

Stoney Creek Elementary

1803 Stoney Creek School Road
Reidsville, NC 27320



Panther Pride

Parent/Student Handbook 2023-2024

Table of Contents

Caswell County Board of Education.....	3
Stoney Creek Ele. School Information.....	4
Principal's Message.....	5
Title I Notification – Parent's Right to Know.....	7
Title I Parental Involvement Policy.....	8
General Information (A – Z)	
Admission to School.....	9
Assembly Programs.....	9
Cafeteria Policy.....	9
Car Circle and Parking.....	9
Change of Address/Phone Number.....	9
Changes in Student's Daily Transportation.....	10
Conferences with Principal.....	10
Conferences with Teachers.....	10
Custody Issues.....	10
Daily Planners and Homework Folders.....	10
Daily Schedule and School Hours.....	10
Daily Snacks.....	11
Deliveries of Flowers and Balloons.....	11
Dismissal Procedures.....	11
Early Checkout.....	11
Emergency Closings and Delayed Openings.....	12
Emergency Drills.....	12
Enhancement Courses and Programs.....	12
Lost and Found.....	13
Parent/Guardian Photo and Video Release.....	13
School Parties.....	13
Student Allergies.....	13
Student Insurance.....	14
Telephone Calls.....	14
Textbooks.....	14
Visitors.....	14
Withdrawing a Student.....	14
Written Messages and Notes.....	14
Policies (A – Z)	
Attendance Policy.....	15
Bus Transportation.....	15
Cell Phones.....	19
Discipline and PBIS.....	20
Discrimination and Bullying.....	25
Dress Code.....	23
Field Day.....	29
Field Trips.....	29
Grading System.....	30
Grievance Policy for Parents.....	30
Homework.....	30
Medication.....	31
Policy: Administering Medicines to Students.....	31
Notification of Pesticide Use.....	34
Promoting Student Nutrition—Healthy School Environment.....	34
Promotion and Retention Policy.....	34
Reporting Student Progress.....	36

School Nurse.....	37
Selling/Distribution of Materials.....	37
Student Records.....	37
Transfer of Records.....	37
Use of Tobacco Products on School Grounds.....	37
Volunteers / Guest Speakers / Community Resources.....	38
Health Policies and Information	40
APPENDIX.....	43

Caswell County Schools

Board of Education Members:

- Mel Battle, *Chairman*
- Vennie Beggarly, *Vice Chairman*
- Trudy Blackwell
- Tracy Stanley
- Joel Lillard
- Nicole Smith
- Gladys Garland

Superintendent:

Dr. Douglas Barker

Caswell County's Elementary Curriculum:

The Caswell County school system is committed to building strong academic, social, physical and emotional foundations. The goal of the elementary curriculum is to provide students with this foundation through a well-rounded educational program, using high quality instructional materials and strategies. Each grade level curriculum is aligned to the Common Core State Standards and the North Carolina Essential Standards. The curriculum reflects and encourages differentiated instructional practices, technology integration and application and active student engagement.

Stoney Creek Elementary School Mission Statement, Beliefs, and School Community Roles

Our Mission

Stoney Creek School's mission is to be a safe and nurturing learning community that does "What it takes" to create productive and responsible citizens.

Our Vision

Our vision for Stoney Creek Elementary is to provide a safe and structured environment in order to promote excellence and creativity. We will provide instructional leadership with a positive climate of high expectations that encourages responsible behaviors and citizenship so ALL students will meet or exceed the established standards.

School Information

School Colors	Royal Blue & Black
School Mascot	Panthers
School Hours	8:15 AM – 2:55 PM
Principal	Dr. Hilary Moore
Data Manager/Secretary	Teresa Crumpton
Main Office	(336) 694-6222
Fax Number	(336) 694-5840
School Website	https://www.caswell.k12.nc.us/Domain/8



Stoney Creek Elementary
1803 Stoney Creek School Road
Reidsville, North Carolina 27320
336-694-6222 Phone 336-694-5840 Fax

Dear Stoney Creek Families,

It is my honor and a pleasure to welcome you to the 2023-2024 school year! I hope you all have had a relaxing and fun summer break. I am extremely proud to serve as the Principal of this amazing learning community for the 1st year and to support the students of Stoney Creek Elementary!

The theme this year is *"Finding Joy in the Journey"*. As we can all attest, the last few years have been challenging, but the Stoney Creek Community has emerged on the other side more resilient, more unified, and better equipped to handle an ever-changing landscape. We want our students to be happy and successful while enjoying the continued learning. This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning. With that said, the Stoney Creek staff are ready to kick this year off in true Panther Fashion!

I would like to welcome all of our new families, whether you are joining us from another school in the district or have relocated from another city, or state. We are excited to share all that Stoney Creek has to offer with you and believe you will soon feel as we do, that Stoney Creek Elementary School is a special place for *all* children. Our teachers, support staff, and families are ready to welcome you into the Stoney Creek Community.

The dedicated staff at Stoney Creek has been working tirelessly to finalize classes and schedules, fine-tune our instructional models, engage in professional learning opportunities, and update class routines and expectations, all with the goal of fostering academic success. Our teachers are eager to meet their new students and begin this year's journey with them. Our primary goal is to ensure student proficiency in core academic subjects, so we will refine Tier I instruction, analyze data, conduct observations, and review classwork to guide instruction and intervention. We will also engage our students through Hands-On and Project Based Learning. We will work together to create a solid foundation for our students so that they have the opportunity to become self-directed learners, collaborative teammates, critical thinkers, and responsible citizens. We will continue to offer intervention services for neurodiverse learners through specialized programs, and the implementation of Tier II and Tier III programs and learning strategies.

I look forward to the new school year and our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in this year's journey. The Stoney Creek staff's priority is working together as a caring and compassionate learning community with professionalism, teamwork, action, and

expertise. We will always put the best interests of our students at the center of our purpose. Join us in ensuring the success of all of Stoney Creek's students. Stay healthy, stay positive, and stay connected while finding "Joy in the Journey."

As always, my door is open and our team welcomes your input. Please feel free to contact me via email at the address below or call to make an appointment to speak with me to discuss any ideas you feel will make this the best year yet!

GO Panthers!

Best regards,

Dr. Hilary Moore
Principal
Stoney Creek Elementary School
hilary.dodson@caswell.k12.nc.us

Facebook:Stoney Creek Elementary School, -Caswell County, NC

TITLE I - Parents Right-to-Know Letter

Dear Parent/Guardian,

At Stoney Creek Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. Under the Every Student Succeeds Act (ESSA), all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding. You have the opportunity to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may request in writing:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's teacher or paraprofessional, please contact the main office at 336-694-6222

Sincerely,
Dr. Moore
Principal

TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY

At Stoney Creek Elementary School our desire is for all students to become successful, lifelong learners. In order for the achievement levels of students to increase, we must involve the school staff as well as the parents and families in the educational process of each student.

We hope the Title I Parent Involvement Policy will clearly explain the plans Stoney Creek Elementary School has for informing parents of individual student progress along with school and Title I events.

Goals

In order to provide a strong partnership between home, family, school and the community, we will work together in the following ways:

Annual Public Meeting

We will host an Annual Meeting in the fall of each school year to inform parents about Title I program requirements and their right to be involved. We will use our school sign, Snapshots sent home weekly, Alert Now, Remind messages and Facebook posts to attract parent interest and encourage participation.

Opportunities for Meetings

All parents are encouraged to have at least one parent conference during the year. Flexible times are offered before, during and after school hours to facilitate a variety of work schedules. Parents may also request a meeting(s) to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, and the school will respond to any such suggestions as soon as practicably possible. Additionally, the following events will offer parents and families more opportunities for engagement:

- *Open House* - Open House will be held before school opens for the new year to provide parents and students with the opportunity to meet teachers and visit classrooms.
- *Grade Level Informational Session* - During the first nine weeks of school, each grade level will host a night to present to parents the grade level curricula, Caswell County Promotion/Retention Standards and other academic information.
- *Report Card Conferences* - Report card conferences will be held after the first and third report periods to share student progress and strategies for improvement, if needed, with parents.
- *Family Nights emphasizing certain content* – To be held once a grading period. Literacy night, first nine weeks, STEAM second nine weeks, Math night third nine weeks, Science night fourth nine weeks.

Developing School-Parent Compacts that Indicate Shared Responsibilities for High Student Achievement and Academics

Parent/Student/Teacher Compacts will be developed and signed at the beginning of the school year where each stakeholder (parent, student, and teacher) indicates and accepts responsibility for the student's learning and for making good educational choices.

Using Title I Funds to Provide Materials and Training to Help Parents Work with Their Children to Improve Student Achievement

- Title I Annual Meeting and Open House – beginning of the school year
- Family Nights Emphasizing Student Learning in Content Areas- each nine weeks
- Schedule of Parent Involvement Opportunities – throughout the year
- Book Fairs – twice annually and open at various hours to accommodate parents
- Providing other such reasonable support for parental involvement activities as requested by parents.

Sharing Information Regarding the Curriculum and Academic Assessments

In order to build the schools' and parents' capacity for strong parental involvement and to ensure effective involvement of parents to support this partnership, we will provide assistance to parents in understanding topics such as the following:

- the State's academic content standards;
- the State's student academic achievement standards;
- the State and local academic assessments; and
- how to monitor their child's progress.

GENERAL INFORMATION

ADMISSION TO SCHOOL

All students attending Stoney Creek Elementary School must maintain legal residence in the Stoney Creek Elementary School District or have been approved by the Caswell County School Board of Education for special circumstances. *Legal residence* is defined as the full-time residence of the child's parent(s) or legal guardian(s). Inquiries or requests for change of district should be directed to the Superintendent of Caswell County Schools.

ASSEMBLY PROGRAMS

Periodically, we will have special programs that will be attended by all students. During these programs, we have high expectations for our students in terms of performance and behavior. Failure to respond appropriately in the assembly can result in denying the student the privilege of participation.

Students will be recognized at the end of each nine-week period for academic growth, exceptional behavior, outstanding character, and Honor Roll. Students will enter the multipurpose room in a quiet, orderly manner. Students will behave as a respectful audience. Parents are invited to attend; however, students must sit with their classmates.

CAFETERIA POLICY

All Caswell County elementary schools will be participating in the Community Eligibility Provision (CEP) this school year. Regardless of their meal status, **all students** will be eligible for **FREE breakfast and lunch** during the school year. Supplemental items and adult prices remain the same.

A la Carte items will continue to be sold in the cafeteria at the same cost last school year.

Adult Breakfast - A la carte

Adult Lunch- A la carte

CAR CIRCLE AND PARKING

Parents are asked to exercise caution when children are entering and leaving the building and when other vehicles are moving through the car rider line. Please adhere to the established traffic flow pattern. **NO PARKING IS ALLOWED AT ANY TIME IN THE FRONT OF THE SCHOOL.** *The area in the front of the school must remain open at all times to allow for emergency vehicles, fire trucks, etc. access. This area must also remain open to allow for access to handicap parking spots.* **If you plan on entering the building at any time during school hours, you must park in a designated parking spot. There are spaces reserved for visitors only, however you may park in any open parking space in the parking lot.** If parents wish to walk students to class, they should park in a designated parking spot and escort students into the school building. At 8:15 AM, all parents must report to the main office and follow the procedures for visitors. If special events are occurring at school, visitors may also park in the staff parking lot; however, visitors still have to use the front doors to enter the building. At this time, nonessential visitors and activities involving external groups or organizations are restricted to only those essential for school system operations or having an appointment.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the main office of any change of address or phone number. The school will provide student information sheets at the request of the parent/guardian. Please help us to maintain accurate records so

that you can be reached in the event of an emergency.

CHANGES IN STUDENT'S DAILY TRANSPORTATION

All changes in the way students normally go home from school must be received in writing—either by a signed parent note or by fax—and approved by the principal. Changes in transportation will not be accepted over the telephone. **All faxed requests must be received by 2:00 PM. A written note or fax is not received and approved, the student will be transported home using normal transportation procedures. A phone call will only be approved by the principal in emergency situations.**

CONFERENCES WITH PRINCIPAL

Conferences with the principal should be arranged ahead of time when possible. This is to avoid conflicts with previously scheduled appointments for students and parents.

CONFERENCES WITH TEACHERS

Teachers can generally schedule conferences with parents in the afternoon between 3:05 and 3:30 PM. As a courtesy to teachers, please arrange for a conference in advance and inform the office if the appointment cannot be kept. Parents are asked not to engage teachers in conferences during the instructional day unless arranged by the principal.

CUSTODY ISSUES

If there is no court order or separation agreement concerning the custody of a child, either parent or legal guardian has the same right to see the child at school or have the child released to him/her at the end of the school day. The school must have legal documentation of this information. When we have been presented with custody papers or restraining orders, we will exercise reasonable precaution in protecting the rights of a parent as assigned by the courts.

DAILY PLANNERS AND HOMEWORK FOLDERS

The use of daily planners and homework folders help to develop organizational skills and responsibility, which are important in the overall academic success of our students. Being responsible, planning ahead, and using time wisely are learned behaviors. Planners and folders will be a part of the student's daily routine. Appropriate use of planners and folders will be modeled. These planners and folders are the responsibility of the student and should be kept with them at all times.

DAILY SCHEDULE AND SCHOOL HOURS

Once a student enters the school building, he/she becomes the responsibility of the school. **Parents are not allowed to walk students to classrooms.**

Regular School Hours are as follows:

7:50 AM	Students may enter the cafeteria for breakfast
8:10 AM	Announcement; Parents will be asked to sign in as visitors or exit the building
8:15 AM	Tardy Bell; Instruction begins
2:50 PM	Car Riders dismissed
2:55 PM	Bus riders dismissed

DAILY SNACKS

At the total discretion of the teacher, students are allowed to bring a snack to school. This will continue to be our policy as long as students abide by specific teacher requests regarding types of snacks, times they may be eaten, and maintain good sanitary habits. Nutritious snacks such as cheese and crackers or fruit are encouraged. Soda and soft drinks are not allowed to be brought for snacks.

DELIVERIES OF FLOWERS AND BALLOONS

No deliveries of flowers, balloons, and similar gift items will be accepted at Stoney Creek for students. Students are not permitted to bring gifts that include balloons and/or flowers. Flowers and/or balloons are not permitted on school buses at any time.

DISMISSAL PROCEDURES

Student safety is our priority at all times, especially during afternoon dismissal. In order to ensure student safety during afternoon dismissal, students will remain in the classroom with their teachers until their car has arrived. Car riders will dismiss beginning at 2:50 PM.

All car riders will remain in their classroom with their teachers until their name is called on the intercom. **FOR PARENTS AND GUARDIANS PICKING UP CHILDREN DURING DISMISSAL: Please wait in the car rider line. Do not park or exit your vehicle to pick up a student. When you get to the front of the car rider line, a staff member will ask you to pull down. You will wait here and your child will be brought to you. TO ENSURE STUDENT SAFETY, PLEASE DO NOT PASS OTHER CARS IN THE CAR RIDER LINE. Please be patient as we safely load students into cars.** Bus riders will be dismissed at 2:55 PM. In grades Kindergarten through Second, teacher assistants will walk students to the buses. Third to fifth-grade teachers will escort students to the car rider area and then proceed to the bus lot.

In the afternoons, parents will not be allowed to check students out after 2:30 without a verified medical appointment.

EARLY CHECKOUTS

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. Parents must sign students out in the school office and must not go to the classroom.

Regular Procedures for Student Checkout:

- **Parents must park in a designated parking spot in the parking lot. No parking is allowed in front of the school.**
- Parents and/or legal guardians must report to the designated entrance and follow the directions of staff members.
- Parents and/or legal guardians must have a photo ID available in order to check a student out of school.
- Any person, other than the parent or legal guardian, who wishes to check out a student, must have written parental approval. The person's name must be listed on the child's student data sheet. Telephone calls will not be accepted as a method of checkout.
- Students may not be picked up directly from the classroom
- **School officials will not allow students to be checked out after 2:30 without a verified medical appointment.**

EMERGENCY CLOSINGS AND DELAYED OPENINGS

At times changing weather conditions make it necessary to close schools or alter the normal daily schedule. On days of inclement weather (i.e. snow ice) tune in to local radio or television stations and listen for announcements concerning the schedule for all Caswell County schools. The decision to close school or alter the normal time schedule is made by the Superintendent in consultation with Caswell County Transportation Department, highway officials, and the weather bureau.

On such days, one of the plans described below will be followed.

Schools Closed: The decision to close schools is reached by 5:00 AM and transmitted to area radio and TV stations no later than 5:30 AM. You can expect to hear repeated reports during the early morning hours, beginning at 5:30 AM. When schools are closed, all extracurricular activities, field trips, and non-school activities will be canceled as well.

Delayed Openings: Schools may open on a delayed schedule depending on current weather conditions. If this decision is reached, it will be announced on local radio and TV stations beginning at 5:30 AM. Should the announcement say that Caswell County Schools will open one hour late or two hours late (depending on the severity of the weather conditions), we simply move the morning schedule forward one or two hours so that bus riders arrive at their bus stops one or two hours later than usual. On a one-hour delay, breakfast will be served. **On a two-hour delay, breakfast will not be served.**

Early Closings: Should worsening weather conditions during the day necessitate an early dismissal, the decision is usually reached by late morning, and school is closed immediately or one or two hours early (again depending on the severity of weather conditions). When schools close early, the announcement will be made on local radio and TV stations. Again, we ask that you not call the school. If our lines are tied up, we may not be able to receive the call to dismiss.

EMERGENCY DRILLS

Keeping all students and staff safe is our top priority. Fire, earthquake, tornado, evacuation, crisis drill information and procedures are reviewed with each class at the beginning of the school year. Drills are conducted as required by law and when deemed necessary by the administration. During drills, it is vital that all students conduct themselves in a serious manner.

ENHANCEMENTS COURSES AND PROGRAMS

All students at Stoney Creek Elementary will participate in Art, Music, Media, Physical Education, and Guidance programs.

Art/Music: Caswell County Schools provides a semester each for art and music. All students will have regularly scheduled art or music on a weekly basis.

Library/Media Program: During visits to the media center, the students are read to and listen to quality literature, participate in readers' theater and storytelling, listen and create music, check out books, view video footage and participate in STEAM and digital literacy activities. They have book talk experiences, learn about authors and illustrators, and share a sampling of various genres.

Students may check out books from the media center at regularly scheduled times and during open check out with permission of the classroom teacher. Students who have overdue materials will not be allowed to check out books.

Physical Education: Physical Education at Stoney Creek Elementary is aligned with the North Carolina Standard Course of Study and the National Standards for Physical Education. The following guidelines are implemented as part of the PE program:

1. To fulfill the NC state requirement of 30 minutes of physical activity a day and to maintain student participation, a written statement from the doctor must be presented in order for a student to be excused from active participation in physical education class.
2. Students are outdoors as often as possible to ensure proper skill execution and maximum student participation. Therefore, the "40-90" rule (40 degrees or below and 90 degrees or above) is used. Be sure to send a jacket or coat on cold days.
3. Appropriate shoes must be worn in PE class. Sneakers (closed toe) are preferred. Sandals, flip-flops, and high heels are inappropriate. If a student wears inappropriate shoes they may have to participate in an alternate activity for the safety of the student. If this incident occurs on more than two (2) occasions, points will be deducted from his or her PE grade.

Guidance and Counseling Program: The Guidance and Counseling program at Stoney Creek addresses the academic, personal, career, and social developmental needs of all students. The counselor plays an active role in helping students learn problem-solving and coping skills. The program includes:

- Working with students individually and/or in small groups
- Teaching whole group Character Education classroom lessons
- Consulting with parents, teachers, administrator, and staff
- Contacting and consulting community agencies as needed

LOST AND FOUND

Parents are urged to tag all articles of clothing and personal belongings so lost items can be quickly identified and returned to the owner. All lost items are placed in the Lost and Found in the cafeteria. After a reasonable time period, unclaimed items are donated to charity. Children should report lost or found items to the office. Parents are welcome to come to the office to check for lost items.

PARENT/GUARDIAN PHOTO AND VIDEO RELEASE

If the Parent/Guardian desires that the Caswell County School System **NOT** use, publish, etc. a video or photograph that includes an image of his/her child, the " CCS Publication/Video/Photo Release Opt Out Form" must be completed and submitted to the student's teacher. The form may be found in the appendix and in the Code of Conduct. A separate form must be completed for each child attending the School System.

PLEASE TAKE NOTICE: Unless this Form is completed and submitted by a child's parent or guardian, then the Caswell County School System shall be expressly authorized and entitled, without limitation, to use and publish the image of a child attending the Caswell County Schools for internal and external promotional and informational purposes, and for school related activities of every kind in websites, newsletters, flyers, instructional videos, and other school related materials of every kind.

SCHOOL PARTIES

One party is permitted during the school year. This party will be organized by the teacher and held between the 1:45-2:30. Other celebrations must receive approval from the principal. If a parent wishes to bring cupcakes or snacks on a student's birthday, it will be given out at the last 10 minutes of lunch with ingredients labeled. (This is for safety of students who may have allergies, etc.)

STUDENT ALLERGIES

Parents are requested to keep the school informed regarding specific medical conditions of their children

including allergies. Faculty and staff members need information about all known allergies including food and insect allergies. This is particularly important during lunch, recess, and on field trips.

STUDENT INSURANCE

At the beginning of each school year, student insurance information will be made available to each parent. The purchase of student insurance is optional. If purchased, the insurance provides coverage for accidents that may occur to your child at school or in direct transit to and from school. Claim forms are available in the main office and must be signed by a school official prior to submitting a claim. Parents should keep a copy of the purchased policy information at home.

TELEPHONE CALLS

Students will only be allowed to use the school telephone in case of an emergency during the school day. In the case of an illness, office personnel will make calls home. Forgetting homework, lunch money, or making transportation arrangements is not an emergency. Students will not be called to the office to receive a phone call; however, a parent may leave a message for a student in the case of an emergency.

TEXTBOOKS/Technology Devices and other resources

Textbooks, technology devices, and other instructional resources are purchased by the State and issued to the students according to the level of instruction. The child and his/her parents are responsible for the proper use and care of textbooks. Books must be returned at the end of the school year or upon transfer. If a book is lost or damaged, a fee will be charged. A second book cannot be issued to the student until the first book is found or paid for by the student.

VISITORS

Parents are welcomed and encouraged to visit the school. In the interest of providing a safe, secure, and orderly environment, all persons entering Stoney Creek Elementary School must report to the school's main office upon arrival. This person must obtain permission from the principal or principal's designee, sign the visitor's log, and receive a visitor's pass to proceed to other areas in the school. This is also for the protection of instructional time. ***If a parent wants to have a conference with a teacher, please make an appointment.*** All school personnel have been instructed to notify the office if they see visitors in the building without proper identification. All visitors are required to come by the office prior to visiting any area of the school. **Parents who would like to visit their child's classroom should make an appointment with the principal. The principal or designee will accompany the visitor to the classroom and remain for the duration of the visit.** Remember, the teacher has a responsibility to all students during class time but is generally available for conferences after school.

WITHDRAWING A STUDENT

Parents planning to withdraw their child from school should notify the teacher and the main office as soon as possible. Given proper notice, we can prepare the necessary paperwork, report cards, and withdraw forms for your child to carry to his/her new school. Official school records will be sent directly to the new school upon request.

WRITTEN MESSAGES AND NOTES

Parents should send written messages and/or notes to the school or to your child's teacher to communicate the following:

1. Your child is to ride a different bus
2. Your child should not participate in physical education (list reason and duration)

3. Request for a conference with teacher or principal
4. Someone other than yourself is to pick your child up from school
5. Your child has been absent from school (The reason for the absence must be stated)

POLICIES (A – Z)

ATTENDANCE POLICY

Students are expected to be in school daily. There is no substitute for the interaction between students and teachers in a classroom environment. Students who attend school regularly achieve higher grades, enjoy school more, and carry with them a responsible trait to the world of work.

Acceptable excuses for absences are...

1. Illness of the student (if over two days, may require a note from the doctor);
2. Required court appearance (documentation required);
3. Death in the student's immediate family;
4. Medical appointments;
5. Educational experiences pre-approved by the principal; and
6. Field trips and school authorized activities

When a student is absent from school, please follow these procedures:

1. The parent or legal guardian should call the school before 10:00 AM to report the absence. Expect a call from the school if we do not hear from you.
2. When the student returns to school, a written excuse from the parent or legal guardian is required within **THREE DAYS** of the absence. **Written excuses will not be accepted after 3 days.**
3. Make-up work should be completed within **three days** of the excused absence
4. Requests for make-up work should be made by contacting the teacher.

Read the following carefully:

1. The principal must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated **three unlawful absences** in a school year. A letter will be sent home as notification.
2. After not more than **six unlawful absences**, the principal must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law. **A conference will be scheduled by the guidance counselor to meet with the parent/guardian concerning the unlawful absences.**
3. After **ten (10) accumulated unexcused absences** in a school year, the principal shall review any report or investigation prepared under G.G. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. **The Assistant Superintendent and the School Social Worker will be notified in writing by the principal of a student's excessive absences.**

Students who miss more the twenty (20) days during a school year will be subject to retention.

Compulsory Attendance Law

The Compulsory Attendance Law (G.S. 115C-378) requires the principal to determine, after ten (10) accumulated unexcused absences in a school year, if the parent or legal guardian has made a good faith effort to comply with the law regarding attendance. If he determines that a good faith effort has not been made, then the principal notifies the district attorney's office and the director of social services.

Tardiness

Students arriving after 8:15 AM are considered tardy. **Students arriving late must be accompanied by a parent and report directly to the office before reporting to class. A parent/guardian must check in tardy students using the Check In computer. Parents are not allowed to walk students to class. Students who are tardy are missing valuable instructional time that cannot be replaced.**

Please refer to the following table for the consequences associated with excessive, unexcused tardiness and excessive, unexcused early checkouts. Any combination of tardies and early checkouts will be counted towards the consequences.

0 – 2 Tardies/Early Checkouts	Verbal Warning
3 rd Tardy/Early Checkout	Parent notified by mail
6 th Tardy/Early Checkout	A second notification by mail
10 th Tardy/Early Checkout	Parent will be contacted by the guidance counselor to set up a conference; School Social Worker will be notified of excessive tardies/early checkouts
Every 3 instances after 10 th	Assistant Superintendent and School Social Worker will be notified in writing by the principal of excessive tardies/early checkouts.

This policy will be enforced per semester which means in January, when the second semester begins, unexcused tardies and/or early checkouts will start over.

A tardy and/or early checkout will be deemed as excused or unexcused in the same manner that absences are deemed lawful or unlawful (Refer to top of Attendance section)

Tardiness to School/Class or Leaving Early

No student shall be habitually tardy in his/her arrival for school or class or habitually leaving school early, without permission or excuse by school officials. Response to violations will be determined by the principal at the individual school with a possible referral to the social worker.

BUS TRANSPORTATION

Riding the bus is a privilege given by the state of North Carolina, which may be withdrawn for misbehavior. Bus assignments can be made only by the principal's office. Our bus drivers have been instructed to carry only regular riders. If a student needs to ride a different bus, the parent must send a note to school. **Changes in transportation will not be accepted over the telephone!!** A note must be sent or faxed (336-694-5840) to school **by 2:00 p.m.** If there is a special circumstance, a change may be approved by the principal/designee.

Students shall comply with all appropriate rules in the Code of Student Conduct while waiting for, riding, boarding, or leaving the bus or other school-owned vehicle. In addition, students shall adhere to any additional school rules or state laws developed specifically to govern this conduct while waiting for, riding, boarding, or leaving the vehicle. The principal has the authority to determine a suitable punishment for violations, including a short- or long-term suspension from the bus (or school) for a severe violation.

Bus Rules: The following regulations will help everyone understand what is expected of students to ensure their safety while on the bus and while waiting for the bus.

- Students should always obey the instructions of the driver. The driver is in complete charge of the bus while it is on its route.

- Students are only allowed to ride the bus they are assigned, without a note sent to school and approved. Bus assignments are decided upon by the principal/transportation department.
- Students should wait off of the traveled portion of the highway until the bus comes to a complete stop.
- Students should be at the bus stop at least 5 to 10 minutes before the scheduled arrival of the school bus. **Buses are scheduled so drivers have been instructed to not wait.**
- Students having to cross the road need to cross in front of the bus under the direction of the driver. Talk with your child about looking both ways before crossing the road.
- Students should remain in the seat facing the front at all times. They should never move out of a seat while the bus is in motion.
- Students should never throw objects on the bus or out of the windows. They should keep arms, hands, and other parts of the body inside the bus at all times.
- Students are not permitted to eat or drink on buses.
- Students should talk in a normal conversational voice to the person in the seat with them.
- Students are not permitted to carry baseballs, bats, or toys on the bus.
- Any behavior that distracts the driver is strictly prohibited.
- Students suspended from a bus at Stoney Creek Elementary cannot ride another bus, even if that bus comes directly by the student's home. Students suspended from a bus are required to attend school and transportation must be provided by the parents.
- Only school officials are authorized to get on or ride a school bus. **Parents are not allowed to get on a school bus for any reason. This is considered trespassing.**
- Video cameras are placed on each bus for safety and security reasons. Only the Principal and/or designee are allowed to view the videos.

Bus Discipline Policy – also see SECTION 24 in the Caswell County Schools Code of Student Conduct - online

Violation	1st Offense	2nd Offense	3rd Offense
1. Disrespect towards driver	Warning	1-3 days bus suspension	3-5 days bus suspension
2. Not following driver's instructions	Warning	1-3 days bus suspension	3-5 days bus suspension
3. Use of inappropriate language.	Warning	1-3 days bus suspension	3-5 days bus suspension
4. Profanity towards bus driver	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
5. Assault on bus driver	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
6. Threats toward driver/student	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
7. Disruptive behavior	Warning	1-3 days bus suspension	3-5 days bus suspension
8. Standing/Moving while bus is in motion	Warning	1-3 days bus suspension	3-5 days bus suspension
9. Use of an object in a threatening or dangerous manner	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
10. Throwing objects on/off bus	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
11. Arms, head, etc. out of window	Warning	1-3 days bus suspension	3-5 days bus suspension
12. Tampering with emergency exit	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
13. Candy/Food/Drink on	Warning	1-3 days bus	3-5 days bus

bus		suspension	suspension
14. Damaging/Defacing bus	1-3 days bus suspension/Restitution / Clean Up/Law enforcement if valued over \$75	3-5 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over \$75	5-10 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over \$75
15. Stealing	1-3 days bus suspension/Restitution /Law enforcement if valued over \$75	3-5 days bus suspension/Restitution/ Law enforcement if valued over \$75	5-10 days bus suspension/Restitution/ Law enforcement if valued over \$75
16. Horseplaying	Warning	1-3 days bus suspension	3-5 days bus suspension
17. Fighting	1-3 days OSS	3-5 days OSS	5-10 days OSS
18. Assault on driver/student	Up to 10 days OSS/Long-term OSS/Law enforcement	Up to 10 days OSS/Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
19. Assault involving a weapon	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
20. Overly affectionate behavior	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
21. Possession/Use of tobacco products	1 day OSS	2 days OSS	3-5 days OSS
22. Possession of electronic devices	Item confiscated/Returned to parent	Item confiscated/Returned to parent/1-3 days bus suspension	Item confiscated/Returned to parent/3-5 days bus suspension
23. Use of cell phone	Item confiscated/Returned to parent	Item confiscated/Returned to parent/1 day OSS	Item confiscated/Returned to parent/2 days OSS
24. Gambling/Possession of gambling items	Warning	1 day OSS	1-3 days OSS
25. Possession weapon (knife, razor, bullets, "look-alike" weapon)	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
26. Possession/Distribution of inappropriate literature	Item confiscated/1-3 days OSS	Item confiscated/3-5 days OSS	Item confiscated/5-10 days OSS
27. Possession, use, or distribution of controlled substances and/or look-alike and/or drug paraphernalia	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
28. Possession of gun or powerful explosive (air gun excluded)	Mandatory 365 days OSS from NC public schools		
29. Possession of an explosive device	Up to 10 days OSS/Law enforcement contacted	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement

Severity Clause – If a violation is deemed severe by the principal, harsher consequences may result.

After the third offense for the same misbehavior, the principal will handle the situation on an individual basis. If a bus driver must return a student to school for any reason, a parent/guardian or an emergency contact listed on the student's emergency form will be contacted to pick up the student. If a student is brought back to school on the bus, the student will be sent to After School Care and parents will be billed accordingly if necessary.

Policy Code: 4318 Use of Cell Phones and Other Electronic Devices

A. Cellular Phones and Other Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are kept out of sight and turned off during the school day between the hours of 7:45 a.m. and 3:05 p.m., except at the middle and high school level students can use their cell phones during classroom change and during assigned lunch. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, earbuds, and similar devices.

1. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

The use of cellular phones and other wireless communication devices is allowed on school buses and activity buses as long as the user is wearing earbuds and the cell phone is not a disruption to the driver or surrounding passengers. Elementary students who participate in after-school programs on campus are prohibited from using wireless communication devices during such programs.

2. Consequences for Violation

Consequences for violation of this section shall be determined in accordance with Section C of this policy, with consideration given to the following factors:

Whether the wireless communication device was used:

- (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule;
- (2) to bully or harass other students;
- (3) to send illicit text messages;
- (4) to take and/or send illicit photographs; or
- (5) in any other manner that would make more severe disciplinary consequences appropriate.

3. Search of Wireless Communication Devices

In accordance with 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 an administrator 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 must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

B. Other Prohibited Electronics and Non-Essential items

Students are not allowed to have personal radios, tape players, CD players, electronic games, laser lights, playing cards, dice, and other non-essential items on school property, including on school and activity buses.

This rule does not apply to items in personal vehicles, at athletic events, or when on an overnight school-sponsored field trip.

C. Consequences for Unauthorized Use

School employees may make an office referral for students who are in violation of this policy. Administrators may confiscate any cell phone or other wireless communication device that is on, used, displayed, or visible in violation of this policy and any other electronic device or other item that is on

school property in violation of this policy. Absent compelling and unusual circumstances, confiscated devices and items will be returned only to the student's parent.

The disciplinary consequences for violations of this policy will 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.

D. Liability

Students are personally and solely responsible for the security of their cell phones and other 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 or for any device or item that is on school property in violation of this policy.

DISCIPLINE

According to Board policy, there must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property in order that a school can satisfactorily meet the needs of students. Each principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate behavior in accordance with Board policy.

It is our belief that all students have the right to a learning environment that is safe, drug free, and conducive to learning. To that end, we have established a set of rules and expectations for student conduct and behavior. The primary objectives are...

1. To provide standards and guidelines for student behavior
2. To assist each student in becoming a responsible, productive, and self-disciplined citizen; and
3. To maintain a safe and orderly environment in the classroom and all other areas of the school.

The rules and expectations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity. Principal discretion will be used in all disciplinary matters.

Please refer to the Caswell County Schools Code of Student Conduct for all student discipline policies and procedures.

Office Discipline Referral

When a student is sent to the office for a discipline related issue, the teacher completes a Discipline Referral form. This form includes the setting, time and a description of the infraction. The administrator meets with the student and determines the consequences for the infraction. This referral is signed by the administrator and the student. A white copy of the referral is sent home with the student on the same day as the infraction. The referral needs to be signed by a parent and returned to school the following day. A yellow carbon copy of the referral is kept on file in the principal's office. Please see the appendix for a copy of the discipline referral.

Profane, Obscene, Disrespectful, or Abusive Language or Actions

No student shall engage in any language which is profane, obscene, disrespectful, abusive, insulting, or threatening, or any sign, gesture or act representing the same (including mooning). No student shall display any type of gang sign/gesture and no offensive and/or gang symbols shall be displayed on notebooks, pocketbooks, etc.

Discipline: 1st Offense Up to 3 days suspension.

2nd Offense Up to 5 days suspension.

3rd Offense Up to 10 days suspension.

Simple Affray, Assaults, or Cause of Personal Injury

No student shall intentionally hit, kick, shove, scratch, bite, block the passage of, or throw objects at a student or any other person. No student shall assault or cause or attempt to cause injury to another

student or intentionally behave in such a manner as could reasonably cause serious physical injury to another student. No student shall take any action or make any communication intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense but only to the extent to free himself from the attack and notified proper school authorities. Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property, while waiting at any school bus stop or when riding the school bus, and/or at any school sponsored activity or extracurricular activity. A student who exceeds this reasonable force will be disciplined even though he may not have provoked the fight. Violation of this rule may result in school-initiated criminal charges.

Discipline: 1st Offense Up to 5 days suspension.

2nd Offense Up to 10 days suspension.

3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under the law.

At any level, for a flagrant violation, the principal has the discretion to recommend long-term suspension.

Multiple Assault – Physically attacking a student by two or more students acting together. This violation will include students who take an active part in gang initiations involving assault.

Discipline: Principal requests long-term suspension or expulsion.

Intimidation/Threats/Physical Abuse/Instigation of disruption

Students

A student will not threaten or intimidate another individual, or disrupt the educational environment including but not limited to: displaying gang colors or logos, displaying gang symbols on one's body or on one's possessions, using gang gestures (throwing gang signs), or intentionally displaying colors for the purpose of gang identification. No student shall direct toward any individual any signs or actions which constitute a threat or force or violence or any acts of force or violence. No student shall instigate a fight between other students or any other aggressive act.

Discipline: 1st Offense Up to 5 days suspension.

2nd Offense Up to 10 days suspension.

3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under law.

At any level, for a flagrant violation, the principal has the discretion to recommend long-term suspension.

School Employees, Faculty, or Administration

No student shall direct toward any school site, school employee, or official any signs or actions which constitute a threat of force or violence or any acts of force or violence whether on or off school grounds or whether during or after school hours. No student shall make a threat that disrupts any part of the school day. No student shall build a fake profile or Website or post real or doctored images of an employee. Egregious false statements of school employees, faculty and/or administration can result in law enforcement notification.

Discipline: Violation of this rule will result in criminal charges; in addition, school disciplinary action may include long-term suspension, 365-day suspension, or expulsion, if permitted under the law.

PBIS

Stoney Creek is a PBIS school. PBIS stands for Positive Behavioral Interventions and Support. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive

behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of classroom rules. Similar to Caswell County Schools Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during the first days of school. Our unified classroom expectations and rules, found in every classroom and non-classroom setting in the school, are as follows:

- Expectation #1: Be Safe.**
- Expectation #2: Be Respectful.**
- Expectation #3: Be Engaged.**
- Expectation #4: Be Responsible.**
- Expectation #5: Be a Leader.**

These rules and expectations are to be followed throughout the school to include the classrooms, hallways, bathrooms, cafeteria, playground, bus and car rider area.

Please see the PBIS Matrix located in the appendix. These are posted throughout the school and in every classroom.

General Student Rules and Expectations

1. Be respectful and courteous to all adults and students
2. Students are not allowed to put their hands, feet, or other objects on another student for any reason.
3. Fighting will not be tolerated. It endangers all students and adults. This includes play fighting.
4. Bullying in any form will not be tolerated
5. Profanity is not permitted at school or on the bus
6. Candy and gum are prohibited
7. No student will buy items or sell items to other students
8. The hallway is a quiet zone.
9. Students are not allowed to bring cell phones, iPods (and similar devices), portable gaming devices, collectible cards, or other items to school that will distract/disrupt the learning environment. The school is not responsible for any of these items if they are stolen or damaged.
10. Defacing or damaging school property is prohibited. School property is defined as textbooks, library books, walls, desks, walkways, bathroom fixtures, or any object belonging to the school.
11. Horseplay (pushing, running, spraying water, etc.) is prohibited at school, on the bus, and in the restrooms. Enter and leave the restroom in an orderly fashion. No more than three (3) students are permitted in the restroom at a time.
12. On the playground, students are not to enter any wooded areas or areas determined as "off limits" by the teachers. Also, do not throw rocks, sticks, mulch, glass, or any objects that may harm another student.
13. A student shall not possess, use, transmit, or be under the influence of alcohol, a controlled substance or a counterfeit (look-alike) drug on school property. School property is defined as the school building and grounds, off school grounds at a school sponsored activity, in route to and from school, and the bus stop.

Definitions of Consequences

Consequence	Definition
Behavior Contract	Written agreement between parent/guardian, student, and school for student's improved behavior with potential consequences for additional offenses.
Counseling	Referral to school guidance counselor
Long-term suspension	Any disciplinary action whereby a student is removed from transportation by the

from bus	school system for more than 10 days
Long-term suspension from school	Any disciplinary action whereby a student is not permitted to attend school for more than ten days.
Parent conference	A meeting between school personnel and the parent/guardian of a student
Parent contact	Notification by school personnel to parent or guardian by telephone or in writing
Student reprimand	Verbal correction by teacher, administrator, or other school official
Suspension from bus 1-10 days	Any disciplinary action whereby a student is removed from transportation by the school system for 10 or fewer days
Suspension from school 1-10 days	Any disciplinary action whereby a student is not permitted to attend school for ten or fewer days
Withdrawal of privileges	Removal from any privilege, including extracurricular activities

DISCRIMINATION AND BULLYING

Policy Code: 4329/7311 Bullying and Harassing Behavior Prohibited

This policy is not intended to prohibit expression of religious, philosophical, social, or political views, provided that the expression does not substantially disrupt the educational environment.

A. Relationship to Other Policies

This policy applies to bullying and harassing behavior that is not otherwise prohibited by the following board policies that address discriminatory harassment in violation of federal law:

- Discrimination and Harassment Prohibited by Federal Law, policy [1710/4020/7230](#) (prohibiting harassment based on race, color, national origin, disability, or religion)
- Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, policy [1725/4035/7236](#) (prohibiting sexual harassment)
- Discrimination and Harassment in the Workplace, policy [7232](#) (prohibiting harassment of employees and applicants based on race, color, national origin, sex, age, disability, military affiliation, or genetic information)

Individuals who wish to report bullying or harassing behavior that is based on sex, race, color, national origin, disability, religion, or other personal characteristic addressed by the policies above should refer to and follow the reporting processes provided in those policies.

Conduct that may constitute discriminatory harassment under federal law must be addressed first in accordance with the requirements of the applicable policy(ies) listed above. If subsequently, the conduct is determined not to rise to the level of discriminatory harassment prohibited by those policies, the conduct may be addressed under this policy. Conduct that does not rise to the level of bullying or harassing behavior as defined and prohibited in this policy may nevertheless violate other board policies or school rules.

B. Conduct that is Considered Bullying or Harassing Behavior

1. Bullying is deliberate conduct intended to harm another person or group of persons. It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior. Cyberbullying is a form of bullying that is carried out using electronic communication media, such as words, action, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.

2. Harassing behavior is conduct that is intimidating, hostile, or abusive, or is unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.

3. Bullying or harassing behavior includes conduct that is, or reasonably appears to be, motivated by actual or perceived differentiating personal characteristics, or by a person's association with someone who has or is perceived to have a differentiating personal characteristic. Differentiating personal characteristics include, but are not limited to race,

color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Bullying and harassing behavior can violate this policy regardless of a student's motivation.

4. Examples of behavior that may constitute bullying or harassing behavior are repeated acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory or lewd comments, spreading rumors, extortion of money or possessions, implied or stated threats, assault, offensive touching, physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons, and sharing intimate photos or video of a person or sharing photos or videos that may subject a person to ridicule or insult.

5. Other behaviors that may constitute bullying or harassing behavior under this policy are deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, pressure for sexual activity, offensive sexual flirtations, advances or propositions, verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures, or written materials.

6. These examples are not exhaustive but are intended to illustrate the wide range of behavior that may constitute bullying and harassing behavior.

7. Conduct such as the following is not considered bullying or harassing behavior: legitimate pedagogical techniques, the exercise of legitimate authority, and academic or work performance monitoring and evaluation.

C. When Bullying or Harassing Behavior Violates this Policy

Not all conduct that may be described as bullying or harassing behavior violates this policy. Bullying or harassing behavior violates this policy when any pattern of repeated gestures or written, electronic, or verbal communications, or any physical act or threatening communication:

1. places a student, an employee, or other person in actual and reasonable fear of harm to their person or property; or
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

"Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The definition of bullying and harassing behavior in this section is intended to be no less inclusive than the definition of bullying and harassing behavior in [G.S. 115C-407.15](#).

Bullying or harassing behavior based on sex, race, color, national origin, disability, or religion may also constitute discriminatory harassment in violation of federal law and other board policies as described in Section A, above.

D. Reporting Bullying and Harassing Behavior

1. Reports by Students and/or Parents and Guardians

- a. The board encourages students or parents/guardians of students who have been the victim of or who have witnessed bullying or harassing behavior in violation of this policy to immediately report such incidents to a teacher, counselor, coach, assistant principal, or the principal.
- b. Reports may be made orally or in writing and may be made anonymously.
- c. All reports of serious violations and complaints made under this policy will be investigated expeditiously. Anonymous reports will be investigated to the extent reasonably possible under the circumstances.
- d. If, at any time, school officials determine that the alleged bullying or harassing behavior appears to be based on sex, race, color, national origin, disability, or religion, the matter will be investigated in accordance with the applicable policy listed in Section A above.

2. Mandatory Reporting by School Employees

An employee who witnesses or who has reliable information that a student or other

individual has been bullied or harassed in violation of this policy must report the incident to his or her supervisor or to the building principal immediately. If sexual harassment is suspected, the employee also must report the incident to the Title IX coordinator. An employee who does not promptly report possible bullying or harassing behavior will be subject to disciplinary action.

3. Reporting by Other Third Parties

Other members of the school community may report incidents of bullying or harassment to the school principal or the superintendent or designee.

4. Reporting False Allegations

It is a violation of board policy to knowingly report false allegations of bullying or harassing behavior. A student or employee found to knowingly report or corroborate false allegations will be subject to disciplinary action.

E. Reports of Bullying or Harassing Behavior Based on Sex, Race, Color, National Origin, Disability, or Religion

Bullying or harassing behavior that is based on sex, race, color, national origin, disability, or religion may constitute discriminatory harassment that is a violation of the individual's civil rights. A school employee who receives a report of bullying or harassing behavior that may constitute sexual harassment must immediately contact the Title IX coordinator. If the reported behavior appears to be based on any other such personal characteristic, the employee must immediately notify the appropriate civil rights coordinator designated in policy [1710/4020/7230](#), Discrimination and Harassment Prohibited by Federal Law. Uncertainty as to whether alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion should be resolved by notifying the Title IX Coordinator.

F. Response to Reports of Bullying or Harassing Behavior

1. Reports of bullying and harassing behavior or the encouragement of such behavior under this policy will be investigated promptly by the principal or the principal's designee and addressed in accordance with this policy and policy [4340](#), School-Level Investigations. If the principal is the alleged perpetrator, the superintendent will designate an appropriate investigator.

2. If at any time before, during, or after the investigation under this policy, the principal or designee determines or suspects that the alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion, the principal or designee shall notify the appropriate civil rights coordinator and proceed in accordance with the applicable board policy as described in Section A, above. However, referral to the civil rights coordinator will not preclude appropriate disciplinary consequences for a violation of this policy if, following the designated investigation and resolution process under the appropriate board policy, the behavior is determined not to constitute discriminatory harassment in violation of federal law.

3. No reprisals or retaliation of any kind are permitted as a result of good faith reports of bullying or harassing behavior. An employee who engages in reprisal or retaliation will be subject to disciplinary action, up to and including dismissal. A student who does so is subject to disciplinary consequences as provided in Section G, below.

G. Consequences

1. Students

The disciplinary consequences for violations of this policy should take into consideration the frequency of incidents, the developmental age of the student involved, and the severity of the conduct and must be consistent with the Code of Student Conduct. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

A student who is convicted under [G.S. 14-458.2](#) of cyberbullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyberbullying. The superintendent may modify the required transfer of an individual student on a case-by-case basis and shall provide a written

statement of this modification in the student's record.

3. Others

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from school property, and/or subject to other consequences, as appropriate.

H. Other Interventions

Interventions designed to remediate the impact of a violation of this policy and to restore a positive school climate will be provided as determined necessary by school officials.

See the Caswell County Schools Code of Student Conduct or the School Board Policy online

Student Dress and Appearance Standards

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. The board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy 4328, Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Dress and Appearance Standards

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students in the school's student handbook. The specific dress and appearance standards listed below shall be included in all school guidelines and shall apply to all students.

Reasonable accommodation will be made by the school principal or principal's designee for those students who, because of age, a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance.

Exceptions may be granted by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus. The board may approve more restrictive rules for individual schools' dress codes which shall be published in the school's student handbook. All such dress codes must be non-discriminatory. Mid-year changes must also be approved by the board, with appropriate time given to implement the changes.

The board's standards for student dress and appearance are as follows:

1. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. This will be determined by the principal or principal's designee.
2. Hats, sweatbands, bandannas, hoodies (or similar headwear), or sunglasses will not be worn inside the school buildings.
3. There shall be no jewelry affixed to a student's body which poses a health risk, safety risk or is disruptive to the learning environment of the school. The principal or principal's designee will determine this.
4. Clothing must be worn appropriately (nothing inside-out, backwards, unfastened bib overalls, belts must be buckled and worn at the waist line, etc.) Shirttails (including jerseys) must be tucked in if they are longer than the length of the fingertips of the student.
5. Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts or promotes violence, or is of a disruptive nature.
6. Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed unless covered by shorts, skirts, dresses which must be no higher than approximately three inches above the top of the knee. This will be determined by the principal or his designee.

7. Clothing is not to be sheer or mesh and cannot have excessive holes.
8. Proper footwear is required. Shoes that have laces must be laced, tied and fit. Rubber or vinyl (shower shoes) flip flops are not to be worn at school during regular hours of instruction. Bedroom shoes are not to be worn to school.
9. Undergarments are not to be visible.
10. The hem of shorts, skirts, and dresses must be no higher than approximately 3 inches above the top of the kneecap. Wearing tights, spandex, or leggings does not exempt students from this rule. Clothing (such as jeans, pants, capris) with holes/tears must not expose skin higher than three (3) inches above the top of the kneecap.
11. No sagging pants are allowed. Pants are to be worn at waist.
12. Shirts and blouses may not be tank top or have spaghetti straps, one strap or no straps unless covered. Shirts and blouses must cover the waist, no exposed midriff. Discretion should be used by the principal for very young students.
13. Those clothing articles and accessories which are identified pursuant to policy 4328, Gang-Related Activity, as being related to a group or gang which provokes others to act violently or be intimidated by fear of violence or are potentially dangerous shall not be worn on the campus or at any school activity.
14. Blankets are not to be brought on the school campus during the school day.
15. No pajamas are allowed.

B. Disciplinary Consequences for Violations of This Policy

Violations of this policy shall be handled by the principal or principal's designee. If there is a repeated violation or the student refuses to comply, a phone call or a conference with the student's parents/guardians will result. 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 that he or she will be in compliance. The second violation shall be in-school punishment as determined by the principal or principal's designee. A third violation of this policy during the school year shall result in a short-term suspension from the Caswell County Schools for up to three (3) days. A fourth violation of this policy during the school year shall result in a short-term suspension for up to 10 days. A subsequent violation may result in long-term suspension. The principal, in lieu of long-term suspension, may assign the student to a Board of Education approved alternative program.

C. Request for Reasonable Accommodation for Sincerely Held Religious Beliefs

The principal or principal's designee may, as a reasonable accommodation under this policy, exempt a student from the requirements of this policy when compliance would impose a substantial burden on the exercise of a sincerely held religious belief.

In making determinations regarding exemptions to this policy, the principal or the principal's designee shall not attempt to determine whether the religious beliefs are valid but only whether they are central to religious doctrine and sincerely held. To assist in deciding whether an exemption is warranted, the principal or principal's designee may request the parent to provide information in writing demonstrating (1) that the objection to the requirements of this Student Dress and Appearance Standards policy is grounded in religious tenets rather than mere personal preference; (2) that the religious beliefs are sincerely held and practiced; and (3) that compliance with the requirements of this policy truly will interfere with the exercise of those beliefs.

Generally, the following kinds of information may be required by the principal or principal's designee in making the determination: (a) a written statement by an authority on the religion explaining the religious belief and how it is affected by compliance with this policy; (b) a copy of, or citation to, a recognized religious text which is the basis of that belief; (c) identification of the religious group holding the belief, if there is such a group; (d) any written descriptions or summaries that might be available from texts, encyclopedias, or religious publications explaining the religious belief and how its exercise would be affected by compliance with this policy; and (e) examples of other circumstances in which the sincerity of the religious belief has been demonstrated. The principal or principal's designee may request any or all of this information to assist in any exemption assessment.

If needed to make a fair determination under this section, the principal or principal's designee or the superintendent and board may consult with experts on religion outside the school system. If that is done, the principal or principal's designee will notify the parent of the identity of the person consulted and what

that person said.

D. Request for Reasonable Accommodation for Cultural Heritage Dress

The principal or principal's designee may, as a reasonable accommodation, exempt a student from the requirements of this policy when compliance would render impossible the student's ability to express his or her cultural heritage.

To assist in deciding whether an exemption is warranted, the principal or principal's designee may request the parent to provide information in writing demonstrating (1) that the objection to the requirements of this policy is grounded in well-established dictates of the student's regularly-practiced cultural tradition rather than mere personal preference; (2) that the cultural heritage dress is regularly and consistently practiced by the student outside school; and (3) that compliance with the requirements of this Student Dress and Appearance Standards policy truly will interfere with the student's ability to express his or her cultural heritage.

Generally, the following kinds of information may be required by the principal or principal's designee in making the determination: (a) a written statement explaining the history, origin, and meaning of the cultural heritage dress and how it is affected by compliance with the requirements of this policy; (b) a copy of, or citation to, a recognized text documenting the meaning and origin of the cultural heritage dress; (c) documentation that the student is part of the culture that wears the dress he or she wishes to wear; and (d) examples of other circumstances in which the student's consistent practice of wearing the cultural heritage dress at issue has been demonstrated. The principal or principal's designee may request any or all of this information to assist in any exemption assessment.

If needed to make a fair determination under this section, the principal or principal's designee or the superintendent and board may consult with experts outside the school system on the particular cultural heritage. If that is done, the principal or principal's designee will notify the parent of the identity of the person consulted and what that person said.

E. Request for Reasonable Accommodation for a Medical Reason

The principal or principal's designee may, as a reasonable accommodation under this policy, exempt a student from the requirements of this policy when compliance would expose the effects of a student's medical treatments or when medical necessity prevents a student's compliance with this policy.

In making determinations regarding medical exemptions to this policy, the principal or principal's designee may request the parent to provide information in writing demonstrating that the medical basis for the requested exemption is true and accurate.

Generally, the following kinds of information may be required by the principal or principal's designee in making the determination: (a) a written statement from the student's medical doctor explaining the student's medical need and why it requires an exemption from this policy; or (b) a written statement from the student's medical doctor explaining the effects of medical treatment on the student and how such effects will be exposed or made more prominent by compliance with this policy.

If needed to make a fair determination under this section, the principal or principal's designee or the superintendent and board may consult with medical experts outside the school system. If that is done, the principal or principal's designee will notify the parent of the identity of the person consulted and what that person said.

F. Withdrawal of Exemption Approval

If the application of an approved exemption results in substantial disruption in the school or adversely affects the health and safety of the students in the school and the school cannot eliminate the disruption or cure the health or safety issues in another manner, the principal may withdraw approval for the exemption and enforce the requirements of this policy.

Student Insubordination

Student insubordination is defined as failure to follow school rules and/or directions of school staff. Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Discipline: 1st Offense Up to 3 days suspension or penalty as determined by principal/designee. 2nd

Offense Up to 5 days suspension. 3rd Offense Up to 10 days suspension. For a severe violation, the principal may recommend a longer suspension.

Disturbance in Classrooms and Disruption of School

No student shall create a disturbance in the classroom or on school premises or disrupt classroom/school activities in such a manner as to unreasonably impair the teaching or learning processes.

Discipline: 1 st Offense Up to 3 day suspension or as determined by the principal/designee.

2 nd Offense Up to 5 days suspension.

3 rd Offense Up to a 10 day suspension and possible removal of student from class or suspension as deemed necessary and determined by the principal.

No student shall use passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct to intentionally cause the disruption of any lawful function of the school to which he/she is assigned or any other school in the school system. No student shall participate in any boycott of any lawful school function or participate in any sit-in or any walkout at any school to which he/she is assigned or any other school in the school system. No student shall engage in any protest, march, or similar activities on school premises which cause or result in the disruption of any lawful function of the school to which he/she is assigned or any other school in the school system.

Discipline: 1st Offense Up to 3 days suspension. 2nd Offense Principal requests long-term suspension. For a severe violation, the principal may recommend long-term suspension for the first offense. Violation of this rule may result in school-initiated criminal charges.

Field Day

We encourage parents who are approved volunteers to attend and assist with Field Day Activities. Students who attend other schools in the district are not allowed to attend or participate in Field Day Activities at Stoney Creek.

FIELD TRIPS

The trip must be an extension of classroom activities and related to the curricula, or to a special event that would be an educational experience for students. These trips are for the student and for the enrichment of the curriculum. Parents will be invited to attend as chaperones; however, there may be times when parental involvement will not be permissible. **Other siblings or children are not allowed to attend with the school group. This includes children who are not school age.**

Before each trip, parents will receive a letter of explanation about the trip and a permission slip for both student and parent to sign and return to school. The parent's signature on the permission slip is required before a student may go on the field trip. By signing the permission slip, the parent is agreeing to the guidelines set forth for the trip as well as giving permission for his/her child to participate. Field trip money is not refundable due to admission being prepaid and the cost of riding the buses.

The school does not have special health insurance for injuries sustained on field trips. If you purchase insurance through the school, or if your family has a personal health insurance plan, its coverage is maintained on field trips.

General Overview

1. The trip must be relevant to the educational objectives of the grade level or course.
2. The health and safety of every student/adult is attended to during the trip.
3. Written parental permission for each student participating in a field trip must be filed at the school before the trip takes place, including emergency contact information.
4. All students for whom the trip was intended must have equal access to participate in the trip and are expected to participate with the group unless the school deems exclusion is necessary or

unless the trip is optional, in which cases alternative educational settings will be provided at school.

- Students may not be denied a field trip solely on the basis of inability to pay the required fee. Each case will be dealt with on an individual basis at the discretion of the principal.

GRADING SYSTEM

All grading practices will follow the established Caswell County grading scale for elementary students. Grades should reflect the degree to which a student achieves the objectives and skills set forth by the North Carolina Department of Instruction and Caswell County Schools. Students will receive report cards at the end of each nine-week marking period.

Kindergarten – Second Grade

In K – 2, numeric grades, letters, and proficiency level descriptors may be used as appropriate to report individual progress. The following letters may be used in reporting individual progress:

Progress	Grade
Exceeds standard expectations	E
Mastered standard expectations	M
Progressing towards standard mastery	P
Limited towards standard mastery	L

Third – Fifth Grade

Progress	Grade	Numeric Scale
Excellent	A	93-100
Above Average	B	85-92
Average	C	77-84
Below Average	D	70-76
Failing	F	0-69
Work Incomplete	I	

GRIEVANCE POLICY FOR PARENTS

If parents have a concern about something that happens in the classroom, please follow these steps:

- Talk to your child's teacher about the problem first.**
- Talk to the principal if not satisfied after talking with the teacher.

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent, guardian to believe the student has been wronged, except in the case of a long-term suspension or expulsion where the provisions of the Code of Student Conduct shall apply. A student, parent, or guardian may initiate the procedure when they believe that a violation, misapplication, or misappropriation of Board policy, or state or federal law or regulation, has occurred.

Step I: Principal Conference

Step II: Superintendent Review

Step III: Appeal to the Board of Education

See the Caswell County Schools Code of Student Conduct – Student Grievances for further information.

HOMEWORK

Homework is essential to each student's academic growth and should be designed to be an extension and reinforcement of the skills taught at school. It should be meaningful and connected to the skills presented in class and allow students to work independently while taking responsibility for completion. Homework should be recorded in homework folders and student planners.

Recommended time allotments (for the average student) for the completion of homework are as follows:

- Kindergarten through third grade – 20 to 30 minutes
- Fourth and fifth grade – 25 to 45 minutes

MEDICATION

School personnel cannot administer medication to students unless a physician (or other practitioner authorized to prescribe medication) prescribes the medications. The medical form "Authorization to Administer Medication" (given by the school) must be completed and signed by the doctor. If medication is necessary during school hours, designated personnel or the school nurse will abide by the school board policy on administering medication to students.

This policy also includes all over the counter medications such as cough medicine or *Tylenol*. Please note that students cannot keep prescription medication, or over the counter medications in their possession. However, some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission documented on the Medication Authorization Form completed by the physician, parent, student, and nurse. The Caswell County Board of Education and School Nurses assume no responsibility for students who self-medicate.

Students who distribute medication will be subject to disciplinary action.

Policy Code: 6125 Administering Medicines to Students

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner for chronic health conditions, health conditions for which emergency measures may be required, or for acute illness that requires treatment during the school day upon the written request of the health care practitioner and the student's parent via completion of the *Authorization for Medication Administration Form*. 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 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.

Unless otherwise indicated, the terms “medication” and “medicine” include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter “over-the-counter drugs”).

The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A.

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of the Code of Student Conduct and policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA) and all requirements of this policy are met.

A. Medication Administration by School Employees

1. Conditions for Administering Medication

Authorized school personnel are allowed to 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 request that medication be given at school by completing and signing the parent section of the *Caswell County Authorization for Medication Administration Form*, which authorizes school personnel to administer the medication to the student. This form is valid only for the school year in which it is presented. A new completed form must be submitted each school year . The form is located on the district and school websites or may be provided by each school.

b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student (whether prescription or over the counter) and provide explicit written instructions for administering the medication by completing the *Authorization for Medication Administration Form* which is located on the district and school websites or may be provided by each school.

c. Certification of Necessity: The student’s health care practitioner must certify that administration of the medication (whether prescription or over-the-counter) to the student during the school day is necessary.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in the original pharmacy-labeled container with the child’s name, the name of the medication, the exact dose to be given, the time/frequency the medication is

to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name. The label must match the order given by the health care practitioner and a reasonable quantity provided.

e. Proper Administration: The employee must administer the medication pursuant to the healthcare practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability or responsibility for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.

b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual*.

c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, and/or the Code of Student Conduct nor be under the influence of any drug in violation of those directives.

e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible. Access to

controlled substances should be limited to the school nurse, school staff person authorized to administer medication, and the principal or designee.

f. All school personnel who will be administering medications must receive appropriate training.

g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.

h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property, unless otherwise prohibited by this policy.

i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

NOTIFICATION OF PESTICIDE USE

Our school system may find it necessary to use pesticides to control pests at your school or other school system sites. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time. Please contact the school if you need additional information.

Exceptions: Certain relatively low-risk pesticides are exempted from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV, "relatively nontoxic." Your right to be notified extends to all non-exempt pesticide applications at your school or other non-school (office building, garage, workshop, etc.), both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, or after school hours.

PROMOTING STUDENT NUTRITION—HEALTHY SCHOOL ENVIRONMENT

Caswell County Schools recognizes the importance of nutrition to student physical health, growth, and development. Healthful, balanced food choices provide well-nourished students the opportunity to actively participate in the educational experience. Healthier life-style choices and balanced food choices benefit each student, their classmates, the school environment, and the community as a whole. **No soft drinks are allowed in the cafeteria. No sharing of food among students is allowed in the cafeteria.** Please reference [Policy 6140 Student Wellness](#)

PROMOTION AND RETENTION POLICY #3420

A. Purpose

The board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

B. Student Promotion Standards

The superintendent shall develop promotion processes consistent with the standards established in this section for determining a student's readiness to progress to the next level of study and any additional requirements of state law and the State Board of Education.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the ultimate authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to address the needs of students who are not making adequate academic progress as required by policy 3405, Students at Risk of Academic Failure.

The board establishes the following promotion standards:

1. Promotion Standards for Grades K-5

Students must demonstrate mastery of basic skills in reading, writing, and mathematics to exit the elementary grades (K-5). Grade level proficiency in these skills will be measured as follows:

a. Kindergarten

At the end of kindergarten, a student is expected to demonstrate proficiency on at least 12 out of 15 major math skills from the NC Math objectives, and achieve four out of five of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the first grade:

- (1) Read and demonstrate an understanding of word analysis and text appropriate for the end of kindergarten based on the NC DPI Literacy Standards and Assessments
- (2) Recognize upper and lowercase letters (52)
- (3) Demonstrate an understanding of letter sounds by identifying all basic letter sounds (26)
- (4) Score at or above proficiency level on a Kindergarten Writing Assessment, representing spoken language with temporary and/or conventional spelling, as defined by local or state standards
- (5) Recognize 80 out of the 97 words on the Kindergarten High Frequency Word List

b. First Grade

At the end of first grade, a student is expected to demonstrate proficiency on at least 13 out of 16 major math skills from the NC Math objectives, and achieve three out of four of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the second grade:

- (1) Read text appropriate for the end of first grade based on the NC DPI Literacy Standards and Assessments
- (2) Demonstrate an understanding of phonics and word analysis appropriate for first grade using NCDPI Literacy Standards and Assessments
- (3) Score at or above proficiency level on a First Grade Writing Assessment, representing spoken language with temporary and/or conventional spelling, as defined by local or state standard
- (4) Recognize 180 out of the 225 words on the First Grade High Frequency Word List

c. Second Grade

At the end of second grade, a student is expected to demonstrate proficiency on 8 out of 10 major math skills from the NC Math objectives, and achieve three out of four of the English Language Arts grade level objectives and expectations listed below to be considered for

promotion to the third grade:

- (1) Read text appropriate for the end of second grade based on the NC DPI Literacy Standards and Assessments
- (2) Demonstrate an understanding of phonics and word analysis appropriate for second grade using NCDPI Literacy Standards and Assessments
- (3) Score at or above proficiency level on a Second Grade Writing Assessment, representing spoken or language as defined by local or state standards
- (4) Recognize at least 400 out of 500 words on the Second Grade High Frequency Word List

d. Third Grade

At the end of third grade, a student must demonstrate grade level proficiency in reading and mathematics as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, and/or scoring at set proficiency levels in other state and local approved alternate assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the fourth grade.

- (1) Have a yearly average of 70 or above in math
- (2) Have a yearly average of 70 or above in reading
- (3) Score at or above proficiency level on a third grade writing assessment as defined by State or local standards

e. Fourth Grade

At the end of fourth grade, a student must demonstrate grade level proficiency in reading and math as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, and/or scoring at set proficiency levels in other state and local approved alternative assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the fifth grade.

- (1) Have a yearly average of 70 or above in math
- (2) Have a yearly average of 70 or above in reading
- (3) Score at or above proficiency level on a fourth grade writing assessment as defined by state or local standards

f. Fifth Grade

At the end of fifth grade, a student must demonstrate grade level proficiency in reading, math, and science as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, science, and/or scoring at set proficiency levels in other state and local approved alternate assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the sixth grade.

- (1) Have a yearly average of 70 or above in math
- (2) Have a yearly average of 70 or above in reading
- (3) Score at or above proficiency level on a fifth grade writing assessment as defined by state or local standards

REPORTING STUDENT PROGRESS

Interim Grade Report

Interim Grade Reports will be sent home on the district's established dates. Interim reports should be signed by the parent and returned to the homeroom teacher.

Interim Dates

Tuesday, September 26th, 2023

Tuesday, December 5th, 2023

Thursday, February 22nd, 2024

Tuesday, May 7th, 2024

Report Cards

Student report cards will be issued to students and parents following the end of each 9 weeks, based on the Caswell County 2023-2024 Academic Calendar.

Issue Dates-Dates subject to change

Tuesday, November 5th, 2023

Friday, January 26th, 2024

Tuesday, March 26th, 2024

Friday, June 10th, 2024 (Final report card will be mailed.)

SCHOOL NURSE

Caswell County offers School Health Services, which includes school nursing. These services are essential for the health and well-being of our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement.

SELLING/DISTRIBUTION OF MATERIALS

The administration must grant permission before any posters may be placed anywhere on campus or before any printed materials (newspapers, advertisements, etc.) may be distributed to staff or students. Only school groups may sell items or engage in any fundraising activity and may do so only with the approval of administration. (Reference Board of Education Policy #330). Students may not sell items for non-school groups on campus.

STUDENT RECORDS

Confidentiality is required by law for access to student records and medical information. For this reason, certain areas of the building are restricted to employees only. Only parents or legal guardians and professionals serving students' academic and medical needs have access to students' records. Parents have certain rights regarding your child's records based on the Family Educational Rights and Privacy Act (FERPA).

Parents or legal guardians desiring to view their child's cumulative records are required to notify the principal and appropriate forms will need to be completed. In order to review your child's records, please contact the school one day prior to reviewing the records so arrangements can be made. Others seeking access must have written permission from the parent on a form obtained from the school.

If you do not want Stoney Creek Elementary to use your child's name in public listings, please notify the school in writing. The public listings will be used only for school functions/activities which include the yearbook, listing your child's birthday and accomplishments on the school monitors/bulletin boards, Honor Roll recognition, and other school programs.

TRANSFER OF RECORDS

We realize that during the school year, some of our families may leave the community. Please give your child's teacher and principal as much advance notice as possible. All books and equipment must be returned before leaving. Your child's records will be forwarded to the new school upon receipt of a written request from that school. A parent or legal guardian must sign the request.

USE OF TOBACCO/ Vape PRODUCTS ON SCHOOL GROUNDS – Refer to CCS Code of Student Conduct Section 10

As mandated by state law (115C-4070) the Caswell County Board of Education directs that there be no tobacco use by anyone in school facilities, on school facilities, on school campuses, and in or on any other school property owned or operated by the local school administration unit. The policy further prohibits the use of all tobacco products by persons attending a school-sponsored event at a location not listed above when in the presence of students or school personnel or in an area where smoking is otherwise prohibited by law. **This policy includes E-Cigarettes.**

Drugs and Alcohol

The board recognizes that a serious drug and alcohol problem exists both nationally and locally. Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system in order to promote a healthier, safer school environment for students.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property, and including while being transported to or from any such event or activity) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

A. Prohibited Behavior

1. Students shall not possess, use, sell, deliver, manufacture, or be under the influence of any of the following substances:
 - a. narcotic drugs;
 - b. hallucinogenic drugs;
 - c. amphetamines;
 - d. barbiturates;
 - e. marijuana;
 - f. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
 - g. any other controlled substance;
 - h. any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor;
 - i. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior; or
 - j. any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under state or federal law.
2. Students also shall not possess, use, sell, deliver, or manufacture counterfeit (fake) drugs.
3. Students shall not possess, use, sell, deliver, or manufacture drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, [vaping](#) devices, [vape](#) liquid containers, pipes, syringes, and other delivery devices for prohibited substances.
4. Students shall not possess, use, sell, deliver or share prescription or over-the-counter drugs, except in accordance with policy [6125](#), Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance with policy [6125](#) does not violate this policy.
5. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.
6. Students may not participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.
7. The principal may authorize lawful uses of substances that are otherwise prohibited by this policy for legitimate curriculum-related purposes, such as the use of matches or lighters in approved chemistry or other school projects

VOLUNTEERS / GUEST SPEAKERS / COMMUNITY RESOURCES 5015

School Volunteers

The board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children.

The superintendent shall provide for parents to be notified of their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in [G.S. 95-28.3](#).

The board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees are responsible for implementing and supervising school volunteer programs.

A. Expectations of the School Volunteer Programs

The Caswell County Schools school volunteer programs shall operate in accordance with the following:

1. The principal must coordinate and oversee the volunteer program, including reasonable supervision of all volunteers by school system employee(s) and participate in one school site orientation.
2. An application and profile sheet (see appendix A) must be submitted by each person wishing to volunteer at least 15 calendar days prior to volunteering with students.
3. The principal will have an opportunity to approve all persons volunteering in the school.
4. Adequate screening shall be completed before a volunteer is assigned a task in school. For all Level II volunteers, screening shall include a criminal background check valid for three calendar years. (See subsection B.1, below.)
5. Orientation and training for all volunteers must be held prior to a person(s) volunteering in a school. Orientation and training will be provided by the principal or designee.
6. Volunteers must sign in in the school office upon arrival at the school and sign out when leaving the school. A log of volunteers and their respective activities will be maintained at each school and shared regularly with the director of human resources and/or designee. Volunteers will be given a sticker to wear during their principal-approved time at school.
7. Volunteers are required to have a criminal background check to supervise students on field trips (see subsection B.1, below).
8. Volunteers are not to transport students or their families in private vehicles.
9. Volunteers are expected to respect and maintain the confidentiality of information about students, staff, other parents, and the school community.
10. All volunteer coaches must have a criminal background check prior to coaching.
11. The superintendent and/or principal has the right to withhold approval of a volunteer applicant or to terminate a volunteer at any time.

B. Volunteer Opportunities

In order to assure a safe environment for our students, individuals must be approved as a Level I or Level II volunteer before being allowed to serve. The level of volunteer screening required will increase as a volunteer's contact with students increases and the degree of staff supervision decreases. At a minimum, all volunteers will be asked to complete an application and a volunteer profile sheet.

1. Level I Volunteers

Level I volunteers serve in roles or perform tasks that do not involve supervision of students and that are carried out in the presence of staff members or other approved adults. These may include, but are not limited to, serving as a resource speaker, classroom assistant, field day volunteer, or test proctor; performing clerical work or copying and making materials; assisting with outdoor projects, PTA/PTSO fundraisers/activities, athletic concessions, or school fairs.

Approval to volunteer at this level requires only the signature of the school principal.

2. Level II Volunteers

Level II volunteers serve in roles or perform tasks that may involve working closely with or

supervising students. These may include, but are not limited to PTA/PTSO officers, tutors, mentors, field trip or dance chaperones, volunteer coaches, Book Fair coordinator and /or media assistant, reading buddies, and club sponsors.

Approval to volunteer at this level requires passing a criminal records background check and approval of the superintendent.

All school volunteers are expected to dress professionally and be professional and dependable in their volunteer activities.

Approved volunteer status is valid for two school years. All volunteers approved for the 2021-2022 school year **MUST** complete/update their volunteer profile and complete a background check, contingent on the volunteer level, by **October 31, 2023**. All volunteers approved during the **2022-2023 school year are valid**.

Any new volunteers for the 2022-2023 school year or upcoming must complete the appropriate documents and must be approved before volunteering with students. **No volunteer packets for approval will be accepted or approved after March 28, 2024.**

District Expectations:

- Principal will have an opportunity to approve person(s) volunteering in the school;
- Adequate screening, including a criminal background check, which is valid for a period of three calendar years, of all Level II volunteers shall be completed before a volunteer is assigned a task in a school;
- Volunteers must sign in the school office upon arrival to the school and sign out when leaving the school. A log of volunteers and their respective duties will be maintained at each school and shared regularly with the Personnel Department.
- Volunteers are required to have a criminal background check to accompany students on field trips;
- Volunteers are not to transport students or their families in private vehicles;
- Volunteers are expected to respect and maintain the confidentiality of information about students, staff, other parents, and the school community;
- All volunteer coaches must have a criminal background check prior to coaching;
- Volunteers must be professionally dressed and exhibit professional conduct;
- Superintendent and/or principal reserves the right to not approve a volunteer for services or to terminate a volunteer at any time.

All guest speakers, presenters, or community resources/programs must be approved by the principal prior to scheduling the presentation. Once approved, these individuals will follow the established procedures for school visitors, including dress code.

2023-2024 SCHOOL HEALTH PROGRAM

Caswell County offers school health services, which includes school nursing. These services are essential for the health and well-being of our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement.

A ***Student Data and Health Information*** form **MUST** be maintained in the office or health room.

Injuries at School

- The teacher or other staff member responsible for the student at the time an injury occurs must complete an injury report with a copy to be sent home with the student.
- With injuries needing immediate attention, parents will be notified by school personnel for the following but may not be limited to:
 - Injury where there is swelling, severe pain, or a question of a broken bone
 - Injury where there is significant bleeding or if bleeding does not stop in a short period of time.
 - Dental injury

- o Eye injury
- o Head injury
- o Animal/Human bites
- o Burns
- o Poisoning

Dietary Considerations

- Students with special dietary needs should contact your school nurse or the school's nutrition director to obtain the required specialized dietary form. This form must be completed and signed by your child's physician.

Allergies/Anaphylaxis

- All known allergies need to be reported on the **Data and Student Health Form**.
- Parents of students with known life threatening allergies and/or history of anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis emergencies in the school (ex: Allergy Action Plan, completed medication forms, and medications as ordered).
- Per North Carolina law, should anyone on school grounds have an anaphylactic reaction to an **UNKNOWN** allergen, emergency Epinephrine is available and can be administered by trained school personnel.

Health Concerns/Illness

- If your child is sick, **DO NOT** send the child to school until they are completely recovered.
- If your child becomes ill at school, we will contact you immediately as we cannot keep sick children at school, exposing other children to their illness. Please make sure you update your contact information so that we may contact you.
- If a parent cannot be reached, emergency contacts listed on the **Data and Student Health Form** will be contacted as needed for pick up. Please do not list an emergency contact that does not have their own transportation.
- Any student with a fever of **100.4 or greater** will be sent home (no exceptions). Students must be fever-free for 24 hours without the benefit of medications before returning to school.
- If a student has persistent nausea, vomiting, and/or diarrhea, they need to be picked up and must remain out for 24 hours.
- Parents of children with identified chronic health conditions should contact the school nurse. The nurse will develop a plan of care for the child with input from the parents, school personnel, and the student's physician. This includes students with asthma, seizures, and allergies.
- Students with diagnosed diabetes must have a diabetic care plan in place at the beginning of the school year. Diabetic students will be sent home if blood sugar level is 400 or more or as directed by the individual care plan.
- Certain conditions such as head lice, ringworm, conjunctivitis, scabies, etc. may require medical documentation of treatment.

COVID-19

COVID-19 is a contagious respiratory illness caused by the coronavirus (called SARS-CoV-2). Infection with the COVID-19 can result in illness ranging from mild to severe and in some cases produce life-threatening complications.

Symptoms include: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, headache, congested or runny nose, nausea or vomiting, diarrhea. While symptoms in children are similar to adults, children may have milder symptoms. Reported symptoms in children include cold-like symptoms such as fever (100.4 or higher), runny nose,

and cough.

Caswell County Schools will continue to reference, monitor, and follow the Center for Disease Control's (CDC) Operational Guidance for K-12 Schools for information regarding COVID-19 in school settings.

Head Lice

- School staff have the right to inspect heads of students at any time to check for lice and/or nits.
- If a student is screened and found to have lice, parents of the student will be notified and given instructions regarding medical interventions.
- If the student with lice has siblings in the school system, they will also be checked prior to contacting the parents by phone and/or letter explaining what needs to be done.
- It is **not** necessary for an entire classroom to be checked if a case of lice is found; it is only necessary for those children exhibiting symptoms of lice to be screened.
- If live lice are found, the parent/guardian will be instructed on treatment guidelines and the student can remain at school.
- Two school days after a child has been found to have live lice, the school nurse or designated personnel should rescreen the children for the presence of live lice.
 - If only nits are seen on the hair strands, the student should be rescreened in 7-10 days
 - If live lice are found, the school nurse will contact the parent/guardian at the end of the school day to discuss further treatment options. The parent/guardian may be requested to consult a health care provider for treatment options and a note from a health care provider may be required.
- A letter to all class members **WILL NOT** be sent. It is up to the Health Director to determine if a letter home is necessary.
- Absences related to treatment for head lice should not be excused.

Ringworm (tinea corporis)

- The school nurse will screen students suspected with ringworm infection and refer questionable cases to the Caswell County Health Department or the student's usual medical provider.
- Screening may also be done to classroom contacts of the student identified as having a ringworm infection. Nurses will notify the parent/guardian of the presence of ringworm and give instructions regarding needed interventions.
- The child should keep the ringworm lesions covered until rechecked and cleared by the school nurse in 5-7 school days.
 - If the ringworm infection is still active when rechecked by the school nurse, the parent/guardian will be contacted at the end of the school day to discuss treatment options.
 - The parent/guardian may be requested to consult a health care provider for treatment options and a note from a health care provider may be required.
- Absences related to treatment for ringworm should not be excused.

Health Screenings

- Health screens will be conducted by the school nurse, hearing specialist, and dental hygienist selectively during the school year.
- Health screening could include height, weight, body mass index, vision, dental, hearing, and blood pressure.
- Information regarding results and any need for a referral will be sent to the parent/guardian.
- Should you choose for your child not to participate, please send a letter of refusal to the school nurse.

Immunizations/ School Entry Health Requirements

- The North Carolina State Immunization Law places the responsibility on the parents to provide

immunization records for their children upon entry to the school.

- Any new enrollee (K-12th grade) coming into the NC School System for the first time must have the **North Carolina Health Assessment Form** submitted to the school. The form must be completed by a licensed medical provider and the physical must have been performed within the past 12 months of the first day of school.

Students who distribute medication will be subject to disciplinary action.

Medications at School: CCS Medication Administration Policy #6125

- It is the policy of CCS to discourage the administration of medications during the school day.
- If medications are to be administered during the school day a **Medication Authorization Form** must be completed by the student's medical provider and parent/guardian. This form must be completed annually. This pertains to ALL MEDICATIONS including: prescription medication and over the counter (Tylenol, Benadryl, Ibuprofen, cough drops, sunscreen, lotions, etc.).
- **ALL MEDICATIONS ARE TO BE BROUGHT TO SCHOOL BY THE PARENT/GUARDIAN WITH THE MEDICATION AUTHORIZATION FORM COMPLETED!** ***NO EXCEPTIONS*** Do not put the school administrator in the position of having to discipline your child due to this policy.
- Asthma inhalers, emergency epinephrine, and insulin can be self-carried by the student if the **Self-Carry Section of the Medication Form** is completed by the medical provider, parent/guardian, student, and school nurse.
- All medications will be dispensed by the school nurse or an authorized staff member and kept in a secured location.
- All medication and health forms can be found at the school or on the Caswell County Schools website under the Health Services/Document Uploads section. Copies of the medication forms are attached to this handbook as well.
- Notice will be given for medication pick up at the end of the school year. All medications not picked up will be destroyed.
- The Caswell County Board of Education and School Nurses assume no responsibility for students who self-medicate.
- Students who distribute medication will be subject to disciplinary action.

Garrett's Law

- Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV. The following materials are attached to support this law:

Meningococcal Disease Fact Sheet

The Flu Fact Sheet

HPV-Get Vaccinated Sheet

APPENDIX

What You Need to Know About Meningococcal Disease	Page 44-45
What Parents Need to Know about the Flu	Page 46-47
HPV – Get Vaccinated!	Page 48-49
CCS Authorization for Medication Administration	Page 50-51
2023-2024 School Calendar	Page 51
Stoney Creek PBIS Matrix	Page 53
FORM: Photo /Video Opt Out Form	Page 54
Title I Parent Compact	Page 55
FORM: FERPA Opt-Out Letter	Page 56
Pesticide Information	Page 57-58

Chromebook Agreement	Page 59-64
See Something Say Something Parent/Guardian Letter	Page 64-65
FORM: Confirmation of Receipt of the Stoney Creek Elementary School Handbook	Page 66

WHAT YOU NEED TO KNOW ABOUT

Meningococcal Disease

What is meningococcal disease? What causes it?

Meningococcal disease is a serious, potentially fatal illness caused by bacteria. There are three types of invasive meningococcal disease:

- ❖ **Meningitis** – an infection of the fluid surrounding the brain and spinal cord
- ❖ **Bacteremia** – an infection of the blood stream
- ❖ **Pneumonia** – an infection of the lungs

How is the disease spread?

Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

What are the symptoms?

Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

How many people contract or die from meningococcal disease?

About 3,000 people get meningococcal disease each year in the United States. Approximately 10 percent to 15 percent of people who get the disease die from it, and many others are affected for life. About 20 percent of those who survive suffer long-term effects that can include brain damage, seizures or limb amputations.

Who is at risk?

Anyone can get meningococcal disease. It is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

Can meningococcal disease be prevented?

Yes. Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

What do health officials recommend?

Health officials recommend routine vaccination at age 11 or 12 years, with a booster dose at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be administered, preferably at age 16 through 17 years. Persons who receive their first dose of meningococcal vaccine at or after age 16 years do not need a booster dose.

What are the N.C. requirements for school entry?

Beginning July 1, 2015 North Carolina requires all students entering 7th grade or 12 years of age, whichever comes first, to have one dose of meningococcal vaccine. A booster dose of meningococcal vaccine will be required for students entering 12th grade or 17 years of age, whichever comes first, beginning August, 2020. If the first dose of vaccine was administered on or after the 16th birthday the booster dose will not be required.

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Does the meningococcal vaccine prevent all forms of meningococcal disease?

There are currently two meningococcal vaccines available in the U.S.:

- ❖ Meningococcal polysaccharide vaccine (MPSV4) – available since 1970s
- ❖ Meningococcal conjugate vaccine (MCV4) – licensed in 2005

Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevent meningitis caused by other bacteria such as “strep” or Hib bacteria.

Is the vaccine effective?

Yes. Both vaccines work well, and protect about 90 percent of those who get it. MCV4 is expected to give better, longer-lasting protection. MCV4 is also expected to be better at preventing the disease from spreading from person to person.

What about side effects?

Up to half of the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. A small percentage of those who receive the vaccine develop a fever. Serious allergic reactions to the vaccine are rare, but do occur. Signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What can I do if I have a reaction to the vaccine?

If you think you are having a serious reaction to the vaccine, seek immediate medical attention. For mild to moderate vaccine reactions, an aspirin-free pain reliever can be used to reduce fever and soreness at the shot site.

It is important to remember that your child's chances of being harmed by meningococcal disease are far greater than any chance of being harmed by the

vaccine. Immunizations are one of the most important ways parents can protect their children against serious infectious diseases.

How widespread is meningococcal disease? Would I need the vaccine if I travel?

Although large epidemics of meningococcal disease do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least one week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the CDC's international travel line at (877) 394-8747.

Where can I get more information on the disease and vaccine?

Talk to your physician or someone at your local health department for more information. They can give you the vaccine package insert or suggest other sources of information. In addition, you can find information about the disease and vaccine through the following sources.

- ❖ North Carolina Immunization Branch:
 - Visit the web site at www.immunize.nc.gov.
 - Call (919) 707-5550
- ❖ Call your local health department's immunization program.
- ❖ Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC INFO)
 - Visit the National Center for Infectious Disease's meningococcal disease website at www.cdc.gov/meningitis/index.htm.
 - Visit CDC's Travelers Health website at www.cdc.gov/travel.
- ❖ Vaccines & Immunizations website at www.cdc.gov/vaccines.
- ❖ National Network for Immunization Information at www.immunizationinfo.org.
- ❖ American College Health Association www.acha.org.



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What Parents Need to Know About

The Flu

About the Flu:

Influenza (commonly called “the flu”) is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10 percent to 20 percent of people get the flu each year: an average of 200,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of the flu.

Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

Symptoms of Flu:

Symptoms of flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

Who is at Greatest Risk?

Children at greatest risk for being seriously harmed by flu include those who live in long-term care facilities or have the following medical conditions:

- heart disease;
- lung disease, including asthma;
- kidney disease;
- metabolic disease, including diabetes;
- anemia or other blood disorder;
- weakened immune systems (including HIV infection); and
- condition causing them to receive long-term aspirin therapy (and therefore a higher chance of developing Reye syndrome if infected with the flu).

In addition, healthy children ages 6 to 23 months are also encouraged to get the vaccine because the flu can lead to higher rates of hospitalization.

About the Flu Vaccine:

The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children, older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu.

The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

When is the Best Time to Immunize Against the Flu?

The peak season for the flu in the United States is November through April. The ideal time for children to get a flu shot is in October — especially for children under nine years of age who, if they have never had a flu shot before, need a second dose at least one month after their first flu shot, preferably before December.

Vaccine Reactions

The majority of children who receive the vaccine (about 80 percent) will have no side effects. Of those children who have a side effect, most will have only a mild local reaction.

- Mild reactions include soreness or redness where the shot was given.
- Children may have fever, chills, or a general sense of feeling unwell that lasts for one to two days.
- Aspirin-free pain reliever can be used to reduce fever and soreness.

In very rare cases (far less than 1 out of 10,000), vaccinated children can have a serious allergic reaction.

- Children who have an allergy to eggs (which are used in making the vaccine) or any component of the flu vaccine are at greater risk for a serious allergic reaction.

Your child's chance of being harmed by the flu is far greater than the chance of being harmed by the vaccine. Immunizations are one of the most important ways parents can protect their children against serious diseases.

Can My Child Still Get the Flu if He/She Has Been Given the Vaccine?

Yes. Since no vaccine is 100 percent effective, there will always be some immunized people who get the disease. Also, the flu virus changes every year, so there is no way to know exactly which strains of the flu must be in the vaccine to provide complete immunity. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu, depending on how closely the vaccine strain matches the strain circulating in the community. If a child or adult gets the flu after having received the vaccine, it is usually a much milder case of the disease.

Can My Child Get the Flu from the Flu Shot?

No. The flu vaccine that is licensed and currently available in the United States is made of killed flu viruses and cannot cause infection. Because the flu shot is given in the fall and winter when other common viruses are causing flu-like symptoms, some people will develop illnesses in the weeks after receiving a flu shot. These illnesses are generally not caused by the flu, but rather by an infection from another virus.

What Are Some Good Health Habits to Follow?

The following steps may help prevent the spread of respiratory illnesses like flu:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands to protect you from germs.
- Avoid touching your eyes, nose or mouth.

Who Can I Talk to About Getting My Child Vaccinated Against the Flu?

Talk to your pediatrician or physician about getting your child immunized against the flu this year. Parents can also talk to someone in their local health department's immunization program about getting the vaccine as well. Remember, the best time to immunize against the flu is in the fall, particularly in October or November. However, it is not too late to get vaccinated in December or later.

Other Resources

- www.immunizenc.com | Immunization Branch, N.C. Department of Health and Human Services
- www.cdc.gov/flu | Centers for Disease Control and Prevention Flu Home Page
- www.immunizationinfo.org | National Network for Immunization Information

(HPV) - Get Vaccinated!

What is HPV?

HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no sexual intercourse.

Human papillomavirus is the name of a group of viruses that includes more than 100 different strains or types. More than 30 of these viruses are sexually transmitted, and they can infect the genital area of men and women. Some types of HPV can cause cervical cancer in women. Other types of HPV can cause genital warts.

Many sexually active people (at least 50 percent) get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other sex partners. HPV is most common in young women and men who are in their late teens and early 20s.

How do you get HPV?

HPV is spread through any type of sexual activity and can infect any person who is sexually active. Both males and females can get it and pass it on to their sex partners without even realizing it.

What are the signs and symptoms of HPV infection?

The virus lives in the body and usually causes no symptoms. Some people will develop visible growths or bumps in the genital area (genital warts), but most men and women who have HPV do not know they are infected.

How is HPV related to cancer?

Some types of HPV can infect a woman's cervix (lower part of womb) and cause the cells to change. Most of the time, HPV goes away on its own. When HPV is gone, the cervix cells go back to normal. But sometimes, HPV does not go away. Instead, it stays in the body and continues to change the cells on a woman's cervix. These cervical cell changes (also called cervical dysplasia) can lead to cancer over time, if they are not treated. HPV can also cause other types of cancer, such as vulvar, vaginal, penile, anal, and oropharyngeal (cancers of the back of throat including base of tongue and tonsils).



How can my child be protected from getting HPV?

The only sure protection from HPV is lifelong abstinence or a monogamous relationship with an uninfected partner. However, vaccines are now available that can protect females and males (ages 9 to 26) from some of the major types of HPV.

Does the HPV vaccine prevent all types of human papillomavirus?

No, but the HPV vaccine can prevent most cases of cervical cancer and/or most genital warts. There are currently two HPV vaccines in the United States:

- The quadrivalent HPV vaccine (Gardasil) – which protects against the four types of HPV that cause most cervical and anal cancers and genital warts. This vaccine is available for males and females.
- The bivalent HPV vaccine (Cervarix) – which protects against the types of HPV that cause most cervical cancers. This vaccine is only available for females at this time.

Who should get the HPV vaccine?

Both of the HPV vaccines licensed are safe and effective for females ages 9 through 26 years. CDC recommends that the following individuals receive the HPV vaccine:

- Routine vaccination is recommended for 11 and 12 year old girls and boys. The vaccines can also be started as early as age 9.
- The vaccine is also recommended for males and females 13-26 years of age who did not receive it when they were younger.

Why is HPV vaccine recommended for such young girls and boys?

For the HPV vaccine to work best, it is very important to get all three doses (shots) before being exposed to HPV. Someone can be infected with HPV the very first time they have sexual contact with another person. It is also possible to get HPV even if sexual contact only happens one time. Ideally, males and females should get the vaccine before they even consider becoming sexually active.

How is the vaccine given?

The vaccine is given as a series of three shots over six months. The best protection is achieved after all three shots are given.

Is the vaccine safe and effective?

Yes. Studies show that the vaccine is extremely safe. The most common side effects are redness and soreness where the shot was given. Recipients should also be aware of reports of fainting directly after receiving the vaccine. The CDC recommends patients wait 15 to 30 minutes after receiving the vaccine before leaving the office. Studies have also found the vaccine to be almost 100 percent effective in preventing diseases (such as cervical cancer and genital warts) caused by the HPV types covered by the vaccine.

Do men and women who have received the HPV vaccine still need to worry about sexually transmitted infections?

Yes. When vaccinated girls are older, they will still need to get regular Pap tests since the vaccine does not protect against all types of HPV that cause cervical cancer nor does it protect against other sexually transmitted infections.



How much does the vaccine cost?

The vaccine can be very expensive, around \$390 for all three injections. However, if your child is insured, the insurance may cover the costs. If your child is 18 years of age or younger and meets one of the following qualifications, he or she is eligible to receive the vaccine from the state at no cost:

- Is eligible for Medicaid,
- Has no health insurance,
- Is Native American or Alaskan Native, or
- Has health insurance, but it does not cover any of the vaccine cost.

What if my child is uninsured? How can I get help paying for vaccine administration fees and other health care services my child needs?

Your child may be eligible for Health Check/ Medicaid or NC Health Choice – free or low cost health insurance for children and teens. Even children in a family of four with working parents may qualify. Both programs offer a rich package of benefits. If you are uninsured, apply through your local department of social services to find out if you qualify. To learn more about these child health insurance programs, go to www.NCHealthyStart.org.

What can I do?

If you would like to have your child vaccinated, please contact your doctor, health care provider or local health department to schedule an appointment.

Contact your insurance company to determine if they will cover the cost of the vaccine. If you are uninsured, apply through your local department of social services to find out if you qualify for Health Check / NC Health Choice insurance.

For more information about HPV, please contact the Centers for Disease Control and Prevention (CDC) at:

- 1-800-232-4636 (1-800-CDC-INFO);
- www.cdc.gov/std/hpv and www.cdc.gov/vaccines;

or visit the NC Immunization Branch's website at www.immunize.nc.gov.



State of North Carolina
Department of Health and Human Services www.ncdhhs.gov
N.C. DHHS is an equal opportunity employer and provider. 8/12

Teacher _____ Grade _____



Authorization for Medication Administration

Whenever possible, medication should be administered at home. If a medication is to be administered at school, an authorization form must be signed by a health care provider licensed to prescribe medications and by the parent/guardian. Prescription medication must be in the most current pharmacy labeled container. Over the counter medications must be provided in the original container and in limited quantities. Only one medication per form is permitted, and a new form must be completed each school year and anytime the dose or instructions change. Medications are not to be transported by students (unless approved by the school nurse to self-carry) and must be checked in by an adult.

Medication Order: Licensed Medical Provider Use Only

Student Name: _____ DOB: _____ School: _____
 Medication: _____ Dosage: _____ Route: _____ Frequency: _____
 Purpose of Medication: _____ School Year: _____
 Possible Side Effects/ Adverse Reactions: _____

Self Administration of Medication(s): Licensed Medical Provider Use Only

Asthma inhalers, epinephrine auto injectors, and diabetes medication(s) and supplies may be carried and self-administered according to North Carolina General Statutes with a signature from the student's licensed medical provider.

_____ (Initials of Medical Provider) I agree that this student demonstrates the knowledge and skills necessary to self-medicate. (Limited to asthma inhalers, epinephrine auto injectors, and diabetes supplies and medications)

Licensed Medical Provider Signature and Verification

Provider Signature: _____ Date: _____

Clinic Stamp	Parent/Guardian Signature and Release of Liability
	I request that my child (named above) receive this medication as instructed above. I understand it is my responsibility to provide the medication to the school in the appropriately labeled container. I give my permission for the school nurse to contact my child's medical provider regarding the medication and his/her medical condition if necessary. I hereby release the Caswell County Board of Education and its agents from any liability related to administration of this medication to my child. Parent/Guardian Signature: _____ Date: _____ Telephone: _____

Reviewed: _____ (School Nurse) Date: _____

Approved: _____ (Principal) Date: _____

Medication Check-In & Sign-Out Log

Date	Medication	Amt. Rec'd	Received by (signature)	Received from (signature)

Medication Disposal/Destruction Log (If not picked up)

Date	Medication	Amount	Signature of RN	Signature of RN

**Caswell County Schools
Academic Calendar
2023-2024**

Approved by BOE April 24, 2023

		July 2023							January 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
4-Jul	Independence Day Holiday			H							R	R					Holiday	1-Jan					
	12 month Staff Only	2	3		5	6	7	8	7	8	9	10	11	12	13	Optional Teacher Workday	2-Jan						
		9	10	11	12	13	14	15	14	H	16	17	18	★	20	Martin Luther King Jr. Holiday	15-Jan						
		16	17	18	19	20	21	22	21	RWD	RWD	24	25	RWD	27	Semester 1 Ends	18-Jan						
		23	24	25	26	27	28	29	28	29	30	31				Required Teacher Workday	22-Jan						
		30	31													Optional Teacher Workday	23-Jan						
																Semester 2 Begins	24-Jan						
		August 2023							February 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
17-Aug	Optional Teacher Workday				1	2	3	4	5					1	2	3							
18-Aug	Optional Teacher Workday	6	7	8	9	10	11	12	4	5	6	7	8	9	10								
8/21-8/25	Required Teacher Workdays	13	14	15	16	RWD	RWD	19	11	12	13	14	15	16	17	Required Teacher Workday	21-Feb						
28-Aug	Day 1 for Students	20	RWD	RWD	RWD	RWD	RWD	24	18	19	20	RWD	Interim	23	24	Interim Grade Reports	22-Feb						
		27	28	29	30	31			25	26	27	28	29										
		September 2023							March 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
4-Sep	Labor Day Holiday			H											1	2							
		3			5	6	7	8	9	3	4	5	6	7	8	9							
		10	11	12	13	14	15	16	10	11	12	13	14	15	16	End of 3rd Grading Period	18-Mar						
		17	18	19	20	21	22	23	17	★	RWD	20	21	22	23	Optional Teacher Workday	19-March						
26-Sep	Interim Grade Reports	24	25	Interim	27	28	29	30	24	25	RWD	27	28	H	30	Report Cards Issued	26-Mar						
									31							Holiday	29-Mar						
		October 2023							April 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
								1	2	3	4	5	6	7	7	8	9	10	11	12	13	Annual Leave Days	4/1-6/5
19-Oct	End of 1st Grading Period	8	9	10	11	12	13	14	14	15	16	RWD	18	19	20	First Day of 4th Grading Period	5-Apr						
23-Oct	Early Release	15	16	17	18	★		21	21	22	23	24	25	26	27	Required Teacher Workday	17-April						
27-Oct	Optional Teacher Workday	22	23	24	25	26	RWD	28	28	29	30												
30-Oct	Required Teacher Workday	29	RWD	31																			
		November 2023							May 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
11-Nov	Report Cards Issued					RWD	2	3	4				1	2	3	4							
13-Nov	Veterans Day Holiday	5	6	7	8	9	H	11	5	6	Interim	8	9	10	11	Interim Grade Reports	7-May						
22-Nov	Optional Teacher Workday	12	13	14	15	16	17	18	12	13	14	15	16	17	18								
11/23, 11/24	Thanksgiving Holiday	19	20	21	Interim	H	H	23	19	20	21	22	23	24	25								
		26	27	28	29	30			26	H	28	29	30	31	Memorial Day Holiday	27-May							
		December 2023							June 2024														
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S								
5-Dec	Interim Grade Reports							1	2							5	Last Day School Students	6/7					
		3	4	Interim	6	7	8	9	2	3	4	5	6	★		High School Graduation	8-Jun						
		10	11	12	13	14	15	16	9	RWD	RWD	RWD	13	14	15	Required Teacher Workday	10-Jun						
12/20-12/22	Annual Leave Days	17	18	19	AL	AL	AL	23	16	17	18	19	20	21	22	Optional Teacher Workdays	6/11-6/12						
12/25-12/27	Holidays	24	H	H	H	AL	AL	30	23	24	25	26	27	28	29								
12/28, 12/29	Annual Leave Days	31							30														
Inclement Weather Plan Calendar is subject to change due to weather conditions or other disruptions. In instances of calendar disruptions, calendar revisions will be made. To make up for missed instructional time, calendar revisions may include a plan to add additional minutes and/or make-up days.		Holiday Annual Leave Day Optional Teacher Workday Required Teacher Prof. Dev. / Workday Student Early Release/Required Prof. Dev. End of Grading Period		Calendar Legend 		Semester Begins / Semester Ends High School Graduation Interim Reports Issued-Dates Subject to Change Report Cards Issued-Dates Subject to Change																	



PANTHER PRIDE STUDENT EXPECTATIONS



Expectations	Hallway	Cafeteria	Bathroom	Playground	Bus
P ractice Respect	Walk silently. Smile at others.	Use good manners.	Respect others' privacy.	Use good manners.	Use quiet voices and appropriate language.
A ccept Responsibility	Walk in a line on the right side of the hallway.	Get everything you need when you go through the line.	Use appropriate language.	Follow the rules.	Stay in your seat.
W ork Together	Stay with your class.	Keep the area clean.	Keep the bathroom clean.	Include others.	Keep up with your bookbag.
S tay Safe	Keep hands and feet to yourself.	Stay in your seat.	Wash and dry your hands.	Use equipment properly. Be aware when it is time to leave.	Remain seated at all times



CCS Publication/Video/Photo Release Opt Out Form

This Form is to be completed and submitted to the student's teacher if the Parent/Guardian desires that the Caswell County School System **NOT** use, publish, etc. a video or photograph that includes an image of his/her child. A separate form must be completed for each child attending the School System.

PLEASE TAKE NOTICE: Unless this Form is completed and submitted by a child's parent or guardian, then the Caswell County School System shall be expressly authorized and entitled, without limitation, to use and publish the image of a child attending the Caswell County Schools for internal and external promotional and informational purposes, and for school related activities of every kind in websites, newsletters, flyers, instructional videos, and other school related materials of every kind.

CASWELL COUNTY SCHOOLS IS NOT TO USE OR PUBLISH A VIDEO DEPICTING, OR PHOTOGRAPHIC IMAGE OF, MY CHILD

The undersigned does hereby acknowledge and affirm that he/she is the parent or legal guardian of the child/student named below, and in order to protect the privacy of my child, I do hereby expressly state that the Caswell County School System is **NOT** to use or publish a video depicting, or photographic image of, my child for internal or external promotional and informational purposes, or for school related activities of any kind in any websites, newsletters, flyers, instructional videos, or other school related materials.

This the _____ day of _____, 20____

Child's/Student's Printed Full Name School Child/Student Attends

Parent or Legal Guardian's Signature

Parent or Legal Guardian's Printed Full Name

Parent or Legal Guardian's Signature

Parent or Legal Guardian's Printed Full Name

FERPA Opt-Out Letter

(Optional Form - If Needed Release Form to be completed and given to teacher)

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply and return to your child's school.

Federal law requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the *Family Educational Rights and Privacy Act* (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:

Military recruiters

Institutions of higher education

As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:

Military recruiters

Institutions of higher education

As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: [List directory information or purposes that you do permit, if any].

As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: [List directory information or purposes that you do permit, if any].

Student Name: _____ Grade: _____
 (Please Print)

Name of School: _____ Grade: _____
 (Please Print)

Signature of Parent/Legal Guardian

 Date

Signature of Student (if 18 years of age or older)

 Date

It is the policy of the Caswell County School System not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies

ANNUAL NOTIFICATIONS

General Information:

Pesticide Management

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose a potential risk to human health and the environment. The board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the board will utilize Integrated Pest Management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the school system.

Reference Board Policy 9205 (new policy or current old policy # 832)

Request For Notification Before Non-Exempt Pesticide Applications
(Optional - If needed, Release Form to be completed and given to teacher)

I am writing to request notification of non-exempt pesticide applications at _____ and or other site where I am student/employee of the school district.

I understand that I can request 72 hour advanced notification for pesticide applications at the relevant school or other non-school site, both indoor and outdoor pesticide applications, and including applications planned for summer recess, holidays, weekends, or after school.

Pesticide products exempt from notification requirements include: antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments and any pesticide products classified by the United State Environmental Protection Agency (EPA) as belonging to the US EPA Toxicity Class IV, "relatively nontoxic."

In addition, I understand that should a pest control emergency required a pesticide application for which there is not adequate time to notify me 72 hours in advance, I will receive a notice of emergency pesticide use less than 72 hours, or as soon as possible after the emergency application.

I am requesting notification of pesticide:

Name of student/students or employee:	
I would like my notification to be (please check one):	
Phone	Home Phone:
	Work Phone:
	Cell Phone:
Email	Email Address:

I understand that it is my responsibility to maintain communication through the means I have designated above, and that the school is required to try and contact me only once about a pesticide application. If I do not receive the notification because my voicemail or answering machine are full or not functioning; or because my email account is not functioning, over quota, or notification from the school is auto-filtered as spam; it is my responsibility to correct the problem. Though they will attempt to alert me to the issue, the school system is not liable.

Full Name: (please print) _____

Signature: _____ Date: _____

Technology/Chromebook Responsibility Agreement CHROMEBOOK USAGE AGREEMENT 1:1 Initiative

Revised July, 2022

Ownership of the Chromebook

Caswell County Schools retains sole right of possession of the Chromebook. Caswell County Schools lends the Chromebook to the students during the academic year for **educational purposes only**. Additionally, Caswell County Schools administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Requirement: All parents/guardians and students are required to read and sign the Caswell County Schools Chromebook Agreement contained in the **Caswell County Schools Code of Conduct**, before a Chromebook will be issued to the student.

Transfer/New Student Distribution: All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks at the school. Students' orientation and training will be offered at school level as needed.

Returning Your Chromebook: At the end of the school year, before the last week of school or whenever requested by the school administration, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the parent/guardian being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing: Students that transfer out of or withdraw from Caswell County Schools must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving Caswell County Schools may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Cost for unreturned and/or damaged devices: Total replacement cost of the Chromebook and peripherals: **\$400.00**. For the device only: **\$310.00**. For the power adapter the fee is **\$45.00** and for the replacement cost of the Gumdrop protector the fee is **\$45.00**.

Rights and Responsibilities

Educational Use: School-issued Chromebooks should be used for educational purposes and students are to adhere to the [Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times.

Monitoring Software: Teachers, school administrators, and the IT department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks in school or off campus.

No Expectation of Privacy: Students and any user have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students and parents/guardians agree to such access, monitoring, and recording of their use.

Responsibility for Electronic Data: All work is stored in the cloud. The school will not be responsible for the loss of any student work. The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Caswell County Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and they are given no guarantees that data will be retained or destroyed. The school will not be responsible to provide backup devices for students.

Operating System, Updates and Virus Protection: Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter: The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on or off campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Chromebook Identification Records: The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

Asset and ID Tags:

- All Chromebooks will be labeled with a school asset tag. Loose or missing tags should be reported immediately to the IT Technician.
- Asset tags and ID or other school issued tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook and/or receive disciplinary consequences for tampering with a school asset tag, ID tag or turning in a Chromebook without the school tags issued originally.

Authorized users and security: If a school Chromebook is assigned to a student individually:

- The student should not allow others to use his/her device. Each student is responsible for any **damage or misuse** done on his/her assigned Chromebook.
- Students will log into their Chromebooks using their own school issued Google Apps for Education account.
- Students should never share their account passwords with others.

Keep Your Chromebook Secure: Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person at your school. Only a school technician can handle any repairs that require the case to be opened.

Using Your Chromebook Outside of School: If a student has been assigned a Chromebook individually, principals may authorize students to use their Chromebooks at home and other locations outside of school (Home User Fee applies). A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Caswell County Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home-users are required** to use a school approved laptop **backpack** in order to take Chromebooks home.
- **Home-Users Technology Fee:** This is for all K-12 students and only applicable based on the principal's discretion. The cost, if applicable, is **per year** per device is **\$30.00**. This fee, if applicable, will apply to all devices that students will check out to take home and it is due at the beginning of each school year and is non-refundable. An additional deductible will be required for repair resulting from neglect or abuse.
- **Home User Chromebooks Left at Home:** Students are required to bring their Chromebooks and power adapter/charger to school every day. Repeat offenders who leave their device at home may face disciplinary actions.
- **Home User Charging Chromebooks:** Chromebooks must be brought to school each day with a full charge. Students should charge their Chromebooks at home every evening. An uncharged Chromebook is in violation of this agreement. Repeat offenses may result in disciplinary action.

Sound: Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Printing: Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.

Chromebook Care: Students are responsible for the general care of the Chromebook they have been issued by the school for both day-use or home use devices.

- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.

Carrying Chromebooks: Students and Parents/Guardians are encouraged to purchase and use a personal carrying case or sleeve for extra protection to the devices while transitioning between classrooms.

- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

Screen Care: The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed. Don't place items on top of your Chromebook as the weight can cause damage to the screen.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If you open the screen beyond its hinge limitation it will break.
- Never lift or carry by the screen as you can either break the screen or damage the hinge.
- Always keep magnetic devices away from your Chromebook.

Keep it clean:

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- To clean, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Liquids: Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

Vendor Warranty and Accidental Damage: The limited warranty covers normal use, accidental damage, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. This warranty covers only one incident per year. The vendor warranty does not warrant against intentional damage. Repairs of damaged equipment resulting from abuse or neglect will be charged to the student and parent/guardian.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Students must provide all necessary information pertaining to the circumstances of the damage/loss of the Chromebook. Parents/guardians and students will cooperate with school and/or law enforcement authorities and others involved in the actions and procedures that follow to repair, replace or recover the devices.
- In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the school where the student attends.
- Damaged equipment or technical problems must be reported to the IT Department immediately. Students and/or staff are required to submit, via online **tech-request**, the information about the device issues for troubleshooting or repair. Damage resulting from normal use and accidents will be repaired and/or replaced through the vendors warranty time frames.

Missing Chromebooks:

- Missing Chromebooks must be reported immediately to the Principal (or designee) to investigate the circumstances and to follow up with parents.
- The IT technician will track the missing device using tracking software and will report any findings to the principal (or designee).
- Only the principal can authorize for a student to receive a loaner (when there is a loaner available) if the assigned Chromebook is missing.
- Loaners can only be assigned on the day-to-day basis based on availability. On-loan Chromebooks are mainly intended to temporarily replace broken/in-repair ones.
- Per this 1:1 Agreement, parents are responsible to pay when the missing Chromebook is not returned.

On-loan Chromebooks: Loaner Day-use Chromebooks may be issued to students (if available) when they leave their school-issued Chromebook for repair.

- All user's responsibilities described in this document apply for loaner Chromebooks.
- Chromebooks on-loan may not be taken home, unless permitted by the school administration for specific required tasks.

A student can check out a loaner Chromebook without the principal's authorization when his/her assigned Chromebook is not working **only** if: 1. The student is not responsible for the malfunctioning of his/her Chromebook (For example: the problem is not the result of abuse or mishandling as described in this 1:1 agreement). 2. There is a loaner Chromebook available for the student to check-out.

If the malfunction of the Chromebook is the result of the student's abuse or mishandling, the incident must be reported to the principal (or designee) to follow up with applicable disciplinary actions and/or fees.

Chromebooks left unattended: Under no circumstances should Chromebooks be left in unsupervised areas except locked in their hallway locker or classrooms. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Consequences

Failure to comply with **each** of the **responsibilities** and **expectations** described in this agreement may result in **disciplinary actions** (including but not limited to: Removing Chromebook use privileges and in-school or out-of-school suspension) for the student and/or **cost of replacement/repair charges** to the student and parent/guardian.

By signing the Caswell County Schools **Code of Conduct**, the student and parent/guardian agree to follow and accept:

- The Caswell County Schools [Acceptable Use Policy \(#630\)](#)
- This Chromebook Agreement in its entirety.
- That Caswell County Schools owns the Chromebook, software and issued peripherals.
- That before the last week of each school year or whenever indicated by the school administration, the student must return the Chromebook, power adapter/ charger and any other school owned peripherals. Students or parents/guardians may be charged for any piece that is not returned.
- That if the device or any other school owned peripherals are not returned in good working order, the student or parent/guardian will pay the replacement cost as follows: **\$310** for the device only. **\$45.00** for Power adapter only and **\$45.00** for the replacement cost of the Gumdrop protector only. Total cost of device and peripherals is **\$400.00**
- In no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.

Use for Internet and Computer Resources Agreement

Acceptable Use for Internet and Computer Resources: Policy 630

It is the belief of the Caswell County Public School District that access to the Internet and other computer resources should be available to all students, faculty, and staff. The Internet, a network of networks and other computer and information resources offer vast, diverse, and unique resources that can educate and inform. These resources have an important place as educational resources in our schools by facilitating information sharing, innovation, and communication.

The Internet connects computers all over the world and millions of individuals. The Internet offers access to:

1. Communication through electronic mail (e-mail);
2. Information and news from various research institutions and organizations, such as NASA, as well as the opportunity to correspond with personnel at these sites;
3. Discussion groups on an endless variety of topics;
4. Many library catalogs, including universities and the Library of Congress;
5. Opportunities for sharing of information and projects with peers in similar schools and situations;
6. Public domain software and shareware of all types.

The Internet is in a constant state of change and it is difficult to predict what will be available from day to day. With access to the Internet, the possibility increases that material may be accessible that may not be considered to be of educational value in the context of the school setting. Just as the purchase, availability and use of media materials does not indicate an endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. The Caswell County Public School District has taken strong precautions to restrict access to controversial materials; however, on a global network, it is impossible to control all materials and information. It is the belief of the Caswell County Public Schools that the valuable information and interaction available on the Internet are worthwhile, even though the possibility exists for access to materials, which are not educationally appropriate.

Students, parents, and all school personnel must work together to ensure the efficient and appropriate use of the Internet and other computer network services. The effective and productive use of the network depends upon end users who practice etiquette, exhibit proper ethical and legal conduct, and adhere to strict guidelines. If a computer user violates any of these guidelines, consequences shall be imposed. These consequences include, but are not limited to, restriction or loss of network privileges. Each member of the school community shall be provided a copy of this policy. ***Receipt shall indicate a commitment by each individual to the terms set forth.*** If a parent/guardian of a student or employee does not wish to have access to the Internet, the individual shall send a letter to this effect to either the school principal on behalf of the student or, if an employee, to the Director of Technology.

Acceptable Use: Acceptable use of the Internet and computer network involves engaging in activities, which support education and research and are consistent with the educational purposes and objectives of Caswell County Schools (CCS). All use of any other organization's network or computing resources accessed through the Internet must comply with the rules established for that network. Transmission or any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, profane, or obscene material, and material protected by trade secret. Copying or uploading/downloading commercial software is in violation of copyright law and is prohibited. Any use of the network for commercial or for-profit purposes, for product advertisement, or political lobbying is prohibited. Personal use that generates an additional cost, or inhibits the function of the network, is prohibited. All private business is prohibited.

Privileges: The use of the Internet and other computer networks and resources is a privilege, not a right, offered to persons associated with the Caswell County Public School District. Misuse and/or violation of established policies may result in consequences, including but not limited to, suspension, restriction, or cancellation of user privileges. The administration, faculty, and staff of the Caswell County Public School District may request the Superintendent or designee to deny, revoke, or suspend specific user accounts, and the Superintendent or designee may close an account at any time, as warranted. Any decision to restrict or revoke access to the Internet may be appealed to the Superintendent or designee.

The Caswell County Public School District has a process in place for determining the appropriateness of information/materials.

PRIVACY, DISCLOSURE AND MONITORING OF TECHNOLOGY RESOURCE USE AND DATA

The Caswell County School System (CCS) will strive to fulfill its obligations to protect all legally confidential information. The CCS's technology resources, however, are not inherently secure or private and may be subject to unauthorized intrusion or hacking. In addition, the Caswell County School System reserves the right to disclose any user's electronic communications or data to Caswell County School System or

non-Caswell County School System's personnel or agencies to the extent permitted or required by law, including disclosure to public safety and social service officials or other legitimate third parties.

Users should be aware that, because the primary function of such technology resources is to further the Caswell County School System's public educational mission, many records produced by these resources are subject to the state's public records laws. Thus, for example, the internet sites viewed or the e-mails sent by CCS's staff may be public records subject to disclosure. Regardless of whether such uses generate public records, the Caswell County School System has the right to review and monitor ALL uses of its technology resources. Authorized officials may, at any time, reasonably review, restrict or otherwise regulate the use of these resources. Furthermore, CCS reserves the right to deny or restrict user access to technology resources by implementing monitoring and/or blocking devices and software.

Network Etiquette: All network users are expected to follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- d. Do not reveal your personal information, addresses, or phone numbers, or those of other students or colleagues.
- e. Remember that your electronic mail may not be private. The system administrator CCS or designee operates the system and has access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities and may result in the loss of user privileges and/or termination of employment.
- f. Do not use the network in a way that may disrupt the use of the network for others. Compose e-mail and bulletins off-line in order to reduce unnecessary network traffic. Maintain your e-mail folders clean by deleting all unnecessary messages frequently. Do not subscribe to any personal or not work related listservs using your CCS e-mail account.
- g. Network users are not intentionally to seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the network.
- h. Users should practice discretion regarding the handling of information and communications accessible through the network. Do not report personal communications without the author's prior consent. Do not post or distribute copyrighted materials.
- i. Illegal activities are prohibited.

Warranties/Issues of Liability: The Caswell County Public School District makes no warranties of any kind, whether expressed or implied, for the service it provides, nor will the District be responsible for any damages a user suffers. This includes damage or loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the Caswell County Public Schools' negligence or by the user's negligence, errors omissions, or by technical or other difficulties. Use of any information obtained through the Internet is at the user's own risk. The Caswell County Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they retrieve and consider how valid that information may be.

Safety and Security: To the extent practical, steps shall be taken to promote the safety and security of users of the Caswell County Schools online computer network when using any form of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Security on any computer system or network is a high priority. Toward that end, the Caswell County Public School District uses a filtering software that denies access to material that is obscene, that is child pornography or any other types of pornography, and that is harmful to minors. Do not use another individual's account number, or password, without written permission from the individual. Each user must protect his/her password and account number to ensure system security and to maintain use privileges. Attempts to log on to the Internet as the system administrator or designee may result in consequences, which include but may not be limited to, revocation of privileges, suspension, employment termination, and notification of authorities.

It shall be the responsibility of all members of the Caswell County Schools staff to supervise and monitor students' usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Any user identified as a security risk, or possessing a history of problems with other computer systems, may be denied access to the Internet. Network users have a duty to report to the building principal, the system administrator or designee, knowledge of any safety or security problems, or security breach, on the Internet and other computer networks. Do not demonstrate the problem to other users. The Caswell County Public School District reserves the right to temporarily or permanently remove a user account on the network.

All information technology security to be implemented shall be in accordance with security standards adopted under State Legislation. The CCS IT Department shall conduct assessments of network vulnerability, including network penetration or any similar procedure. The IT Department may use State Funded agencies or contract with another party or parties to perform the assessments.

Vandalism and Harassment: Vandalism and harassment will result in cancellation of privileges.

a. Vandalism is defined as any malicious attempt to harm, disrupt, degrade or destroy equipment, software or system performance. This includes system files or data of another user, the system or school computer systems, Internet, or any of the agencies, or other networks, that are connected to the Internet backbone. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.

b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail. Users may not use technology resources to engage in conduct involving harassment, intimidation, bullying (or cyber bullying), discrimination, or similarly offensive or harmful communications. This includes conduct that:

- a. A reasonable person should know, under the circumstances, will have the effect of harming or humiliating a student or damaging the student's property or of placing a student in reasonable fear of harm to his person or damage to his property; or
- b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school

Hate mail, discriminatory remarks, or language that offends or degrades others is not permitted and must be reported to the building principal, system administrator or designee.

c. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. This includes, but is not limited to, uploading or creating computer viruses.

Controversial Material: Users may encounter material which others may consider inappropriate or offensive. On a global network, it is impossible to control completely the content of data, and an industrious user may discover controversial material. Any use which would involve accessing, producing, posting, sending, or displaying pornographic, obscene, discriminatory, profane, lewd, vulgar, threatening, or sexually suggestive material, language or images, including images of exposed private body parts, is prohibited. Anything an employee views, sends, generates, or accesses must be appropriate for viewing, sending, receiving, generating, or accessing by school children. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited. Any decision by the Caswell County Public School District to restrict access to internet material shall not be deemed to impose any duty on the District to regulate the content of material on the internet.

In the event that an employee violates this policy, the following consequences may result. Any of these consequences may be enforced alone or in conjunction with one another by the school system against the violating employee. The severity of the punishment will be dependent upon the severity of the misuse. Possible options follow:

1. Revocation or limitation of access privileges.
2. Letter in personnel file detailing misuse and action taken.
3. Disciplinary action up to and including termination of employment.
4. Personal liability for damage to school system computer resources caused by intentional misuse.
5. Any other sanctions or remedies provided by law.

Employees who violate this policy will not be defended at Board expense pursuant to N.C. Gen. Stat. 115C-43. Any employee who publishes or duplicates copyrighted material shall be held personally liable for any of his or her actions that violate copyright laws.

It Takes Everyone To Keep Our Schools Safe

If You...



See Something... Say Something®!



Hear Something... Say Something!

Be Aware and Report

- Any Strange, Suspicious, or Dangerous Behavior
- Any Incidents of Bullying
- Any Inappropriate Social Media Posts or E-mails

If You Notice Something Strange, Suspicious, or Dangerous, Tell Your:

- Parent
- School Counselor
- Custodian
- Trusted Adult
- School Nurse
- Cafeteria Worker
- Teacher
- SRO
- Secretary
- Principal
- Bus Driver
- Best Friend

It's Your School, Let's Keep It Safe!!!!

® Adopted from the United States Department of Homeland Security *"If You See Something Say Something"* Campaign 2010



Parents and Students are asked to read the 2023 - 2024 Stoney Creek Elementary School Parent Student Handbook. Please make sure that you have discussed the handbook and understand its content since several policies and procedures have changed since last school year. The handbook can also be viewed on our school's website.

Please sign and return this form to your child's teacher by Friday, September 8, 2023.

Parent/Guardian Signature

Child's Signature

Date