

# Collettsville School

4690 Collettsville School Drive  
Collettsville, N.C. 28611  
Telephone: (828) 754-6913  
Amy Brawley, Principal

**Mission:** *Celebrating and Engaging Students*

**Vision:** In partnership with the *community*, all students will be *encouraged* and supported while building a solid foundation for *success*.



**This Student Planner belongs to:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

Dear Students and Parents:

On behalf of the faculty and staff, we want to welcome you all back for the 2023-2024 school year. We are extremely excited about the year ahead of us. We look forward to working closely with you and your child.

Please become acquainted with this handbook for it will help serve as a guide regarding our policies, rules, and expectations for not only you, the parents/guardians, but more importantly, the students and staff here at Collettsville School.

You are always welcome in our building and hope that you will get involved and continue to make the “Collettsville Family” second to none. If you have any questions, please do not hesitate to call.

This handbook/planner is an extremely important communication link between the school and your home. Please review the planner daily/nightly for homework assignments, projects, activities, field trips, and other important information.

Once again, we welcome and encourage you to be an active member within our school. We invite you all to join our Parent Teacher Organization (PTO). You are always welcome to attend any of our School Improvement Team (S.I.T.) meetings and to also be a part of our Parent Involvement Plan. Your feedback is always critical to continue to help meet your child’s needs. If you are interested in these opportunities, please contact your child’s homeroom teacher.

We are happy to work together to make this “Collettsville Family” the best in the county.

Sincerely,

*Amy Brawley*

**\*\*2023/2024 Caldwell County Schools Calendar\*\***

August 28.....	First Student Day
September 4.....	Labor Day Holiday
October 20.....	Optional Planning (No Students)/End of 1st 9 week Grading Period
November 7 .....	Professional Development Day (No Students)
November 10.....	Veterans Day Holiday
November 22-24.....	Thanksgiving Break
December 20.....	Early Release Day (12:00)/End of 2nd 9-week Grading Period
December 21 - January 7.....	Christmas Break/Vacation
January 15 .....	MLK Holiday
February 2.....	Professional Development Day (No Students)
February 23.....	Professional Development Day (No Students)
March 2 .....	OP Day/ (No Students)
March 3 .....	Professional Development Day (No Students)
March 15.....	End of 3rd 9-week Grading Period
March 29.....	Good Friday Holiday
April 1 - April 7 .....	Spring Break/Vacation
May 27.....	Memorial Day Holiday
May 31 .....	Last Student Day//End of 4th 9-week Grading Period

## COLLETTSVILLE SCHOOL GUIDELINES AND POLICIES

All CCSB (Caldwell County School Board) policies cannot be printed here in their entirety because of space limitations. A comprehensive and current listing of ALL Caldwell County School Board policies can be found online at: [https://boardpolicyonline.com/bl/?b=caldwell\\_county](https://boardpolicyonline.com/bl/?b=caldwell_county) and a hard copy of a particular policy can be provided by the school at the request of a parent or student during regular school hours.

All parents and students sign a form that acknowledges that they have read this entire handbook. All items contained within apply to all students, even if they fail to read the handbook. Any student that cannot afford a planner/handbook will be provided one.

Any parent or student with questions or concerns regarding Collettsville School guidelines, procedures, or policies should contact the principal.

### ACADEMICS

All teachers use the North Carolina Standard Course of Study and Essential Standards to guide their curriculum. Textbooks, resources, and other materials are used to provide quality instruction for all students. Students in grades K-2 receive pupil progress reports with achievement level descriptions of 1,2,3, or 4 each nine weeks grading period. Students in grades 3-8 receive report cards with letter grades of A,B,C,D, or F each nine weeks grading period. Grading scale for students in grades 3-8 will be on a 10 point scale (90 to 100 an A; 80 to 89 a B; 70 to 79 a C; 60 to 69 a D; 59 and below an F). End-of-Grade tests are administered in May for students in grades 3-8 in reading and math as well as grades 5 and 8 science. Students in all grade levels receive specialty area instruction in PE, Art, Music, Media, Career and Technical Education (6<sup>th</sup> – 8<sup>th</sup> only), Guidance and Computers. Band is offered for middle school students. Students in the 8<sup>th</sup> grade may elect to take a high school class from the Virtual Public School of NC and earn high school credit. Interested students should ask the school counselor or principal for more information. Teachers are also available to students who qualify for Exceptional Children's programs, including Speech. Caldwell County Schools provide Academically/Intellectually Gifted services for students meeting eligibility criteria. Referrals for these programs or additional information may be acquired by contacting the EC teacher or AIG Specialist at school.

### ACCIDENTS AT SCHOOL

From time to time, accidents will happen at school. When an accident occurs it will be brought to the attention of designated personnel. Every possible effort will be made to contact parents/guardians to alert them of the accident. In the event the parents/guardians were not able to be notified, a note will be put in the child's planner. An accident report form will also be filled out and kept on file.

### ATHLETICS

Students are required to maintain passing grades, maintain satisfactory attendance, and meet satisfactory behavior standards to participate in school sports. **All athletes are required to have a copy of a current sports physical form on file at school before trying out for any school team.** A physical is good for one year. Students must also have a signed Gfeller-Waller Concussion Awareness form on file prior to participation in any sports activities. The Caldwell County School System will purchase blanket athletic coverage for all middle school athletes. This coverage will apply to injuries resulting from athletics only. It will not cover other student accidents. Insurance is provided for students trying out for or participating in school athletics. Please contact the school office or the athletic director for information regarding coverage. 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. Sports schedules, tryout information, and practice schedules will be released early each year. Depending on the activity, students may have to participate at Gamewell Middle School and meet all of the athletic requirements of that school as well.

### ATTENDANCE

The CCSB and Collettsville School staff seek full cooperation from parents and students in promoting good attendance and punctuality. The primary responsibility for school attendance rests primarily with students and parents. The principal of Collettsville School has appointed an Attendance Committee to promote regular student attendance and address attendance issues if they arise. Parents should carefully read the entire CCSB policy (4400) on attendance for both elementary and middle school students to make sure they are familiar with all requirements and laws.

Quality instructional time is a top priority for Caldwell County Schools. Regular attendance is a very important factor in student success. Work missed while a student is absent is difficult to make up as there is no substitute for quality instructional time, classroom discussion/activities, and interaction. Regular attendance is required by the Compulsory Attendance Law. Excessive unexcused absences may result in one or more of the following:

- An attendance contract that has specific requirements and listed consequences for failure to meet the school expectations for student attendance;
- The student being retained in the same grade at the end of the academic year;
- Notification of the appropriate county and state officials (i.e. District Attorney, Social Services, etc.); and/or,
- Other corrective action as deemed appropriate and necessary by the Attendance Committee and/or principal.

Parents should schedule all medical, dental, and other appointments after school hours or on teacher workdays. The school calendar for the academic year is provided well in advance for planning purposes. **The parent/guardian will provide the school with a written explanation**

**concerning all student absences upon their return to school.** In some cases, a doctor’s re-entry slip may be required by the school/Attendance Committee.

**Parents may request assignments for absent students by 9:00 a.m. and pick them up in the office between 3:00-3:30 p.m. or have them sent home with the student’s sibling.** By law, parents will be notified at the third, sixth, and tenth unexcused absence. Students having more than ten (10) unexcused absences may not be promoted to the next grade level.

Educational Opportunities must be applied for in advance and will be approved on a case-by-case basis. Families may apply for up to 5 days for approval each year. Students not in good standing (academics or attendance) will not be approved. Educational trips will not be approved in the first 3 or last 3 weeks of school. Students are responsible to make up all missing work. Failure to do so may result in student being ineligible for educational opportunity applications for the following school year. The educational opportunity will only be coded as excused once all conditions listed on the application have been completed.

**AWARDS**

Collettsville School will honor students at Awards Day. The awards ceremony schedule will be announced in advance. Awards will be given in the following areas: Academics, A-team, and Perfect Attendance as well as other areas as announced.

**BUS TRANSPORTATION**

Students who live in the Collettsville School district have the option of riding a school bus to and from school. Bus stops will only be made at a residence of a current student within the school district. **School bus transportation is a privilege that may be withdrawn for inappropriate behavior.**

Students residing in an area outside of the Collettsville district (attending Collettsville on an approved transfer) must provide his/her own transportation to school. For approved in-county student transfers, it is permissible for the students to ride a school bus, provided there is space available, from any normal bus stop within the Collettsville district once that student has provided his/her own transportation to the bus stop. Transfer students must get approval from the principal to ride the bus from a Collettsville resident’s stop.

If you must make an **emergency** transportation change for your child, please contact the office as early in the day as possible. Lines may be very busy between 1:00pm and 2:30pm and you may be unable to get through. **Transportation changes should only be done when absolutely necessary and preferably in writing.** Moving a student to another bus will be done if space is available and at the principal’s discretion, so please make those calls early enough for that review and approval.

Order is essential to keep students safe on school buses. All school rules apply on school buses and at or around school bus stops and will be strictly enforced. Students who do not follow the bus rules will have disciplinary action that may include assigned seats, administrative disciplinary action, or have their privilege to ride the bus suspended and/or revoked by the principal.

**CAFETERIA**

Collettsville participates in the Breakfast in the Classroom program. A letter will be sent home at the beginning of each school year for you to indicate whether you would like your child to participate or not. Lunch is served daily by our school cafeteria; therefore, students are encouraged to participate in the cafeteria program. The State mandated “Healthy, Active Children” policy recommends that students NOT have fast food lunches. Any outside food items brought in should be put in a plastic or paper bag. If you visit your child for lunch, we encourage you to participate in the cafeteria meal or to bring a nutritious lunch. Soft drinks and energy drinks do not meet the “Healthy, Active Children” policy and therefore are not permitted in the school cafeteria.

Students are strongly encouraged to pay in advance for their meals, preferably when they arrive at school on Monday mornings. Just a reminder that students must be in their homeroom by 8:00 am to receive breakfast. We accept cash or a check made payable to the Collettsville Cafeteria. Credit/debit card payments can be made online thru the K-12 online Payment Center found on the Caldwell County Schools webpage under the Child Nutrition Department. Occasionally a student may lose or forget their lunch money. ***If this occurs, they may charge their lunch for one day only.*** Otherwise, **lunch charges are not allowed.** Any student that has charges in the cafeteria will not be permitted to purchase supplemental sale items at lunch. **(Prices are subject to change.)**

Meal prices are as follows:	Breakfast:	Students K-5	\$1.25
		Students 6-8	\$1.50
	Lunch:	Students K-5	\$2.80
		Students 6-8	\$2.90
		Reduced	\$0.40

**\*\* For the 2023-2024 School Year, breakfast and lunch meals will be FREE for all students. Extras will still be available for a charge.**

**All families are encouraged to still complete the free/reduced lunch forms as this affects school funding.\*\***

## CELL PHONE AND PERSONAL DEVICE USAGE

**Students who have cell phones on school grounds must keep them turned OFF and out of sight during the school day (from 7:45 – 3:00). Devices may not be used without PRIOR permission of the principal or teacher.** As new technologies emerge, they provide many positive educational benefits for classroom instruction. To enhance technology in the schools, students and staff may “Bring Your Own Technology” (B.Y.O.T). To encourage B.Y.O.T., Caldwell County Schools will allow use of personally owned devices on our guest network and school grounds for students and staff. At all times such use shall adhere to Board policies 3225/4312/7320, Technology Responsible Use, and 3226/4205, Internet Safety. Collettsville School shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought on school system premises or for any charges to a student or staff member that may be incurred during approved school-related use. **Students that bring devices to school do so at their own risk.** Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

A student may not use a cell phone or electronic device at any time for any reason without permission including, but not limited to, checking the time, checking for messages, or texting. The first offense will result in the phone/device being confiscated by the teacher and returned at the end of the day. Second offense will result in the phone being turned into the office and the student can pick up the device at the end of the day. Third offense will result in the phone/device being turned into the office and the parents will have to come in and pick up the phone. Additional violations may result in students receiving further disciplinary action (see discipline chart).

## CONFERENCES/PARENT INVOLVEMENT

Parents are important partners in the educational process and play a vital role in working with teachers to ensure that students meet high behavioral and academic standards. The principal of Collettsville School encourages all parents to be involved in their student’s school experience by sending notes, making notes in the student’s planner, calling the teacher, or conferencing with one or more teachers as needed.

Your child’s teacher will be happy to arrange a conference with you that can include your child’s regular core teacher(s), resource teachers, encore class teachers, and/or the principal. Please contact the school office between the hours of 7:30 a.m. and 4:00 p.m. to arrange a conference time that will be convenient for you. Please call as far in advance as possible in order to give staff members an opportunity to adjust and meet schedules.

## CRISIS MANAGEMENT

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. It defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society. Each year schools are required to conduct lockdown drills in an effort to be prepared for an emergency. A fire safety drill is also conducted monthly. For more information, contact the Community Service Office, 728-8407 ext. 140142

## CUSTODY

Each year we have a number of students involved in family legal matters concerning parental custody or visitation rights. 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

The Caldwell County School Board decided to eliminate deliveries of flowers, balloons, pizza, etc. to the school. Therefore, we will not accept deliveries for students.

## DRESS CODE

### SECONDARY STUDENT DRESS CODE (Grades 6-12)

Caldwell County School Board of Education Policy ([4309](#)) concerning dress code is as follows: “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.” **Pupils are expected to be properly dressed commensurate with the activities being conducted.** The Board prohibits any appearance or clothing that does the following: (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. Clothing which does not meet the social standards of the community will not be allowed. Athletic coaches and sponsors of other co-curricular activities are authorized to enforce dress and hair length requirements for participation in these activities. 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.**
- The shoulder width of female shirts must completely cover undergarments and should **cover the torso from shoulder to shoulder in front and in back.**

- Male shirts shall have sleeves (no exceptions).
- 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
  - See-through clothing
  - Shirts with low necklines
  - Pajamas
  - 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.
  - Pants or shorts that have holes above mid-thigh
  - Spike bracelets or necklaces
  - Bedroom shoes/slippers
  - Heelys (shoes with wheels)
- Headgear, hats, hoods, and bandanas are not to be worn, brought, or carried in the school building or worn on the yellow school buses. Items worn may be confiscated by the administration.
  - No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
  - Shoes are to be worn at all times.
  - Sunglasses are not to be worn in the building.
  - Over-sized coats or garments should not be worn within the building.
  - Students are not permitted to take blankets or afghans into classrooms or on yellow buses.

**\*Students may not wear attire that contains language, or other content, which is inflammatory, threatening, hateful, obscene, demeaning, or promoting disharmony. Violation of these provisions will result in strong penalties, including, but not limited to, out-of-school suspension. School officials have the authority and responsibility to determine whether a student’s appearance satisfies the *intent* of this policy. Anything that disrupts the learning environment will be deemed unacceptable. The administration will ask the student to change or adjust clothing as necessary.**

Note: CES elementary students will adhere to the same dress code policy as middle school students for consistency throughout the building.

**The administration has the final authority to deem attire as appropriate.**

**DRILLS: FIRE/TORNADO/LOCKDOWN**

Fire drills, tornado drills, and lockdown drills are held periodically during the school year. Students will be instructed on procedures. Students need to be quiet during drills so they can hear instructions.

**FIELD TRIPS**

Field trips will be closely tied to the curriculum. Notice of field trips will be given to parents by teachers as soon as the trip is scheduled. Permission notices will be sent home to be signed by the parent/guardian, returned to the school, and kept on file. Teachers may require several signed forms depending on the trip. All trips are kept as affordable as possible. All school rules for dress code and conduct apply for all field trips. For insurance purposes, students will ride to and from all destinations on the bus. A student may leave the trip with their parent only after being signed out through the teacher. Most field trip monies are non-refundable once they have been paid out to the location/tour companies. Please be advised of this when making decisions on your child’s participation. Any parent with concerns or questions about a field trip or the costs should contact the teacher.

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).

## **FINES/FEES**

All fines or fees (including lost/damaged textbooks, unpaid cafeteria debt, lost/damaged library books, etc.) generated by a student are expected to be paid immediately. If a parent/guardian has a circumstance where it is difficult to pay fines/fees, the parent/guardian should contact the principal immediately to work out a suitable agreement.

Students with unpaid fines/fees may not be permitted to participate in special events, extracurricular activities or programs at the discretion of the principal. All fines/fees must be paid by the end of each academic school year.

## **HONOR ROLL**

The purposes of the honor rolls are to recognize and encourage quality student performance. Educational goals include both academics and behavior, so both are reflected on the honor rolls.

### **Grades 3 – 8:**

- A Honor Roll – No grade less than A, no grade of Unsatisfactory
- B Honor Roll – No grade less than B, no grade of Unsatisfactory

## **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.

## **INTEGRATED PEST MANAGEMENT** (CCSB Policy 9205: 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.

## **INTERNET USE**

Students will have access to the internet while at school. All students must sign an internet use agreement explaining appropriate use of school technology and the internet. Failure to follow the agreement can result in disciplinary action including ISS, OSS, and loss of internet privileges.

## **LOST AND FOUND**

Articles which have been found should be taken to the office. Lost articles can be claimed by proper identification. Parents are recommended to clearly mark students' property with permanent marker. This also discourages unauthorized borrowing. Periodically throughout the school year, all unclaimed items will be donated to charity.

## **MEDIA CENTER**

Teachers, in cooperation with the Media Specialist, will go over specific procedures regarding the media center. Students who fail to abide by library rules and procedures will risk losing library privileges. All library fines must be paid before any books can be checked out. All library fines must be paid by the end of the school year. Behavioral expectations in the Media Center are high and students are expected to be respectful of others.

## **MEDICATION/ILLNESS AT SCHOOL**

Students who become ill while at school must report to their teacher. Students that are running a fever may not remain at or attend school until they have been fever-free for 24 hours without the aid of fever-reducing medications. In the interest of the health of ALL students, parents should always keep sick children at home or seek the advice of a physician. Injuries requiring medical attention will be handled on an emergency basis and parents will be notified. If a student needs medication during school hours, a consent form must be signed by a medical doctor and kept on file. Parents must also give written instructions for giving the medication. Parents must transport the medication to school (with the medication form) to be signed in at school with the appropriate personnel. A specially trained person will administer all medications given to students. A Caldwell County Schools Medication Procedures brochure with appropriate consent forms and instructions are available in the office.

## Middle School Band

Students will have the opportunity to join band in the sixth grade. Students will be required to provide their own instrument unless otherwise noted by the band director.

Students who did not join band in sixth grade may sign up in seventh or eighth grade.

- To join, they will need to provide a recommendation from a teacher from the previous grade.
- Students will also be required to sign a band contract.
- The band director will decide which instrument(s) the student may play based on instrumentation needs of the group. Students will be required to provide their own instruments unless otherwise specified.
- If joining band in seventh or eighth grade, students will be on a probationary status for the first semester.
  - They will be required to perform playing tests for the band director at the end of the first and second nine weeks to monitor progress. If the student does not meet the requirements at the end of the probationary period (semester), they will be placed out of band.

Students who are NOT interested in continuing band may drop only at the end of a semester with approval from the principal.

## NONDISCRIMINATION CLAUSE

Programs, activities and facilities of the Caldwell County School System are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Assistant Superintendent of Human Resources, Dr. Bill Griffin, Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; (828) 728-8407.

## NOTICE OF DIRECTORY INFORMATION

The Caldwell County School System follows the Family Educational Rights and Privacy Act (FERPA) when disclosing any personally identifiable information from student education records. The school district may disclose appropriately designated "directory information" without written consent. This information, generally not considered harmful, such as student's name, address, participation in school activities and sports, weight and height of athletic team members, dates of attendance, 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 at least 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 the Caldwell County Schools to include this type of information in certain school publications. Examples include: the school's yearbook, honor rolls or recognition lists, graduation /awards programs, and sports activity sheets.

## PARENT-TEACHER ORGANIZATION

Collettsville School's Parent-Teacher Organization (PTO) will meet periodically during the school year. Meetings are held at the school and dates will be announced well in advance. All parents are invited to join the PTO and attend the meetings. **The data is clear – the more involved parents/guardians are (regardless of the age of the student), the more successful the student is.** Children must remain with parents during PTO meetings. The PTO Board Members serve terms of two years. Elections are in the spring. Please contact PTO Board Members with any questions.

## PARKING

Parking in front of the school is reserved for parents and visitors. Parking at the rear of the school is reserved for buses and staff. Students (of Collettsville School as well as any other Caldwell County School) are not allowed to park on campus. No vehicles are permitted to be left parked on Collettsville's campus unless the occupants of the car are inside the school conducting official school business. Everyone's careful attention to these designated parking areas will improve the safety of our students.

## PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND EVENTS

Extra-curricular activities include membership in clubs and organizations (i.e. Battle of the Books, Beta Club, Soap Box Derby, Sports Teams, etc.) and any event held on campus that is sponsored by the school (i.e. Fall Festival, Sports Events, Dances, etc.). To participate in those activities and events, students must be in good standing. Excessive absences and tardies, discipline referrals, academic failures, classroom behavioral issues, In-School Suspension (ISS), Out of School Suspension (OSS), and other inappropriate actions as determined by the principal will result in the student losing the privilege to participate in these activities and events.



## PHYSICAL EDUCATION (P.E.)

In accordance with the Healthy Active Children Policy, your child will get a minimum of 30 minutes of moderate to vigorous physical activity either through physical education class, recess, or daily physical activity provided by classroom teacher. Students are required to have appropriate tennis/walking shoes that cover the foot completely and stay on during physical activity. (Students may keep P.E. shoes in their assigned cubby/storage box at school.) This is for safety reasons as well as giving your child the ability to participate and earn their grade.

We want to know what we should or should not do to help take care of your child. When your child is sick, injured, or has any medical condition that requires them to sit out of P.E. Please call or send us a note of explanation. We want the children to be safe, to learn, and to have fun in P.E. and on the playground.

## PICTURES

Fall pictures are scheduled for **September 19th**. Spring pictures will be taken on **March 13th**. Notices will be sent home as a reminder before pictures are taken.

## REPORT CARDS

Report cards are issued four times a year, after each nine-week grading period. A report card is given to each student approximately ten calendar days after the end of the grading period. Parents are requested to sign the report card in the appropriate place and return it to school the day after it is issued.

## SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, the school may be closed, have its start time delayed, or students may be dismissed early. Any such circumstance will be announced over local radio and television stations and social media. You may also be notified through the Caldwell County Schools communications system, Blackboard Connect or TalkingPoints. If no report is heard, it may be assumed that school will operate on a regular schedule. Please do not call the school office, as we receive our information from the radio or school information line also. This will allow our school phone lines to remain open for emergency calls.

## SCHOOL DAY

The school day runs from **8:00 a.m. to 3:00 p.m.** Students (with the exception of 1st load bus riders) **should NOT arrive at school prior to 7:30 a.m.** Student drop off will begin at 7:30. Students who are dropped off between 7:30 and 7:45 will be supervised in a central location (gym/cafeteria) and will report to their homeroom classes at 7:45. Students should be in their homeroom by 7:55 a.m. Students arriving late (after 8:00 am) must go by the office to receive a tardy slip. Bus students will be dismissed at 3:04 p.m., and it is the student's responsibility to quickly board the bus. Car riders will be dismissed after the buses depart which should be approximately 3:03 p.m. Students going home with each other, whether by bus or by car, must have a note from each student's parent stating their permission. These requests, and any change in the normal procedure of going home must be preceded by a note from home to the principal explaining the reason for the change. All notes must be approved in the office by 8am. A parent note indicating a change in buses (to go home with another student or be dropped off at an "alternate" location such as a grandparent, etc.) will be honored as space permits and at the discretion of the principal or the principal designee.

### \*\*Drop Off and Loading Instructions

- **Morning Drop Off is a single line in the front of the school. Please do not make 2 lines.** This is a safety concern in the mornings.
- Afternoon pick up will occur in the front of the school. Cars should create 3 lines of traffic. Students will be called and escorted to cars in the appropriate line of traffic. Having the student's name displayed in the front windshield can help the traffic patterns move quicker.
- Pre-K drop off and pick up will occur in the back parking lot at the classroom exterior door. Please park in a space and walk your student to the building. Parents should report to the classroom using the back door to sign their Pre-K student in and out both in the a.m. and p.m. This is a Pre-K entrance only and should not be used by parents or older students/siblings to enter the main building.

## SCHOOL DANCES (Grades 6-8)

We believe that making memories in middle school is important, so we offer 2-3 dances throughout the year to allow students to relax and enjoy being together outside of the classroom. To make these dances both fun and safe, we enforce the following policy.

- Only students attending Collettsville Middle School may attend.
- Students must attend school the day of the dance.
- 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.
- All school rules apply including school dress code.
  - Refer to the section "Dress Code" outlined in the school handbook if you have questions.
  - A student will be asked to leave the dance if his/her behavior is inappropriate.

- Students who receive ISS or OSS are ineligible to attend the next upcoming dance. Students who have more than 10 absences from school during the designated timeframe will not be eligible to attend.
- Eligibility for both ISS/OSS and absences starts over after each dance. The student can attend the next dance if no further infractions occur.

If students do not follow these guidelines they will not be permitted into the dance. Parents will be called to pick up their child if he/she is unable to maintain appropriate behavior during the dance.

### SCHOOL SAFETY

School safety is a top priority for school administration and teachers. Each school has a Crisis Management Plan that addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc., and defines the steps that should be taken to ensure the safety of children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the current demands in society. Each year, schools are required to conduct lockdown drills periodically in an effort to be prepared for an emergency. For more information, contact the School-Community Relations Office, 728-8407, ext. 140142

### SCREENINGS FOR HEARING AND SPEECH

Mass Speech / Language screenings are no longer being conducted in Caldwell County; however, individual screenings will be performed upon teacher referral and given parental permission or upon parental request. Mass hearing screenings will be conducted on all 1st, 3rd and 5th graders. Parents who do not wish to have their child's hearing screened should indicate this in writing to the school's Speech Pathologist within the first 2 weeks of the school year. Hearing screenings are available for children in other grades upon referral to the Speech Pathologist, given parental permission.

### STUDENT CONDUCT

Students and parents should read CCSB policy “4309: Student Conduct” together. Teachers will go over this policy in detail during the first few days of school. All students will be held to the standards of behavior detailed in that policy. **Failure to meet behavioral expectations will result in appropriate consequences.** Teachers will handle many infractions within the classroom according to their class rules and will notify parents as necessary. The principal will notify parents of major infractions. Please make sure contact information is kept current for this reason, among others. The staff and principal appreciate the support of parents regarding consequences and students being responsible for their actions. Working together, the educational community can instill a sense of personal pride and responsibility in students that will prepare them for the real world and life in general.

At Collettsville School, students are expected to:

- Respect themselves (in dress, manners, actions, language and conduct).
- Respect others (including peers and adults).
- Respect property (including the school, others’ property and their own).
- Respect time (by being on-time, staying on-task, and not wasting others’ time).
- Respect space (by keeping hands/feet to themselves).
- Respect education (by doing their very best at all times).

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.

\*In dealing with disciplinary referrals to the administration, the following guidelines will be used when dealing with student failure to follow school rules and regulations. Consequences listed for violations are intended as guidelines. **The administration has the discretion to deviate from the guidelines based on the nature or severity of the offense. All involved parties will be notified of the rationale for such deviations. \*\*\*This list of behaviors is not comprehensive.**

## SCHOOL CONSEQUENCES

### DISCIPLINE CHART

- The Discipline Chart will serve as a guide in determining consequences for misconduct. **School Administrative discretion may override the disciplinary action(s) outlined.**

\*Incident may be reported to the Caldwell County Sheriff's Department.

<b>Integrity/Civility</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Academic Dishonesty</b>	Student receives a zero on work/test	1-3 days ISS	1-3 days OSS	
<b>Cheating</b>	Student receives a zero on work/test	1-3 days ISS	1-3 days OSS	
<b>Plagiarizing</b>	Student receives a zero on work/test	1-3 days ISS	1-3 days OSS	
<b>Violating Copyright Laws</b>	Student receives a zero on work/test	1-3 days ISS	1-3 days OSS	
<b>*Gambling</b>	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Profane/Vulgar/ Obscene Language/Material/Gestures</b>	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Playing abusive or dangerous tricks (subjecting a student/employee to personal indignity)</b>	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Leaving School</b>	1-3 days ISS	2-5 days ISS	1-3 days OSS	2-5 days OSS
<b>Cutting/Skipping Class</b>	1-3 days ISS	2-5 days ISS	1-3 days OSS	2-5 days OSS
<b>Being in an Unauthorized Area</b>	1-3 days ISS	2-5 days ISS	1-3 days OSS	2-5 days OSS

<b>*Disrespect/Insubordination to Staff</b>	1-3 days ISS	1-3 days OSS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Disruptive Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Inappropriate Behavior</b>	1-2 days ISS	2-3 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Disruptive Behavior/Horse Play</b> <i>(defined as socially inappropriate behavior directed toward others and/or property that disrupts the learning environment)</i>	1-2 days ISS	2-3 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Aggressive Behavior</b>	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Item not allowed during the school day</b>	Item taken by teacher - student picks up at the end of the day	Item turned in to office – student picks up at the end of the day	Item turned in to office – parent must pick up from the office	Item turned in to office – parent must pick up from the office – 1-3 days ISS
<b>*Bus Misconduct</b>	1-3 days off the bus	3-5 days off the bus	5-10 days off the bus + possible recommendation for permanent suspension from the bus	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>*Inciting a Fight</b>	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
<b>*Fighting/Violent Behavior</b> <i>(Aggravated assaults may warrant an immediate 10 day suspension with recommendation for assignment to an alternative setting)</i>	1-5 days OSS	3-10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension	10 days OSS Recommendation for long term suspension
<b>*Communicating Threats (All Types)</b>	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision
<b>*Theft/Damage to Property</b> <i>(Consequences subject to change based on severity of damage)</i>	1-3 days ISS/ Restitution	3-5 days ISS/ Restitution	1-3 days OSS/ Restitution	3-5 days OSS/ Restitution *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>*Possession of Stolen Goods</b>	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
<b>Inappropriate display of affection</b>	Warning	1 day ISS	3 days ISS	Administrative decision
<b>*Sexual Misconduct/Harassment</b>	Written Offense: 1-3 Days ISS	Verbal/Visual Offense: 1-3 Days OSS	Touching Offense: 3-5 Days OSS	

<b>*Possession of and/or electronically transmitting lewd and lascivious images, inappropriate material or language</b>	1-3 Days OSS	3-5 Days OSS	Administrative decision	Administrative decision
<b>*Deliberate exposure of sex organs</b>	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
<b>*Possession/Use of a Weapon</b>	5-10 Days OSS with possible recommendation for long term suspension	10 Days OSS with possible recommendation for long term suspension	Administrative decision	Administrative decision
<b>Dress Code</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Violating Dress Code</b>	Change Clothes	Change Clothes/Final warning about insubordinate behavior	1-3 days ISS	1-3 days ISS * If continues: 1-3 days OSS
<b>Misuse of Wireless Devices</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Improper use of electronic device</b>	Device taken by teacher - student picks up at the end of the day	Device turned in to office – student picks up at the end of the day	Device turned in to office – <b>parent must pick up</b> from the office	Device turned in to office – <b>parent must pick up</b> from the office – 1-3 days ISS
<b>Possession/Use of Contraband Substances/Products</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>*Possession or Use of Tobacco Products, Paraphernalia (lighters, matches), Electronic Cigarettes (i.e. Vapes, Juuls)</b> <i>(Selling or distribution may lead to more severe consequences)</i>	1 Days ISS	1-3 days ISS	1-3 days OSS	3-5 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>Possession of Harmful Substances/Over-The-Counter Drugs</b>	Administrative Decision with possible suspension.	1-3 days OSS	3-5 days OSS	5-10 days OSS *Repeat offenders may also be referred for a disciplinary hearing and/or alternative school placement.
<b>*Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia (Possession or under the influence)</b>	3-10 days OSS + Recommendation for long term suspension	10 days OSS + Recommendation for long term suspension	Administrative Decision	Administrative Decision
<b>*Sale or Distribution of Narcotics, Alcoholic Beverages, Controlled Substances</b>	10 days OSS + Recommendation for long term suspension	Administrative Decision	Administrative Decision	Administrative Decision
<b>Gang Affiliated Activity</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>*Gang Activity</b>	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
<b>School Safety</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>

<b>*Setting off Fire Alarms, fire extinguishers</b>	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
<b>* Fireworks/Explosives</b>	1-3 days ISS	3-5 days ISS	1-3 days OSS	3-5 days OSS
<b>*Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety</b>	5-10 days OSS + Recommendation for long term suspension	10 days OSS + Recommendation for long term suspension	Administrative Decision	Administrative Decision
<b>* Assault against a Staff member</b>	5-10 days OSS + Recommendation for long term suspension	10 days OSS + Recommendation for long term suspension	Administrative Decision	Administrative Decision
<b>*Commission of a Crime (felony)</b>	Law Enforcement Decision	Law Enforcement Decision	Law Enforcement Decision	Law Enforcement Decision

**\*Note: Students that have ISS are not eligible to attend or participate in extracurricular activities/events. Students that have OSS are not allowed on any school campus. They may not participate in or attend any school function at any location.**

**Students will complete the total number of hours associated with the assigned length of ISS (ie. 1 day of ISS is equivalent to 7 hours). If a student is tardy or signed out early, they will complete the remainder of their ISS assignment on the next available school day.**

A list of Board Policies are included at the end of this handbook.

### STUDENT RECORDS

It is the responsibility of the parent(s)/guardian(s) to keep student records accurate and current. All medical records, including immunization records, must be updated regularly. The accurate legal residence will be the listed residence. **Any changes, including phone numbers, cell phone numbers, e-mail addresses and any changes to residence, legal status, guardianship, etc. must be made immediately by the parent by contacting the main office and providing the appropriate documentation.** The school will maintain the cumulative record of every student with information and updated according to procedure and policy.

**It is imperative that phone numbers, addresses, and e-mail addresses be kept current at all times. Primary contact is often made by telephone.** Often inclement weather alerts, announcements, deadlines, and other important information is delivered by Blackboard Connect or TalkingPoints, the Caldwell County Schools automated messaging systems so the information provided by the parent is critical. It is the parent's responsibility to change and update information by contacting or visiting the main office in a timely manner. One week is considered sufficient time to call in those changes.

### SUPERVISION – MORNING/AFTERNOON

Students should be dropped off at school **no earlier** than 7:30 a.m. Students arriving at school between 7:30 and 7:45 should report directly to the designated centralized area for supervision (cafeteria/gym). Parents who transport their children should not bring them to school before 7:30 a.m. as we are unable to provide adequate staff for supervision of students and all students on campus must be adequately supervised. On days that school is delayed, the supervised time will be 30 minutes prior to the delayed start time. Students may not enter the main building before 7:45 a.m.

Parents may not enter the cafeteria, gym, or main building unless they first sign in at the front office and receive a visitor's pass. Any student dropped off after 8:00 a.m. or picked up before 3:00 p.m. must be signed in/out in the front office by a parent/guardian.

Children will remain in their designated classroom until school is dismissed. First bus load students will be dismissed at **3:00** p.m. Walkers and car riders will be dismissed at approximately **3:03** p.m. Second bus load students will stay in designated rooms, under teacher supervision, until their bus load is dismissed. All second load buses are normally dismissed by 3:30 p.m. and all students must leave campus at those designated times unless they have specific permission to remain later from parent/guardian that has been approved by a staff member.

### TARDY POLICY (AND EARLY DISMISSAL POLICY)

For your child's protection, a student will not be permitted to leave school before the regular dismissal time unless a parent/guardian comes to the school and signs the student out in the main office. A student arriving late must have a parent/guardian come into the main office to sign them in. If someone other than a parent/guardian is signing in a student late or signing out a student early, it will be necessary for the person dropping off or picking up the child to have his/her name on file in the office. All persons signing a student out of school are required to show a photo ID. Students must always receive office approval before leaving school grounds. Students must be in attendance for one-half of the

school day to be counted present for the day. Students will be charged with a day's absence if they report to school after 11:30 am or leave before 11:30 am. Early dismissals will be coded as excused or unexcused and will follow the same guidelines as absences. Parents are requested to schedule all medical and dental appointments for their children after the regular school day (3:00pm). If appointments need to be made during the school day, the parents must submit a note to the teacher/office requesting an early dismissal. In order to assure uninterrupted class time and for your children's safety, parents and/or authorized persons must sign students out from the office. **Students will not be released from the classroom unless the office has notified the teacher/assistant by way of intercom or note.**

Excessive tardies and early dismissals (check-outs) – ***a combined total of 10 or more*** - are not permitted. Tardies and early dismissals disrupt a student's access to instructional time and can also disrupt the classroom environment. Regardless of the number of absences a student has, students that have excessive tardies and or early dismissals will have any or all of the following:

- An attendance contract that has specific requirements and listed consequences for failure to meet the school expectations for student attendance;
- **Removal from any perfect attendance listing, ineligibility for any perfect attendance awards, designations, or reward activities;**
- Other corrective action as deemed appropriate and necessary by the Attendance Committee and/or principal.

Since bus transportation is provided as an option, the school's expectation is that students will be on time to school every day and will leave school at the scheduled time.

### TELEPHONES

The telephones in the office and classrooms are for school business only. **Students will not be allowed to receive a telephone call.** If a parent must get an emergency message to the student, they will call the front office to leave it with a staff member to deliver. Classes will not be interrupted for incoming calls. **Never leave transportation information or changes on a voicemail as it may not be checked in time.** Students should never use the telephone without permission from a school official.

The number of incoming phone lines are limited. Please limit calls during school hours. The best time to call to reach staff members, leave messages for staff members, to make inquiries, or to set up appointments and conferences is from 3:05-4:00 pm. Staff can also be reached easily – 24 hours a day – via email through the website.

### TEXTBOOKS

Textbooks issued to students are the property of the Caldwell County Board of Education. Textbooks should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged.

### VISITORS/VOLUNTEERS

Collettsville School welcomes parents and other visitors to volunteer throughout the building. We do ask that those in the building be directly involved in the educational process and have an intended purpose for being in the building to maintain a safe and uninterrupted learning environment. Family members will have limited access to students on campus during the school day since this often creates a disruption for learning and students. Presently, schools continue to provide options for parents, business partners, and organizations to be effectively involved in students' education and supportive of their success.

All parents and visitors must obtain permission of the administration before entering the classroom. Visitors are expected to leave promptly when their business is completed and sign out from the office. Visitors and volunteers should adhere to school and classroom policies to ensure that the normal routine of your child's education is interrupted as little as possible. Volunteers should coordinate activities with the classroom teacher prior to the date of service. Volunteer hours are tracked by the main office. All visitors and volunteers must wear the ID badge in a visible place and must sign out in the main office when leaving campus.

### WEB PAGE

Collettsville School has a web page which is updated regularly. A current calendar that is updated daily is there for parents to see at any time. We recommend that you bookmark the website and visit it daily to keep updated on everything about the school. Parents can find useful information about the school in general as well as their child's specific class. The web page can be accessed by going to the Caldwell County Schools website, choose "Schools", choose "K-8", and then "Collettsville School".

The school has a social networking site (Facebook). It is the most current and up-to-date postings/information including upcoming activities, news, pictures, links, and other information

*All programs, activities and facilities of the Caldwell County School system are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Assistant Superintendent of Human Resources.*

# Collettsville School

## Parent and Family Engagement Policy – Revised 6/6/23

Collettsville School staff wants to build relationships very early with children and their parents. Parent involvement in school is a critical component of a child's success. To that end, we welcome and encourage parent involvement. Our Title I Parent Involvement Plan includes:

- At Parent Orientation in August, parents will have the opportunity to ask questions, provide feedback, and receive resources in each homeroom. Parent(s)/guardian(s) will also receive in-depth explanation/description of exactly what Title I does for our school (via brochure).
- The Title I Plan will be discussed at the opening Parent-Teacher Organization (PTO) meeting as well as in subsequent meetings as needed. Title I information will be displayed/discussed at every Parent Advisory Council (PAC) meeting along with invitations to participate in our school's Parent Involvement Plan. A parent survey to give feedback on the program will be provided as well as provide ideas for future involvement.
- Parent conferences are set-up with parent(s)/guardian(s) as needed.
- Parents are invited to participate in the School Improvement Team (SIT), the PTO Executive Board, the PTO general membership, and the Parent Advisory Council (PAC) on a regular and ongoing basis to give feedback, ask questions, and participate in school leadership. Dates for these meetings are posted on the Collettsville School website.
- The Parent Volunteer Coordinator will assist teachers and volunteers by facilitating needed services at the school.
- Parents can volunteer to work inside the school tutoring students in reading and math to support the Title I plan. Please contact the school if you are interested in volunteering. All volunteers working with students are required to have an approved background check on file.
- Parents and students sign an Accountability Pledge (Student-Parent-School Compact) at the beginning of school that indicates a shared responsibility for student performance (sent home in the beginning of the year packet).
- At least one Title I Reading Night is scheduled every academic year to foster more reading success through parent involvement, as well as one Title I Math ("STEAM" Night) to provide "real-world" application of basic math skills.
- Information about curriculum, student activities, events, conferences. etc. are on the school's homepage as well as Collettsville School's Facebook Page.
- Rising kindergartners that have potential issues in reading and math are invited to participate in "Rising Stars," a program during the summer that helps give children a jump-start on education.
- Translators are available for interpretation as specific needs arise.
- Blackboard (the automated phone message system) or TalkingPoints messages are sent home to parents on a regular basis with information regarding academics and student activities and opportunities.
- Other activities, programs, committees, volunteer opportunities, and information will be offered by the staff as appropriate throughout the year.

Information about Title I programs, services, and benefits to students can be obtained from school staff upon request. The Title I Plan is on file in the principal's office. The Title I Plan is reviewed in the spring at the time the Title I Parent Involvement Surveys are being returned from parents to the school. This gives each parent an opportunity for input as the school wide plan is being developed.

The staff at Collettsville School remains committed to ensuring student success in partnership with parents and the community. Many opportunities to volunteer and offer input will be given to parents each academic year and parents are encouraged to participate as fully as possible.

### **CODE OF STUDENT CONDUCT FROM BOARD POLICY**

*Policy Code: 4309*

#### **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 BBC I of an unfair advantage on any form of academic work;



2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. gambling or engaging in related games of chance involving payoffs of any kind;
5. cursing or using vulgar, abusive or demeaning language toward another person; and
6. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

#### B. DISRUPTIVE BEHAVIOR

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

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

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

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

#### C. STUDENT DRESS

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 that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the Board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive (for more information on gang-related attire, see Section G) ;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

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.

#### D. USE OF WIRELESS COMMUNICATION DEVICES

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

1. Authorized Use: Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that students are supervised during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

2. Consequences for Unauthorized Use: School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent, after a conference.

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

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

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

#### E. TOBACCO PRODUCTS – STUDENTS

The Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The Board supports laws that prohibit the use of tobacco products on any school property owned or operated by the Board. 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).*

Students are prohibited from using or possessing any tobacco product at any time when the student is subject to the supervision of school personnel, including during school trips and athletic events.

#### F. DRUGS AND ALCOHOL

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. 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
7. Any alcoholic beverage
8. Substances used with the intention of altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit drugs.

Students are prohibited from possessing, using, transmitting, or selling a substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school, regardless of whether it constitutes a controlled substance under state/federal law.

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 Medication.

#### G. GANG-RELATED ACTIVITY

- The Board condemns the existence of gangs and will not tolerate gang-related activity in the school system. See Board Policy 4309 Section G for a more detailed description.

## H. THEFT, TRESPASS, AND DAMAGE TO PROPERTY

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

1. Theft: Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.
2. Damage to Property: Students are prohibited from damaging, defacing, destroying, or altering the use of school property or private property or attempting to engage in such behavior.
3. Trespass: Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:
  - a. the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
  - b. the student is loitering at any school after the close of the school day without any specific need or supervision; or
  - c. the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

## I. ASSAULTS AND THREATS

The Board will not tolerate assaults or threats 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 section J, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

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.

## 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 brings a weapon onto school property may be suspended for 365 days per N.C.G.S. 115C.391.
- Use and Possession: No student shall possess, use, or carry, whether openly or concealed, any weapon, substance or instrument, i.e.... any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, powerful explosive as defined in N.C.G.S. 14-284.1, knife (including pocket knife), dirk, dagger, slingshot, switchblade knife, blackjack, metallic knuckles, club, stick, mace, pepper spray, BB gun, pellet gun, airsoft rifle, stun guns, Tasers, icepicks, razor blades, fireworks, or any other substance, material or instrument which may cause bodily harm or is used against another, while on school property, located within any vehicle on school property, on buses or at any school event, wherever held. 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.
- *Consequences:* In all cases, law enforcement authorities and parents will be notified immediately. Possession of weapons and **use of objects as weapons** may result in up to a 10-day suspension from school and a recommendation to the Superintendent for long-term suspension of 365 days.
- See Board Policy 4309 Section J for a more detailed description of actions and consequences.

## 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](#).

### **Student Due Process Rights**

Board Policy #4351/4352/4353/4362/4370

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.

### ATTENDANCE Policy Code: 4400

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

#### A. ATTENDANCE RECORDS

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

#### B. EXCUSED ABSENCES

**When a student misses school, a written excuse signed by a parent or guardian shall be provided to the student's teacher on the day the student returns after an absence.** Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school
2. isolation ordered by the State Board of Health
3. death in the immediate family
4. medical or dental appointment
5. participation under subpoena as a witness in a court proceeding
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s)
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal (see attendance section for more details)
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also Board Policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

#### C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [G.S. 115C-47\(34a\)](#);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences.

**Students must be in attendance at least 170 school days. Students with more than 10 unexcused absences may not be promoted to the next grade level.**

School attendance committees will review student absences at the end of the first three grading periods and in the middle of the last grading period. The committee shall submit to the principal or designee the names of students who are in danger of not being promoted due to excessive unexcused absences.

If a high school student is absent from any class for seven or more days, the principal or designee shall have the authority to determine whether the student will be permitted to make up missed work.

High school students who miss more than seven days in a semester course or 10 days in a yearlong course will not receive credit for the course unless the student achieves proficiency on an End of Course (EOC) exam or a Career and Technical Education (CTE) Post-Assessment or a "B" or above on the final exam in a non-EOC or non-CTE Post-Assessment class and earns a passing grade for the course. No Credit (NC) will be recorded if the student does not meet both stipulations.

Absences due to disability or for religious observance will not be included in determining the cumulative days absent in a course. All other absences, both excused and unexcused, will be combined to determine the cumulative days absent. Before a student is denied credit for a course due to excessive absences, the principal shall ensure that any absences due to disability or for religious observance are excluded from the calculation of cumulative absences.

Students with extenuating circumstances may file an appeal prior to the completion of the course as follows:

- ALL attendance appeals are presented to the School Attendance Appeals Committee, which has sole responsibility for approving attendance appeals. Either the student or a teacher of the student may file an appeal.
- Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620](#), Extracurricular Activities and Student Organizations and policy [3621](#), Student Athletic Eligibility.

Legal References: [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 through -383](#), [-390.2\(d\)](#), [-390.2\(1\)](#), [-390.5](#), [-407.5](#); [130A-440](#); [16 N.C.A.C. 6E .0102](#), [.0103](#); State Board of Education Policies [TCS-L-000 through -003](#) Cross References: Extracurricular Activities and Student Organizations (policy [3620](#)), Student Athletic Eligibility (policy [3621](#)), Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#)), Immunization and Health Requirements for School Admission (policy [4110](#)), Short-Term Suspension (policy [4351](#))

Adopted: January 14, 2013

**Complete CCS Board Policies are found at: [https://boardpolicyonline.com/bl/?b=caldwell\\_county](https://boardpolicyonline.com/bl/?b=caldwell_county)**