arrives. Other parts of the campus are off limits.

Students are not allowed to walk to or from a location for arrival and dismissal (including Hudson Elementary School) unless an extenuating circumstance is approved through administration with a permission form on file. Please see the front office receptionist for the Permission to Walk Form. You will NOT be allowed to pick up your HMS student at HES this year. The traffic flow has changed due to shared buses, making this impossible for the 2020 - 2021 school year.

Student Attendance

COVID and attendance this year?

Please review revised Caldwell County School Board Policy – 4400 on school and class attendance at www.caldwellschools.com. Regular school and class attendance is mandated by law. The Caldwell County School Board of Education and school officials believe that regular attendance significantly affects educational achievement and success.

The Board further believes that all students must graduate in order to meet the demands of the 21st Century. With the combined effort of students, parents, and school personnel, this objective will be obtained.

The primary responsibility for school attendance rests with students and parents: however, schools must properly record absences and tardies, notify parents when needed, and discourage excessive absences. Each principal may appoint an Attendance Committee to promote school attendance.

Students are entitled to make up any work they have missed due to absence. It is the responsibility of the student to arrange to acquire missed assignments. Generally, such work would be made up within a time equal to the length of absence. (Reference Board Policy – 3135)

The Board and school officials seek full cooperation from parents and students in promoting good attendance and punctuality. Students are expected to be punctual on a daily basis; therefore, excessive tardiness or early dismissals will not be tolerated as they can have a direct impact on the student's performance. Schools are encouraged to develop expectations and incentives for attendance and punctuality. Parents are asked to schedule medical and dental appointments after school hours except in cases of emergency. They are also asked to schedule family vacations during school vacation periods.

Because quality instructional time is a top priority for Caldwell County Schools, student errands away from the school are discouraged unless the absence has been authorized by the principal or designee. To protect the instructional day, students will not be excused from regular schoolwork to take private lessons in music, art, dance, or any other area without prior approval of the principal.

EXCUSED ABSENCES

Regular school attendance is mandated by law. The school principal or designee has the right to excuse a student temporarily from attendance because of sickness or other unavoidable cause. Due to the COVID-19 pandemic, we anticipate more excused absences than we typically have during a normal school year.

Some examples of Lawful Absences are listed below:

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.

UNEXCUSED ABSENCES

Absences for reasons other than those listed above will be deemed unexcused. Unexcused absences include, but are not limited to missing the bus, oversleeping, car trouble, or babysitting. Schools may develop specific consequences related to such absences. Absences caused by infestation of lice generally will be coded as unlawful if the absences last more than one day beyond the identification of the problem, or if more than three infestations occur during the school year.

NOTIFICATION OF EXCESSIVE ABSENCES

The principal and his/her staff may require documentation to verify reasons for absences. The school will notify parents of excessive unexcused absences under the following conditions:

1. The principal or designee shall notify the parent, guardian, or custodian of the child's excessive absences after the child has accumulated three unexcused absences in a school year.
2. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under established attendance policies of the State and Local Boards of Education. Once the parents are notified, the school social worker shall work with the child and the family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.
3. After the tenth accumulated unexcused absence in a school year:
 - a. The principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law.
 - b. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall file a complaint with the juvenile court counselor.
 - c. Pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.
4. Principals require documentation to verify reasons for absences. 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 excessive absences are or have been an issue, the principal may require a doctor's excuse at any time and also has the right to not accept excuses for absenteeism.

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 7:45AM and 9:30AM. 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 to specific teachers. Do not include several items in the same note.

Absent notes from home 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 may 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. Parent conferences will be scheduled to formally address concerns for students who have excessive early checkouts from school.

TARDIES

Students are considered tardy if they are not in their homeroom by 7:45 AM. Arriving late to school interrupts the instructional day. Parent conferences will be scheduled to formally address concerns for students who have excessive tardies to school. If students are tardy to class, yet have arrived to school grounds on time, disciplinary action will be assigned.

OUT-OF-DISTRICT STUDENTS

We are proud that many students outside of our district attendance area apply to enroll at Hudson Middle School. We have high expectations for all of our students as we continue with our traditions of excellence. In order to be accepted into admission at Hudson Middle School through transfer, a contract must be signed by the student/parent/guardian acknowledging the following conditions:

1. Parent / guardian must provide transportation to and from school.
2. Student must be in regular attendance, arrive to school on time, remain for the entire instructional day, and depart campus by 3:10 PM.
3. Student must make progress in all academic subjects.
4. Student must comply with the district's Student Code of Conduct

Falsifying information will result in the student being enrolled to their home school. A written warning will be given for a violation of these conditions. A second violation may result in reassignment to the home school for the remainder of the school year.

WITHDRAWAL PROCEDURES

Parents / guardians will need to complete a withdrawal form through the data manager or the school counselor upon withdrawing of a student. Completed forms are needed for the transfer of student records.

School Safety

SCHOOL SECURITY

All exterior doors to the school remained locked and secured during the school day. Parents and visitors must ring the bell and identify themselves to the receptionist for entry into the school. Interior and exterior cameras are monitored throughout the day for school safety. School buses are also equipped with cameras which are monitored and reviewed for student safety. HMS partners with Hudson Police Department and has a full time School Resource Officer to monitor the school grounds for safety and to assist parents and administration in matters of law enforcement.

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 multiple lockdown drills each year in an effort to be prepared for any type of emergency. A fire safety drill is also conducted monthly and others drills as needed or required.

For more information, contact the Community Services Office at 728-8407.

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 Anna Crooke, Middle School Director.

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 9205 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, 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.

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

In order to enrich the curriculum, student field trips may occasionally be scheduled.

For insurance purposes, students will 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.

Some field trips will allow parents to attend while some will not. Teachers will advise if parents may attend and what additional conditions may apply. The charge for parents attending field trips is typically more expensive than the student cost of the trip. If a parent wants to attend a field trip, please adhere to the following:

- Complete background check in Volunteer Tracker (found on the home page of school/county website).
- Be willing to chaperone a small group of students (assigned by the teacher) in addition to your own child.
- Follow all school rules and procedures, including dress code.
- Parents shall not travel on charter bus trips unless they are official chaperones and have passed the background check (Use "Volunteer Tracker" found on the CCS website to register). They may not check children out of school and meet the group at the site, nor may they meet their child at the site and/or travel with the group (unless they are an official chaperone).
- Sometimes there is limited room for parents. In those instances, parent names will be drawn by lottery to chaperone – with preference being given to parents that have already completed the Volunteer Tracker form for a background check.

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.

MEDICATIONS

Basic first aid supplies are kept on hand for minor injuries, personal needs etc. Occasionally, a student may need prescription or over-the-counter 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. All medications will be kept in an assigned location and be administered by an assigned school individual.
3. A permission form must be completed and signed by the parent and physician for each and any medication (including over-the-counter meds.).
4. SCHOOL PERSONNEL WILL NOT PROVIDE ANY FORM OF OVER-THE-COUNTER MEDICINE, INCLUDING ASPIRIN AND TYLENOL, UNLESS THE PERMISSION FORM IS ON FILE.

Parents should advise the school of specific student health conditions or concerns that constitute the need for an emergency plan during the day (ie: 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.

Communication and Technology

CELL PHONES AND COMMUNICATING WITH YOUR STUDENT

HMS's goal is to assign a computer device to every student for use both at home and at school. (We are waiting on information from the district office about additional Chromebooks needed to meet this goal.) In accordance with this, cell phones will not be utilized in the classroom for instructional use unless specifically allowed by a teacher. **Cell phones are required to be off and kept in the student's backpack during the school day (from 7:45 until 2:45).** Electronic devices are brought to school at the sole risk of the student/parent. The school is not responsible for loss, theft, or

damage. Students have a phone available to them in both the classroom and the office in the event they want to ask permission to call home. Please utilize the front office staff to communicate messages to students.

Consequences of Unauthorized Use of Cell Phones

- If a cell phone is used without authorization during the school day, it will be confiscated by a teacher and turned in to the office. Matrix points will be assigned for the first and second offense in addition to the cell phone being taken by a staff member.
 - First offense: The student may pick it up at the end of the day.
 - Second offense: A parent must pick it up from the office.
 - Third offense: A student will be assigned to In-School Suspension and a parent must pick up the phone.
 - Future offenses: In-School Suspension will be assigned and students will be asked not to bring the phone back to school for the remainder of the year. Further disciplinary action will be taken should the problem continue.

TELEPHONES

Students may utilize classroom and office phones with the permission of the teacher and during a time that does not interrupt classroom instruction. Parents may also call the school and leave a message with the receptionist for their child. Parent phone calls for students will not be transferred into the classroom. The message will be delivered during a time that does not interrupt classroom instructions. If your child becomes sick or is injured at school, a staff member will assist that student in calling home to inform the parent.

LOCKERS

HMS does not utilize lockers.

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 one week, and then they are discarded or donated. Students should refrain from bringing money and valuables to school. Hudson Middle School is not responsible for loss or damage of student personal items.

School Cafeteria Services

Please send your student to school with a water bottle, preferably clear. We have bottle filling stations available in our buildings.

We do not have student microwaves. If your child packs a lunch, please plan accordingly.

Breakfast and lunch will be free for all students for the 2021 - 2022 school year.

At Hudson 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. Energy drinks and soft drinks are not allowed during school hours, even with home prepared meals. We offer a variety of beverage choices. A la Carte items are available. Deliveries to students of restaurant food are not allowed.

Despite free meals, ALL families are encouraged to fill out this free/reduced application because it helps the school with funding. For the 2021 - 2022 school year, all applications can be made online at <http://LunchApplication.com>. The form must be filled out every school year!

To add money to their student's account, parents can send checks, cash, or use pre-pay services at www.lunchprepay.com. A la carte items are not free and cannot be charged. 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 meal prices for the 2020-2021 school year are as follows:

Breakfast:

Students - free

Reduced - free

Lunch:

Students - free

Reduced - free

Teachers – A la Carte

VISITORS

Hudson Middle School welcomes parents and other visitors to volunteer throughout the building. PTO plans, monitors, and track volunteer hours. Visitors should report to the office upon arrival and sign in. A pass will be issued to the visitor and any adults on our campus without a visible pass will be stopped and escorted to the office. The visitor should return the pass and sign out upon leaving the school campus. No visitor is permitted to go to any teacher's classroom without prior approval from the principal, even if it is a family member. High school students are not allowed to come to visit teachers during regular school hours.

At this time, due to lunch seating restrictions, visitors are not allowed to eat with students at lunch. In non-COVID times, a parent must pass a background check to eat in the cafeteria with students other than their own student. Because of this, we typically seat parents and students at a table in the hallway outside of the cafeteria.

Athletics and Extracurricular

HMS is proud to offer a variety of athletic opportunities for students of all grade levels. Participation on a team is determined through tryouts of which time and dates will be announced through the school and will be available in the office. All students must have a signed physical and concussion statement on file before they can be eligible to participate in athletic tryouts and meet state, local and school level requirements in age, residence and academics. Sports offerings include: Football, wrestling, boys'/girls' soccer, boys'/girls' basketball, volleyball, baseball, softball, track, and cheerleading.

SPORTSMANSHIP

HMS athletes are expected to serve as role models for the student population. Conduct that does not portray good sportsmanship (ie gestures, profanity) may result in disciplinary action and/or removal from the team. 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.

SCHOOL ATTENDANCE

Student athletes must be in attendance at least half of the school day to be eligible to participate in practice or a game. A student must be present at least 85 percent of the days in the previous semester to be eligible for sport participation. (For Fall 2021, attendance requirements are waived due to COVID. They will be in place for Spring 2020, so fall attendance will be important!) If a student is absent more than 13 days, they will not be eligible for participation in any sport the following semester. This includes both excused and unexcused absences.

ACADEMIC ELIGIBILITY

A student will be ineligible for athletic participation and ineligible to try out for a sport if he/she has failed more than one class the previous semester. For example, if a student fails 2 classes the first semester, he/she will be ineligible for the second semester. If a student fails 2 courses during a 2nd semester, they will be ineligible for the first semester of the following academic school year.

A student will become eligible or ineligible on the first day of a new semester. If a sport season covers more than one semester, 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 may be suspended from participation until the student obtains a satisfactory grade at the discretion of the coach and administration. That includes core and enrichment classes.

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 Hudson Middle School rules extend to any school-sponsored activity. Student created clubs will not be allowed on campus without faculty supervision. Clubs and activities include:

Disc Golf, Archery, Battle of the Books, Student Council, Junior Beta Club, Art Club, Science Olympiad, Unified Champions

SCHOOL DANCES

Dances will be held periodically throughout the school year. Information about times, traffic, themes, etc will be sent home in advance of the dance.

- *Dances will be for all 6th through 8th graders who have not been suspended out of school during that current 9 weeks.*
- *All school rules, including dress code, are in effect at dances.*
- *Only HMS students are allowed to attend.*
- *Once a student enters a dance, he/she will not be allowed to leave until the dance is over or until the parent or guardian comes to pick up the student.*
- *Persons not attending the dance are not allowed to congregate outside the dance.*
- *A student will be asked to leave the dance if his/her behavior is inappropriate.*
- *A student must be in attendance on the day of the dance.*
- *Only non-marking sole shoes are allowed on the gym floor if the dance is held in the gym.*

Report Cards and Grading

Report cards are released every nine weeks. Progress reports go out at the midpoint of each nine weeks. Students are responsible for keeping up with grades and assignments. The following grading scale is used:

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

MISSING AND MAKE UP WORK

It will be the responsibility of the student to communicate with their teacher regarding missing assignments

- Please discuss assignments with your teacher prior to planned absences
- Students can correct classwork/homework (at teacher discretion) for partial credit to increase grade

- Students must make up missing assignments within a reasonable time frame after an absence (typical time allotted would be two days for each absence).

EARNING A ZERO

As per board policy, the staff of HMS wants to give students every chance to succeed. To that end, we do assign zeros during a nine weeks to alert the parent and student of missing assignments. If a student makes a good faith effort to complete any assignment, project, test or quiz AND turns it in, the lowest overall grade that a student will receive at the end of a grading period is a 50. This allows the student to still have a mathematical chance at passing the class.

GRADING QUESTIONS

Any questions regarding a grade earned or regarding an assignment given should be directed to the classroom teacher as soon as possible. Students should make every effort to keep their own record of grades and follow-up to ensure everything is recorded accurately. Mistakes can and do happen from time to time, but bringing it to the teacher's attention as soon as an error is found can clear it up very quickly! Parents are encouraged to utilize the Parent Portal website to monitor their child's grades weekly. (Contact Danielle Hood, Data Manager, for account login information.)

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. Homework is typically an extension of work started in class.

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.

Media Center and Student Technology

We are excited to be reopening our media center after a remodel! Students will be allowed to check out books at a time to facilitate their reading growth. The media center will be open daily at 7:15 so that students can check out books prior to the start of the school day. Students will also visit the media center as classes and are able to go individually as needed.

Students will be issued a chromebook if they do not have their own device. An agreement will have to be signed by the student and the parent and the student. As soon as we have the agreement from the district, we will link it in this document and send it home with students. It may be a couple of weeks into school before chromebooks are checked out to students.

CCS is a bring your own device district so students are also welcome to bring and use their own chromebooks and laptops.

Hybrid students need to bring the device and charger back and forth from home to school and vice versa. Please remind your student to charge the chromebooks every evening. They do a great job of keeping a charge during the day if they are fully charged at the beginning of the day! Our classrooms have very few electrical plugs.

School devices are monitored by the district.

Our media specialist, Christinia Davis, handles chromebook checkout and repair questions. She is an excellent resource for technology assistance. Please contact her if your student is having trouble with email, technology, logins, or you are lost and just need technology help! cdavis@caldwellschools.com or you can call the main office at 828-728-4281.

Physical Education

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. Shorts must be the same length as stated in the dress code. Rubber-soled tennis shoes must be worn for P.E. If the student's clothing is inappropriate, they will be required to change or receive a "O" for that class period.
2. Students cannot have gum, candy or other objects in their mouth 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 are expected to show good sportsmanship at all times.

Students with Special Needs

No 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 MTSS 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 of 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.

Textbooks

Students may 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 HMS and at the end of the school year. Students will be financially responsible for any lost or damaged textbooks.

Discipline at HMS

If a student at HMS has a minor discipline issue, it is handled through the PBIS system. Major discipline issues are immediately referred to administration who then handle the discipline with guidance from school board policy. The details are included in the next two sections of the document - PBIS and STUDENT CONDUCT.

Examples of Minor Discipline - PBIS Managed

- Disrespect – Student engages in brief or low-intensity failure to respond to adult requests. Student uses derogatory tone of voice, rolls eyes, or talks back.
- Unprepared for Class – Student does not have materials for class to the point of disruption or inability to participate in class activities.
- Disruption to Class – Student engages in low-intensity, but inappropriate disruption to class activities.
- Property Misuse – Student engages in low-intensity misuse or damaging of property.
- Inappropriate Language – Student engages in low-intensity instance of inappropriate language with other students. Inappropriate language is NOT directed at another person.
- Inappropriate Display of Affection – Student engages in contact of affectionate nature toward another student, either consensual or non consensual.
- Inappropriate Hallway Behavior – Student is in the hallway without a hall pass or engages in brief, non-serious contact with another student.
- Tardy to Class (*) – Student is at least 5 minutes late to class with no note from a staff member.
- Leaving Classroom without Permission (*) – Call administration if child fails to return. This includes leaving at end of day at the wrong bell.
- Dress Code Violation – Student wears clothing that is not within dress code guidelines, but at teacher's request he/she corrects the violation. Failure to correct clothing results in administration contact.
- Technology Misuse – Student engages in non-serious but inappropriate use of cell phone, computer, music/video players, camera, etc.

Other PBIS specific details:

- GRADES – Anything that receives a grade CANNOT be recorded as a disciplinary infraction.
- PROGRESS REPORTS/REPORT CARDS – NO matrix points if not returned.

Examples of Major Discipline - Immediately Referred to Administration

- Disrespect – Student engages in blatant non-compliance toward a staff member.
- Abusive Language – Student delivers verbal messages that include swearing, name-calling, or use of words in an inappropriate way aimed directly toward someone.
- Chronic Minor Offenses – Student exhibits continual problem behaviors of the same type and doesn't change behavior after matrix point is assigned during the same class period.
- Harassment/Bullying – Student delivers (verbal/nonverbal) disrespectful or harassing messages to another person that includes threats and/or intimidation, pictures, written notes, or obscene gestures. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.
- Fighting/Physical Aggression – Student engages in actions involving serious physical contact where injury may occur.

- Theft – Student is in possession of, having passed on, or being responsible for removing someone else’s property.
- Gang Affiliation Display – Student uses gesture, dress, and/or speech to display affiliation with a gang.
- Inappropriate Display of Affection – Student engages in contact of affectionate nature to another student/adult, either consensual or non consensual and fails to comply when addressed by faculty or staff.
- Property Damage – Student participates in an activity that results in severe destruction of property. Student damages school property in a minor way after being previously addressed by faculty member.
- Technology Violation – Student engages in inappropriate access of internet sites.
- Use/Possession of Alcohol, Tobacco, Drugs – Student is in possession of or is using alcohol, tobacco products, illegal drugs/substances or imitations.
- Use/Possession of Weapons - Student has possession of a knife, gun, (real or look-alike) or other object readily capable of causing bodily harm.
- Bomb Threat/False Alarm – Student delivers message of possible explosive materials being on-campus, near campus and/or pending explosion.
- Arson – Student plans and/or participates in malicious burning of property.
- Skipping Class – Student fails to report to class or leaves class and fails to return.
- Forgery – Student signs a person’s name without permission.
- Cheating – Student is witnessed cheating on an assignment or test or is a willing participant in cheating. Student plagiarizes.

PBIS

Hudson Middle School continues to serve as a model school for Positive Behavior Interventions and Supports (PBIS) as recognized by CCS and the state of North Carolina. PBIS rewards students for positive behaviors and utilizes corrective behavior opportunities as needed to impact a student's decision making.

When students model appropriate behavior and actions, they are rewarded with PBIS “positive points” that can be used to “purchase” items and experiences. When students exhibit inappropriate behaviors, they receive a matrix point which correlates to increasing punishment as points are earned.

WHAT DOES IT MEAN TO “BEE” HMS?

Bee...	BUS	HALLS	CLASSROOM	BATHROOM	CAFETERIA
<p style="font-size: 2em; color: #4F81BD; margin: 0;">Highly</p> <p style="margin: 0;">Motivated</p>	<p>*Keep bus clean</p> <p>*Follow bus rules</p>	<p>*Report directly to destination</p> <p>*Keep halls clean</p>	<p>*Follow directions</p> <p>*Be an active listener</p> <p>* Do your best</p>	<p>*Keep bathroom clean</p> <p>* Use facilities in a timely manner</p>	<p>*Keep cafeteria clean</p> <p>*Go through lunch line one time</p>

M Model Responsibility	*Be at bus stop on time *Report violations *Go directly to bus after school *Wear facemask	*Walk on the right *Set a good example *Follow COVID Safety Guidelines.	*Be prepared *Be on time *Quiet on signal *Follow COVID Safety Guidelines.	*Flush *Wash hands for 20 seconds *Trash in trash cans *Report violations *Follow COVID Safety Guidelines.	*Remember your table manners *Trash in trash cans *Quiet at signal
S Show Respect	*Keep hands/feet to self *Remain seat *Use indoor voice *Be polite	*Follow COVID Safety Guidelines.	*Follow COVID Safety Guidelines.	*Respect others' privacy *Follow COVID Safety Guidelines. *Respect areas that are off limits	*Use indoor voice *Keep hands/feet to self *Be polite *Follow COVID Safety Guidelines.

PBIS Matrix Point System

****There MUST be a verbal prompt PRIOR to any point being added to the Student Discipline Matrix. ****

Office-Managed offenses are handled immediately with no required verbal prompt. Please refer to the next sections for offenses that are handled outside of the Matrix Point System.

Points 1 - 3 are considered “minor” infractions and do not go in the student’s PowerSchool record.

Point 1 - Verbal warning from the teacher

Point 2 - Parent contact from the teacher

Point 3 - Parent contact from the teacher and one class period of ISS (class period to be determined by the teaching team).

Points 4 and above are considered “major” infractions and go into the student’s PowerSchool record.

Point 4 - Office referral and parent contact by an administrator and ISS for 1 day

Point 5 - Office referral and ISS for 1+ days - SST referral for Tier 2 interventions - parent conference

Point 6 - Office referral and administrative consequence

Point 7 - Office referral and administrative consequence - SST referral for Tier 3 interventions

STUDENT CONDUCT - Board Policies 4300 and 4309

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:

1. while in any school building or on any school premises before, during, or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;

4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. 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).

1. 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:

a. student warnings or conferences; b. parental involvement, such as conferences; c. isolation or time-out for short periods of time; d. behavior improvement agreements; e. instruction in conflict resolution and anger management; f. peer mediation; g. individual or small group sessions with appropriate student services personnel; h. academic intervention; i. in-school suspension; j. detention before and/or after school or on Saturday; k. community service; l. Restitution; m. exclusion from graduation ceremonies; n. exclusion from extracurricular activities; o. loss of field trip or driving privileges; p. suspension from bus privileges; and q. 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.

2. 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. 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 Code of Conduct

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;**
 - 1st Offense: Student receives a zero on work/test*
 - 2nd Offense: 1-3 days ISS*
 - 3rd Offense: 1-3 days OSS*

2. **Plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;**
 - 1st Offense: Student receives a zero on work/test*
 - 2nd Offense: 1-3 days ISS*
 - 3rd Offense: 1-3 days OSS*

3. **Violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;**
 - 1st Offense: Student receives a zero on work/test*
 - 2nd Offense: 1-3 days ISS*
 - 3rd Offense: 1-3 days OSS*

4. **Gambling or engaging in related games of chance involving payoffs of any kind;**
 - 1st Offense: 1-3 days ISS*
 - 2nd Offense: 3-5 days ISS*
 - 3rd Offense: 1-3 days OSS*
 - 4th Offense: 3-5 days OSS*
 - *Repeat offenders may also be referred for a disciplinary hearing and/or alt school placement.*

5. **Cursing or using vulgar, abusive or demeaning language toward another person; and**

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

****Repeat offenders may also be referred for a disciplinary hearing and/or alt school placement.***

6. Playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

****Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.***

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.**

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

****Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.***

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 dress code applies to students at ALL MIDDLE AND HIGH SCHOOLS IN CALDWELL COUNTY:

- The length of dresses, skirts and shorts must reach at least mid-thigh. Mid-thigh is determined by the top of the inseam to the knee.
- Pants, shorts, and skirts must be worn at the waist.
- Undergarments must not be exposed.

The following clothing and/or items are not allowed:

Spaghetti strap tops without shirts underneath	<ul style="list-style-type: none"> ● Pants or shorts that have holes above mid-thigh.
See-through clothing	<ul style="list-style-type: none"> ● Spike bracelets or necklaces
Shirts with low necklines	<ul style="list-style-type: none"> ● Bedroom shoes/slippers
Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, halter tops, muscle shirts, half shirts, etc.	<ul style="list-style-type: none"> ● Pajamas

- 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 school building.
- Students are not permitted to bring blankets to school.
- 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. Students are required to follow the dress code outlined in their school handbook.

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

- 1st Offense: Change clothes**
- 2nd Offense: Final warning about insubordinate behavior**
- 3rd Offense: 1-3 days ISS**
- 4th Offense: 3-5 days ISS**
- 5th Offense: 1-3 days OSS**

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.

First offense: The student may pick it up at the end of the day.

Second offense: A parent must pick it up from the office.

Third offense: A student will be assigned to In-School Suspension and a parent must pick up the phone.

Future offenses: In-School Suspension will be assigned and students will be asked not to bring the phone back to school for the remainder of the year. Further disciplinary action will be taken should the problem continue.

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. 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 all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine. **Specifically but not limited to Cigarettes, Cigars, Little Cigars, Cigarillos, Dissolvable Products (tobacco products that are not smoked and are often called “dissolvables.”), Electronic Cigarettes (Also Referred to as: Vape Pen, e-Hookah, Hookah Pen, JUUL), Chewing tobacco, Snuff, and Waterpipes (Also Referred to as: Hookah, Shisha, Narghile, Argileh).** 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.

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.

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

****Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.***

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;
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 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.

1st Offense: OSS / Law Enforcement Notification / Possible disciplinary hearing & alternative school placement

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:
 - 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;
 - Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
 - Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see Section H);
 - Requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see Section I);
 - Inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see Section I);
 - Soliciting others for gang membership; and
 - 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 parents 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.

1st Offense: 1-3 days ISS/Restitution

2nd Offense: 3-5 days ISS/Restitution

3rd Offense: 1-3 days OSS/Restitution

4th Offense: 3-5 days OSS/Restitution

****Repeat offenders may also be referred for a disciplinary hearing and/or alt school placement.***

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 that 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.

1st Offense: 1-5 days OSS

2nd Offense: 6-10 days OSS

J. WEAPONS, BOMB THREATS, TERRORIST THREATS, AND CLEAR THREATS TO SAFETY

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, but are not limited to the following:

loaded and unloaded firearms, including guns, pistols and rifles; destructive devices as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines; knives, including pocket knives, bowie knives, switchblades, dirks and daggers; slingshots and slungshots; leaded canes; blackjacks; metal knuckles; BB guns; air rifles and air pistols; stun guns and other electric shock weapons, such as tasers; icepicks; razors and razor blades (except those designed and used solely for personal shaving); fireworks; gun powder, ammunition, or bullets; any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and 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 or at a school event.

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 e-mail 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.

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 2:45PM 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.

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.

Complete CCS Board Policies are found at: https://boardpolicyonline.com/bl/?b=caldwell_county

Please visit us on Facebook at www.facebook.com/HMSNC

Follow us on Twitter at [@Hudson_Middle](https://twitter.com/Hudson_Middle)

Any changes in this handbook may be made by the principal during the school year. It is a live document and many parts of the document are affected by COVID-19. Any unintentional errors in this handbook do not void the intent of the school policy or the board policy as written. Changes to BOE policy may necessitate changes to this document.

When in doubt, refer to BOE policy!