

# **Code of Student Conduct**

## **Substance Abuse Policy**

**and**

## **Policies Pertaining to Student Conduct**



**Caswell County Schools**  
**2022-2023**

***Caswell County Schools***  
***Code of Student Conduct 2022-2023***  
**Caswell County Schools Administrative Building**  
**319 E. Main Street**  
**Yanceyville, NC 27379**

**Caswell County Schools Auxiliary Services**  
**Whitley Building**  
**353 County Home Road**  
**Blanch, NC 27212**

**Phone: 336-694-4116**  
**Fax: 336-694-5154**

**Dr. Sandra Carter, Superintendent**  
**Dr. Carla Murray, Assistant Superintendent of Human Resources and Student Services**

**Mrs. Carol Boaz, Director of Elementary Education and AIG Programs**  
**Mr. Jerry Hatchett, Director of Maintenance**  
**Mr. Charles Hudson, Director of Transportation**  
**Ms. Medina Jones, Director of Secondary Education and Accountability**  
**Ms. Jennifer O'Briant, Director of Student Services**  
**Ms. Jolandria Graves, Director of Child Nutrition**  
**Mr. Nelson Showalter, Director of Exceptional Children's Programs**  
**Mr. David Useche, Chief Technology Officer**

## **Caswell County Schools**

***Mission: Engaging all students in learning that will foster academic excellence,  
responsible citizenship, and lifelong learning.***

***Vision: Empower, Engage and Excel***

***Caswell County Schools***  
***Code of Student Conduct 2022-2023***

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**for**  
**Caswell County Schools**

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**CODE OF STUDENT CONDUCT**  
**for**  
**CASWELL COUNTY SCHOOLS**

**Preamble**

The primary purpose of Caswell County Schools is to promote student achievement. Before this purpose can be adequately achieved, three (3) conditions must prevail. Students must be in school; teachers must be able to carry out their plans; and the classroom atmosphere must be such that learning can take place.

It is anticipated that every student will enter the Caswell County Schools each year with the intent and determination to take advantage of the educational opportunities in the schools. The administration and school staff are dedicated to assist the student in this endeavor.

**Each school principal has the authority to modify the discipline recommended in this *Code of Student Conduct* for an offense when the facts and circumstances justify an alternative.** Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. Any student who has violated one or more sections of the *Code of Student Conduct* may be subject to more severe disciplinary action than recommended in the *Code of Student Conduct*. The student must understand that his/her rights and responsibilities carry equal weight - each cannot exist without the other.

The school administrators have the right to call law enforcement officers to the schools to handle any student misconduct or violation which is believed to be in violation of a state or federal law, or to assist school officials in the exercise of their lawful authority to maintain order in the school.

Note: Principal discretion to alter school-imposed discipline based on circumstances is supported by law and by conditions outlined in the Code of Student Conduct.

**Appeals**

With regard to all the offenses referred to in the Infractions Section, when the discipline is **long-term suspension or expulsion**, the decisions of the school administrators may be appealed by a procedure set forth by the Caswell County Board of Education within this handbook.

Reference: Board Policy 1740/4010.

**Student Discipline**

The Board of Education is firm in its belief that effective instruction and supervision reduces the need for student discipline; however, the Board is equally firm in its belief that effective student discipline is essential for quality instruction. To these ends, the Board regularly reviews and revises its *Code of Student Conduct*.

It is the responsibility of employees to be knowledgeable of the *Code of Student Conduct* and to follow the procedures contained therein.

- (a) The principal of a school, or his/her designee, shall have authority to suspend for a period of 10 days or less any student who willfully violates policies of conduct established by the local Board of Education; provided, that a student suspended pursuant to this subsection shall be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period; the opportunity to take textbooks and Chromebooks home for the duration of the

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suspension; and the right to inquire about homework assignments for the duration of the suspension.

- (b) The principal of a school, with the prior approval of the Superintendent, shall have the authority to suspend for periods of time in excess of 10 school days but in most cases not exceeding the time remaining in the school year, any pupil who willfully violates the policies of conduct established by the local Board of Education. The pupil or his/her parents or guardian may appeal the decision of the principal to the local Board of Education. (Refer to long-term suspension)
- (c) A local Board of Education may, upon recommendation of the principal and superintendent, expel any student 14 years of age or older who has been convicted of a felony and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees. A final decision of the local Board of Education pursuant to subsections (c) and (d) shall be subject to judicial review in the manner provided by Article 4, Chapter 150A of the General Statutes.

The Board shall publish all the policies mandated by this subsection and make them available to each student and his parent or guardian at the beginning of each school year. Notwithstanding any policy adopted pursuant to this section, school personnel may use reasonable force to control behavior or remove a person from the scene in those situations when necessary:

- (a) To quell a disturbance threatening injury to others;
- (b) To obtain possession of weapons or other dangerous objects on the person, or within the control of a student;
- (c) For self-defense; or
- (d) For the protection of persons or property.

North Carolina General Statute - 115C-288(e); 115C-391(b)

**Duties of Teachers**

North Carolina General Statute 115C-307(a)

“To maintain Order and Discipline - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by principal or supervising teacher to maintain good order and discipline in their respective schools.”

**Principal Reporting Requirements**

North Carolina General Statute 115C-288(g)

In response to the increased concern related to violence in schools and the provision of a safe, orderly school environment for all students, the General Assembly, during the 1993 session, enacted legislation which requires a school principal to report certain acts to a law enforcement agency immediately upon learning of the act. (“Immediately” for purposes of this section will be defined as the first available moment after order has been restored and necessary first aid or medical needs have been provided. In the event that order, first aid, or medical assistance is not at issue, notification should occur upon learning of the offense in question.)

Proper administration of the reporting requirement will include:

- (a) Documentation of all cases reported to law enforcement.
- (b) Notification of the Superintendent/designee immediately following notification of law enforcement.
- (c) Notification of the parent or guardian, by telephone and in writing, that the offense has been reported to law enforcement.

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- (d) Designation of an employee in each school to assume responsibility for reporting in the principal's absence. The name of that employee will be provided to the Superintendent/designee.
- (e) An understanding that the possible legal or criminal consequences of the reporting to law enforcement is not to be considered.
- (f) An understanding that there is no age limitation for the victim or perpetrator of the act required to be reported.
- (g) An understanding that the reporting requirement does not replace the obligation to apply the conditions of the *Code of Student Conduct*.

The following offenses (**but not limited to**) that occur on school grounds are to be reported to a law enforcement agency:

1. Assault resulting in serious personal injury
2. Assault involving the use of a weapon
3. Assault on school personnel
4. Bomb threat
5. Burning of a school building
6. Death by other than natural causes
7. Kidnapping
8. Unlawful possession, purchase, sales or consumption of an alcoholic beverage
9. Possession of controlled substance in violation of the law
10. Possession of a firearm or powerful explosive
11. Possession of a weapon excluding firearms & powerful explosives
12. Rape
13. Robbery with a dangerous weapon
14. Sexual assault not involving rape or sex offense
15. Sexual offense
16. Indecent liberties with a minor

Reporting of these offenses is required by law with no allowance for determination of severity or potential impact permitted.

Principals must report to law enforcement any criminal offenses that occur on school property of which they have personal knowledge or actual notice. Parents/guardians must be informed of any offenses that occur on school grounds which are reported to law enforcement pertaining to their child.

State Board of Education Policy SSCH-000.

### **Suspensions**

Violations of Board policies, the *Code of Student Conduct*, local rules issued by the individual schools, or North Carolina General Statutes, may result in disciplinary action, including short-term suspension (up to 10 days), long-term suspension (up to the remainder of the school year in accordance with recent federal legislation, long-term suspensions for weapons violations or bomb threats, may be defined as 365 calendar days), and expulsion where authorized. Students shall be informed of local school rules that, if broken, may result in short-term and long-term suspensions and expulsions.

### **Procedure for Suspension of Students from Schools**

#### **A. Introduction**

Most minor disciplinary problems can be handled effectively by the teacher, principal, or his/her designee without resorting to suspensions or expulsions. Such action may include a warning, detention, probation, conference with parents, etc. When a student has been accused of a minor infraction, he or she shall have the right to know what he or she is accused of and the right to present his or her case to the teacher, principal, or his/her designee.

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Any student suspended or expelled from school is to remain off school property for the duration of the suspension or expulsion period. Students are not to attend any Caswell County Schools' athletic contest or participate in any extracurricular activities at any Caswell County School during the suspension or expulsion.

Each school has the discretion to provide in-school suspension as an alternative to the removal of a student from the school for disruptive and /or undesirable behavior.

The removal of a student from class by the classroom teacher, principal, or other authorized school personnel for the remainder of the subject period or school day for in-school suspension shall not be considered a short-term suspension and shall not come under the rules and procedures governing suspension.

**B. Short-Term Suspension (1 to 10 school days)**

1. The principal may invoke a short-term suspension only after investigating the misconduct, confronting the student with the charges, and allowing the student to respond in his defense.
2. A suspended student shall be provided an opportunity to take any quarterly, semester, or grading period examination or test missed during the suspension period.
3. The student shall be provided the opportunity to take textbooks or Chromebooks home for the duration of the suspension.
4. The student has the right to inquire about homework assignments for the duration of the suspension.
5. If a principal has decided to invoke a short-term suspension, he/she shall follow the procedure outlined below in subsections F and G.

**C. Long-Term Suspension (More than 10 School Days)**

**1. Notice and Initiation of Proceedings:**

- a. If the principal, following an investigation, determines that a long-term suspension is appropriate, he/she shall invoke a short-term suspension of ten (10) school days and notify the student and parent/guardian. The principal will notify the Superintendent in writing within two days of his/her recommendation for long-term suspension, following the procedure outlined below in subsections F and G.
- b. If the student or parent/guardian desires to contest the principal's recommendation, the student or the parent/guardian must notify the Superintendent/designee in writing within **five (5) school days** following receipt of the notice of suspension. The notice of appeal shall state the issue(s) for the appeal, including concerns regarding the level of the suspension, if any.
- c. The student shall not return to school unless and until the appeal is resolved in his favor. In appropriate cases, the Superintendent is authorized to waive this rule and allow a student to return to school while an appeal is pending.

**2. No Hearing Requested:**

If a hearing is not requested within the allotted time, the Superintendent shall review the principal's recommendation prior to the expiration of the short-term suspension. The Superintendent shall provide the student/parent/guardian written notice of his/her decision whether to approve the long-term suspension. The decision of the Superintendent shall be final.

**3. Appeal to the Superintendent:**

- a. If the suspension is contested, the Superintendent/designee shall make every reasonable effort to convene a hearing within the short-term suspension period. The scope of the hearing shall be limited to the issue(s) raised in the notice of appeal.



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- b. The Superintendent/designee may appoint a hearing panel to act on his/her behalf at the hearing. The Chairman of the hearing panel shall convene a hearing within **five (5) school days** of this appointment and shall send at least three days written notice of the time and place of hearing and the offenses of which the student is accused to the student's home and to the principal.
  - c. The hearing shall be private and informal. Formal rules of evidence will not apply. The hearing shall consist of a presentation by the principal of witness testimony and other evidence supporting the recommended long-term suspension. The student or student's parent(s) or guardian may then offer witnesses and other evidence on his own behalf. The Superintendent/designee/hearing panel may question any witness and may limit the questioning of any witness if such questioning is unproductively lengthy, irrelevant, or improper.
  - d. A formal record shall be made of the hearing, which at a minimum shall include a digital recording of the hearing, any written or other evidence introduced at the hearing, a copy of the suspension notice, and a copy of the notice of appeal.
  - e. Based upon the information presented at the hearing, recommendations will be made to the Superintendent. The Superintendent shall resolve the issue(s) raised on appeal and approve, disapprove, or modify the principal's recommendation. The Superintendent shall determine whether the principal's recommendation is supported by substantial evidence, consistent with Board policy, and whether due process was afforded.
  - f. The Superintendent shall make every reasonable effort to provide the student/parent/guardian and principal written notice of her/his decision within **ten (10) school days** after the hearing. The written notice shall explain the reasons for the decision and inform the student/parent/guardian of the right to appeal the decision to the Board of Education.
4. Appeal to the Board of Education
- a. If the student or parent/guardian is not satisfied with the Superintendent's decision, an appeal may be made to the Board of Education within **ten (10) school days** of the receipt of notice from the Superintendent. The appeal shall be in writing and shall be limited to the issues raised at the hearing before the Superintendent/designee/panel. The period of suspension or expulsion awarded by the Superintendent need not be postponed pending the outcome of the appeal.
  - b. The Board of Education shall notify the student/parent/guardian of the date when the Board or a committee of the Board of Education will hear the appeal, making every reasonable effort to hear the appeal within **ten (10) school days** of the request. The Board of Education may select two or more Board members to hear the appeal on behalf of the entire Board. An official digital recording shall be made of the appeal hearing.
  - c. The student/parent/guardian and the principal and/or designee may attend the hearing to argue in favor of their respective positions. The student/parent/guardian shall have the opportunity to examine the evidence and present evidence, to confront and cross-examine the witnesses supporting the charge, and to call witnesses to verify the student's version of the incident. The Board of Education may decide the appeal on the record or may receive additional testimony and evidence as needed.

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- d. The parent/guardian is permitted to retain an attorney to represent the student in the hearing process; (Must inform the superintendent 3 days prior to the hearing)
- e. The parent/guardian is permitted to have an advocate (anyone who accompanies the child other than the parent/guardian), limited to no more than two beyond the parents/guardians, to accompany the student to assist in the presentation of his appeal instead of an attorney; and
- f. The parent/guardian has the right to review the student's educational records prior to the hearing.
- g. The Board of Education shall make every reasonable effort to render a written decision within **thirty (30) days**. The decision of the Board shall be final, except an adverse decision by the Board of Education may be appealed by a student to a court of law as provided by statute.

**D. Expulsion (Permanent Suspension/Expulsion of a Student From the School System)**

The school system shall comply with the applicable law in determining whether to permanently expel a student from school.

Reference Board Policy 465.

**E. Suspension of Students with an Individualized Education or 504 Plan**

- 1. In the event that a child with a disability exhibits behavior which, if the child were not a child with a disability, could result in the suspension or expulsion of the child from school for more than 10 consecutive days or a series of short-term suspensions that constitute a change in placement, the school shall require a multidisciplinary team promptly to determine if the behavior is a manifestation of the student's disability. If no manifestation is established, the school may initiate its normal disciplinary procedures, provided that the student with a disability must continue to receive a free appropriate public education. If the student with a disability is suspended or expelled, the school must provide a free appropriate public education in an alternative setting such as an alternative school or at home. If a manifestation is established, the school may not initiate its normal disciplinary procedures.
- 2. **Emergency Situations:** In an emergency situation, the child may be immediately suspended for a period not to exceed 10 school days total for the child for the current school year. As soon as possible after the suspension has begun, and in no case beyond the end of the 10<sup>th</sup> school day maximum period, except under extraordinary circumstances, the multidisciplinary team shall conduct the evaluation described above. To constitute an emergency situation, there must be a continuing threat to the child or to others due to the child's behavior.
- 3. **Due Process Rights:** In all actions involving suspension of a student with a disability for more than 10 days in a school year, the parties have available all due process rights.

Legal Reference: NC 1504-2 NC Policies Governing Services for Children with Disabilities.

**F. Notice to Parents/Guardians of Suspension**

When a student is suspended for either short- or long-term, the principal shall:

- 1. Make every reasonable effort to contact the parent/guardian and notify them of the suspension by the end of the workday which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed;

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2. Provide timely written notice to the parent/guardian that includes the charge against the student, facts sufficiently particular to describe the nature of the offense, whether the offense is reported to law enforcement, and appropriate appeal procedures if long-term suspension is recommended; and
3. A conference may be required with the parent/guardian before or at the time the student returns to school.

**G. Removal From School During the School Day**

1. Release to a Parent or Guardian: When a student is suspended during the school day, the principal shall attempt to reach the student's parent/guardian to inform them of the school's actions and to request that they come to school or make arrangements for the student to leave the school.

If the principal or designee cannot reach the parent/guardian/emergency contact, the student must remain on school property until the close of the school day unless the safety of the student or others would be seriously jeopardized. The student will not be allowed to ride the bus at the end of the day.

2. Mass Violation of School Rules: The principal may order students to leave school premises immediately when he/she is faced with mass violations of school rules and if it is not possible to keep the students on school grounds and restore or maintain order to protect school property or people on the school grounds.

H. In all cases where suspension is involved, the principal shall maintain a written record which shall include the date, charges, and the action taken.

I. Pursuant to the provisions of North Carolina General Statute 115C-390.2(b), the Caswell County Board of Education has adopted the *Code of Student Conduct* effective June 28, 2021. This *Code* is reviewed, revised, and re-approved annually.

Reference Board Policies 465 and 1740/4010.

**Infractions**

Students must comply with the Code of Conduct in the following circumstances:

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any school bus stop;
4. During participation in school sponsored Remote Learning activities using technology;
5. During any school-sponsored activity or extracurricular activity;
6. When subject to the authority of school employees; and
7. At any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

A student who has been suspended by a school principal shall not be eligible to enroll in any school in the school district during the suspension period. Expelled students are permanently barred from attending any school in the Caswell County School System, unless and until the expulsion is withdrawn by the Board.

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When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, the official shall immediately report such violation to the proper law enforcement agency. However, school disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

**Misconduct Not Covered**

Student misconduct not covered by the following sections shall be dealt with by the principal or his/her designee as appropriate.

**School Rules and Regulations**

Principals are authorized to publicize individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered by the following sections.

**Section 1: Misrepresentation**

A student will not lie or cheat.

- A. Altering Report Cards or Notes:
  - Tampering with report cards, official passes, notes or other school documents in any manner, including changing of grades or forging names to excuses.
- B. False Information:
  - Making false statements, written or oral, to anyone in authority.
- C. Cheating:
  - Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc.
  - Discipline:
    - 1<sup>st</sup> Offense      Conference; principal determination & notification to parents/guardian
    - 2<sup>nd</sup> Offense      Up to 3 days suspension.
    - 3<sup>rd</sup> Offense      Up to 5 days suspension.

**Section 2: Cutting Classes/Unlawful Absences/Unauthorized Leaving School**

**2(a) Cutting Class**

No student shall fail or refuse to attend an assigned class or fail or refuse to attend the school to which he/she is assigned on any school day without permission or excuse from school personnel or without good reason sufficient to constitute an excused absence.

Discipline:	1 <sup>st</sup> Offense	Notification to parents/guardians; records as an unexcused absence; and ISS assigned at the discretion of the administration. Possible home visit and administrative conference.
	2 <sup>nd</sup> Offense	ISS up to 3 Days and referral to the social worker.
	3 <sup>rd</sup> Offense	Up to 3 Days Suspension.

**2(b) Unauthorized Leaving the Campus**

No student who attends school during any portion of the school day shall thereafter leave the school grounds prior to the end of the school day without permission or excuse from school personnel.

Discipline	1 <sup>st</sup> Offense	ISS up to 5 Days and referral to the social worker.
	2 <sup>nd</sup> Offense	Up to 3 Days Suspension.
	3 <sup>rd</sup> Offense	Up to 5 days Suspension.

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**Section 3: 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.

**Section 4: Dress Code Guidelines**

The Caswell County Board of Education agreed that any items of clothing/apparel or jewelry that is worn which may create an unsafe environment, unsafe movement, interferes with or distracts others from learning or violates the provisions of the district's reopening plan, Governor's Executive Orders, CDC and NCDHHS recommendations, or guidance from the Caswell County Health Department will not be allowed. Further, the school is a place for learning where students should dress accordingly. Any student who fails to comply with direction in relation to improper attire will be in violation of the *Code of Student Conduct*. Failure to comply with dress code regulations could result in suspension.

Students are expected to dress in good taste and are not wear any clothing/apparel which includes:

- ◆ Any articles considered unsafe or dangerous, such as shoes that do not allow a student to maneuver quickly and safely. State health regulations require all students to wear shoes on campus and in all buildings. Shoes with 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.
- ◆ Offensive or obscene symbols, signs, slogans, or words.
- ◆ Language or symbols oriented towards promotion or advertisement of violence, sex, alcohol, tobacco, or other drugs.
- ◆ Undergarments which are visible.
- ◆ Pants not worn at the waist and properly fitted or belted to fit. Long pants must not drag floor. No holes in pants above the knee.
- ◆ Short-shorts and/or mini skirts. The hem of skirts/shorts and dresses must be no higher than 3" above the top of the kneecap.
- ◆ Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed. Tops must comply with school's regulations.
- ◆ Belts which are not buckled and/or not threaded properly through belt loops.
- ◆ Shirts that show midriff or other body parts that are not normally publicly exposed. Sleeveless shirts with fitted armholes are permissible. Clothing is not to be sheer or mesh. Spaghetti straps(s) and tank tops are not permissible. Tops must comply with school's regulations.
- ◆ Hats or other head coverings (sunglasses, visors, toboggans, bandanas or sweatbands) inside or outside the school building during the school day. Exceptions will be made for medical and/or religious reasons and for designated occasions. (Hats or other head coverings may be worn during outdoor, supervised times with the approval of the principal).
- ◆ Chains or other objects dangling from pants or from other items of clothing. Key chains, if worn, must be under the shirt.
- ◆ Excessive/distractible body piercings.
- ◆ Symbolic gang attire.
- ◆ Any clothing or hair color, etc. that may create a disruption to the learning environment.
- ◆ Face coverings should follow dress code requirements listed above prohibiting offensive or obscene symbols, signs, slogans, or words and language or symbols oriented towards promotion or advertisement of violence, sex, alcohol, tobacco, or other drugs. Unless otherwise informed, face coverings are required to be appropriately worn.

Each school administrator may add more specific guidelines about dress for his/her school in the school's student handbook and/or parent/guardian newsletters.

Reference Board Policy 480.

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**Section 5: 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:	1 <sup>st</sup> Offense	Up to 3 days suspension or penalty as determined by principal/designee.
	2 <sup>nd</sup> Offense	Up to 5 days suspension.
	3 <sup>rd</sup> Offense	Up to 10 days suspension.

For a severe violation, the principal may recommend a longer suspension.

**Section 6: 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 <sup>st</sup> Offense	Up to 3 day suspension or as determined by the principal/designee.
	2 <sup>nd</sup> Offense	Up to 5 days suspension.
	3 <sup>rd</sup> 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:	1 <sup>st</sup> Offense	Up to 3 days suspension.
	2 <sup>nd</sup> 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.

**Section 7: Devices Causing Noise, Disturbance, and Non-essential items**

Any items creating noise and/or disturbances as well as non-essential items shall not be brought into the school building or on school grounds by students unless permission is secured from the principal's office. Examples include, but are not limited to pagers, beepers, CD players, tape recorders, portable radios, whistles, bells, laser lights, firecrackers, or stink bombs. If cellular phones are brought on campus they must remain turned off and out of sight. Cellular phones **shall remain off throughout the school day (7:45 - 3:05) unless designated times by administration.**

Discipline:	1 <sup>st</sup> Offense	Principal determination, confiscation of device, and notification to parents/guardian.
	2 <sup>nd</sup> Offense	Up to 3 days suspension. Confiscation of device to be returned only to parent/guardian with conference.

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3<sup>rd</sup> Offense                      Up to 5 days suspension.

Reference: Board Policy 456.

**Section 8: Trespassing**

No student shall be on the campus of any Caswell County School during the school day without the knowledge and consent of the principal or his/her designee. This includes the school to which the student is assigned or any school which the student may be visiting. Students who loiter at any school after the close of the school day without specific need or supervision will be considered trespassers. No student, while under school-imposed suspension, shall be in any school building, school bus, or on the premises of any Caswell County School.

All non-students must immediately upon arriving at the school report to the main office to have permission to be on school premises.

Discipline:            The principal has the authority to determine a suitable punishment for violations, including short-term suspensions and recommendations for long-term suspensions. The principal has authority to notify law enforcement and impose a ban from campus, when necessary.

**Section 9: Gambling on Campus**

*(Games of Chance Where Money is Involved)*

No student shall engage in any game of chance involving money or any gambling activity.

Discipline:	1 <sup>st</sup> Offense	Suspension or penalty as determined by principal/designee.
	2 <sup>nd</sup> Offense	Up to 3 days suspension and parental conference.
	3 <sup>rd</sup> Offense	Up to 5 days suspension and parental conference.

**Section 10: Tobacco Products on Campus *Caswell County Schools are 100% Tobacco Free***

No student in grades K-12 may use or possess any tobacco product in any school building, school bus, or on school premises at any time. E-cigarettes, vape devices, or similar devices are considered a tobacco product.

Discipline:	1 <sup>st</sup> Offense	Up to 3 days suspension.
	2 <sup>nd</sup> Offense	Up to 5 days suspension.
	3 <sup>rd</sup> Offense	Up to 10 days suspension.

Reference: Board Policy 455.

**Section 11: Devices Causing Fires**

No student shall possess, handle, transmit, or use any device capable of starting a fire or explosions.

Discipline:	1 <sup>st</sup> Offense	Items confiscated, parents/guardian notified, and up to 3 days suspension.
	2 <sup>nd</sup> Offense	Up to 5 days suspension, parent conference.
	3 <sup>rd</sup> Offense	Up to 10 days suspension.

**Section 12: 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.

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Discipline:	1 <sup>st</sup> Offense	Up to 3 days suspension.
	2 <sup>nd</sup> Offense	Up to 5 days suspension.
	3 <sup>rd</sup> Offense	Up to 10 days suspension.

**Section 13: Pornographic, Profane, Obscene, and/or Violent Material**

A student should refrain from having any pornographic or profane material in their possession, including but not limited to pictures, magazines, CDs, DVDs, electronic texts, or images and sexually explicit or graphically violent materials (including but not limited to documents or instructions concerning the creation of and/or the use of a weapon).

Discipline:	1 <sup>st</sup> Offense	Up to 5 days suspension.
	2 <sup>nd</sup> Offense	Up to 10 days suspension.
	3 <sup>rd</sup> Offense	Principal requests long term suspension and may recommend expulsion if permitted under law.

**Section 14: 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 notify 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:	1 <sup>st</sup> Offense	Up to 5 days suspension.
	2 <sup>nd</sup> Offense	Up to 10 days suspension.
	3 <sup>rd</sup> 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.

**Section 15: Bullying/Discrimination**

The Board of Education believes that all employees and students should be free of discrimination, harassment, and bullying as part of the safe, orderly, caring and inviting working and learning environment. The Board commits itself to nondiscrimination in all of its educational and employment activities. The board expressly prohibits discrimination, harassment or bullying, including on the basis of race, color, national origin, gender, pregnancy, religion, age or disability. Therefore, no student shall bully or communicate any type of threat to another student, group of students or any school personnel.

This policy prohibits discrimination, harassment and bullying by students, employees, and/or volunteers.



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Harassment and Bullying

Harassment and bullying are any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- Places a student or school employee in actual reasonable fear of harm to his or her person or damage to his or her property; or
- 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 harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying.

Harassment and bullying include, but are not limited to, acts as defined above that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic or by association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability.

A student who believes that he/she has suffered harassment/bullying shall report the matter to any school employee. That employee, in turn, will immediately report the matter to the school principal. If necessary, the principal shall inform the Superintendent of any verified allegations immediately upon completion of the investigation. A person may report such an act anonymously. This shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this section.

Discipline:	1 <sup>st</sup> Offense	All students involved will be suspended up to 5 days.
	2 <sup>nd</sup> Offense	Up to 10 days suspension.
	3 <sup>rd</sup> 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.

Reference: Board Policies 450 and 452. Also reference: Technology Acceptable Use Agreement.

**Section 16: Hazing**

Students shall not engage in subjecting another student to physical injury or humiliation for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organized school group including any club, organization, society, athletic team or other similar group.

Discipline	1 <sup>st</sup> Offense	Up to 5 Days Suspension.
	2 <sup>nd</sup> Offense	Up to 10 Days Suspension.
	3 <sup>rd</sup> Offense	Principal requests long-term suspension and may recommend expulsion if permitted under law.

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**Section 17: Intimidation/Threats/Physical Abuse/Instigation of disruption**

**17(a): 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:	1 <sup>st</sup> Offense	Up to 5 days suspension.
	2 <sup>nd</sup> Offense	Up to 10 days suspension.
	3 <sup>rd</sup> 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.

**17(b): 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.
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**17 (c): Bomb or Terrorist Threats**

A local Board of Education may suspend for 365 calendar days any student who, by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property, any device designed to destroy or damage property by explosion, blasting, or burning, or who, with intent to perpetrate a hoax, conceals, places, or displays any device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

Reference: Board Policies 450 and 478.

**Section 18: Weapons at Schools**

**18 (a): Firearms**

No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive.

**There is no age limit for the act to be reported to the proper law enforcement agency.**

Discipline:	<b><u>Report to a law enforcement agency.</u></b>
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Suspension: One calendar year (365 days). The student may be expelled if allowable under the law. Illegal items will be confiscated and reported to law enforcement.

**18 (b): Other Weapons**

No student shall possess or carry, whether openly or concealed, any knife (switchblade, Bowie, pocket, box cutter, etc.), BB gun, air rifle, air pistol, paintball gun, dirk, dagger, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades, pepper spray, mace, or any other object that can reasonably be considered a weapon or facsimile of any kind of weapon.

**There is no age limit for the act to be reported to the proper law enforcement agency.**

The principal may recommend long-term suspension for the first offense.

Discipline:	1 <sup>st</sup> Offense	Report to a law enforcement agency, up to 10 days suspension. Illegal items will be confiscated and reported to law enforcement.
	2 <sup>nd</sup> Offense	Report to a law enforcement agency, long-term suspension may be recommended or expulsion if permitted under the law. Illegal items will be confiscated and reported to law enforcement.

Reference: Board Policy 450.

**Section 19: Stealing or Extortion**

No student shall take or attempt to take any school property or private property by theft or force or threat of force while under school jurisdiction. There is no age limit for the act to be reported to the proper law enforcement agency.

Discipline:	1 <sup>st</sup> Offense	Up to 3 days suspension and parental conference.
	2 <sup>nd</sup> Offense	Up to 10 days suspension and parental conference.
	3 <sup>rd</sup> Offense	Principal may recommend long term suspension or expulsion.

**Section 20: Willful or Malicious Damage to Property**

No student shall intentionally damage or attempt to damage any school property or private property while under school jurisdiction. Principal may notify law enforcement agency, if necessary.

Discipline:	1 <sup>st</sup> Offense	Up to 5 days suspension and payment of damages.
	2 <sup>nd</sup> Offense	Up to 10 days suspension, Principal may recommend long-term suspension, and payment of damages.

**Section 21: Pranks including Senior Pranks**

No student shall create a disturbance, vandalize, trespass, disrupt the operation of school, or cause any damage or clean up to school district property (inside or outside) associated with conducting a prank including a Senior Prank.

Discipline:	1 <sup>st</sup> Offense	Up to 10 day suspension, restitution for damages and clean-up, and loss of privileges including but not limited to Awards Assemblies, Special End-of-the-Year Activities, and participating in Graduation Exercises including walking across stage.
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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.

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**Section 22: Sexual Offense**

A student will not engage in sexual behavior.

**A. Consensual Sexual Activity:** Any sexual activity involving willing participants. Both parties must be charged at the same level.

Discipline:	1 <sup>st</sup> Offense	Up to 10 days suspension – conference with parents/guardians before students can return to school.
	2 <sup>nd</sup> Offense	Up to 10 days suspension and recommendation to the Alternative Program.
	3 <sup>rd</sup> Offense	Recommendation for long-term suspension or expulsion.

**When warranted, the principal may recommend long-term suspension at each level of offense.**

**B. Sexual Assault/Rape or Attempted Rape:** Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear.

Discipline:	Report to law enforcement. 10 days suspension with request for long-term suspension and/or expulsion.
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The principal shall inform the Superintendent of any verified allegations immediately upon the completion of the investigation. Failure by the employee to do so may subject the employee to disciplinary action.

**Section 23: Sexual Harassment**

Sexual Harassment is Prohibited - The Caswell County Board of Education believes that all students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits students from engaging in sexual harassment and advises students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including long-term suspension or expulsion in certain instances.

Discipline:	1 <sup>st</sup> Offense	Students who violate this policy for the first time may receive a short-term suspension for verbal or non-physical sexual harassment and long-term suspension for physical sexual harassment.
	2 <sup>nd</sup> Offense	Any student who violates this policy twice or more during a school year may receive a long-term suspension or an expulsion if permitted by law.

Definition of Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity; and/or
2. Submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile, or offensive environment.

Examples of Physical Sexual Harassment-Examples of physical sexual harassment include, but are not limited to, fondling, grabbing, pinching, kissing, or any other deliberate, unwelcome, and/or offensive touching.

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Examples of Non-Physical or Verbal Sexual Harassment-Examples of non-physical or verbal sexual harassment include, but are not limited to, any unwelcome and/or offensive comments or gestures of sexual nature, including:

1. Continued or repeated sexual or lewd jokes or comments;
2. Sexually degrading words used toward a person or to describe an individual;
3. Continued or repeated verbal remarks about an individual's body;
4. Continued or repeated sexual flirtations, advances or propositions;
5. Pressure for sexual activity;
6. Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats; or
7. The display of sexually suggestive objects or pictures.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by students.

Procedure for Reporting and Investigating Sexual Harassment - All complaints of sexual harassment shall be promptly and thoroughly investigated according to the following procedures:

1. All complaints of sexual harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint.
2. A student who believes that he/she has suffered sexual harassment shall report the matter to any school employee. That employee, in turn, will immediately report the matter to the school principal. **The principal shall inform the Superintendent of any verified allegations immediately upon the completion of the investigation.** Failure by the employee to do so may subject the employee to disciplinary action. If the student's school principal is the alleged offender, such a report shall be made to the Superintendent.
3. After a prompt and thorough investigation, a determination shall be made as to whether the claim of sexual harassment is true, false or inconclusive.

Disciplinary Actions and Preventive Measures-Based on the results of the investigation, appropriate action shall be taken to discipline offenders and to prevent recurrences. Violations shall be deemed serious disciplinary infractions.

Preventing Recurrences of Sexual Harassment by Students – In addition to disciplining students who violate this policy, the principal shall use other appropriate measures to prevent recurrences, including mediation, counseling, increased monitoring, and/or extra adult supervision.

Title IX Compliance Officer – The Superintendent shall recommend and the Board shall approve the appointment of a member of the Central Office Staff to coordinate compliance with the Title IX of the Education Amendments of 1972 and this policy. Anyone else who has brought a complaint under this policy and is not satisfied with the results of the investigation may file a formal grievance with the Title IX Coordinator, and the results of this review may be appealed to the Board. It shall be the responsibility of

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the Superintendent and her designees to inform school employees, students, and parents/guardian regarding the sexual harassment policy, as set forth herein.

Additional Guidelines - The Superintendent may establish such guidelines and additional procedures as she deems necessary for the purpose of implementation of this policy.

Informing Students, Employees, and Parents - It shall be the responsibility of the Superintendent to inform school employees, students, and parents/guardian regarding sexual harassment, as set forth herein.

Reference: Board Policies 450, 452 and 745.

**Section 24: Ineligibility Resulting From Commission of a Crime**

It is the policy of the Board of Education that no student shall be eligible to participate in any phase of an extracurricular activity during a period of time when he/she is under the jurisdiction of the court for committing a felony or a misdemeanor involving moral turpitude. However, for interscholastic athletics, this policy shall at all times be in full compliance with the rules of the North Carolina High School Athletic Association.

Recognizing that rehabilitation is a worthy process, one who has extra-curricular activities suspended under the above rule shall be eligible to apply to the Board of Education for reinstatement as follows:

1. After eighteen months, following the date of conviction of any of the misdemeanors or felonies hereinabove referred to.
2. The Board of Education is authorized and empowered to reinstate anyone upon such terms and conditions as to the Board may seem just and proper after the expiration of the designated waiting period.
3. Application for reinstatement shall be made in writing and addressed to the Superintendent and shall set forth the grounds and reasons upon which the request for reinstatement is based.

Definition of Extracurricular Activity:

As used above, an extracurricular activity is any aspect of the school program which is voluntarily engaged in by students, is funded fully or in part by the school, is directed by school personnel, and which does not carry credit toward promotion or graduation.

**Section 25: Bus Conduct**

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. **RIDING A BUS IS A PRIVILEGE AND NOT A RIGHT, AND IS CONTINGENT UPON COMPLIANCE WITH SUCH RULES.** All non-students are prohibited from entering the school bus except by approval of the principal.

Discipline:	1 <sup>st</sup> Offense	Principal determination and notification to parents/guardians.
	2 <sup>nd</sup> Offense	Up to 3 days bus suspension.
	3 <sup>rd</sup> Offense	Up to 5 days bus suspension.

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.

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Caswell County Schools has established bus rider expectations (non-negotiables) to ensure the safety of all students. These expectations for students include (but not limited to) the following:

- All body parts and objects must remain inside the bus
- If assigned, students must remain in assigned seat at all times
- Tampering and/or damage to school bus safety exits, cameras, windows, doors, seats, etc. is forbidden
- Additional requirements as outlined from school administration

**Section 26: Telecommunications/Chromebook Acceptable Use**

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles, and meet the educational goals of the Board of Education. Parents, guardians, and students should be aware that the student user is responsible for appropriate use of the Internet and consent to monitoring by school system personnel of student's email communication and use of the Internet.

The use of the school system's technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior.

School system technological resources are provided for school-related purposes only. Students must comply with all applicable Board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Sexting means the taking, disseminating, sending, receiving, sharing, or possession of sexually explicit messages, photographs, or images by electronic devices.

Willful misuse may result in loss of privileges, disciplinary action, and/or criminal prosecution under applicable state and federal law.

Discipline:	1 <sup>st</sup> Offense	Up to 5 days suspension.
	2 <sup>nd</sup> Offense	Up to 10 days suspension.
	3 <sup>rd</sup> Offense	Recommendation for long-term suspension.

If warranted, the principal may recommend long-term suspension at each level of offense.

**Section 26(b): Electronic Devices**

Caswell County Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. Caswell County Schools is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.

Electronic device(s) means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Individual schools have the discretion to further prohibit student use of electronic devices during class breaks, lunch periods, or other times during school.

Discipline:	1 <sup>st</sup> Offense	Confiscation of electronic device and return to parent/guardian with administrative conference or to student at the end of the school
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	year.
2 <sup>nd</sup> Offense	Up to 5 days suspension Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year.
3 <sup>rd</sup> Offense	Up to 10 days suspension Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year.

In cases where mitigating factors or a flagrant violation are determined, suspension can result and a report made to law enforcement.

**Section 27: Driver's License/Permit – Privileges/Revocations**

New Legislation affecting all students throughout Caswell County and North Carolina after July 1, 2000 is as follows:

Students who are at least 14 years old or who are rising 8<sup>th</sup> graders through graduates are subject to the following law:

This legislation directs public schools, community colleges, and nonpublic schools to notify the North Carolina Division of Motor Vehicles whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. §115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

Any student found in violation of any of the above parts of this law, after July 1, 2000, shall be subject to a loss of driver's license or permit for a period of 12 months.

**Section 28: Alcohol and Other Drugs**

Caswell County Schools takes the position that possession or abuse of alcohol and other drugs is both illegal and harmful. Students needing service/treatment in the areas of alcohol or substance abuse can obtain assistance through community mental health agencies.

**Possession or Use of a Prohibited Substance or Drug Paraphernalia**

**First Offense:** Five-day out-of-school suspension and a recommendation to the superintendent that the student be suspended for the remainder of the school year; provided however, that the recommendation may be waived if the student and the student's parent(s) or guardian(s) agree to be assessed to determine the extent of the student's alcohol or drug use/abuse and enrollment in an approved alcohol and/or drug education or intervention program. Approved programs should focus on decision making skills for middle and high school students who have engaged in high-risk behaviors in violation of the Code of Student Conduct and for whom this is a first-time offense. The student also may be prosecuted under the juvenile or criminal laws of the state.



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If the student is participating in athletics, the student shall be suspended from athletics for 365 calendar days. However, if the student agrees to be assessed and enrolls in and successfully completes an approved substance abuse education and/or intervention program recommended by the superintendent, the student shall regain eligibility to participate in athletics (documentation of completion must be presented and filed appropriately).

**Second Offense:** For a second offense, a 10-day suspension, out of school, and a recommendation that the student be expelled/long-term suspended. If the student is participating in athletics, the student shall be ineligible to participate in athletic activities for 365 calendar days. However, the student may apply for readmission to the regular school program at the beginning of the next semester or more than 45 school days after the date of the expulsion/suspension under the following conditions:

1. The student has agreed to be assessed to determine the extent of his/her alcohol and/or drug use/abuse;
2. The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program approved by the superintendent, at the student's and parent's/guardian's' expense;
3. The student and his/her parents/guardian agree to mandatory drug testing of the student upon readmission to school with the understanding that in the event of a positive drug or alcohol test, the student will be subject to expulsion; and
4. The appropriate law enforcement agency shall be notified of the incident. The student also could be prosecuted under the juvenile or criminal laws of this state.

Reference: Board Policies 450 and 470.

**Sale or Distribution of a Prohibited Substance or Drug Paraphernalia**

**First Offense:** Ten-day out-of-school suspension and recommendation to the superintendent that the student be expelled/suspended. Serious consideration shall be given by school and law enforcement officials to initiating a juvenile petition or a criminal prosecution (based on the age of the student). However, the student may apply for readmission to the regular school program in accordance with G.S. §115C-390.12 under the following conditions:

The student has agreed to be assessed to determine the extent of his/her alcohol and/or drug use/abuse;

The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program approved by the superintendent, at the student's and parent's/guardian's expense; and

The student and his/her parents/guardians agree to mandatory drug testing of the student upon readmission to school with the understanding that in the event of a positive drug or alcohol test, the student will be subject to expulsion if there is reason to believe that the student has been using alcohol or drugs.

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Any prohibited substance or drug paraphernalia found at school or a school-related activity shall be confiscated by the school and any controlled substance confiscated shall be turned over to law enforcement officials.

A factor which justifies a less serious disciplinary action includes, but is not necessarily limited to, the age of the child.

Factors which justify a more serious disciplinary action include, but are not necessarily limited to: if the student has a record of multiple disciplinary referrals, if the student possessed or used an excessive amount of a prohibited substance, or if the student possessed or used a controlled substance listed on Schedules I through V of the Controlled Substance Act.

**Consequences of a Positive Alcohol/Drug Test or Violation of the Student Athletic Commitment Contract:**

**First Offense:** In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract, the student will be suspended from all athletic participation for a period of four weeks (28 calendar days) from the date of notification. However, if the student agrees to be assessed and enrolls in and successfully completes a substance abuse education and/or intervention program recommended by the superintendent, the student shall regain eligibility to participate in athletics on the 29<sup>th</sup> day. (Documentation of completion must be presented and filed appropriately).

**Second Offense:** In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract for a second time, the student will be suspended from all athletic participation for a period of twelve weeks (84 calendar days) from the date of notification. However, if the student agrees to be assessed and enrolls in and successfully completes a substance abuse education and/or intervention program recommended by the superintendent, the student shall regain eligibility to participate in athletics on the 85<sup>th</sup> day. (Documentation of completion must be presented and filed appropriately).

**Third Offense:** In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract for a third time, the student will be ineligible for athletic participation in all Caswell County Schools for the remainder of his/her high school career.

If a student refuses to participate in the alcohol/drug test when selected at random, the student shall be ineligible to participate in athletics for 365 calendar days from the date of refusal. **Grievances filed under this section (B(4)) SHALL NOT act to stay any suspension from athletics.**

Offenses are cumulative over the course of a student's high school career. Consequences are served during the regular 180 day school year and will carry over from one school year to the next school year.

**Alcohol and Drug Prevention**

**Education:** Alcohol and drug prevention education empowers youth to avoid problems related to the use/abuse of chemical substances prior to their onset. Chemical use/abuse is being fueled to epidemic proportions by many negative social conditions that stimulate and sustain this type of dysfunctional behavior. Chemical substances are available in large supply and are easily accessible to youth. Adult usage and media representation of chemical use are most

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persuasive. All societal institutions must play a crucial role in fostering a drug-free environment for youth.

Schools are uniquely situated to be a part of the solution to student alcohol/drug use and will act in cooperation with students, parents, families, and the community to achieve this end.

The school system will provide instruction to students, grades K-12, with an age appropriate, grade sequential, alcohol and drug-specific curriculum to equip them with accurate information and life skills that influence their decisions concerning the use of alcohol/drugs. The curriculum will reflect a "NO" use message as opposed to a "responsible" use message. It also will follow the sequence of study as outlined in the Healthful Living Section of the Standard Course of Study in the skills and subject area, "Substance Abuse."

**Intervention:** Recognizing that alcohol/drug abuse is an addictive illness that is progressive, it is imperative that processes be in place to interrupt the use/abuse cycle of alcohol/drug users in order for them to receive appropriate assistance at the earliest possible time. Staff members at each school shall be trained to assist by providing intervention strategies and referrals.

One of the best examples of early intervention strategies is the *Alcohol and Other Drugs Team (AOD Team)* which provides early identification, recommendations and referrals, incorporates school system and community resources, and maintains a follow-up process that provides ongoing personal contact and support for those at-risk (such as students returning from treatment facilities). Each school must have an AOD Team, as identified by the school administrator. The school administrator serves as the AOD Team Lead. The school system is not responsible for paying for professional or treatment services for students.

**Responsibility of Schools to Parents:**

A. The principal or the principal's designee shall notify a student's parent(s) or guardian(s) at any time the Student Code of Conduct is violated or is suspected to have been violated.

B. If a principal or teacher suspects a student is using a prohibited substance, but the school official does not have sufficient evidence to prove that the student is using a prohibited substance, the purpose of the communication with the child's parent is simply to inform the parent about the problems of alcohol and drug abuse among school age children and not to discipline the child.

C. Staff members shall be available to assist parents whose children are suspected to be using prohibited substances by providing information about and referrals to community resources.

D. If a medical crisis caused by the use of a prohibited substance occurs at school or at a school-related activity, immediate emergency assistance should be sought and the student's parents notified.

**Possession, Use or Sale of Alcohol or Drugs Prohibited:** The possession, use, sale or distribution of any prohibited substance, as defined in paragraph B below, at school or any school-related activity is prohibited and will result in disciplinary action being taken against any student who engages in activity prohibited by this policy unless such possession and/or use is authorized by a prescription from a licensed physician.

A. The word "**possession**" shall mean having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to, the possession of a prohibited substance in a student's automobile, locker, book bag or desk, or on a student's person at school or at any school-related activity.

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B. The words "**prohibited substance**" shall include:

1. wine, wine cooler, beer, and any other malt beverage; including "non-alcoholic" beer and malt beverages that contain less than .5 of one percent of alcohol.
2. alcohol, liquor, liqueurs, and mixed alcoholic beverages;
3. any drugs listed in the North Carolina Controlled Substances Act including but not necessarily limited to: narcotics, depressants, stimulants, hallucinogens, and cannabis, which drugs are commonly known or referred to as: marijuana, acid, LSD, speed, Quaaludes, valium, cocaine, crack, PCP, ice, steroids, vapors and other names;
4. any counterfeit controlled substance; and
5. any chemical compound which will induce a condition of intoxication when inhaled or consumed for that purpose.

C. The word "**use**" shall mean the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means during normal school hours (including extra-curricular activities) or at any time prior to school or a school activity when the prohibited substance remains in the student's body or influences a student's behavior to any degree at school or a school-related activity.

D. The word "**sale**" shall mean the exchange of a prohibited substance for money, property, or any other consideration.

E. The word "**distribution**" shall mean the gift or exchange of a prohibited substance or the possession of an amount of a particular controlled substance which would establish intent to distribute the substance under the provisions of the North Carolina Controlled Substance Act.

**Possession of Drug Paraphernalia:**

A. A student shall not knowingly use or possess with the intent to use at school or any school activity drug paraphernalia, as defined in NCGS §90-113.21 and this policy.

B. The term "**drug paraphernalia**," as defined in NCGS §90-113.21 and this policy means all equipment, products and materials of any kind that are used to facilitate or are intended or designed to facilitate, violations of this policy and/or the Controlled Substances Act, including planting, growing, making, producing, processing, testing, analyzing, packaging, containing, injecting, and/or inhaling controlled substance

C. The term "drug paraphernalia," includes, but is not limited to, the following:

1. Testing equipment for identifying or analyzing the strength, effectiveness or purity of controlled substances;
2. Scales and balances for weighing or measuring controlled substances;
3. Capsules, envelopes, balloons or other containers for packaging small quantities of controlled substances;
4. Hypodermic syringes, needles, and other objects for injecting controlled substances into the body;
5. Objects for ingesting, inhaling or otherwise introducing marijuana, cocaine, crack, or PCP into the body such as:

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(a) metal, wooden, glass, ceramic and other kinds of pipes commonly used for smoking or inhaling controlled substances;

(b) water pipes;

(c) roach clips or similar objects for holding burning material such as a marijuana cigarette that has become too small or too short to be held in the hand;

(d) miniature cocaine or crack spoons and vials;

(e) bongs; and

(f) rolling papers for making marijuana cigarettes.

D. In determining whether an object is drug paraphernalia, the school official may consider along with all other information obtained:

1. Statements by the owner or anyone in control of the object concerning its use;
2. Prior records of use or possession of controlled substances by the owner or person in control of the object;
3. The proximity of the object to a controlled substance or the residue of a controlled substance;
4. Instructions provided with the object concerning its use; and
5. Possible legitimate uses for the object.

E. Exception for school equipment and supplies. The term “drug paraphernalia” does not include chemicals, supplies and equipment purchased, used and possessed for use in school sponsored and approved classes, projects and activities.

**Advertisement of Alcoholic Beverages and the Use of Controlled Substances Prohibited:**

A. The commercial advertisement of beer, wine coolers and alcoholic beverages; the commercial advertisement of drug paraphernalia; and the commercial advertisement of controlled substances is and shall be discouraged at school or school-related activities for students. The term commercial advertisements shall include but is not limited to:

1. School-sponsored publications, such as newspapers, yearbooks and sports programs;
2. Non-school sponsored student publications;
3. Posters, bulletin boards, bumper stickers, and handbills;
4. Clothing, such as T-shirts, hats, and face coverings;
5. Jewelry buttons and patches;
6. Personal possessions, such as book bags and book covers;
7. Glasses and beverage containers; and
8. Towels, blankets and banners.

B. If a student possesses or wears at school or a school activity anything, which contains a commercial advertisement, prohibited by Board policy, the student and the student's parent(s)/guardian(s) should be reminded of the Board's policy and asked to remove the commercial advertisement.

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C. The discouragement of commercial advertisement of prohibited substances shall not apply to the use of such advertisements by students and/or teachers in a school program or activity on the harmful effects of alcohol and drugs. The discouragement of commercial advertisement of prohibited substances shall not apply to magazines, newspapers and other publications having a general circulation in the community, state and/or nation which are purchased by the school or school system for their educational value.

**Authority:**

A. Lockers and Desks - A school official has the authority to search a student's locker and desk at any time. A student's locker and desk are the property of the school. Students shall be advised that their lockers and desks may be searched. The search should be done in the presence of at least one other adult person. A record should be made of the persons present, of the date and time of the search, and of the items found in the locker or desk.

B. Personal Possessions - School officials have the right to search a student's clothing, including book bags and handbags, if they have a reasonable suspicion that the student has in his or her possession a prohibited substance or a weapon. However, school officials shall not conduct a "strip search" unless they have obtained a search warrant.

C. Automobiles - As a condition for obtaining a permit to park a vehicle on the school grounds, a student and the student's parents, if they are the owners of the vehicle, will be informed that school officials may search his or her vehicle if a school official has a reasonable cause to suspect that the student has a prohibited substance (or a weapon or crime possessions) in his or her vehicle.

**Presumptive Disciplinary Actions:**

A. The following presumptive disciplinary actions are designed and intended to address the problem of alcohol and drugs among students by providing information and an intervention program for the first time user and to punish the student who sells or distributes alcohol or drugs to other students.

B. Any student who seeks the assistance of school personnel voluntarily for an alcohol or drug-related problem, other than the sale or distribution of prohibited substances, shall not be disciplined as described below and shall be provided such assistance as is available to help. Assisting the student may include, but not necessarily limited to, referring the student to an approved treatment provider.

C. A student participating in the athletic program of the Caswell County Schools shall refrain from the use or possession of alcoholic beverages, drugs, and any controlled substances other than the individual's medication taken according to prescription. This rule begins on the first day of practice and is in force **seven days per week**.

D. The Board of Education directs that the following disciplinary actions be taken when a student is found to have violated the prohibitions set forth in this policy:

**1. Possession or use of a Prohibited Substance or Drug Paraphernalia**

a. **First offense:** Five-day out-of-school suspension and a recommendation to the superintendent that the student be suspended for the remainder of the school year; provided however, that the recommendation may be waived if the student and the student's parent(s) or guardian(s) agree to be assessed to determine the extent of the student's alcohol or drug use/abuse and enrollment in an approved

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alcohol and/or drug education or intervention program. Approved programs should focus on decision making skills for middle and high school students who have engaged in high-risk behaviors in violation of the Code of Student Conduct and for whom this is a first-time offense. The student also may be prosecuted under the juvenile or criminal laws of the state.

If the student is participating in athletics, the student shall be suspended from athletics for 365 days. However, if the student agrees to be assessed and enrolls in and successfully completes a substance abuse education and/or intervention program recommended by the superintendent, the student shall regain eligibility to participate in athletics (documentation of completion must be presented and filed appropriately).

**b. Second Offense:** For a second offense, a 10-day suspension, out of school, and a recommendation that the student be expelled/long-term suspended. If the student is participating in athletics, the student shall be ineligible to participate in athletic activities for 365 calendar days. However, the student may apply for readmission to the regular school program at the beginning of the next semester or more than 45 school days after the date of the expulsion/suspension under the following conditions:

The student has agreed to be assessed to determine the extent of his/her alcohol and/or drug use/abuse;

The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program approved by the superintendent, at the student's and parent's/guardian's' expense;

The student and his/her parents/guardian agree to mandatory drug testing of the student upon readmission to school with the understanding that in the event of a positive drug or alcohol test, the student will be subject to expulsion; and

The appropriate law enforcement agency shall be notified of the incident. The student also could be prosecuted under the juvenile or criminal laws of this state.

Reference: Board Policies 450 and 470.

**2. Sale or Distribution of a Prohibited Substance or Drug Paraphernalia**

**First Offense:** Ten-day out-of-school suspension and recommendation to the superintendent that the student be expelled/long-term suspended. Serious consideration shall be given by school and law enforcement officials to initiating a juvenile petition or a criminal prosecution (based on the age of the student). However, the student may apply for readmission to the regular school program in accordance with G.S. §115C-390.12 under the following conditions:

The student has agreed to be assessed to determine the extent of his/her alcohol and/or drug use/abuse;

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The student enrolled in and successfully completed an alcohol and/or drug abuse intervention program approved by the superintendent, at the student's and parent's/guardian's expense; and

The student and his/her parents/guardians agree to mandatory drug testing of the student upon readmission to school with the understanding that in the event of a positive drug or alcohol test, the student will be subject to expulsion if there is reason to believe that the student has been using alcohol or drugs.

E. Any prohibited substance or drug paraphernalia found at school or a school-related activity shall be confiscated by the school and any controlled substance confiscated shall be turned over to law enforcement officials.

F. A factor which justifies a less serious disciplinary action includes, but is not necessarily limited to the child's age.

G. Factors which justify a more serious disciplinary action include, but are not necessarily limited to: if the student has a history of behavioral concerns and/or referrals, if the student possessed or used an excessive amount of a prohibited substance, or if the student possessed or used a controlled substance listed on Schedules I through V of the Controlled Substance Act.

**Due Process:** The due process procedures for short-term and long-term suspensions shall be observed prior to the implementation of disciplinary actions described above.

**Notification and Involvement of Parents:**

A. A student's parents or guardian(s) shall be notified at any time a student violates or is believed to have violated the policy.

B. The parent(s) or guardian(s) of a student guilty of using or possessing a prohibited substance, first offense, shall be urged to participate in an approved alcohol and drug education program as a condition for the waiver of the long term suspension. However, a parent's or guardian's attendance may be excused by the superintendent or his designee for a good and valid cause.

**Notification and Involvement of Law Enforcement Officials:**

A. The principal or assistant principal shall inform the appropriate law enforcement agency when any controlled substance is possessed, used, sold, or distributed at school or at any school-related activity.

B. Any controlled substance confiscated by school officials shall be turned over to the police or sheriff for identification, if necessary, and for disposal. The report of the law enforcement agency attesting to the nature of any confiscated substance shall be admissible as prima facie evidence of the identity of the substance at any student disciplinary hearing.

C. School officials shall assist law enforcement officials with the prosecution of any person who sells or who is believed to have sold any controlled substance at school or at a school related activity.

D. The superintendent is delegated the authority and power to authorize any local, state, or federal law enforcement agency to place an undercover officer or officers or a drug-detecting dog in a school of this school system for the purpose of gathering evidence by lawful means.



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As a result, may lead to the arrest and conviction of any person who is violating the Controlled Substances Act of this state when the superintendent believes, at his/her discretion, that the incidence of alcohol and/or drug abuse at a school is endangering the health and welfare of the students assigned to the school.

**Record Keeping:**

A. The superintendent or his designee shall be notified of each violation of this policy and periodic reports shall be produced by the superintendent or his designee on the incidence of alcohol and drug violations in the schools.

B. Any violation of this policy shall be recorded and placed in the student's cumulative folder. The records of a violation shall remain in the student's discipline record.

**Drug Testing Regulations and Procedures:**

A. Random Testing of Students Participating in Athletics.

1. Participation in athletics is a privilege and not a right.

Students involved in athletic activities represent the school and school system in interscholastic competition, public performances and various other activities. They are role models for other students. Their use or abstinence in the use of alcohol or illegal drugs is likely to influence the choices of other students.

In addition, the use or abuse of alcohol and/or illegal drugs by student athletes is likely to increase injuries to the user or others with whom he/she is playing. Finally, the Board believes that the adoption of this random alcohol and drug testing procedure will deter the use of alcohol and drugs among high school student athletes. Therefore, the Board of Education has adopted these procedures on the random alcohol and drug testing of students who participate in athletics activities.

2. Student Athletes Subject to Random Alcohol and Drug Testing.

This procedure applies to all high school students who elect on a voluntary basis to participate in any school athletics.

3. Random Alcohol and Drug Testing Required.

To be eligible to participate in athletics the student and his/her parent(s)/guardian(s) must agree in writing on a form adopted by the superintendent to submit to random alcohol and drug testing. A random sample of up to 10% of eligible student athletes at high school may be selected for testing. In addition to testing the student athletes for alcohol, the student athletes shall be tested for the presence of marijuana, cocaine, amphetamines, and any other drugs the superintendent deems appropriate.

4. Consequences of A Positive Alcohol/Drug Test or Violation of The Student Athletic Commitment Contract:

a. **FIRST OFFENSE.** In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract, the student will be suspended from all athletic participation for a period of 365 days from the date of notification. However, if the student agrees to be assessed and enrolls in and successfully completes a

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substance abuse education and/or intervention program approved by the superintendent, the student shall regain eligibility to participate in athletics no sooner than the 29th day. (Documentation of completion must be presented to and approved by the Superintendent's Designee.)

b. SECOND OFFENSE. In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract, the student will be suspended from all athletic participation for a period of 365 days from the date of notification. However, if the student agrees to be assessed and enrolls in and successfully completes a substance abuse education and/or intervention program approved by the superintendent, the student shall regain eligibility to participate in athletics no sooner than the 85th day. (Documentation of completion must be presented to and approved by the Superintendent's Designee.)

c. THIRD OFFENSE. In the event a student tests positive for alcohol or drugs or is found to be using alcohol or drugs in violation of the Student Athletic Commitment Contract for a third time, the student will be ineligible for athletic participation in all Caswell County Schools for the remainder of his/her high school career.

d. If a student refuses to participate in the alcohol/drug test when selected at random, the student shall be ineligible to participate in athletics for 365 calendar days from the date of refusal. **Grievances filed under this section SHALL NOT act to stay any suspension from athletics.**

Offenses are cumulative over the course of a student's high school career. Consequences are served during the regular 180 day school year and will carry over from one school year to the next school year.

**B. Permission Forms, Sign-ups, Data Collection and Record Keeping.**

**1. Student Athlete/Parent Permission Required.**

Each student athlete and each student athlete's custodial parent/guardian (unless the student athlete is 18 years-of-age or emancipated) wishing to participate in athletics, must give consent in writing for random alcohol and drug testing and for the release of the test results to the CCS official/nurse who is designated to oversee drug testing. The CCS official will notify necessary parties of the results.

**2. Process of Random Selection.**

It shall be the responsibility of the CCS official/nurse who is designated to oversee drug testing to maintain for the high school a separate but unified database consisting of all student athletes who have given permission for testing. Up to 10% of the eligible student athletes at the high school shall be selected at random for testing. The day of testing shall be varied so that testing does not become predictable.

**C. Method of Collection of Urine Samples.**

The following procedures shall be used for the collection of urine specimens at the individual schools.

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1. Notice of Collection.

For random testing, the CCS official/nurse who is designated to oversee drug testing shall notify the school in a secure manner consistent with established protocols. A school official will notify each student athlete personally that he/she has been selected for testing immediately prior to testing. The student athlete shall be escorted immediately to the collection site. The student athlete shall not be allowed to go to his/her locker for any reason. The student athlete may not leave the presence of the drug testing staff until he/she has provided a urine specimen. If the student athlete refuses to cooperate with school employees or the drug testing staff, the student athlete's refusal to cooperate shall be reported as a "positive" test result.

2. Time of Collection.

In general, urine specimens will be collected at times mutually agreed upon by CCS Official and school administrator.

3. Collection Location, Supplies and Equipment.

The school and the CCS official who is designated to oversee drug testing shall select by mutual agreement one or two restrooms to use for collecting urine samples.

4. Protection of Student Athlete Privacy.

The following procedures at a minimum shall be used to ensure that the privacy interests of each student athlete are respected during the collection of the student athlete's urine specimen.

a. The CCS official and drug testing staff shall monitor each student athlete in a non-intrusive but controlled manner to detect any attempt to provide a false urine specimen. Immediately upon receipt of a urine specimen it shall be tested to determine its temperature. All specimens outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.

b. Student athletes will be given the opportunity to notify the drug testing staff in writing if they are taking any prescription or nonprescription drugs at the time of the test.

5. Chain of Custody.

The CCS Official shall implement procedures to ensure that each student athlete's urine sample is appropriately labeled and secured to prevent each sample from being lost, misplaced, or contaminated. At a minimum shall:

a. Provide each student athlete with a sanitized kit containing a specimen bottle. The bottle will remain in the student athlete's possession until a seal is placed on the bottle by the collection staff. The student athlete will sign a form certifying that the bottle contains his/her urine sample and that

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the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

b. After the specimen has been sealed, the specimen shall be transported to the testing laboratory by the drug testing staff.

c. In order to maintain confidentiality, the specimen bottle shall be labeled with the student athlete's number and not the student athlete's name. In addition, the results sheet mailed by the laboratory to the CCS official shall report the results by student athlete number and not by student athlete name.

6. Refusal or Inability to Provide Sample.

The CCS Official and drug testing staff shall implement appropriate procedures for use in the event a student athlete refuses to provide a urine sample or states that he/she is physically unable to provide a urine sample.

A refusal to provide a urine sample will be treated as a "positive" test result. At a minimum, if a student athlete says that he/she is unable to provide a urine specimen, the student athlete will be given a large glass of water and up to one hour to provide a urine sample.

If the student athlete states that he/she has a medical problem which prevents the student athlete from providing a urine sample, the student athlete will be given the opportunity to communicate with the CCS official who is designated to oversee drug testing. The CCS official, in consultation with the student athlete's physician, shall determine whether or not the student athlete has a legitimate medical reason for being excused from the testing.

7. Absentees.

A student athlete who is absent on the day of a test shall be excused. However, a student athlete who was present during the first period and later leaves campus without a valid excuse (or cuts class) after it becomes known that student athletes are being tested shall be considered as a refusal to be tested.

E. Substance Tested For and Types of Test.

1. Substances

Student athletes may be tested for any of the following substances:

alcohol	marijuana	amphetamines
barbiturates	cocaine	opiates
benzodiazepines		

At the recommendation of the Test Administrator, students may be tested for any other or additional substances.

2. Screening Test.

The urine specimen shall be screened using an enzyme immunoassay (EIA) test or other NIDA approved screening test.

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3. Confirming Test.

If the screening test indicates the presence of alcohol or a controlled substance, the specimen shall be subject to a confirming test by Gas chromatography/mass spectrometer (GC/MS).

4. Standards for Positive Test.

CCS will use the standard cutoff scores generally used by NIDA and/or SAMHSA for determining a positive test result.

5. Use of Licensed Laboratory Only.

The CCS official who is designated to oversee drug testing must use a laboratory that is appropriately licensed by the NIDA or SAMHSA.

G. Random Testing Reporting.

The CCS official who is designated to oversee drug testing shall provide a written report to the school principal or the principal's designee indicating the students athletes who tested negative and positive.

**Additional Information**

**Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Illegal items confiscated are to be turned into a law enforcement agency and parent(s)/guardian(s) notified.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Reference: Board Policy 453.

● **Personal Searches**

A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has documented “reasonable suspicion” to believe that the student is in possession of illegal or unauthorized materials.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, then law enforcement will be called as well as the parent/guardian.

Reference: Board Policy 453.

● **Locker Searches**

Students use school lockers as assigned to them by the administration. School lockers are the property of the school. Students using lockers or carrels are advised that the property is subject to periodic administrative searches and inspection. The student should respect the locker or carrel as school property and shall store only those items needed for school or school-related activities in the locker.

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School officials reserve the authority to consent to a search of such property by law enforcement officers. When possible, the student's consent to search will be obtained and the student should be present when his property is searched.

Whenever school officials conduct a search, a witness shall be present. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The Board of Education assumes no liability for the safety of goods, belonging to the student or any other person, which are placed in a locker, desk, or other place or property allowed for student use by the Board of Education.

Reference: Board Policy 453.

- **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. At a minimum, the student will lose his/her parking permit for a period of 365 days when illegal or unauthorized materials are found.

Reference: Board Policy 453.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Disposal of Confiscated Weapons, Drugs, or Alcohol**

Any school employee who confiscates a weapon, drugs, or alcohol from a student shall promptly deliver the item to the school principal. The principal shall maintain and dispose of the material in the following manner:

1. **Weapons**

Any firearm confiscated from a student shall be delivered to a law enforcement agency within twenty-four (24) hours of its receipt. Any firearm facsimile, other than an obvious toy (e.g., a plastic water pistol), or any other weapon shall be delivered to the law enforcement agency within thirty (30) days of its receipt. If a facsimile firearm or other weapon other than a firearm is needed as evidence in a school disciplinary hearing, it shall be delivered to the law enforcement agency within thirty (30) days after the final disciplinary hearing. The principal may return a confiscated knife to the student's parent/guardian if he or she deems it appropriate.

2. **Drugs**

Any controlled substances or counterfeit drugs confiscated from a student shall be delivered to the law enforcement agency within twenty-four (24) hours of receipt. If the drugs are needed as evidence in a school disciplinary hearing, the principal shall request that the law enforcement officials hold the evidence until needed. If drugs are discovered on school grounds but the owner is unknown, the drugs shall be promptly disposed of as recommended by the law enforcement agency.

3. **Alcohol**

Any alcohol confiscated from a student shall be destroyed as soon as it is no longer needed as evidence in any school disciplinary hearing.

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**4. Maintenance of Confiscated Items**

While storing any of the items described above, the principal shall keep them in a secure location, not immediately accessible to any student or staff member.

Legal Reference: G.S. §115C - 288(g).

**Investigations and Arrests by Law Enforcement**

The principal shall report to a law enforcement agency any serious crimes occurring on campus, as set forth in the Board policy 450. In addition, law enforcement may be called to the schools at other times at the request of the school administration. If the law enforcement wish to come to a school for official business, they first must contact the school administration. Contact between the school and the law enforcement agency on matters involving students shall be made through the office of the principal or Superintendent and the officer of the law enforcement agency.

Law enforcement has ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is to be conducted at the request of the school. This determination should be made by the principal or Superintendent. Circumstances where the health, life, or safety of the child is at risk if the interview were conducted at home would come within this category, i.e. child abuse, etc.

Throughout this process, all attempts should be made to avoid embarrassing the student before his teachers and peers and to avoid disrupting the educational program of the student and the school.

1. If law enforcement has a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible the arrest should be conducted in the principal's office out of the view of other students. Before removing a student from school, law enforcement shall sign a release form in which they assume full responsibility for the student.
2. Law enforcement personnel should remain in the administration office while school personnel seek out the student unless immediate intervention by law enforcement is necessary to prevent injury or a serious crime.
3. If possible, the educational program of the student should not be disrupted to allow for law enforcement questioning by making the student miss class time.
4. Any questioning by law enforcement, if allowed, should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other students and school personnel.
5. If law enforcement officials are to be allowed to question a student under the age of eighteen, an attempt shall be made to notify the parents/guardians except in cases of suspected child abuse or child neglect involving the parent/guardian. The parents/guardians should be given the opportunity to come to the school prior to questioning.

If the parents/guardians are notified and able to attend, they should be allowed to be present at the interview. The school administrator should be present at the interview but should not take part in any questioning. The administrator should at all times remain a neutral observer.

Reference: Board Policy 450.

**Equal Educational Opportunities**

It is the policy of the Caswell County Board of Education not to discriminate on the basis of race, national origin, sex, marital status, age, religion, or handicapping conditions in its educational programs and activities.

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Complaints or grievances regarding this policy may be addressed in accordance with the student grievance policy.

Inquiries from students, their parents or guardians, or employees regarding compliance with Title IX may be directed to the Caswell County Schools Central Office Administration or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

Reference: Board Policy 110.

Legal Reference: Civil Rights Acts of 1866, 1964, 1970 and 1971; Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Executive Order 11246; Title IX of the Education Amendments of 1972; Vocational Rehabilitation Act of 1973; 20 U.S.C. 1703; G.S. §126-16.

**Alternative Program**

The Caswell County Schools Alternative Program is located on the campus of Bartlett Yancey High School and serves middle school and high school students. The Alternative Program provides at-risk students with smaller classes and more individualized instruction in order to be successful in school.

**A. Placement**

At any time during the school year, the middle school or high school principal may seek superintendent approval for immediate student placement at the Alternative Program. Justification for immediate placement may include, but not limited to, a history of disciplinary actions, medical need or instructional needs for a different setting.

Parents/guardians of an at-risk student may complete an application for student attendance at the Alternative Program. Applications are available from the school guidance counselor who will assist in determining if the Alternative Program is the best placement for the student. Completed applications will be reviewed by the Alternative Program administration. Once reviewed, parents/guardians and the student will be notified if accepted into the Alternative Program.

**B. Review of Placement**

Student placement at the Alternative Program is reviewed each semester to determine if students will remain at the Alternative Program or return to their home school setting.

**Student Grievances**

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent, or guardian to believe the student has been wronged, except in the case of 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 misinterpretation of Board policy, or state or federal law or regulation, has occurred.

**Step I: Principal Conference**

A student, parent, or guardian wishing to invoke the grievance procedure shall submit a written statement to the principal describing the grievance and shall request a formal conference with the principal to discuss the grievance and seek resolution. The request shall name the specific policy, rule, or law believed to have been violated, describe the grievance and the resolution to the issue raised in the grievance that is desired.

The following additional guidelines shall be observed in Step I:



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- A. A written grievance shall be filed as soon as possible but not longer than **fifteen (15) days** after the event/decision giving rise to the grievance. Written grievances should be submitted on the CCS Grievance Complaint Form.
- B. The principal shall grant the conference within **five (5) school days** following the receipt of the request. The principal will state in writing his/her position on the question to the student, parent, or guardian within **five (5) school days** following the conference.
- C. Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

**Step II: Superintendent Review**

If the grievance is not resolved at Step I, the student, parent, or guardian may appeal the principal's decision in writing to the Superintendent/designee by submitting a copy of the original grievance form and a letter stating why the principal's decision is unacceptable. The appeal must be made within **five (5) school days** following receipt of the principal's written response (issued in step B above). The Superintendent or his/her designee(s) shall review the grievance within **ten (10) school days** following receipt of the appeal. The Superintendent may utilize a grievance committee to hear grievance concerns from both parties. After a decision is made, a written response shall be made to the student, parent, guardian, and principal from the Superintendent or his/her designee(s) within **ten (10) school days** following the review. (Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the superintendent.)

**Step III: Appeal to the Board of Education**

If the grievance is not resolved at Step II, it may be appealed to the Board of Education. A written appeal consisting of the original grievance form and a letter stating why the principal and superintendent's decision is unacceptable must be made within **ten (10) school days** following the written response from the Superintendent at Step II. The parent is permitted to retain an attorney to represent the student in the hearing process and the parent may have an advocate to assist in the presentation of his or her appeal instead of an attorney. The parent has the right to review the student's educational records prior to the hearing. All hearings shall be private, as required by law, and only the parent (and parent representative), guardian, or someone acting in loco parentis shall be permitted to join or represent them. Every effort will be made to accommodate schedules; however, once a hearing has been scheduled twice, the Board retains the right to hear the grievance without all parties present.

The Board shall offer a final written decision within **thirty (30) days** after the Board Hearing.

The Superintendent shall disseminate this policy to students at the beginning of each school year.

Legal Reference: G.S. §115C-45; Title IX of the Education Amendments of 1972

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**Grievance Complaint Form**  
**Caswell County Schools**

Print Name: \_\_\_\_\_ Phone (H) \_\_\_\_\_

Address: \_\_\_\_\_ (W) \_\_\_\_\_

\_\_\_\_\_

Home School: \_\_\_\_\_

(1) State the law, regulation, policy or procedure (using Caswell County Schools' Code of Conduct Handbook) that has not been followed:

(2) List the details that describe the problem (include dates, places, and those involved):

(3) Resolution you are seeking:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Return to:**

**Step 1. The School Principal**

**Step 2 & 3:**

Department of Student Services  
Caswell County Schools  
P.O. Box 160, 319 East Main Street  
Yanceyville, NC 27379

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**Maintenance, Review, and Release of Student Records**

In compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C., Section 1232g and its implementing regulations, 34 C.F.R. Part 99, the Caswell County Board of Education requires its staff and administrators to protect the confidentiality of student records as provided in this policy.

**I. STUDENT RECORDS DEFINED**

Student educational records protected by this policy include those records, files, documents, and other materials that contain information directly related to a student. Files kept on students include a Permanent Record, Temporary Record and, for special needs children, a special education folder. The student's Permanent Record and Temporary Record are maintained by the principal of the school the student currently is attending or most recently attended. These records are located in the administrative office at each school. The Permanent Record contains, but is not limited to: date of birth, attendance data, grading and promotion data and academic testing records, achievement test scores, and intelligence test scores. Each student's official record also shall include notice of any suspension or expulsion under G.S. §115C-390.7 through §115C-390.11 and the conduct for which the student was suspended or expelled.

The superintendent or the superintendent's designee shall expunge from the record the notice of the suspension or expulsion if the following criteria are met:

- (1) One of the following persons makes a request for expungement:
  - a. The student's parent, legal guardian, or custodian.
  - b. The student, if the student is at least 16 years old or is emancipated.
- (2) The student either graduates from high school or is not expelled or suspended during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.
- (3) The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.
- (4) The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

Notwithstanding subdivision (1) of this section, the superintendent or the superintendent's designee may expunge from a student's official record any notice of suspension or expulsion provided all other criteria under this section are met.

Temporary student records may be kept but shall be reviewed annually and destroyed when their usefulness is no longer apparent or when the student leaves.

Special education folders contain information regarding the referral, identification and service for special needs children. These records also are kept at the school the child attends. They are in the possession of the school principal. Copies of some special education records also are kept at the Caswell County School Administrative Offices by the Special Education Director. At the end of a five-year period following the student's exit from the school system, the Special Education Records shall be destroyed following procedures outlined in Board Policy 440.

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II. RIGHT OF ACCESS TO RECORDS

The parents or legal guardians of a child have the right to review the contents of the child's school records. Students 18 years of age or older or who are married ("emancipated students") have the right to review their own school records. Parents of an emancipated student may examine the student's records if the child is classified as a dependent of the parent under federal income tax regulations. When a child's parents are separated or divorced, the records will be open to both parents unless a court order specifying otherwise is provided to school officials. A copy of any court order restricting a parent's access to a student's files shall be included with the student's cumulative record and shall be complied with by all school personnel.

Parents, legal guardians, or emancipated students who wish to inspect and review the student's cumulative record folders shall submit a request in writing to the principal of the student's school. When the principal receives a written request for review of the records from a parent, guardian, or emancipated student, the principal shall schedule the review no later than thirty (30) calendar days following the request. The records may be examined only in the presence of a school official competent to interpret student records. A fee for copies of student records and transcripts may be charged.

III. DIRECTORY INFORMATION

- A. Certain directory information may be published by or on behalf of schools without the consent of either parents or students unless the parent or pupil objects to its release in writing; however, except as specified in Part V, below, the Board of Education prohibits the release of lists of students' names and addresses to any outside agency, public or private, unless there is an inter-agency agreement.
- B. Directory Information includes: A student's name, grade, athlete statistics, honors, awards, activities, field(s) of study, school and graduation status.
- C. Directory Information may be published in yearbooks, annuals, memory books, athletic programs, school newspapers, and other school publications.
- D. The *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002*, requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. In accordance with these acts, military recruiters are entitled to receive the name, address, and telephone numbers of high school juniors and seniors.

Attachment: Parent Letter Notification

Reference: Board Policy 440.

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**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

\**Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

\**Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

\**Inspect*, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State Law.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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**Notice of Rights of Student Records**

Dear Parent and Student:

State and federal law gives parents (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 30 days from receiving your request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee may see your records if they need information in the records to do their job as an employee.
4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Some of the information in your school records is not confidential and may be released without your consent. This information is known as "directory information". Directory information includes the following:

- Full legal name
- Dates of attendance
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- Subsequent educational institution attended
- Academic work intended for publication or display

If you do not want information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received within 30 days of receiving this notice.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and the telephone numbers of high school students unless you object to such release. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimal copying charge.

If you have any questions about these rights, please contact your school office.

Sincerely,

Superintendent  
Caswell County Schools

319 East Main Street, Yanceyville, NC 27329  
(336) 694-4116 FAX (336) 694-5154  
*An Equal Opportunity Employer*

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IV. RECORDS OF MISSING CHILDREN

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of a child's disappearance, the Superintendent or his/her designee shall have that child's student record distinctively marked in such a manner that, if a copy or information regarding the record is requested, school personnel will be alerted to the fact that the record is that of a missing child.

- A. Upon receipt of such a request, and before providing a copy or other information concerning such a child, the Superintendent or his/her designee shall notify the agency that requested the record be marked of every inquiry made concerning the marked record, and shall provide to the agency a copy of any written request for information concerning the record.
- B. Upon transfer of a child into the Caswell County Schools from any other school system, the principal shall, within thirty (30) days of the child's enrollment, obtain the child's record from the school in which the child previously was enrolled. If a copy of the child's record from the previous school is provided by the parent, guardian, or custodian, the principal shall within thirty (30) days of the child's enrollment request written verification of the school record from the previous school. Any information received indicating that the transferring child is a missing child shall be reported promptly to the Superintendent and the North Carolina Center for Missing Persons.

V. RESTRICTIONS ON RELEASE OF RECORDS

Apart from the directory information listed above, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent, guardian, or emancipated student, except to the following persons:

- A. School personnel including school board members who have a proper educational purpose in examining the information contained in a student's record;
- B. Officials of other schools and school systems in which the student has enrolled or intends to enroll, unless the parent, student, or guardian has specifically requested in writing that the information not be released to the requesting institution;
- C. Authorized representatives of state and federal educational institutions or other authorized officials who have a legitimate reason for reviewing a student's records;
- D. Persons acting under a lawful court order or subpoena, but only within the limits of their legal authority, provided that the parent, guardian, or emancipated student shall be notified of the request for release prior to release of the records under this exception;
- E. Financial aid organizations, if the release is in connection with a student's application for or receipt of financial aid;
- F. Accrediting organizations, to the extent necessary to allow them to carry out their accreditation functions;
- G. To appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons;

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- H. Law enforcement agencies/personnel; and
- I. Companies and/or vendors with whom the school has a written contract to provide direct services to students, provided the written contract specifies that the directory information will not be shared with any other company or vendor.

**VI. RIGHT TO CHALLENGE CONTENTS OF RECORDS**

The parent, legal guardian, or emancipated student shall have the right to challenge, in writing, the content of a document contained in the student's record on the grounds that the information is inaccurate, inappropriate, or otherwise violative of the student's rights. Challenges shall be processed as follows:

- A. Any written objection shall be signed by the parent or emancipated student and dated. This shall become a part of the student's Permanent Record.
- B. The principal shall examine all written challenges to student record items and decide whether the challenged document should be removed, altered, or remain as it is. The principal then shall respond in writing to the person challenging the item, stating the decision and the reasons therefor.
- C. If the request for removal or alteration of the challenged document is denied by the principal, the applicant may follow the Student Grievance Procedure in appealing the denial of the request. The principal shall inform the challenger, in writing, of his right to appeal the challenge through the Student Grievance Procedure and his right to place a statement in the student's record commenting on the contested information and/or stating his disagreement with the decision not to remove or amend the challenged item.
- D. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

A copy of this policy shall be distributed annually to students and parents and shall be made available upon request by students, parents, or legal guardians of students.

Legal Reference: G.S. §115C-402, -403; Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g and 34 C.F.R., Part 99.

Reference: Board Policy 440.

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**Procedures for Reporting Students Who Are In Violation of NC Driver's License Eligibility Legislation**

**Dropout Prevention**

The legislation suspends a student's permit/license if they are not making "Adequate Progress" (until they reach the age of 18 or graduate) and indicates that "Adequate Progress" shall be evaluated at the end of each semester.

Therefore at the end of each semester, please make sure the following procedures are in place:

1. Identify all students who have not passed 3 out of 4 classes. (NC Student Data-Failure List).
2. Determine which students have a current driver's permit/license (DEC has been issued from

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school). Notify the student/parent in writing that he/she has not made adequate progress and his/her license will be suspended until they demonstrate adequate progress or turn 18. It is important that the process for requesting a hardship be included in this letter including the notification of 5 days to request hardship. Hardships will not be considered after this time limit has expired.

3. Students who withdraw during the semester are granted 30 days to enroll in a community college/another institution. Please make sure you inform all students of this procedure when they withdraw and wait until the end of this 30 day time-frame before sending in the revocation request (suggestion - check at the end of each grading period).
4. Hardship requests should be returned to the Department of Student Services at the Central Office within the 5 – day period.
5. Report to the Department of Student Services the names of students who are not making adequate progress.
6. At the end of each semester, the school will receive a copy of the database of license/permits

revoked from your school.

**Lose Control, Lose Your License**

The legislation will suspend a student's permit/license for one year if a student is given an expulsion/suspension for more than 10 consecutive days or assigned to an alternative educational setting for more than 10 days for possession or sale of an alcoholic beverage or illegal controlled substance on school property, the possession or use of a weapon or firearm that could have resulted in disciplinary action under G.S.§115C-391(d1), or the physical assault on a teacher or other school personnel on school property. School administration shall use the following procedures whenever one of the listed situations occurs. Report to the central office as incidents occur.

1. Inform student/parent in writing
2. Determine that the student has no other possible means of transportation to and from school, a drug or alcohol treatment counseling program or a mental health treatment program.
3. If number 2 does not apply, complete Status form. Send a copy to the central office and place one in the student's permanent record.
4. At the end of each semester, the school will receive a copy of the database of license/permits revoked from your school.

**School Wellness Policy**

**Preamble**

Caswell County Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.

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This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits;
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives;
- The District will coordinate the wellness policy with other aspects of school management, including the District’s School Improvement Plan, when appropriate; and
- NOTE: Will also include any relevant data or statistics from state or local sources supporting the need for establishing and achieving the goals in this policy.

This policy applies to all students, staff, and schools in the District.

**I. School Wellness Committee**

**Committee Role and Membership**

The District will convene a representative **School Health Advisory Council (herein referred to as SHAC)** that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The SHAC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., superintendent, principal, assistant principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the SHAC will include representatives from each school building and reflect the diversity of the community.

Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the SHAC.

**Leadership**

The Superintendent or his/her designee(s) will convene the SHAC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Contact personnel are: Assistant Superintendent of Student Services and Director of Child Nutrition

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Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. This coordinator will be the Principal or his/her designee.

**Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement  
Implementation Plan**

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

This Wellness Policy can be located in the Caswell County Schools Board Policy 424.

**Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy in the office of the Assistant Superintendent of Student Services.

**Annual Progress Reports**

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year [approx. May], and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the SHAC.

The annual report will be available in English. Additional languages may be available upon request. The District and individual schools will actively notify households/families of the availability of the annual report.

The SHAC will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

- The District will work towards a method to track, analyze, and report on any correlations between improvements in health-promoting environments with education outcomes, such as absenteeism, disciplinary referrals, test scores, average grades, or health measures such as consumption of whole grains, fruits, or vegetables through the school meal programs or BMI, or psycho-social measures such as self-reported "connectedness," or other school climate measures. The District is encouraged to collaborate with local research institutions and universities.
- The District will also work towards a method to track and annually report other related information, such as findings from food safety inspections, aggregate participation in school meals programs, income reported from competitive food sales, fundraising revenues, and other such information, as feasible.

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**Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position responsible for managing the triennial assessment and contact information is the Assistant Superintendent of Student Services.

The SHAC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy. The District will actively notify households/families of the availability of the triennial progress report.

**Revisions and Updating the Policy**

The SHAC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

**Community Involvement, Outreach, and Communications**

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of SHAC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply for Free or Reduced Price Meals, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or information sent home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

**II. Nutrition**

**School Meals**

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (per nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the



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development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SB) In addition schools are eligible to participate in the Fresh Fruit & Vegetable Program (FFVP), and Summer Food Service Program (SFSP) or Seamless Summer Option (SSO). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques](#):
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily vegetable options are bundled into all grab and go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options
  - Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.
  - Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional.
  - School meals are administered by a team of child nutrition professionals.
  - The District child nutrition program will accommodate students with special dietary needs as provided by law.
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children’s school.
- Schools will make every effort to allow students at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated. Students are served lunch at a reasonable and appropriate time of day.

**Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](#) (<http://professionalstandards.nal.usda.gov>) to search for training that meets their learning needs.

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### **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during meal times. Water cups/jugs will be available in the cafeteria if a drinking fountain is not present. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water.]

### **Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

NOTE: In some cases, states have passed more stringent nutritional standards for competitive foods and beverages in addition to the USDA Smart Snacks in School nutrition standards. In these states, districts and schools must also comply with their state standards. NC has given districts 4 options of how to handle competitive foods. CCS has chosen Option 1: “The LEA may extend the existing SBE policy from 12:01 AM through 30 minutes after the dismissal bell rings (which prohibits the sale of foods and beverages to students in competition with the school nutrition program until 30 minutes after the dismissal bell rings.”

To support healthy food choices and improve student health and well-being, all foods and beverages sold to students on the school campus during the extended school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### **Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
  - a. Teachers may have 5 events per year that involve food. These events include parties, celebrations, using food when it is not central to the curriculum, etc.
  - b. Foods at Celebrations and Parties must meet the Smart Snacks standards and can be verified as such through the online calculator provided by the Alliance for a Healthier Generation.
  - c. Treat bags with candies and other seasonal treats are permitted throughout the year if they are sent home with the students and not consumed at school.
  - d. To ensure safety and sanitation, all foods brought into school for the purpose stated above must be purchased from a commercial food service entity (grocery store), which is subject to rules, regulations, and inspections. No food items may be homemade, even if assembled from commercial ingredients.

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- e. If a field trip extends past cafeteria service time (including overnight trips), students may either bring bag lunches from the cafeteria/home OR they may eat at off site restaurants as necessary. All students should be provided the same type of meal. Students should be encouraged to make healthy choices.
2. Classroom snacks brought by parents. Snacks should only be sent for individual students rather than for the entire class. Students may bring a snack daily to be consumed at a time determined by the classroom teacher.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
  - a. In situations where the food is provided as part of an event used to reward students, then it is permitted but it may not be the sole purpose of the event. Approved events include but are not limited to recognitions such as honor roll breakfast or honor society tea.
  - b. Students may not be given food as a reward other than as outlined in the previous section. For example, a treat for completing work on time, taking a group to eat at a restaurant, etc.
  - c. Schools are encouraged to purchase foods for parental involvement incentives through the school nutrition program. When these programs occur during mealtimes, the school will utilize the school meal program. Examples: Muffins for Moms, Donuts for Dads, etc.
4. Events after School Hours held on school premises (sporting events, festivals, PTO functions, etc.) must provide at least one healthy beverage option (water, milk, juice 50%-100%) and two healthy food options that comply with Smart Snacks Standards (i.e., popcorn, pretzels, fruit, soup, nuts, etc.) and can be verified as such through the online calculator provided by the Alliance for a Healthier Generation. For Fundraisers, please see separate section below.
5. Classroom instructional activities:
  - a. Instructional activities are considered part of the curriculum. For example, Foods & Nutrition courses, the study of cultural foods, and nutrition/wellness lessons may all include food.
  - b. When schools desire to use food when it is not a central part of the curriculum, the 5 per year rule applies (see section 1, above).
6. Food deliveries by vendors during the extended school day:
  - a. Students may not order food from a restaurant to be delivered to them during the extended school day.

### **Fundraising**

Fundraisers involving the sale of food to students may not be held during the extended school day (see Glossary), with the exception of foods sold for later delivery or consumption, such as frozen pizzas, cases of bottled drinks, restaurant nights, or full meal fundraisers (i.e., spaghetti dinners). The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)].

Given the pervasiveness of food fundraisers in many schools and the wide availability of profitable, healthy fundraising options, schools are encouraged to use non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.). At least half of school fundraisers must be non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students

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and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

**Nutrition Education**

The District aims to teach, model, encourage, and support healthy eating by students. Caswell County Schools will utilize the North Carolina Essential Standards for Health Education at all grade levels. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.
- Nutrition education will be offered at each grade level (K-8 and one class in high school) as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards.
- Health education teachers should provide opportunities for students to practice or rehearse the skills taught through the health education curricula.

**Essential Healthy Eating Topics in Health Education**

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate.gov](http://MyPlate.gov)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods

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- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

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**Physical Activity**

Schools are encouraged to schedule 30 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the district is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in Let's Move! Active Schools ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. This does not include participation on sports teams that have specific academic requirements.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

- The District will work with schools to ensure that inventories of physical activity supplies are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage activity for as many students as possible.

**Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "Essential Physical Activity Topics in Health Education" subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

To address issues such as overweight, obesity, cardiovascular disease, and Type II diabetes, students enrolled in Pre-Kindergarten through grade 8 will be required to participate in physical activity as part of the physical education curriculum. Elementary schools should consider the benefits of and move toward having 150 minutes per week with a physical education teacher throughout the 180-day school year. Middle schools should consider the benefits of and move toward having 225 minutes per week of Healthful Living Education with certified health and physical education teachers throughout the 180-day school year.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

**Recess (Elementary)**

All elementary schools will offer at least **30 minutes of recess** on all or most days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students should use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

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**Outdoor Recess**

Outdoor recess will be offered when weather is feasible for outdoor play when temperatures are 40 to 90 degrees and weather conditions permit outside activity. In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and are encouraged to serve as role models by being physically active alongside the students whenever feasible.

**Physical Activity Breaks (Elementary and Secondary)**

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

**Active Academics**

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by working towards providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

**Before and After School Activities**

The District will work towards providing opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by:

**Active Transport**

The District will support active transport to and from school, such as walking or biking where appropriate infrastructure and school location exists.

**III. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

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All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the SHAC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events are encouraged to include physical activity opportunities.

**Community Partnerships**

The District will continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of the wellness policy implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

**Health Information**

General Information:

**Garrett's Law**

Meningitis is an infection of the fluids and the covering of the brain or spinal cord that may be caused by bacteria or virus. Viral meningitis is fairly common and people usually fully recover. However, bacterial meningitis is very rare and much more serious. Meningitis is spread by close exchange of saliva and respiratory secretions through sharing drinking glasses, or kissing. Symptoms of bacterial meningitis include severe headache, high fever, nausea/vomiting and stiff neck. Symptoms can worsen very quickly. Therefore, children with any of these symptoms should be checked by a doctor right away. The meningitis vaccination is recommended for children in their early teens.

**Safe Haven Law**

North Carolina has a law that allows a parent to give up their baby confidentially, without being arrested or put on trial for abandonment. A parent, who is not willing or able to care for a baby, less than seven days old, may surrender that baby to any of the following places: hospital, health department, community health center, police or sheriff department, social services department, fire or EMS station. The parent can also leave the infant with a healthcare provider, law enforcement officer, social worker or certified EMS worker. The person taking the infant can ask for health information about the infant but the parent is not required to answer any questions. Safe Surrender is anonymous and legal. Call 1-800-FOR-BABY. In an emergency, call 911.

**Dental Screening**

Good dental health has a positive effect on a child's ability to learn. As part of Caswell County Schools regular school preventive dental health program, we will conduct a dental screening on students in identified grade levels. The dental screening is done by the Public Health Dental Hygienist for Caswell County and parents will be notified prior to screening. The screening provides your child a chance to learn about good dental care. It is a positive dental encounter for your child. Even if your child sees a dentist regularly, they will benefit from learning about good dental health. A form letter will be sent home to show the results of your child's screening. If you do not want your child included in the dental screening, please send a note to your child's school nurse.

**Influenza (the Flu)**

**What is it?** Influenza is a contagious respiratory illness caused by influenza viruses and can be easily spread to others. Infection with flu viruses can result in illness ranging from mild to severe and to life-threatening complications.

**What are the symptoms?** Symptoms include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting and diarrhea are much more common in children than adults.



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**How is it spread?** Flu is spread when a person with the flu coughs, sneezes, or speaks and sends the flu virus into the air or from droplets on unwashed hands. The virus enters the nose, throat, or lungs of a person and multiplies.

**Vaccine Information:** The best way to prevent the flu is to get a flu shot. Vaccine against flu is available every year beginning in October through your private doctor as well as the Caswell County Health Department.

### **Meningococcal Meningitis**

**What is it?** Meningococcal Meningitis is a form of bacterial meningitis. People sometimes refer to it as spinal meningitis. It is a rare but potentially fatal bacterial infection that can lead to severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

**What are the symptoms?** Symptoms can progress rapidly and may resemble the flu. They can include fever, severe headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. Some people may also develop a rash mainly on their arms and legs. Children with these symptoms should be checked by a doctor right away.

**How is it spread?** The disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, kissing or sharing items like a drinking glass.

**Vaccine Information:** The meningitis vaccination is recommended for teens and early teens. The vaccine is available through your private doctor or the Caswell County Health Department.

### **Human Papilloma Virus (HPV)**

**What is it?** Human Papilloma Virus (HPV) is a common virus that is spread from one person to another by close intimate contact. There are greater than 40 types of HPV that can infect both men and women and can raise the risk of cervical cancer in women. HPV infection is most common in young men and women in their late teens and early 20's.

**What are the symptoms?** Some people will develop visible growths or bumps in the genital areas but the virus live in the body and cause no symptoms which are why it is so easily spread. Most people who have HPV do not know they are infected.

**How is it spread?** HPV is spread through close intimate contact. Both males and females can get it – and pass it on without even realizing it.

**Vaccine Information:** A vaccine is now available that can protect females (ages 9 – 26) from four major types of HPV. Check with your health insurance provider, Health Check/Health Choice or Medicaid to see if they will cover the cost of the vaccine.

### **Community Acquired Methicillin Resistant Staphylococcus Aurea (CA-MRSA)**

**What is it?** CA\_MRSA is a staph infection caused by a skin bacterium.

**What are the symptoms?** It usually starts as a pimple or boil and is difficult to clear up without special antibiotics.

**How is it spread?** Staph bacteria are generally harmless unless they enter the body through a cut or other wound, and even then, they often cause only minor skin problems in healthy people. However, staph infections can cause serious illness.

**Tips to Prevent:** 1) Wash hands frequently. 2) All athletes should shower with soap immediately after workouts. 3) Do not share personal items. 4) Check skin for rashes, pimples or boils that don't get better. 5) If sores worsen, see doctor. Avoid sharing equipment or body contact with others if rash or pustules are present. All sores should be covered and student shouldn't participate in contact sports until released by a doctor.

### **COVID-19**

**What is it?** COVID-19 is a contagious respiratory illness caused by 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.

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**What are the symptoms?** Symptoms include:

- fever or 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.

**How is it spread?** The virus is thought to spread mainly from person to person between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks.

**Vaccine information:** vaccines are available; please contact the Caswell County Health Department or your health care provider for updated information.

**Annual Public Notices**  
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At the beginning of each academic year, School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. Below are the public notices for Caswell County Schools.

**A. Student Records: Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (“FERPA”), a federal law, gives parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review your child’s education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of your child’s education records that you believe are inaccurate or misleading. You should write to the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child’s education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see 34 CFR Part 99.37.

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- A School Official includes any of the following when that person has a “*legitimate educational interest*” in having access to the information:
  - a. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the school district;
  - b. A school board member;
  - c. A contractor, consultant, volunteer, or other party to whom the school district has outsourced services or functions, such as (but not limited to) an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the school district would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of PII from education records;
  - d. A person serving on a committee appointed by the school board or by the administration of the school district, such as a disciplinary or grievance committee or other review committee.

A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The School District may release “directory information” about a student unless you have advised the school to the contrary. Caswell County Schools has designated the following information as directory information:
  - o Student’s name, address, telephone listing, photograph, major field of study, grade level, dates of attendance, degrees, honors, awards received, date and place of birth, electronic mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, most recent educational agency or institution attended, and enrollment status
- The primary purpose of directory information is to allow the school to include this type of information from your child’s education records in certain school publications. Examples include:
  - o A playbill, showing your student’s role in a drama production;
  - o The annual yearbook;
  - o Honor roll or other recognition lists;
  - o Graduation programs; or
  - o Sports activity sheets, showing weight and height of team members
- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
- In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.
- If you do not want the school to disclose some or all of the directory information described above from your child’s education records to all or certain recipients without your prior written consent, Caswell County Schools must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in Caswell County

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Schools. For your convenience, a form that can be used for this purpose is provided within the Student Code of Conduct. An “opt out” is perpetual and can only be rescinded in writing.

- The right to file a complaint with the US Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

B. Nondiscrimination: Title VI of the Civil Rights Act of 1964; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)

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

For inquiries or complaints or to request a copy of Caswell County Schools’ grievance procedures, please contact:

Nelson Showalter, 504/ADA Coordinator  
Department of Exceptional Children  
Caswell County Schools  
319 East Main Street  
Yanceyville, NC 27379  
[nelson.showalter@caswell.k12.nc.us](mailto:nelson.showalter@caswell.k12.nc.us)  
336-694-4116

C. Students with Disabilities: Individuals with Disabilities Act (IDEA)

Pursuant to the IDEA, a federal law, Caswell County Schools must provide educational services to all children residing in the school district who are between the ages of three (3) and twenty-one (21) who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Nelson Showalter, 504/ADA Coordinator  
Caswell County Schools  
319 East Main Street  
Yanceyville, NC 27379

D. Homeless Students: McKinney-Vento Homeless Assistance Act

For information concerning the educational rights of homeless students, please consult Board Policy 413 and/or contact:

Jennifer O’Briant, McKinney-Vento Homeless Coordinator  
Caswell County Schools  
319 East Main Street  
Yanceyville, NC 27379

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E. Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to:

Parents must consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

*Parents must receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school district, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Parents may *inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**F. Student Health: N.C.G.S. §115C-375.4**

With the passage of NCGS §115C-375.4, Caswell County Schools must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza (“flu”) is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches.

Anyone can get influenza. Most people are ill with the flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the US, mostly among the elderly.

Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, influenza vaccine is updated every year. Protection develops in about 2 weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October or November. Contact your local health department or physician for more details on cost and time vaccine will be available.

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting your family doctor or nurse or contacting the Caswell County Health Department at 336-694-4129 or contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

**G. Student Health: N.C.G.S. §115C-47(51)**

(only applicable to students in grades 5-12).

North Carolina General Statute § 115C-47(51) requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases. Information on these diseases and the vaccines can be found at [www.cdc.gov/vaccines/vpd-vac](http://www.cdc.gov/vaccines/vpd-vac). Those individuals without internet access can contact a school nurse or the Caswell County Health Department at 336-694-4129.

**H. North Carolina Safe Surrender Law**

Pursuant to N.C.G.S. §7B-500(b), a female may legally surrender her newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement agents are examples of responsible adults who are familiar with this law. More information can be found at

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<http://www.ncdhhs.gov/assistance/pregnancy-services/safe-surrender>. Those individuals without internet access can contact a school nurse or social worker.

**I. Asbestos Hazard Emergency Response Act**

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for Caswell County Schools. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to “ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review.” (§763.84(c))

The AHERA Management Plan contains documents of the initial AHERA inspection, 6-month periodic Surveillances, Triennial re-inspections, employee training and Operations and Maintenance procedures. If you have any questions regarding the AHERA Management Plan for this school district, you can contact Jerry Hatchett, Maintenance Director at 336-694-4116.

**J. Use of Pesticides: N.C.G.S. §115C-47(47)**

With the passage of N.C.G.S. § 115C-47(47), the School District must provide notification regarding pesticide use on school property. For more information please consult Board Policy 832 or contact Jerry Hatchett, Maintenance Director at 353 County Home Road, Blanch, NC 27212 or call 336-694-4116.

**K. Student Restraint/Seclusion/Isolation**

Caswell County Schools has adopted School Board Policy 451, as required by NCGS §115C-391.1. School Board Policy 451, as well as NCGS §115C-391.1, are fully set out herein.

The following rules will govern the use of seclusion and restraint by school personnel. As used in this regulation, “school personnel” mean employees of the board and any persons working on school grounds or at a school function under a contract or written agreement with the public school system or for another agency to provide educational or related services to students.

Reference: Board Policy 451.

NCGS §115C-391.1

**(a) It is the policy of the State of North Carolina to:** (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools. (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law. (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools. (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner. (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

**(b) The following definitions apply in this section:** (1) “Assistive technology device” means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability. (2) “Aversive procedure” means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following: a. Significant physical harm, such as tissue damage, physical illness, or death. b. Serious, foreseeable long-term psychological impairment. c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures

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with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities. (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others. (4) "IEP" means a student's Individualized Education Plan. (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is prevented from leaving. (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest. (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body. (9) "School personnel" means: a. Employees of a local board of education. b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students. c. Any person working on school grounds or at a school function for another agency providing educational or related services to students. (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is: a. Physically prevented from leaving by locking hardware or other means. b. Not capable of leaving due to physical or intellectual incapacity. (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

**(c) Physical Restraint:** (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. b. As reasonably needed to maintain order or prevent or break up a fight. c. As reasonably needed for self-defense. d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior. e. As reasonably needed to escort a student safely from one area to another. f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan. g. As reasonably needed to prevent imminent destruction to school or another person's property. (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

**(d) Mechanical Restraint:** (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances: a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider. b. When using seat belts or other safety restraints to secure students during transportation. c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. d. As reasonably needed for self-defense. e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present. (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited. (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

**(e) Seclusion:** (1) Seclusion of students by school personnel may be used in the following circumstances: a. As reasonably needed to respond to a person in control of a weapon or other dangerous object. b. As reasonably needed to maintain order or prevent or break up a fight. c. As reasonably needed for self-defense. d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or



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another person's property. e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times. 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan. 3. The space in which the student is confined has been approved for such use by the local education agency. 4. The space is appropriately lighted. 5. The space is appropriately ventilated and heated or cooled. 6. The space is free of objects that unreasonably expose the student or others to harm. (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted. (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

**(f) Isolation** – Isolation is permitted as a behavior management technique provided that: (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled. (2) The duration of the isolation is reasonable in light of the purpose of the isolation. (3) The student is reasonably monitored while in isolation. (4) The isolation space is free of objects that unreasonably expose the student or others to harm.

**(g) Time-out** – Nothing in this section is intended to prohibit or regulate the use of timeout as defined in this section.

**(h) Aversive Procedures** – The use of aversive procedures as defined in this section is prohibited in public schools.

**(i) Nothing in this section modifies the rights of school personnel to use reasonable force** as permitted under G.S. §115C-390.3 or modifies the rules and procedures governing discipline under G.S. §115C-390.1 through G.S. §115C-390.12

**(j) Notice, Reporting, and Documentation.** (1) Notice of Procedures – Each local board of education shall provide to school personnel and parents or guardians at the beginning of each school year copies of this section and all local board policies developed to implement this section. (2) Notice of specified incidents: a. School personnel shall promptly notify the principal or principal's designee of: 1. Any use of aversive procedures. 2. Any prohibited use of mechanical restraint. 3. Any use of physical restraint resulting in observable physical injury to a student. 4. Any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on a student's behavior intervention plan. b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident. (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but no event later than the end of following workday. (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include: a. The date, time of day, location, duration, and description of the incident and interventions. b. The events or events that led up to the incident. c. The nature and extent of any injury to the student. d. The name of a school employee the parent or guardian can contact regarding the incident. (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

**(k)** Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of higher education or their agents or employees or to create a criminal offense.

L. Use of Corporal Punishment

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Caswell County Schools does not support the use of corporal punishment.

**M. Parental Information for Title I Schools**

All CCS elementary and middle schools receive federal funding through Title I, Part A. Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESSA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Title I is designed to help students served by the program to achieve proficiency on challenging State academic achievement standards. Title I schools with high percentages of students from low-income families may use Title I funds, along with other Federal, State, and local funds, to operate a "schoolwide program" to upgrade the instructional program for the whole school. Schoolwide programs must use instructional strategies based on scientifically based research and implement parental involvement activities. These funds are used to provide services throughout the school, including supplemental instruction to students who are in need of assistance in the area of reading and math. Our goal is to provide early intervention to struggling learners.

Federal guidelines require that Caswell County Schools provide a process by which parents may request the qualifications of their child's teacher, ensuring that the teacher meets Highly Qualified standards. As a parent of a student in a Title I school, you have the right to know the following information:

1. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the child is provided service by paraprofessionals and, if so, their qualifications.

To request more information, please contact:

Jennifer O'Briant, Department of Student Services  
Caswell County Schools  
319 East Main Street  
Yanceyville, NC 27379  
336-694-4116

**N. Free or Reduced Lunch**

A free or reduced lunch application form, or instructions on how to access the application on-line, will be sent home with your child at the beginning of the school year. Please complete the form and return it to your child's teacher. You will be notified if your child(ren) qualifies for free or reduced meal prices. All information is strictly confidential. For more information on participation in the Free or Reduced School Lunch program or questions about breakfast and summer lunch programs, see Board Policy 950 and please contact Kim Mims, Director of Child Nutrition at 336-694-4116.

**O. Student Discipline Policies**

Pursuant to NCGS §115-C-390.2(i), schools must make available all policies, rules and regulations regarding student discipline. For the Board's policies and regulations regarding student discipline, consult the Code of Conduct or CCS Board Policy online at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us). All other student discipline information will be printed in student handbooks or made available on the school's website at the beginning of the year available at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us).

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**P. Student and Parent Complaint and Grievance Procedure**

For more information concerning student and parent complaint and grievance procedures, please see Board Policy 481 and 482. This information is also located in the Code of Conduct.

**Q. Equal Access to Facilities**

Caswell County Schools provides equal access to its facilities. For more information about accessing school facilities, consult Board Policy 110, 820, and 825.

**R. Information Regarding Advanced Courses**

Pursuant to N.C.G.S. § 115C-174.26(d), schools must provide information to students and parents on available opportunities and the enrollment process for student to take advanced courses. This information will be printed in student handbooks or made available on the school's website at the beginning of the year available at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us).

**S. School Bullying/Cyber-Bullying Policies**

Pursuant to N.C.G.S. § 115C-407.16(d), school principals shall provide the local board of education's policy prohibiting bullying and harassing behavior, including cyber-bullying, to staff, students and parents. A copy of these policies is available at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us) and will be printed in student and employee handbooks. Hard copies of the policies are available from the school principal upon request.

Reference: Board Policies 450 and 452.

**T. Student Testing Information**

For information concerning the dates of system-wide and state-mandated tests that students will be required to take during the school year, how the results from the test will be used and whether each test is required by the State Board of Education or the local Board of Education, contact Shannon Apple, Testing Coordinator at 336-694-4116.

**U. School Annual Report Card Grade**

Pursuant to N.C.G.S. § 115C-47(58), you will be notified of the most recent grade of the school your child is attending, as issued by the State Board of Education, if the school received a grade of "D" or "F".

**V. Student Wellness Policy**

For information concerning the District's student wellness policy, see Board Policy 424.

**W. School Health Education Program**

You have the right to opt-out your child's participation in curricula related to: (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. Materials also may be made available for review in the central office.

**X. Local Education Agency Report Card**

For information concerning the District's Local Education Agency Report Card required by Section 6311(h)(1) and (2) of the Elementary and Secondary Education Act, or a copy of the Report Card contact Shannon Apple, Director of Testing and Accountability at 336-694-4116.

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Y. Title IX Nondiscrimination on the Basis of Sex

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations.

Jennifer O'Briant, Title IX Coordinator  
Caswell County Schools  
319 East Main Street  
Yanceyville, NC 27379  
336-694-4116  
jennifer.obriant@caswell.k12.nc.us

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The contact information for the Office for Civil Rights with jurisdiction over North Carolina is: 4000 Maryland Ave, SW, Washington, DC 20202. Telephone: 202-453-6020. Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov).

For more information about the Title IX policies and grievance procedures, consult Board Policies 452 and 454. This information is also available at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us) and will be printed in student and employee handbooks.

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**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.

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**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).

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- 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.

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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



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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

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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.

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**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 832.

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**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: \_\_\_\_\_

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**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

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**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

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**Confirmation of Receipt of the Student Code of Student Conduct**  
**Information for the 2022-2023 School Year for**  
**CASWELL COUNTY SCHOOLS**

Each year, Caswell County Schools works to communicate policies, procedures, and other information to our families. The following information is located on our website at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us) and in the Student Code of Conduct. If there is a specific tab the information is located under, that is noted.

- 2022-2023 Caswell County Schools Code of Conduct
- Annual notifications including:
  - o FERPA (Family Educational Rights and Privacy Act)
  - o Non-discrimination
  - o IDEA (Individuals with Disabilities)
  - o McKinney-Vento Assistance
  - o Protection of Pupil Rights Amendment
  - o Student Health (NCGS §115C-375.4, §115C-47(51))
  - o NC Safe Surrender
  - o Asbestos Hazard Emergency Response Act
  - o Use of Pesticides (NCGS §115C-47(47))
  - o Student Restraint/Seclusion/Isolation
  - o Parent Information for Title I Schools
  - o Free or Reduced School Lunch
  - o Student Discipline Policies
  - o Student/Parent Complaint and Grievance Procedures/Form
  - o Equal Access to Facilities
  - o Information Regarding Advanced Courses
  - o Chromebook Student/Parent(Guardian) Usage Agreement
  - o Acceptable Use for Internet and Computer Resources Agreement
  - o Pesticide Notification (If needed, Form to be completed and returned to teacher)
  - o Publication/Video Release
    - **I Agree to the terms of the Publication Release Form:      Circle:      Yes      No**

**Parent Signature (Grades K-12)**

The signature below indicates that I, as a parent/guardian of a student in Caswell County Schools, have received the Caswell County Schools *Code of Student Conduct*, either through link or paper copy, and annual notifications.

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Signature of Parent/Guardian

Date

---

PRINTED Name of Student

***Caswell County Schools***  
***Code of Student Conduct 2022-2023***  
***(intentionally left blank)***

**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!!!!!!**

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