

Happy Valley School



Home of the
EAGLES

Parent –Student Handbook
2023-2024

PRINCIPAL'S WELCOME

To the Happy Valley School Family:

It is my privilege to serve as the principal of Happy Valley School. The rich history that surrounds our school, starting in 1929, has deep roots and a tradition that is synonymous with academic success and community support. Numerous Happy Valley alumni have become leaders of our community and continue to serve and assist our school today. Our school's legacy is many things: dedicated teachers and support staff; a caring community; and most importantly, a wonderful student body with a wide range of abilities and a compelling desire to learn. Our school is known for its dedication in providing the highest quality of education possible in a safe and supportive learning environment. Working together as a team with our staff and parents, we are fully committed to helping each student achieve their very best. We are pleased to have you as partners this year. Together we can make this year a successful one. Thank you for being a part of something special!

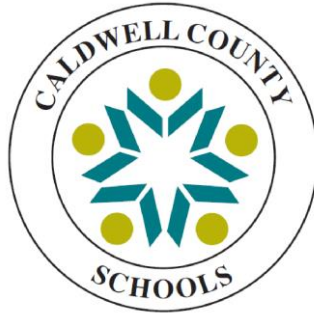
Respectfully,

R. Adam Windmiller

R. Adam Windmiller
Principal
Happy Valley School
Caldwell County Schools

Caldwell County Schools

Mission: To provide quality instruction in a safe, caring environment.



Vision: Every student will graduate from high school,
be globally competitive for work or postsecondary education,
and be prepared for life in the 21st century.

Happy Valley School

Mission: Happy Valley School, in partnership with the community, educates all individuals to be responsible citizens in a global society. We are dedicated to providing a rigorous curriculum in a safe, nurturing environment.

Vision: Inspiring and advocating for students and their learning through continuous support and relationships that directly impact their education and well being.



Purpose: **H**ard Work + Strong **V**alues = **S**uccess!

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DIRECTORY

Administration/Office Personnel

Adam Windmiller, Principal
 Brianna Crow, Lead Secretary/Finance
 Donna McRary, Data Manager/Receptionist

Student Services

Dana Greene, Counselor
 Sarah Beth Swanger, School Nurse
 Shelley Triplett, School Social Worker

Other

Athletic Director, Tim Correll
 School Resource Officer, Deputy Adam Minor



Office operating hours are 7:30 am to 4:00 pm, Monday - Friday

****2023-2024 Caldwell County Schools Calendar****

August 14-18.....	Optional Planning
August 21.....	Planning
August 22-23.....	Professional Development
August 24-25.....	Planning
August 28.....	First day for students
September 4.....	Labor Day Holiday
October 20.....	Optional Planning
November 7.....	Professional Development
November 10.....	Veterans Day Holiday
November 22-24.....	Thanksgiving Break
December 20.....	ER Day for Christmas Break
December 21.....	Optional Planning
December 22-January 2.....	Christmas Break/Vacation
January 3-5.....	Optional Planning
January 15.....	Martin Luther King Jr. Holiday
February 2.....	Professional Development
February 23.....	Professional Development
March 4.....	Optional Planning
March 5.....	Professional Development
March 29-April 5.....	Spring Break/Vacation
May 27.....	Memorial Day Holiday
May 31.....	ER Day/Last Day for students
June 3.....	Planning
June 4-7.....	Optional Planning

PARENT INVOLVEMENT POLICY

2023-2024

Happy Valley School realizes the importance of establishing and maintaining strong relationships with parents. Parents are the key resource schools must rely on in order to set and reach academic goals throughout the year. We encourage our parents to be actively involved with their children's education by offering opportunities to exchange ideas, interact and provide input on how our school can meet the ever changing needs of its students. The Happy Valley Parent Involvement Policy is designed to assure that parents and other family members will have the information needed to impact their children in a positive and productive manner.

In order to maintain communication with our parents, the school will hold a parent/student orientation prior to the 1st day of school. Happy Valley School also invites parents of rising kindergarteners to bring their child to Rising Stars. Kindergarten students spend some time in actual kindergarten classrooms to experience school before it begins. Once the school year begins, an annual public meeting (PTO/Open House) will be held, and during this meeting the purpose and goals of the Title I program will be introduced. Parents will be involved in the planning and review of the Title I school-wide plan. Surveys, grade level meetings, open forum, and utilization of parent input in the School Improvement Plan will assure that parents' concerns are addressed.

Two important events for our PTO and Title I will be our annual Reading and Math Nights. During this meeting, each grade level will participate in age appropriate STEM and Book activities. Grade levels will also provide a recommended read, and teachers along with the administration will prepare information to share with parents on how parents can help to increase literacy and STEM skills by completing activities with children at home. At least one other PTO meeting will be conducted during the year, during which there will be time allotted for parents to discuss, ask questions and make suggestions concerning the school-wide plan. All parents will receive a Satisfaction Survey in the spring to assist the school in determining the effectiveness of the school-wide plan.

Parents may also attend the PTO officers meeting to discuss any issues and plan for our school events.

At the beginning of the school year School/Parent Contracts are sent home with each student. The student, parents, and principal sign these contracts promising to work together to have a successful school year. When these contracts are returned to the school, the Education Center will receive a report of the percentage of parents who responded. Planners are also used (in some classrooms) as a means of communication between the school and parents. Teacher notes, parent notes, and homework assignments are examples of information that can be shared via the planner. For the 2022-2023 school year, students will have access to STAR Reading and Math data. A running log of their progress will be kept/shared based on State Performance Reports as well as diagnostic reports. This information will be used to inform parents of student successes and struggles, especially during parent/teacher conferences. Students will be able to discuss their progress towards proficiency with their parents using these reports as evidence. A designated math program will also be selected and used during the school year. Similar information will be shared with students and parents. The school also utilizes an automated call service to keep parents informed about news and upcoming events at school.

Other meetings are held throughout the year for parents. Parent conferences are scheduled each semester and at other times as needed. Parent instructional workshops are held in the fall and in the spring. During these conferences and workshops, parents learn about such things as math strategies, reading strategies, and state academic standards. An additional meeting will be held for parents to learn about the requirements for Early/Middle College High School placement, and eighth grade pre-registration for enrollment at Hibriten High School. The school will ensure that information related to the school parent programs, meetings and activities is presented in a manner that is easily understood by all parents. There are programs in place within the county system to aid parents who are limited in English proficiency. These programs are in place to aid parents with disabilities and children of migrant workers. The Parent Involvement Policy is made available to all students, parents and community members who desire said information and guidelines.

In order to maintain communication with our parents the school will:

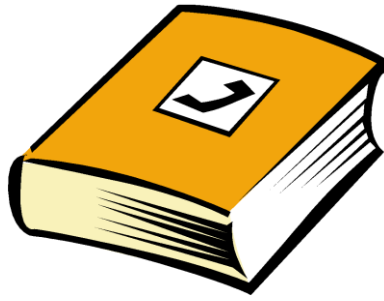
- **Hold a parent/student orientation prior to the 1st day of school.**
- **Convene an annual public meeting (PTO/Open House) at the beginning of the school year and introduce the purpose and goals of the Title I Program.**
- **At least 3 PTO meetings will be conducted throughout the year. During PTO meetings there is time allotted for parents to discuss, ask questions, and give comments as well as make suggestions concerning the school-wide plan. All parents will receive a Satisfaction Survey in the spring to assist the school in determining the effectiveness of the school-wide plan.**
- **Parents will be involved in the planning and review of the Title I school-wide plan at Happy Valley. Surveys, grade level meetings, open forums, and utilization of parent input in our School Improvement Plan will assure parents' concerns are addressed.**
- **Utilize School/Parent Contracts to build educational partnerships for our students. When these contracts are returned to the school by the home, the Education Center will receive a report of the percentage of parents who responded.**
- **Provide parents with various opportunities through school events, grade level meetings, teacher administrative conferences and other means to learn about state academic standards.**
- **Schedule parent conferences each semester and at other times as needed.**
- **Encourage the use of Talking Points as a means of communication between the school and parents.**
- **Conduct parent instructional workshops in the fall and the spring.**
- **Ensure that information related to the school parent programs, meetings and activities is presented in a manner that is easily understood by all parents.**
- **Inform parents of programs within the county system to aid parents who are limited in English proficiency and explain that these programs are in place to aid parents with disabilities and children who have migratory parents.**
- **Ensure that the Parent Involvement Policy is made available to all students, parents and community members who desire said information and guidelines.**
- **Recognize the importance of maintaining open lines of communication with the community that it serves. Every available effort will be made to ensure that the school and the home form a productive partnership.**
- **Post lesson plans online so parents are aware of classroom requirements/teacher expectations.**

STUDENT NUMBERS

STUDENT NUMBERS AND RECORD KEEPING

Every Happy Valley student is assigned a student number through the Power School program. **Parents should provide updated information (address, phone, contacts, etc.) as needed for student records. This information is required for Power School and the Blackboard Connect phone system.**

STUDENTS ARE REQUIRED TO KNOW THEIR STUDENT NUMBER! This number will be used each year they are at Happy Valley. Each student will need it for lunch, media center, logging in and out of programs, etc.



SCHOOL / STUDENT DIRECTORY INFORMATION

Board Policy #4700

STUDENT RECORDS

All student records shall be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

ANNUAL NOTIFICATION OF RIGHTS

The Superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice shall contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's educational records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

BELL SCHEDULES

Regular Schedule

Start: 8:00
Lunches: 11:00-12:45
Dismissal: 3:00

Early Release Day Schedule

Start time: 8:00
Lunches: 10:00-11:30
Dismissal: 11:30

CAFETERIA INFORMATION

Prepayments are accepted in the cafeteria. Please plan accordingly as lunch accounts are to be paid daily.

When a student is approved for free or reduced meals, this covers lunch and breakfast. ALL families are encouraged to fill out the free/reduced lunch form. This year ALL students will receive free breakfast and lunch

Students with a negative “charged” balance will not be able to purchase “a la carte” items

Online payment information: LunchPrepay.com has changed to MySchoolMoney.com. To learn more visit www.MySchoolMoney.com. Remember, if you already had an account with LunchPrepay.com, simply log in with your current username and password. To register for a new account, you will need your student’s district student ID#. If you do not have this number, you may obtain it from your student’s school.

DESIGNATED STUDENT AREAS

The only areas in which students are allowed during their lunch period is the cafeteria/classroom. Students may go to the library and restroom (with pass from administrator or teacher).

Students staying for Athletic Events must remain in designated classrooms with bus riders until 3:15. At 3:15 they must walk, escorted, to the athletic fields/gym, where they are to remain until a parent/guardian arrives. Failure to do so could result in loss of privilege to attend extra-curricular athletic events.

TEXTBOOKS

Lost books **MUST** be paid for before a replacement can be issued. Students are responsible for paying for any damages to books which are issued to them. If a student withdraws from school, he or she must return the textbooks to the teacher who issued them.

Report cards will be held for students who have not returned or paid for textbooks and other items issued by the school. In order to participate in extracurricular events students must have no outstanding debts owed to the school, including but not limited to books, fees, lunches, uniforms, etc.

LOITERING

Students are expected to remain in designated areas. Students are not permitted to loiter in the hallways, parking lots, on athletic fields, perimeters of campus, or in cars. Students are expected to be on campus only during the time periods designated within their academic / extracurricular activities schedules. *Once a student arrives on campus, he or she is expected to remain. Students are to enter the building immediately upon arrival at school, and exit immediately when school is dismissed. Students not using afternoon bus transportation must wait outside with car riders and should be picked up no later than 3:00. Students participating in an extracurricular activity must be supervised by a teacher or coach, who will remain with the group until all students are picked up.*

VISITORS

Happy Valley School is a closed campus and all visitors must report to the office upon arrival. Under special circumstances, visitor passes may be pre-approved through the Main Office and issued to adults and / or students with adult supervision.

All visitors must report to the office. Those who choose not to will be arrested for trespassing. N.C.G.S. 14-159.13

The administration reserves the right to deny visitors permission to be on campus.

A visitor may only attend classes at teacher's and administrator's discretion.

A visitor pass is valid for a specified time limit / area and must be displayed by the visitor while on campus.

Visitors may not attend school during exams or the last two weeks of the school year.

Visitation for social purposes is not permitted.

Commercial Deliveries - The school will not accept delivery of food, flowers or gifts during the school day.

SCHOOL SAFETY INFORMATION

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., specific emergencies that could possibly occur on any school campus at any given time. Responses to these incidents are clearly defined in the Crisis Management Plan and law enforcement, accompanied by emergency service agencies, are trained to work closely with school administration in preventing injury or threats. School administrators are required to conduct at least five lockdown drills each year in an effort to be prepared for any type of emergency. A fire safety drill is also conducted monthly. For more information, contact the Community Services Office, 828-728-8407.

Student Drop Off and Pick Up

Students are not allowed to be dropped off by the cafeteria, in front of the building, or behind the school as this interferes with the safe operation of school buses and our Pre-K drop off point. The designated drop off point is in front of the gym at the covered walkway.

Students may be picked up after dismissal in the parking lot in front of the gym at the covered walkway. It is expected that all students will be off school grounds by 3:15 pm unless they are involved in extracurricular activities under the direction of school personnel.

Fire Drills

Fire drill procedures are posted in each classroom. Students are to exit the building in a quiet, orderly manner. Upon leaving the building, students are to remain with their class and proceed to the designated area. Students should return to the building in the same manner and route by which they left. Pulling a fire alarm under false pretenses is a serious offense and will result in suspension from school and legal action.

Lock Down Drills

Lock down drill procedures are posted in each classroom. Students are to follow directions provided by staff in the event of a lockdown. Lock down drills will be conducted every other month, or for a total of five drills per school year. Lock down drills will be observed by school administration and the assigned School Resource Officer.

Tornado Drills

Tornado drill procedures are posted in each classroom. In the event of a drill or actual severe weather, students should proceed in an orderly manner to the designated area. Personal protection is important. Students are to keep their heads down, knees drawn up with the back of the head covered with hands and remain quiet.

Inclement Weather

Should inclement weather or emergency situations result in the closing of district schools, or an adjustment to school start or dismissal times, the information will be conveyed to local radio and television stations, and through Blackboard Connect. It is the parent's responsibility to provide correct phone numbers for Blackboard Connect.

Integrated Pest Management

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 9205 in its entirety and to download a notification request form, go to https://boardpolicyonline.com/bl/?b=caldwell_county#&&hs=195369

School Resource Officer

As a result of a joint project with the Caldwell County Sheriff's Department, a School Resource Officer has been assigned to work with the faculty, staff and community members to ensure a safe school environment. The officer is available during the school day to answer questions and to work with students in matters that may require police intervention.

Video Surveillance Cameras

All students, parents and staff are advised that as a public school facility, students, staff, parents, and building visitors do not have a right to expect privacy in connection with their actions and activities while in or about the school facilities. In an effort to increase school security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

STUDENT INSURANCE

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.

Insurance for the current school year will be through The Young Group. Please visit <https://www.K12SPECIALMARKETS.com> and follow the directions below:

1. Click on "Plan Information" at top of page
2. Select school system and state and click "Look Up"
3. Click on link to display plan details
4. Print and complete enrollment application and mail to the address listed along with payment; **or**
5. Enroll online by clicking on "Enroll Now"
6. Select school system and state and click "Look Up"
7. Choose the plan(s) you want for your child
8. Complete the online application
9. Pay by credit / debit card and print your I.D. card

GRADE REPORTS

Grade reports are issued after the end of each nine weeks through parent / teacher conference days or to the student through homeroom. Progress reports are sent home at the midpoint of each nine weeks grading period. They can also be accessed through the Parent Portal.

FINAL EXAMS AND END OF GRADE TESTING

Students in grades 3-8 must take EOG tests and NC Final Exams (6-8) as required by the State Board of Education. The results of EOG tests and NC Final Exams will be shared with parents/guardians and students.

Caldwell County Schools Parent Portal

The Caldwell County School System is pleased to offer parents/guardians electronic web access to their student's information through the HomeBase™ Parent Portal. By using this system, you will use the Internet to log in to the school server and access your student's attendance, grades, assignments, and other information. This portal gives parents and students access to real-time student data.

Each parent/guardian must create an account with a user name and password to get access to their child's information. Please keep your username and password confidential so only you can access your Parent/Guardian account. Contact your student's attendance school for access.

More details for obtaining access and use are



provided in the following videos:

[Parent Portal](#)

[Android](#)

[iPhone](#)

Follow the instructions posted below to create a parent account or to upload the information, contact your student's attendance school for further instructions. [Search schools here](#). **You must obtain your student's access ID and password codes from the attending school to complete this process.**

- [Instructions for creating PowerSchool Parent account](#)
- [Home Base/PowerSchool Parent Portal User Guide](#)

Once you have created an account, you may access the PowerSchool Parent/Student login using the Quick Links dropdown menu located in the upper right corner of our district homepage, or click the link below to login.

[PowerSchool Parent/Student Login](#)



ACADEMIC RECOGNITION

Honor Roll Requirements

- To be eligible for the A Honor Roll, students must have all A's for the nine weeks.
- To be eligible for the B Honor Roll, students must have all A's and B's.

Academics

All teachers use the North Carolina State Standards curriculum to guide their teaching. Textbooks, pacing guides, and other materials are used to provide quality instruction for all students. Students in grades K-2 receive report cards with achievement level descriptions of 1, 2, 3, or 4 each nine week grading period. Students in grades 3-8 receive report cards with letter grades of A, B, C, D, or F each nine week grading period. Grading scale for students in grades 3-8 will be on a 10 point scale:

90 to 100 -A

80 to 89 - B

70 to 79 - C

60 to 69 - D

59 and below – F

Students are responsible for keeping up with grades and assignments.

End-of-Grade tests are administered in May for students in grades 3-8 in reading and math.

Grades 5 and 8 also test in science.

North Carolina Final Exams are administered in May for students in grades 6-8 in the areas of science and social studies.

Students in all grade levels receive specialty area instruction in PE, Music, Visual Arts, Media, and Computers

Band, Chorus, and CTE are offered for middle school students.

Students in the 8th 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 school counselor or office.



ASSISTANCE PROGRAMS

Section 504 Board Policy #4001

Section 504 of the Rehabilitation Act protects the rights of all persons with special needs. If a student has difficulty with learning or behavior, the 504 school committee meets to determine solutions and develop ways to improve student performance and / or behavior through aids and / or related services within the classroom. If a student has been identified with a condition which significantly interferes with learning, he / she should contact the guidance office.

MEDIA CENTER USE

Students use PowerSchool numbers to log into computers in the media center and to check out materials. All books circulate to students for two weeks and may be renewed for an additional two weeks. Students with overdue books are not allowed to check out other materials until the overdue items are returned or debts are settled. All library debts must be settled prior to the end of the school year.

INTERNET ACCEPTABLE USE

(Board Policy #3225/4312/7320)

Use of the Internet is a privilege, not a right. Violations of school rules regarding Internet use can result in loss of access, disciplinary action or legal proceedings. Unacceptable uses include but are not limited to:

- Violating copyright laws
- Reposing (forwarding) personal communications without the author's proper consent
- Receiving, sending or displaying offensive messages or pictures
- Illegal use of data in folders or work files
- Using another person's ID/password
- Harassing, insulting or attacking others
- Vandalism of computer, software, or networks including uploading, creating, or transmitting computer viruses as well as any malicious attempt to harm or destroy equipment and/or data
- Employing the network for commercial purposes
- Distributing material protected by trade secret
- Providing political or campaign information



ATTENDANCE POLICY (Board Policy #4400)

Students who attend school regularly and punctually learn more and enjoy a more successful academic experience than those who do not. At Happy Valley, consistent attendance and promptness are an expectation. Particular attention should be paid to the following attendance items:

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.

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.

The primary responsibility for school attendance rests with students and parents; however, schools must properly record absences and tardies, notify parents when needed, and discourage excessive absences

SIGNING IN AND OUT PROCEDURES



In order to keep accurate attendance records, it is extremely important that a student who is reporting late to school sign in through the office WITH A PARENT OR GUARDIAN to have his or her attendance recorded. School begins promptly at 8:00. Students who accumulate unexcused tardies to school will be notified according to the school tardy policy. Excessive unexcused tardies will be referred to the school social worker.

Absence Codes

Following an absence, students should provide a note to his/her homeroom teacher from their parent / guardian stating the reason for their absence, the date of the absence, grade level, and a telephone number. **Medical appointments will be excused with official documents from the medical facility.**

Excused Absences

The following are lawful excused absences **if** satisfactory documentation is provided:

Death in the immediate family

Court or administrative proceedings

Quarantine
Medical or dental appointments
Religious observances
Educational opportunity
Sickness

Unexcused Absences

Unexcused absences include, but are not limited to:

- missing the bus; oversleeping; baby-sitting; taking a day or part of a day studying for a test; paying bills; looking for a job; getting a driver's license; alarm clock not working; car trouble; out of town.

Notification

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

The school will notify parents of students under 16 years of age who have excessive absences under the following conditions:

1. After the third unexcused absence, parents / guardians are notified and a conference is requested.
2. After the sixth unexcused absence, parents / guardians are notified by mail that he / she may be prosecuted under the General Compulsory Attendance Law if the absences cannot be justified. A copy of the notice will be directed to the social worker and attendance officer, who will work with the student and family to remedy the problem. If warranted, the attendance officer, social worker, and the principal may take legal action.
3. After the 10th unexcused absence, the principal shall review any report or investigation to determine whether the case shall be turned over to the district attorney for possible court action, or to the juvenile intake counselor.

Students in grades six through eight must be in attendance at least 170 school days.

Students with more than 10 unexcused absences may not be promoted to the next grade level.

PERFECT ATTENDANCE AWARDS

Students with 10 or more unexcused tardies/and or early dismissals may be ineligible for a perfect attendance certificate. Principals will use the same administrative guidelines applied to absences in determining what constitutes an unexcused tardy/early dismissal.

Appeals

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.

MEDICATION PROCEDURES - Board Policy 6125

The Caldwell County Board of Education recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the Superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For the purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.

b. Medication Authorization/Order: A health-care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.

c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in the school.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards. The Board and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

Chronic Illnesses: Students with significant health problems (i.e. diabetes, asthma, seizures, life threatening allergies, sickle cell) are requested to contact the school nurse so that emergency care plans can be established.

HAPPY VALLEY ATHLETICS

Happy Valley School Team Membership Criteria

Participation on an athletic team is a privilege. Athletes at Happy Valley are expected to be role models in the classroom, hallways, athletic fields, and in the community. For eligibility information, visit ncmsaa.org.

- Athletes should not have a history of excessive discipline referrals. Repeated referrals and/or ISS/OSS could result in suspension or dismissal from the team.
- Athletes are expected to maintain excellent working relations with teachers, administrators, and staff.
- Athletes must be in school, at least half of the school day, to participate in a practice or game.
- If an athlete quits a team during the season without the coach's permission, he/she is subject to forfeit their opportunity to participate for that team for the remainder of their eligibility.
- Participation may be restricted if a student is not performing at grade level, is missing assignments, or is struggling academically (failing more than one subject), has excessive absences (including tardies/early dismissals) and/or has violated the student conduct standards. All of these conditions are detailed in CCS Board Policy.
- Students staying for Athletic Events must remain in designated classroom with bus riders until 3:15. At 3:15 they must walk, escorted, to the athletic fields/gym, where they are to remain until a parent/guardian arrives. Failure to do so could result in loss of privilege to attend extra-curricular athletic events.
- The school administration, Athletic Director, and coaches have the authority to suspend or dismiss any player who has conduct detrimental to the team.

Athletic Insurance

All athletes are covered by a blanket insurance policy. This coverage is a secondary policy. The parent's insurance policy **must be** filed prior to the athletic insurance. Please note the athletic coverage will pay only a percentage of the remaining balance. Please contact the Lead Secretary for information regarding insurance claims.

Sportsmanship Policy

Treat visiting athletes with the respect that is due them as guests and worthy opponents. Shake hands with opponents and acknowledge a desire to have an enjoyable and sportsmanlike competition.

Exercise self control at all times.

Respect official's judgments and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.

Congratulate opponents in a sincere manner following either victory or defeat.

Accept conscientiously the responsibility and privilege of representing the school and community.

Our school offers an opportunity for 6th (excluding football), 7th, and 8th grade students to participate in interscholastic activities. All student athletes must meet the state, local, and school level requirements in matters such as age, residence, and academics.

Fall Sports

Football – Hibriten District (7th & 8th grade only)
Softball - Hibriten District
HVS Club Kickball (5th-8th grade)



Winter Sports

Boy's Basketball - Hibriten district
Girl's Basketball - Hibriten district
Cheerleading - Hibriten district
Wrestling – Hibriten District
HVS Club Basketball (5th-8th grade)
HVS Club Volleyball (5th-8th grade)



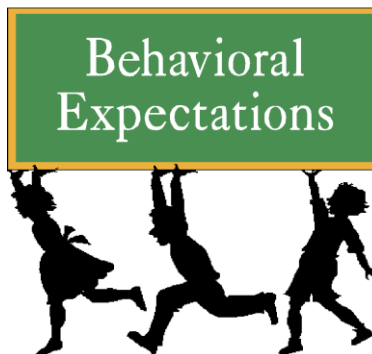
Spring Sports

Baseball – Hibriten District
Track and Field – Hibriten District
HVS Club Soccer (5th-8th grade)



Happy Valley athletes are role models for other students; therefore, to be eligible to participate in HVS sports, each student must agree to follow all school/county rules.

Students may not participate in athletic activities (including practices) without filing a completed physical exam form or a physician's waiver form with the school Athletic Director.



DISCIPLINE

Students in the Caldwell County School System are expected to behave in a manner that will reflect favorably on them and their school during school hours and at any school sponsored activity. It is the shared responsibility of the home and school to develop self-discipline skills within students appropriate to their age. Any behavior that causes deterioration in the safety or the learning environment of the school, or materially infringes on the rights of others will not be tolerated and may subject the student to corrective measures. During suspension, students will have an opportunity to make up missed work. However, they will realize the negative effect of being absent from class when lessons are being taught and practiced.

Student Due Process - Board Policies #4351, #4353, #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 information relationships with parents and the community.

In-School Suspension

ISS operates from 8:00 am until 3:00 pm. Students who are in ISS for a full day or more may not attend or participate in school activities (home or away) during the time of the discipline assignment

Out-of-School Suspension

Students who are suspended (out-of-school) may not be on Caldwell County School property or attend a Caldwell County School event during the suspension. Students are encouraged to make up work during their suspension. Assignments may be requested by contacting the Receptionist at 754-3496. We recommend that parents call to make sure assignments are ready.

Discipline and Extracurricular Participation

Many clubs and organizations may also penalize or exclude students who do not meet their behavior standards.

STUDENT CONDUCT

(Board Policies 4300 and 4309)

A. INTEGRITY AND CIVILITY

1. **Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;**

1st Offense: Student receives a zero on work/test

2nd Offense: 1-3 days ISS

3rd Offense: 1-3 days OSS

2. **Plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;**

1st Offense: Student receives a zero on work/test

2nd Offense: 1-3 days ISS

3rd Offense: 1-3 days OSS

- 3. Violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;**

1st Offense: Student receives a zero on work/test

2nd Offense: 1-3 days ISS

3rd Offense: 1-3 days OSS

- 4. Gambling or engaging in related games of chance involving payoffs of any kind;**

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

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

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

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

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

**Hate speech or using vulgar language towards staff members may result in more severe disciplinary consequences, including OSS*

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

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS

3rd Offense: 1-3 days OSS

4th Offense: 3-5 days OSS

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

- 7. Insubordination/Disrespect to Staff**

1st Offense: 1-3 days OSS (Administrative Discretion)

2nd Offense: 3-5 days OSS (Administrative Discretion)

3rd Offense: 5-10 days OSS (Administrative Discretion)

B. DISRUPTIVE BEHAVIOR

- 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;**

a. OSS

2. See section on dress code.

- 3. Possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;**

a. Possession: ISS

b. Distribution: OSS

4. **Engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;**
 - a. **Administrator discretion based on the offense**
5. **Failing to observe established safety rules, standards and regulations, including on buses and in hallways; and**
 - a. **Administrator discretion based on the offense**
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.**
 - a. **Minor bus misbehavior - bus suspension/ISS**
 - b. **Major incidents OSS**
 - 1st Offense: 1-3 days ISS*
 - 2nd Offense: 3-5 days ISS*
 - 3rd Offense: 1-3 days OSS*
 - 4th Offense: 3-5 days OSS*

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

C. STUDENT DRESS - Regulation 4309

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);

The following dress code applies to all students in Caldwell County

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

The following clothing and/or items are not allowed:

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

- No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
- Shoes are to be worn at all times.
- Sunglasses, hats, and hoodies (over head and/or face) are not to be worn in the school building.
- Students are not permitted to bring blankets to school.

- School officials have the authority and responsibility to determine whether a student’s appearance satisfies the intent of this policy. Anything that disrupts the learning environment will be deemed unacceptable. The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined in their school handbook.
- Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

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

D. USE OF WIRELESS COMMUNICATION DEVICES

1. 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.

2. 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.

1st Offense: Verbal Warning

2nd Offense: The device will be taken from the student and may be picked up from the main office at the end of the day by the student. Parents will be notified.

3rd Offense: A parent must pick up the device from the main office and a referral is written. Also, after the 3rd offense students must check-in their device each day to the main office and may pick up after 3:00 for the remainder of that 9 week grading period.

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

E. TOBACCO PRODUCTS – STUDENTS

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).*

- 1st Offense: 1 day ISS*
- 2nd Offense: 1 to 3 ISS*
- 3rd Offense: 1-3 days OSS*
- 4th Offense: 3-5 days OSS*

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

**Selling or sharing vapes or tobacco products may lead to more severe consequences, including OSS*

F. DRUGS AND ALCOHOL

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

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

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

H. THEFT, TRESPASS, AND DAMAGE TO PROPERTY

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

1st Offense: 1-3 days ISS/Restitution

2nd Offense: 3-5 days ISS/Restitution

3rd Offense: 1-3 days OSS/Restitution

4th Offense: 3-5 days OSS/Restitution

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

**In cases of theft or damage to property, consequences may increase to include OSS and criminal charges*

I. ASSAULTS, THREATS, AND HARASSMENT

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

1. **Assault:** Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.
2. **Threatening Acts:** Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.
Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

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

1st Offense: 1-5 days OSS,

2nd Offense: 6-10 days OSS

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

**Charge*

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

1. Weapons and Weapon-Like Items: Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following: loaded and unloaded firearms, including guns, pistols and rifles; destructive devices as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines; knives, including pocket knives, bowie knives, switchblades, dirks and daggers; slingshots and slungshots; leaded canes; blackjacks; metal knuckles; BB guns; air rifles and air pistols; stun guns and other electric shock weapons, such as tasers; icepicks; razors and razor blades (except those designed and used solely for personal shaving); fireworks; gun powder, ammunition, or bullets; any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and mace, pepper spray, and other personal defense sprays.

2. Bomb Threats: Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax shall notify a teacher or the principal immediately.

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

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

4. Clear Threats to Student and Employee Safety: Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- A. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- B. the intentional and malicious burning of any structure or personal property, including any vehicle;
- C. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- D. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;

- E. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- F. any intentional, highly reckless or negligent act that results in the death of another person;
- G. confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- H. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- I. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- J. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- K. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- L. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
- M. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

5. Consequences

a. General Consequences: The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

K. CRIMINAL BEHAVIOR

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.

Discipline Chart

	1st Offense	2nd Offense	3rd Offense	4th Offense
In Restricted Area Example – By river during soccer game	1-3 days ISS	1-3 days OSS	3-5 days OSS	Administrative Decision
Public Displays of Affection/ Inappropriate Interpersonal Behavior	Warning	Parent Contact	1 day ISS	3 days ISS

Inappropriate Computer use	Loss of computer/internet privileges Length of time determined by administrator	Administrative Decision	Administrative Decision	Administrative Decision
Student Conflict	Administrative Decision	Administrative Decision Parental Contact Student Contract	1-3 days ISS	1-10 days OSS
Horseplay	Administrative Decision	1-3 days ISS	1-3 days OSS	3-5 days OSS
Disruptive Behavior	1 day ISS for class Administrative Decision	2-3 days ISS for class Administrative Decision	2-5 days ISS Administrative Decision	2 or more days OSS
Inappropriate Literature and Illustrations, Possession of Obscene/ Profane Materials	1-3 days ISS Administrative Decision	3-5 days ISS Administrative Decision	1-3 days OSS Administrative Decision	Administrative Decision
Inappropriate Speech, Signs, Gestures, and Behavior	1 day ISS Administrative Decision	3 days ISS Administrative Decision	5 days ISS Administrative Decision	Administrative Decision
Bus Misconduct Food and Drink on Bus	3 days loss of riding privileges Administrative Decision	5 days loss of riding privileges 1 day loss of riding privileges	7 days loss of riding privileges Administrative Decision	10 days loss of riding privileges and recommendation for permanent bus suspension
Leaving Campus or Class Without Permission	1-3 days ISS Loss of driving Privileges for one week	3-5 days ISS Loss of driving Privileges for two week	2 or more days of OSS Loss of driving Privileges for one month	Administrative Decision Loss of driving privileges for the remainder of semester.
Inciting a Fight	1-3 days ISS	1-3 days OSS	Administrative Decision	Administrative Decision
Transmitting lude and lascivious images or inappropriate material electronically	1-3 days OSS Administrative Decision	3-5 days OSS Administrative Decision	5-10 days OSS Administrative Decision	10 days OSS Administrative Decision
Aggressive Behavior	1-3 days OSS	3-5 days OSS	5-10 days OSS	Administrative Decision

The Administration of Happy Valley School reserves the right to use administrative discretion when dealing with discipline issues.

SCHOOL WIDE BEHAVIOR PLAN

At Happy Valley School we aim to prevent inappropriate behavior through teaching and reinforcing appropriate behavior through a school wide behavior focus. We are focusing on teaching our students how to meet our common school-wide behavioral expectations and support students in developing the appropriate behaviors.

SOAR Behavior Matrix

	Classroom	Hallway/ Stairwell	Bathroom	Cafeteria	Playground/ Field	Bus	Technology
Stay Safe	<ul style="list-style-type: none"> - Keep body and objects to yourself -Stay in your assigned area -Always walk -Keep area and floor clean <p><u>VoiceLevel</u> K-8 – 0-2</p>	<ul style="list-style-type: none"> -Always walk - Right side, 2nd block -Stairwell, right side. -Face forward in line -Go straight to destination - Keep body and objects to yourself <p><u>Voice Level</u> K-5 – 0 6-8 – 1</p>	<ul style="list-style-type: none"> -Go straight to destination - Keep body and objects to yourself -Always walk <p><u>Voice Level</u> K-5 – 0 6-8 – 1</p>	<ul style="list-style-type: none"> -Always walk face forward in line -Go straight to destination -Stay in your assigned area - Keep body and objects to yourself <p><u>Voice Level</u> K-8 – Standing - 0 Sitting - 2</p>	<ul style="list-style-type: none"> -Stay in your assigned area - Keep body and objects to yourself -Use equipment correctly -walk or run appropriately <p><u>Voice Level</u> K-8 – 3</p>	<ul style="list-style-type: none"> -Go straight to destination -Always walk -Stay in your assigned area -Stay seated - Keep body and objects to yourself <p><u>Voice Level</u> K-8 – 1</p>	<ul style="list-style-type: none"> -Use equipment correctly -Only visit approved sites -Handle device with clean hands
Own Your Actions	<ul style="list-style-type: none"> -Keep area and floor clean -Be on time -Prepared for class <p><u>VoiceLevel</u> K-8 – 0-2</p>	<ul style="list-style-type: none"> -Pay attention to your surroundings -Keep control of your belongings -Arrive on time -Keep area and floor clean <p><u>Voice Level</u> K-5 – 0 6-8 – 1</p>	<ul style="list-style-type: none"> -Go, flush, wash -Keep area and floor clean -Use time efficiently <p><u>Voice Level</u> K-5 – 0 6-8 – 1</p>	<ul style="list-style-type: none"> -Dispose of trash and trays appropriately -Keep area and floor clean <p><u>Voice Level</u> K-8 – Standing - 0 Sitting - 2</p>	<ul style="list-style-type: none"> -Pay attention to your surroundings -Bring in anything you brought out <p><u>Voice Level</u> K-8 – 3</p>	<ul style="list-style-type: none"> -Pay attention to your surroundings -Keep aisle and floor clean <p><u>Voice Level</u> K-8 – 1</p>	<ul style="list-style-type: none"> -Have your passwords -Keep private information private -Follow guidelines for academic honesty

Always Responsible	-Be on time -Turn in assignments on time -Follow directions -positive participation -Always give your best effort -Be honest <u>VoiceLevel</u> K-8 – 0-2	-Follow directions <u>Voice Level</u> K-5 – 0 6-8 – 1	-One person in a stall at one time -Report issues <u>Voice Level</u> K-5 – 0 6-8 – 1	-Report spills -Know your lunch number -Follow directions <u>Voice Level</u> K-8 – Standing - 0 Sitting - 2	-Report issues -Follow directions <u>Voice Level</u> K-8 – 3	-Arrive on time to stop -Report issues -Follow directions <u>Voice Level</u> K-8 – 1	-Follow directions -Only visit approved sites -Log out and return device to appropriate place -Positive participation -Use device for academic purposes -Avoid/report unsafe sites/abuse
Respect for All	-Be respectful of school property -Kind in words and actions -Raise your hand -Dress code -Work cooperatively -Listen first then speak <u>VoiceLevel</u> K-8 – 0-2	-Kind in words and actions -Don't disrupt other classes -Be respectful of school property <u>Voice Level</u> K-5 – 0 6-8 – 1	-Kind in words and actions -Be respectful of school property -Quietly wait your turn -Honor other's privacy <u>Voice Level</u> K-5 – 0 6-8 – 1	-Kind in words and actions -Be respectful of school property -Use good manners -Observe personal space <u>Voice Level</u> K-8 – Standing - 0 Sitting - 2	-Kind in words and actions -Be respectful of school property <u>Voice Level</u> K-8 – 3	-Kind in words and actions -Be respectful of school property <u>Voice Level</u> K-8 – 1	-Kind in words and actions -Be respectful of school property

Voice Levels

0 - No Talking

1 - Whisper

2 - Partner Talking

3 - Outside Voice (no screaming)

GENERAL INFORMATION

Lost and Found

Lost textbooks or personal items may be claimed in the front office. Every effort to return property to its rightful owner will be made. Clothing items, book bags, textbooks, and items belonging to others should be turned in to the office or to the Lost and Found bin on the main hall if found.

Student grievances

The Caldwell County Board of Education believes that students and parents have the right to an orderly, equitable resolution of problems that may arise affecting them and the school system.

The student/parent shall start at the teacher/principal level using established procedures to resolve matters of concern (see Policy 1740/4010).

The Board of Education will not consider any such matter until all administrative remedies have been exhausted.

Complete CCS Board Policies are found using the following link:

https://boardpolicyonline.com/bl/?b=caldwell_county

Happy Valley School Web Page

<https://www.caldwellschools.com/Domain/1127>

This handbook is a brief summary and contains highlights of the policies, procedures, and guidelines of Happy Valley School and the Caldwell County School System. It does not include every expectation that each student/parent will be responsible for meeting.

Any unintentional errors in this handbook do not void the intent of the school policy or the board policy as written.

MASS HEARING SCREENING PROCEDURES

Caldwell County Schools

Notification of Mass Hearing Screening

Name of School: Happy Valley School

Date Sent: September 11, 2023

Dear Parents/Guardians,

Hearing is very important to a child's ability to listen, to learn and to progress satisfactorily in school. For this reason, your school takes a specific interest in the hearing ability of all students. A mass pure-tone hearing screening will be administered for first, third and fifth grades only. Please keep this form for your records as a notice unless you do not wish your child to participate in the mass hearing screening.

If you **DO NOT** wish your child to take part in this mass hearing screening please sign below and return this form within 5 days. **If this form is not signed and returned your child WILL take part in the mass hearing screenings.**

I **DO NOT** give my permission for participation in a mass hearing screening.

Student's Name: _____ Teacher: _____

Parent/Guardian Signature: _____ Date: _____

2023-2024 Happy Valley School Supply List

Pre-K

Just in case: 1 Extra Set of Clothing including pants or shorts, shirt, underwear, socks
Items you may choose to donate: tissues, paper towels, Germ-X hand sanitizer, Clorox wipes, baby wipes, dry erase markers, pencils, glue sticks, construction paper, 3oz & 5oz paper cups.

Kindergarten

16 count crayons (2) Boxes of tissues
Pencil box (5 x 8 size, no zipper pouches) Headphones, not earbuds
(2) Rolls of paper towels (2) Large erasers
Pack of yellow, #2 pencils
Book bag- normal size, no wheels, labeled w/ child's name

1st Grade

Book bag, no wheels Plastic pencil box (no zipper pouches)
(2) Glue sticks (2) Wedge erasers
Primary Journal Creative Story Tablet (2) Boxes of Crayons 16 count
(2) 1" 3-Ring binders w/ plastic pockets on cover Headphones, not earbuds
Child scissors
#2 Yellow pencils

2nd Grade

Pencil Box
Pencils, not mechanical (1) Pocket Folder
Erasers, pencil top or wedged Colored pencils
(3) Spiral notebooks (wide ruled) Scissors
(1) One inch three-ring binders Headphones (Not Earbuds)
(1) Pack of Wide ruled paper Crayons
(2) Glue sticks (1) Pack of dry erase markers
(1) Box of tissues Paper towels

3rd Grade

Dry erase markers (3) Wide ruled composition notebooks
#2 Pencils (a lot of them!) (3) Glue sticks
Scissors Zippered pencil pouch or pencil box
Plastic twin pocket folder with prongs Paper towels
(2) Boxes tissues Refillable water bottle with lid (optional)
Highlighters Headphones/earbuds
Crayons, 24 count Book bag, standard size, no wheels
Hand sanitizer Ziplock baggies, any size
Pack of wide rules, loose leaf paper

4th Grade

Dry erase markers	(2) Wide ruled composition notebooks
#2 Pencils (a lot of them!)	(3) Glue sticks
Scissors	Zippered pencil pouch
(2) Plastic twin pocket folders with prongs	Paper towels
(2) One subject, wide ruled notebook	Ziplock baggies, any size
(3) Boxes tissues	Refillable water bottle with lid
Highlighters	Headphones or earbuds
Crayons, 24 count	Book bag, standard size, no wheels
Clipboard	Hand sanitizer
Pack of wide rules, loose leaf paper	

5th Grade

Book bag, standard size, no wheels	(1) Pack of pencil top erasers
(1) Pack wide ruled, loose leaf paper	
Zippered pencil pouch	
Set of headphones or earbuds	
(2) Two pocket folders	
highlighters	
(1) 24 Pack of #2 pencils	
(2) Boxes of tissues	
Refillable water bottle with lid	
(3) One subject spiral, wide ruled notebooks	
(2) Bottles of hand sanitizer	

6th 7th & 8th Grades

Bookbag, standard size, no wheels	Large hand sanitizer
(4) Composition books, college-ruled	(2) Clorox wipes
(3) Packs of pens	(5) folders with fasteners in middle (no trapper keepers)
(3) Packs of pencils (if mechanical, .07 lead)	(3) Yellow highlighters
(2) Packs of loose-leaf paper, college-ruled	Paper towel roll
(3) Boxes of tissues	Clear water bottle (no metal or glass hydroflasks)
(2) 1 or 2in three-ring binder with pockets	TI-30XS Multiview Calculator
Earbuds or headphones	AAA batteries – 4 pack
Pack of colored pencils	

Items you may choose to donate to your child's classroom : Ziplock baggies-any size, paper towels, hand sanitizer, Clorox wipes, tissues, Band-aids, pencils, dry erase markers, plastic cups, paper plates, napkins, earbuds/headphones.