

**HUDSON ELEMENTARY SCHOOL
Parent/Student Handbook**

200 Roy E. Coffey Drive
Hudson, NC 28638
Telephone (828) 728-3712
Fax (828) 726-8214

School Vision: *Helping each student reach their full potential through passion, trust, and inspiration.*

School Mission: *Committed to academic excellence, inspiring, all students to reach their full potential.*

Values Statement: *Hudson Hornets... Help Out, Exhibit Respect, and Stay Safe!*

Our staff welcome you to Hudson Elementary School (aka The Hive) for the 2021-2022 school year. The information in this handbook has been compiled to provide you with important information regarding school rules and regulations. In order for the school to be a safe, orderly and happy place, it is important that all regulations are followed. Please review the handbook and refer to it when you have questions. The entire staff is here to assist you. Please contact the school if you have concerns, questions, or suggestions for improvement.

**Caldwell County Schools Calendar
2021-2022**

August 23	First Student Day
September 6	Labor Day Holiday
October 22	Early Release Day
October 22	End of 1st 9 Weeks
November 11	Veterans Day Holiday
November 24, 25, 26.....	Thanksgiving Holiday
December 17.....	Early Release Day
December 17.....	End of 2nd 9 Weeks
December 20-January 3.....	Holiday Break/Vacation
January 17	Holiday
February 11.....	Teacher Workday
March 10.....	End of 3rd 9 Weeks
March 11.....	Teacher Workday
April 15-April 22.....	Spring Break/Vacation
May 30.....	Holiday
June 3.....	Last Day For Students/Early Release Day

ACADEMICS:

All teachers use the North Carolina Essential Standards as their curriculum. Teachers may use portions of textbooks as resources in teaching any subject. Other resources and tools might include: calculators, computers, manipulatives, games and teacher-made materials. Students in all grade levels receive specialty area instruction in PE, Music, Visual Arts, Media and Computers. Teachers are also available to students who qualify for Exceptional Children's programs, including speech. Caldwell County Schools provides Academically/Intellectually Gifted services for students meeting eligibility criteria. Additional information regarding these programs may be acquired by contacting the school. Students in grades 3-5 receive report cards with letter grades of A, B, C, D, or F each nine week grading period. **Grading scale for students in grades 3-5 will be on a 10 point scale (A= 100-90; B= 89-80; C= 79-70; D= 69-60; F= 59 and below).**

MTSS:

"Every public school student will graduate ready for post secondary education and work, prepared to be a globally engaged and productive citizen." This vision set by the North Carolina State Board of Education unites all teachers, administrators, support staff, parents, and communities in our work in all public schools. The following goals give further direction and framing for our efforts.

SBE GOALS:

- 1) Every student in the NC Public School System graduates from high school prepared for work, further education and citizenship.
- 2) Every student has a personalized education.
- 3) Every student, every day has excellent educators.
- 4) Every school district has up-to-date financial, business, and technology systems to serve its students, parents and educators.
- 5) Every student is healthy, safe and responsible.

Achieving these goals takes a collaborative effort, dedicated experts, and an efficient and sustainable system of support. The work of the Multi-Tiered System of Support (MTSS) is designed to build this sustainable system of support.

"Multi--Tiered System of Support (MTSS) is a multi-tiered framework, which promotes school improvement through engaging, research-based academics and behavioral practices. NC MTSS employs a systems approach using data-driven problem solving to maximize growth for all students."

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

PBIS sets up three tiers of support for students and staff in a school.

- Tier 1 is a schoolwide, universal system for everyone in a school. Kids learn basic behavior expectations, like to be respectful and kind. School staff regularly recognize and praise kids for good behavior. They may also use small rewards to encourage kids.
- Tier 2 provides an extra layer of support for kids who continue to struggle with behavior. Kids get a set of evidence-based interventions and instruction.
- Tier 3 is the most intensive level. It's for kids who need individualized support and services because of behavior issues.

ALLERGIES:

Please make sure your child's teacher is aware of any severe allergies he/she might have. The teacher will in turn, make the school nurse and other personnel aware as necessary in order to provide a safe environment for all students.

ATTENDANCE:

Regular school attendance is a necessity for two reasons: 1. It is required by law. 2. It is essential to student success, enjoyment and achievement in school work. Work missed while a student is absent is difficult to make up. There is no substitute for participating in daily classroom discussion and work. Therefore, parents are expected to encourage their children to attend school faithfully. Irregular attendance may lead to a loss of interest in school, poor and careless study habits, a lack of achievement and possible failure. 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.

Absences: Caldwell County School Board Policy 4400 addresses Student Attendance. Lawful (excused) absences identified by the state of North Carolina include: illness, death in the immediate family, medical or dental appointments, religious holidays and participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, *with prior approval from the principal*. Under the compulsory attendance statute, an excessive number of unexcused absences or tardies may lead to court action against the parent or guardian. Students missing an excessive amount of school for unsubstantiated medical reasons may be required to provide a doctor's note for absences to be excused. Letters will inform parents when a student misses an excessive number of days. If absences are unexcused, you will be contacted by letter upon the accumulation of 3, 6, and 10 unexcused days. If you anticipate an extended absence, please inform the school.

Absence Notes: Please call the school office (728-3712) to notify your child's teacher of his/her absence. In the occurrence of an absence, the parent/guardian will provide the school with a written explanation to include student name, date/s of absence, specific cause of absence and parent signature upon their return to school. Absences are initially coded unexcused and will remain so if written notification of the reason for the absence is not received, and in accordance with state law.

Make-Up Work: Students are entitled to make up any work they have missed due to an absence. It is the responsibility of the student to make arrangements to acquire missed assignments. Parents may request assignments for absent students by 9:00 AM and pick them up in the office after 2:00 PM. Generally, such work would be made up within a time period equal to the length of the absence.

Early Sign Outs: We realize that occasionally there are valid reasons for early sign-outs. However, research clearly shows that the amount of time students spend on instructional tasks is a significant factor in their learning. We strongly encourage you to avoid early sign-outs as much as possible. Parents are encouraged to schedule medical and dental appointments for their children after the regular school day. Students must not be picked up early for the convenience of avoiding traffic. 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 clears the dismissal with the office. If someone other than a parent/guardian is signing out a student, it will be necessary for the person picking up the child to have his/her name on file in the office. Early dismissals will be coded as excused or unexcused and will follow the same guidelines as absences.

If sign-outs are required, please follow these procedures:

- **DO NOT GO TO YOUR CHILD'S CLASS.** Teachers will not release students without notification from the office. Report to the office to sign a student out on the computer.
- Your child will be notified of your arrival only after he/she has been signed-out.

- Remain in the office or main lobby in front of the office while waiting on the student.

If a student returns to school on the same day, a parent is required to sign them back in with office personnel. The cut-off time to be counted present is 11:30 AM. Students who leave school prior to 11:30 AM for any reason during the day are counted absent unless they return and the combined time in school is equal to half the regular day. Students who are signed out early must be signed out by 2:00.

Tardies: The tardy warning bell rings at 7:50 and the tardy bell at 8:00. Tardy students should not be dropped off outside the school. ***If students are tardy, they MUST be accompanied by a parent to the office to obtain a tardy slip.*** The school will contact parents when students accumulate excessive tardies.

Perfect Attendance: Caldwell County Administrative Policy A-4400 states “Students with 10 or more tardies and/or early dismissals will be ineligible for a perfect attendance certificate.”

Lawful Absence Requests: You may pick up a Lawful Absence Request form in the office two weeks prior to the absence if your child will be absent for religious or educational reasons. Vacations during the school year are discouraged and may not be considered educational travel.

BIRTHDAYS/SNACKS:

Birthdays are important events to children. If you wish to provide a small snack for the students in your child’s classroom, please discuss it in advance with the teacher. Birthday snacks must take place after lunch. Deliveries to students (balloons, flowers, toys, etc.) are prohibited. It is the decision of individual teachers whether or not to have a daily snack. When snacks are a part of the daily schedule, they should be healthy and nutritious.

BUSES:

Bus Routes & Stops: Students residing in the Hudson Elementary School district have the option of riding a school bus to and from school. Bus stops are determined by the Caldwell County Schools Transportation Department based upon residential addresses within the district. Students must ride the bus they are assigned, and must get on and off the bus at their assigned stop. Permanent changes in bus routes and student assignments must be made through the Assistant Principal’s office. A temporary request to ride another bus or get off at another bus stop must be made in writing by a parent/guardian. This should be submitted to the office at least one week prior to the need. School staff will verify the adjustment and fill out a Change of Transportation slip for the student to provide the bus driver. Requests for temporary stops at addresses and locations that are not designated by the Transportation Department will not be approved. **No students will be allowed to ride different buses to different locations.** This becomes a problem when students want to go home with other students. Unfortunately, we cannot accommodate those requests.

Bus Behavior: **School bus transportation is a privilege that may be withdrawn for inappropriate behavior (Board Policy 4420: Bus Conduct).** All school rules apply to students from the time they leave home in the morning until they return home in the afternoon. This includes riding the bus, at the bus stop and walking to and from the bus stop. Bus drivers are required to assign seats and students are expected to sit in them.

Bus Safety Rules:

- Wait until the bus comes to a complete stop and for the driver’s signal before crossing roads or loading the bus.
- Stay in your assigned seat until the bus comes to a complete stop.
- Sit with your back against the seat, book-bag in lap, and facing the front.
- OBEY THE DRIVER AT ALL TIMES.
- DO NOT stick hands, feet, or any object out the window.

- Keep your hands, feet, and belongings to yourself.
- Keep the aisles clear.
- DO NOT use a loud voice at ANY time.
- Bullying, profanity, fighting, and other rude gestures or behavior will not be tolerated.

CAFETERIA:

Our school cafeteria serves a nutritious breakfast and lunch daily. Monthly menus are posted online. Parents and relatives are welcome to eat lunch with your child at any time. Breakfast is available to students from 7:30-7:55 AM. Students who eat breakfast will pick it up from the cart and report directly to their homeroom class upon arrival. Breakfast is not served if school is delayed due to bad weather. Children may pack their lunch; however, soft drinks are not allowed. Student use of the microwave is not permitted. Adults may not use the microwave to heat food for students.

Refrigerator space is unavailable, so please send food that will not spoil. Ice cream, juice, milk and other extra food items are available for students to purchase during lunch.

Payments/Money: Lunch money may be paid in advance. Children should pay for their lunch in the morning before school on the first day of the week. Checks should be made payable to Hudson Elementary School Cafeteria and the child's account number written on the check. An online payment system is also available at www.MySchoolMoney.com. Your child's Student ID number will be needed to set up an account. Obtain the number from your child's school secretary or cafeteria manager. Check cashing is not allowed; checks are to be accepted for the amount of purchase only. Change is to be given only for the purpose of completing a purchase transaction. Changing money to smaller denominations without making a purchase is not permitted.

Free & Reduced Lunch: Families meeting certain requirements may qualify for free or reduced-price meals. If you wish to apply, please complete the form sent home the first day of school or call the school office for a form. You may apply at any time during the school year if your financial status should change. A new application must be completed each year. If your child was on free or reduced-price last year, that status remains in effect for the first ten days of school while you reapply. When a child is approved for free/reduced meals, this designation includes breakfast and lunch.

Charging Meals: All cafeteria charges are to be paid in full by the end of each nine week period.

MEDIA POLICIES:

Book Checkout:

Kindergarten: 1 book

1st - 5th Grade: 2 books

*If a book is lost, missing, or the student has a fine from a previous year, students will only be allowed one check-out until the fine is paid or the book is replaced.

Fines

If books are lost or returned in worse condition than they were prior to checkout a fine will be placed on the students' account for the cost of the book and checkout privileges may be suspended.

CAR RIDERS:

All students should be dropped off and picked up in the designated area at the front of the building where they can enter the main entrance. Students should not be dropped off prior to 7:30am. We encourage parents to drop their children off at the curb and not to escort them into the building. Even kindergarten students quickly learn how to get to their classrooms. "HUG & HURRY." If you choose to come into the building, please park your automobile in a designated visitor parking place or at the overflow lot close to the playground. Traffic lanes must be kept open for student use and

emergency vehicles. Students who use personal transportation should enter and exit vehicles at the designated pick up and drop off areas only. ***Please do not drop-off students at any other location.*** Students should not be dropped-off or picked-up in the staff parking lot or parent parking area. The campus speed limit is 10 mph.

Do not pass on the left side of cars that are in line on the road, this is illegal. Parents that pass illegally can be assessed a ticket for the traffic infraction. We do not want a head on collision on our campus, this is a major safety concern for us and the local law enforcement agencies.

Safety Procedures for Car Riders:

- Students should enter & exit vehicle from the right side of the car whenever possible.
- Students exiting/entering vehicle from the left side should walk in front of their vehicle to the nearest curb.
- Students waiting on cars are not allowed to leave the waiting area.

CONFERENCES:

Both parents and teachers gain insight into a child by sharing their knowledge and observations during conferences. Please contact your child's teacher to schedule a time convenient for the both of you. Unscheduled conferences tend to be less productive and more time consuming for parents and teachers. Parents may also call teachers to discuss problems or concerns, but are asked to do so after dismissal or during the teacher's planning time so that the teacher is not disturbed during the instructional day.

CUSTODY:

In situations where parents share custodial rights or one parent/guardian has exclusive custodial rights granted by the court, a copy of the court documents **MUST** be filed in the school office. If custody situations change, the parent is responsible for keeping the school informed and providing current court documents. The school should be a "safe" zone for children, and not a place to dispute parental rights or custody discrepancies.

DELIVERIES:

Caldwell County School Board Policy prohibits deliveries of food, flowers, balloons, etc. to students on the school campus.

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) 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:

- Yearbooks
- Honor Rolls or recognition lists
- Graduation programs

DISCIPLINE & CONDUCT (Administrative Policy A-2140 & Board Policy 4400):

The staff at HES will make every effort to keep our school a safe and productive place.

Elementary school students in the Caldwell County Schools are expected to behave in a manner that will reflect favorably on themselves and their schools during school hours and at any out-of-school activity. Such behavior promotes a safe, orderly learning environment for all students. It is the shared responsibility of the home and school to develop self-discipline skills appropriate to the student's age.

Students are expected to:

- Support and participate in all school activities.
- Be respectful, cooperative and honest with others.
- Be informed regarding their rights and responsibilities.
- Assist the school staff in operating a safe school.
- Exhibit self-discipline and self-motivation.

Any behavior that causes deterioration in the safety, moral or learning environment of the school, or infringes materially on the rights of others will not be tolerated and may subject the student to corrective measures. Such measures shall be determined on the basis of the facts in each case and shall be administered by appropriate school officials under the guidance of applicable Board policies, statutes and school rules. The primary responsibility for classroom discipline rests with the teacher and incidents should be handled within the classroom whenever possible. Reasonable force may be used to control behavior or to remove a person from a scene when it becomes necessary.

Student misconduct examples include, but are not restricted to:

- Disruptive Behavior
- Profane or Abusive Language
- Dishonesty: Lying, Cheating, Plagiarism, etc.
- Fighting
- Stealing or Damage to Property
- Possession/Use of Tobacco or Tobacco Products
- Drug and Alcohol Use – (See Policy 3310: Alcohol and Drug Abuse)
- Sexual Misconduct and Harassment
- Possession/Use of Weapon
- False Fire Alarms and Bomb Threats
- Disrespect to or Assault/Battery on Staff
- Fireworks or Explosives
- Gambling
- Inappropriate Dress – See Dress Code
- Bus Misconduct
- Leaving Campus
- Acts With Intent to Create Terror
- Bullying

The consequences listed are intended to serve as guidelines for staff using reasonable discretion and appropriate due process for students who violate Board policy or school regulations. Potential consequences include, but are not restricted to the following:

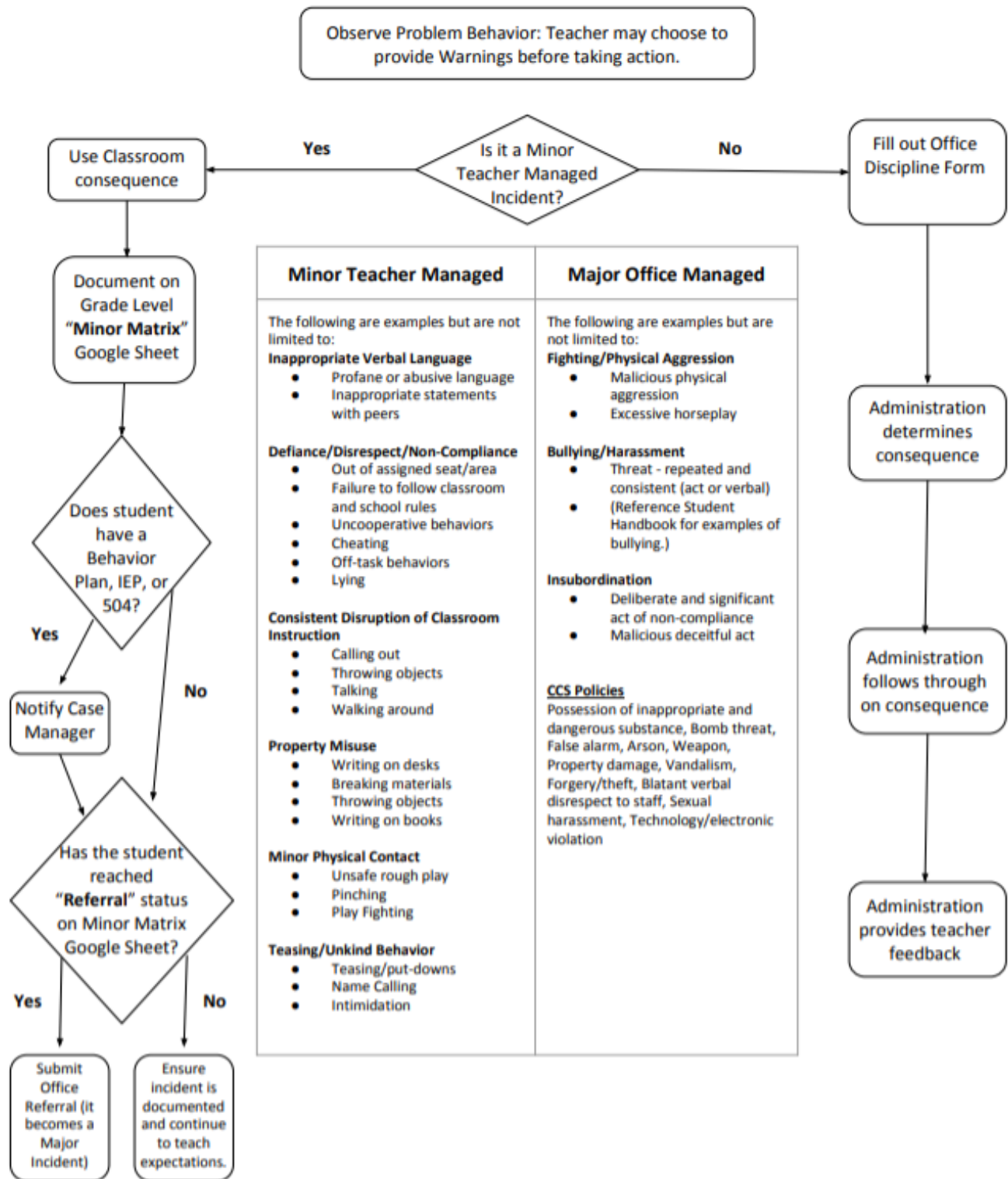
- Student Warning
- Removal of Privileges
- Parent Notice
- Time Out in Office or Classroom

- Referral to Student Support Services
- After-School Detention
- Parent Conference
- Restitution
- In-School Suspension
- Out-of-School Suspension
- Long-Term Suspension or Expulsion

Suggested Teacher Actions/Classroom Consequences

- Problem solve with student according to Matrix
- Verbal correction with replacement behavior stressed
- Verifiable parent or guardian contact
- Conference with Student/Parent
- Loss of privileges
- Discuss with PBIS team and/or colleagues
- Time out
- Silent lunch
- Referral to counselor
- Change seat
- Move student to other room/spot in room/teacher
- Nonverbal correction
- Gentle verbal reprimand
- Proximity correction
- Humor
- Frequency count
- Student conference
- Acknowledge positive behavior
- Reset at the student's desk
- Time/Assignment owed
- Frequent eye contact
- Give choices
- Restitution
- Take away free time
- Praise when on task
- Redirection
- Ignore
- Help start assignment

Minor/ Major Behavior Management Flowchart



TOBACCO PRODUCTS:

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 electronic cigarettes and all lighted and smokeless tobacco products.

ELECTRONIC DELIVERY DEVICES, INCLUDING BUT NOT LIMITED TO VAPORIZERS:

Students and adults are not allowed to use or possess electronic delivery devices, including but not limited to vaporizers, on campus or at any school event.

DRESS CODE (Elementary, CCS Administrative Manual, A-2141):

Student dress and appearance are the responsibility of the parents. Student dress often establishes a pattern for classroom behavior. It also determines how children feel about themselves. Students enrolled in Caldwell County Schools should come appropriately dressed for learning activities, weather conditions, and safety. A student’s appearance, mode of dress, or condition of personal hygiene shall not distract or disrupt the learning environment or constitute a threat to the safety, health, or well-being of students and staff. Clothing should fit appropriately and not expose too much of the body. Clothing and accessories that contain obscene, threatening, or suggestive writing/pictures are not permitted. The display of alcoholic beverages, drugs, or tobacco products is also prohibited. Shoes must be worn at school at all times. Students should wear safe and comfortable shoes. Tennis shoes are encouraged to allow students safe participation in daily activities and may be required for specific activities such as Physical Education.

Some examples of inappropriate dress include, but are not limited to:

- Hats inside the building
- Sunglasses
- Visible undergarments or undergarments worn as outer garments
- Unsafe Shoes
- Body Piercings other than ears
- Excessively revealing clothing
- Items that could be considered a weapon

Student dress or appearance that interferes with or disrupts the learning environment may be prohibited at the discretion of the principal or his designee.

FIELD TRIPS:

Field trips are valuable learning experiences for students. Teachers will inform parents in advance of the trip's itinerary, purpose, lunch arrangements, and the cost of the trip (**non-refundable**). Fees for each trip cover the cost of mileage, bus drivers and the activity. A child will not be denied a field trip opportunity due to an inability to pay. Before the trip occurs, each student must have a signed permission slip filed at the school. All students must ride to the field trip destination on the bus. Parents who wish to take their child directly home from the field trip site **MUST** sign the child out at school **BEFORE** leaving on the field trip. Students **MAY NOT** return from the field trip with anyone other than their parent (Administrative Policy A-4421). Chaperones must drive to the destination in private vehicles. The number of chaperones needed on any field trip may be limited. *Older and younger siblings/children may not be taken along on field trips.* Students who pose a safety risk to themselves or others, displaying serious misconduct, or receiving ISS or OSS may lose the opportunity to attend field trips at the discretion of the principal. While away from school,

students should follow rules and guidelines for appropriate school conduct, and may be disciplined for misbehavior after returning.

GRADING & REPORT CARDS:

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 3-5 receive report cards with letter grades of A, B, C, D or E each nine week grading period. A 10-point grading scale is used in grades 3-5 (**A= 100-90; B= 89-80; C= 79-70; D= 69-60; F= 59 and below**). Specialty area classes and conduct are graded on the following scale: S+, S (Satisfactory), S-, N (Needs Improvement), U (Unsatisfactory). Report cards are sent home approximately ten days after the conclusion of the grading period. Progress reports will be sent home with your child at the middle of each grading period. Grades are computed by each teacher using formulas designated by that teacher. Parents should contact the teacher when there is a question concerning grades and may schedule a conference with the teacher to discuss any concerns.

HEARING/SPEECH/LANGUAGE SCREENINGS:

Mass Speech/Language screenings are no longer being conducted in Caldwell County. However, individual screenings will be performed upon teacher referral with parent consent or upon parent request. Mass hearing screenings will be conducted on all 1st, 3rd, and 5th grade students. 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 two weeks of the school year. Hearing screenings are available for children in other grades upon referral to the speech pathologist.

HOMEWORK:

Each teacher assigns homework as he/she feels it best benefits the students in his/her class. Homework is assigned to practice, reinforce or enhance a skill learned in class. Since any homework assigned is considered to be meaningful, it is expected to be completed and turned in on time. Parents should provide support by questioning children about homework and by providing a suitable location and schedule for completing assignments.

HONOR ROLL:

The purpose of honor rolls is to recognize and encourage quality student performance. Because education goals include both academics and behavior, both are reflected in the honor rolls.

Grades 3 – 5:

- A Honor Roll – No grade less than A, no mark of Unsatisfactory for any subject or conduct
- B Honor Roll – No grade less than B, no mark of Unsatisfactory for any subject or conduct

ILLNESS OR INJURY:

Should your child become ill or injured while at school, the staff will use its best judgment concerning contacting parents. If it is apparent that the child is in pain, parents/guardians will be notified immediately. In the case of a serious accident, every possible effort will be made to contact the parents to ascertain their wishes in the matter. Parents are asked to update their child's information records whenever a change occurs designating your choice of people we can contact when you cannot be reached. If none of the designees can be reached and emergency care is necessary, a school employee or ambulance (if necessary) will transport your child to the nearest hospital facility at the parent's expense.

Due to chance of relapse and/or contagiousness, children should be fever free for 24-hours, without medication, before returning to school. Also, it is requested that your child remain at home if they have vomited within a 24-hour period. Children should not be sent to school with significant untreated symptoms of illness. This request is made to protect the health of our other students and staff. Sick children do not need to be at school where they cannot do their best. Please notify the school when your child has a contagious illness such as chicken pox or has been exposed to such an illness.

If your child has a special health problem or a condition that the school needs to be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this need. The school nurse will work with the staff to be sure your child's medical needs are met. *Teachers and other school personnel are prohibited from giving prescribed and/or over the counter medications, such as cough syrup, acetaminophen, etc. to students without the proper medical forms completed. Medical forms are available in the school office.*

IMMUNIZATION/HEALTH RECORDS:

North Carolina state law requires that all students enrolling in public school for the first time or coming from outside our school system present their birth certificate and immunization record when registering. A health assessment/physical examination must also be completed for students entering school for the first time. Parents/guardians are given 30 days after enrollment to fulfill this requirement.

INSURANCE:

School accident insurance will be available for all students who wish to purchase it. Enrollment information is available on the school and county websites each year.

INTEGRATED PEST MANAGEMENT:

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. To view Policy 9205 in its entirety and to download a notification request form, go to www.caldwellschools.com/Parents and Students/IPM policy.

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.

ITEMS NOT ALLOWED AT SCHOOL:

- Cell phones should not be used or visible during the time students are on school grounds for the duration of the school day unless otherwise directed by a staff member. All personal computing devices and/or smart phones will follow the CCS policies on acceptable and responsible use. Students violating this rule will have their device confiscated and it will only be returned to a parent/guardian. Multiple violations can result in ISS and possibly OSS.
- Chewing gum and candy unless permitted by a staff member
- Electronic devices - Radios, iPods, electronic games, cameras, etc. These items often create disruptions to the school day. They are also of high value and the school will not be responsible for lost or stolen items. Students possessing these types of devices will have

them confiscated and they will only be returned to a parent/guardian. Multiple violations can result in ISS or OSS.

- Money in excess of actual needs
- Pets (except by teacher invitation)
- Hats (unless otherwise permitted: fundraiser, field day, etc.)
- Drugs including alcohol and tobacco
- Medication of any kind without completed required paperwork
- Make-up
- Weapons, guns, knives, sharp objects toys/items that look like weapons
- Toys of ANY kind
- Spinner - Unless issued in a 504 or IEP. If the item becomes a distraction to the student it will be taken at that time.
- Hairbrushes and combs
- Rolling book bags on wheels are not recommended.

The teacher or principal reserves the right to confiscate any of the above items if brought to school by students. Items will be kept until a parent or guardian picks up the item/s from school. Weapons or drugs of ANY kind will be turned over to law enforcement officers. Student desks and classroom cubbies are school property and may be searched at any time by the school administration. Student book bags and other belongings may be searched if the staff has a suspicion or cause to believe there is a need.

LOST AND FOUND:

Articles which have been found should be taken to the office. Lost articles can be claimed by proper identification. It is a good idea to clearly mark your items using a permanent marker. A lost and found rack is located in the office and items are set out on tables in the lobby on occasion. Unclaimed items will be donated to charity several times a year.

MEDICATION POLICY:

The Caldwell County Board of Education recommends students take any prescribed or over-the-counter medication outside the school day whenever possible; however, the board of education recognizes some students may require medication while at school to sustain attendance and address medical conditions. In those situations, the school district will administer prescribed medications and/or over-the-counter medications only under the direction of a healthcare provider, accompanied by the written request of the parent and/or guardian. This medication policy should assure the safe administration of all medications in accordance with North Carolina statute 115C-375.1 and standard practice.

When your child is sick and needs to take any medication (prescribed or over the counter), the following directions must be followed:

- 1) Requests from a parent or guardian for their child to receive medication during school hours must be accompanied by written authorization signed by the parent/guardian and a health care provider. The required forms are available in the school office.
- 2) The medication must be delivered to the school in a properly labeled container from the pharmacy or physician by a parent/guardian. Students may not transport medication to or from school at any time.
- 3) The medicine will be kept in a secure place and administered by an adult designated by the principal.
- 4) The administrator of the medicine will keep the following record:
 - (a) Date and time each medication is administered.
 - (b) Date when discontinued.
 - (c) Medicine given "as needed" is to be recorded each time given.

NONDISCRIMINATION CLAUSE (CCS):

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 Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources, Dr. Trish Johnson, Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645. (828) 728-8407.

PARENT-TEACHER ORGANIZATION:

The PTO is an active and important part of our school. There will be several meetings of the PTO and many PTO sponsored events during the school year. We encourage you to become PTO members during the annual membership drive and to take an active role in fund-raisers and the various volunteer opportunities.

PHONE MESSAGING SYSTEM:

It is very important the school maintains correct telephone numbers for each student for use in an emergency and with the county/school phone messaging system. This includes current work locations, telephone numbers and cell phone numbers for each parent, guardian, and emergency contact. Please notify the school immediately of any changes. An automated phone messaging system is used by HES and the Education Center to announce school closings, releases and delays as well as reminders and information about special events. Contact the school Data Manager at 728-3712 if you have concerns regarding your contact numbers for this system.

PHYSICAL EDUCATION:

Children are expected to participate in PE unless a doctor's note specifies that a child is unable to participate in physical activities. When students are scheduled for PE, it is required that they wear appropriate athletic shoes in order to participate. This gives them traction and stability when they are asked to take part in P.E. activities. It simply is not safe or prudent to allow students to wear boots, loafers, flip-flops, or any other shoe that would be unsafe.

PICTURES:

School Pictures are made at least twice each year to be purchased at the discretion of the parents(s). A notice will be sent home prior to pictures being made. A full color annual will be offered in the spring.

POWER SCHOOL:

Power School is the student information system for the state of North Carolina. Parents and students will be able to access grades, assignments, attendance, account balances, and other school related information at any time online. Please contact the school data manager for more information about accessing the Power School database.

SAFETY/CRISIS MANAGEMENT:

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 all children. Law enforcement and emergency agencies work closely with the 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 most current demands in society. 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 education equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources.

Safety Drills

- FIRE - Fire drills are held monthly to practice the proper method of evacuating the buildings.
- LOCK-DOWN – Each year, schools are required to conduct at least 2 lockdown drills in an effort to be prepared for an actual emergency. A school wide lock-down, bomb threat drill, and other safety procedures will be practiced with students. All doors will be kept locked throughout the day except the main entrance door.
- TORNADO - A statewide tornado drill is conducted during Tornado Awareness Week each year.
- EARTHQUAKE – An earthquake drill is conducted once a year.

For more information, contact the School-Community Relations Office, 828-728-8407 ext. 120.

SCHOOL CLOSING:

In the event of inclement weather or mechanical breakdown, the school day may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced utilizing the county wide phone messaging system as well as broadcast over local radio and television stations. If no report is heard, it may be assumed that school will operate on a regular schedule. **Please do not call the school office.** This will allow our school phone lines to remain open for emergency calls.

SCHOOL DAY/SCHEDULE:

The instructional day is from 8:00 AM to 2:40 PM. Children should NOT arrive on campus before 7:30AM as the staff does not arrive before this time and there is no one to supervise children who arrive before this time. Students or parents will not be allowed to enter the building prior to this time unless they are enrolled in the Wraparound program. We encourage parents to make every effort to have their children at school on time. Any child that arrives at school after 8:00 AM will be counted tardy and must be accompanied to the office by a parent/guardian to receive a tardy slip.

Bus riders and local daycare vans will exit the building at 2:40 PM. Car riders and walkers will be dismissed at 2:45 PM. All students riding in cars SHOULD be picked up by 3:00 PM.

SOCIAL SERVICES:

The Caldwell County Department of Social Services is an institutional advocate for children. Allegations of abuse and neglect must be reported by citizens and investigated by the department. Sometimes those visits happen at school. Social workers sign in at our office, but are not directly supervised by school staff. Social workers have independent investigative authority that allows them to privately interview students while at school. While these visits are rare, we cannot interfere with social workers who are carrying out their duties.

TELEPHONE CALLS:

The school telephone is a business phone and is to be used only for that purpose. Students should never use the telephone without permission from a school official, and students will not be called out of class to talk on the phone except in the case of an emergency. *Arrangements for after-school activities should be made before coming to school.* All non-emergency incoming calls will be directed to the teacher's voice mail, which he/she will check for messages.

TESTING & ASSESSMENT:

Students in grades K-2 participate in Math assessments and K-5 students participate in Reading assessments at the beginning, middle and end of year. Students in grade 3 will participate in a Beginning-of-Grade English Language Arts test. End-of-Grade tests are administered for students in grades 3-5 in English Language Arts (Reading) and Math. Grade 5 also tests in Science.

TEXTBOOKS:

Textbooks, library books, and other school materials used by students become their responsibility. All school materials should be treated with care and respect. If any books or materials are damaged or lost while assigned to a student, he/she will be charged the amount of money to cover the cost of repair or replacement.

TITLE 1 SCHOOL:

Hudson Elementary School is a school-wide Title 1 school. Our school's Title 1 plan includes using funds to reduce class size by hiring additional teachers, teacher assistants and tutors. Funds will also be used for staff development of teachers, assistants, parental training, and parent involvement activities. It is our goal to involve parents at Hudson Elementary School in all aspects of school life. We need the support, participation, and assistance of our parents if we are to help our students to grow and become the best that they can be.

- Faculty & staff share information about the Title 1 program to parents and inform them of their right to be involved in the program.
- Offer meetings at flexible times to ensure the participation of the maximum number of parents and use our Title 1 funds to cover related expenses (food, child care, etc.).
- Involve parents (usually PTO Executive Council) to help us plan, review and improve our Title 1 program.
- Provide timely information about our programs to parents such as curricula, student assessments, and expected proficiency levels, accept input from parents and promptly respond to parent suggestions.
- Provide a Student/Parent/School contract early in the school year which indicates shared responsibilities for high student academic achievement.

- Provide material and training, as needed, to help parents work with their children to improve achievement.

If parents have views that differ from our plan, we invite them to discuss these differences with the principal and the School Improvement Team.

TRANSPORTATION CHANGES:

For the safety of all children, students must have a consistent method of transportation to and from school. It is the parent's responsibility to make sure their child knows each day prior to coming to school how they are going home. If a change in your child's transportation unexpectedly occurs during the school day, the office prefers to be notified via fax or email. A phone call will suffice only when the identification of the caller can be verified. Contact the school for the appropriate email address and/or fax number. Your child is expected to use his/her regular form of transportation unless the school is otherwise notified. **All requests for a change in transportation must be made before 1:15 to assure time for all parties to be notified accordingly.** According to the type of transportation change, please refer to the following guidelines:

Car Riders - Temporary or permanent changes can be made by notifying the classroom teacher in writing at least a day

prior to necessary changes.

Bus Riders – Temporary or permanent changes to bus routes, stops, or student assignment should be requested in

writing to the office of the Assistant Principal one week prior to the needed change. For more information, see the handbook section on buses.

Do not fax or email a change of transportation without a follow-up call to ensure the fax or email was received. At times, teachers are absent or do not check their email before students leave.

VISITORS/VOLUNTEERS:

Parents are always welcome at our school. This may include attending parent conferences with teachers, having lunch with your child, attending PTO and school events, and volunteering. ALL visitors must sign in at the office, wear a visitor's badge while in the building and sign out when business is complete. All parents and visitors must obtain permission from the administration before entering the classroom. 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.

When visiting:

- Park ONLY in the parent parking area & walk on the sidewalk (not thru traffic or teacher parking lot) to the school entrance.
- Remember to ALWAYS use the crosswalk.
- Report directly to the school office to sign-in on the computer at the front desk & receive a visitor's pass.
- If you do not have a visitor pass, you will be asked to return to the office to sign-in to receive one.

Morning Drop Off/Afternoon Pick Up: All students should be dropped off and picked up at the designated area at the front of the school. Students are encouraged to develop the capacity to walk to class independently. Student Safety Patrol and adults are available to provide assistance

whenever necessary. If you escort your child to the building, you may send them off for their day in the front lobby. If you must escort your child to the cafeteria or class, you must sign in and obtain a visitor's badge. Teachers have many responsibilities at the start and closing of each school day. Please do not just "show up" to your child's classroom to talk with the teacher or to expect a conference. These interruptions interfere with the instructional day and pose a risk to student learning. Please understand that these requests are for our students' safety & instructional well-being. Parents and visitors may not wait inside the school to pick students up in the afternoons.

Volunteers: HES is fortunate to have parents who volunteer their time and effort to work in the classrooms. The presence of parent volunteers has greatly enriched the programs HES offers its students. If you are interested in working as a volunteer in classrooms or with students individually, please contact our Volunteer Coordinator or the school office. Volunteers should coordinate activities with the classroom teacher prior to the date of service. All volunteers must follow the visitor guidelines and may be subject to background checks prior to volunteering.

WRAPAROUND - BEFORE/AFTER SCHOOL CARE:

Before and after school child care is offered Monday through Friday from 6:00 AM until the start of school and from school dismissal until 6:00 PM on school days. Wraparound is also open from 6:00 AM until 6:00 PM for child care on teacher workdays and during the summer. Parents must complete an application prior to enrolling students in the Wraparound program. Interested parents should see the Director of the Wraparound program for details concerning enrollment, cost, or related services during normal operating hours. If school is dismissed early due to bad weather, Wraparound will not operate.

Hudson Elementary School

2021-2022 Parent and Family Engagement Policy

Opportunity for Revision May 24 – June 7, 2021

Approve by School Improvement Team August 9, 2021

Revised description of Volunteer Coordinator and Approved by PTO Executive Board August 11, 2021

At Hudson Elementary School, we believe it is essential for the school, parents, and community to work together to provide the best educational experiences for each student. Parents are welcome at the school and every effort will be made by the school staff to communicate and work closely with parents as we endeavor to build a strong and effective partnership. Parent and family engagement in school and academics is critical for a child's success in school and life.

In order to develop and build this partnership between parents, the community, and the school, we will provide:

- Annual public meetings including open house/parent orientation and grade level conferences where parents will meet teachers and staff, learn about Title I programs, review academic resources, ask questions, and learn staff qualifications;

- A Student Parent School Compact will be reviewed and signed that will detail how parents, school staff, and students will share responsibility for successful learning;
- Parent conferences will provide parents an opportunity to learn about grade level expectations, academic assessments, curriculum requirements, Title I plans and expectations, state educational standards, student academic achievement, family resources to support learning at home and other issues related to the success of individual students;
- Feedback from Parent Surveys will be considered in the program and overall school planning. Feedback will be requested through Parent Advisory Council Meetings and an annual survey. The annual survey of parents is to provide a forum for parents to express their opinions about the current Title I program, as well as to share ideas for program improvement and topics for training;
- Invitations for PAC Meetings, PTO Meetings, SIT Meetings, Parent/Teacher Conferences, and Special Assemblies will be delivered via the School Sign, School Webpage, BlackBoard Connect Message Center, Newsletter, ClassDojo, Talking Points and School Facebook Page to keep parents informed in advance of opportunities to have an active role in their child's education, inform parents about the curriculum, the instructional program of the school, the proficiency levels their children must meet, along with activities and up-coming programs;
- Materials and training to help parents work with their children to improve achievement along with training for the staff in working closer with parents;
- Translators are enlisted for interpretations as specific needs arise;
- The Parent Volunteer Coordinator will support students and teachers with school activities (i.e. book fair, picture days, class celebrations, duty free lunch, etc...);
- Parents can participate in the School Improvement Team (SIT), the PTO Executive Board, PTO general membership, and the Parent Advisory Council (PAC) on a regular and ongoing basis to give feedback, ask questions, participate in school leadership, be involved in planning, and review school improvement plans to help strengthen parent and family engagement within the school;

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 completed in the spring at the time the Title I Parent and Family Engagement Surveys are completed by parents. This gives each parent an opportunity for input as the school wide plan is being developed.

Together We Teach for a Better Tomorrow