Caswell County Schools Parent/Student Elementary Handbook



2025-2026

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Caswell County Schools
Board of Education Members:

Mel Battle, Chair
Joel Lillard, Vice Chair
Vennie Beggarly
Trudy Blackwell
Lisa Johnson-Knight
Nicole McGhee
Nicole Smith

Interim Superintendent:
Mr. Lance Stokes

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

Caswell County Schools Mission Statement:
Engaging all students in learning that will foster academic excellence, responsible citizenship, and lifelong learning.

Our Beliefs

1) Each student is a valued individual with unique and exceptional qualities that are nurtured by special services and resources in our school.
2) Student learning of academic and character qualities is the chief priority for the school.
3) Promoting a supportive and challenging learning environment increases student performance.
4) The commitment to continuous improvement is important if our school is going to enable students to become confident, self-directed, lifelong learners.
5) Teachers, administrators, parents and the community share the responsibility for advancing the school's mission of student success.

Elementary School Information:

School Hours	8:10 AM – 3:10 PM
Principals	Avery Artis, North Elementary Michelle Robinson, Oakwood Elementary Teresa Parker, South Elementary Dr. Hilary Moore, Stoney Creek Elementary

Title I - Parents' Right-to-Know Letter

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

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

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

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

If you have any questions about your child's teacher or paraprofessional, please contact the main office at your child's school.

Title I School Parent Involvement Policy

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

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

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

Annual Public Meeting: We will host an Annual Meeting in the fall of each school year to

inform parents about Title I program requirements and their right to be involved. We will use our school sign, phone communication and apps as well as Facebook posts to attract parent interest and encourage participation.

Opportunities for Meetings:

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

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

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

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

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

- Title I Annual Meeting and Open House – beginning of the school year
- A "Schedule of Parent Involvement Opportunities" – throughout the year
- Book Fairs – twice annually and open at various hours to accommodate parents
- Providing other such reasonable support for parental involvement activities as requested by parents.

Sharing Information Regarding the Curriculum and Academic Assessments:

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

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

GENERAL INFORMATION (A - Z)

ADMISSION TO SCHOOL:

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

ASSEMBLY PROGRAMS:

Periodically, we will have special programs that will be attended by all students. During these programs, we have high expectations for our students in terms of performance and behavior. Failure to respond appropriately in the assembly can result in denying the student the privilege of participation. Students will enter the multipurpose room in a quiet, orderly manner. Students will behave as a respectful audience. **Parents are invited to attend; however, students must sit with their classmates.**

BEFORE AND AFTER SCHOOL CARE (North, Oakwood and South only):

Any student arriving at school before 7:45 AM or staying on campus without supervision after 3:20 PM will be sent to Before and After School Care and parents will be billed accordingly. Please keep in mind this program is a privilege. Continuous disruption may result in suspension or removal from the program. Before School Care begins at 6:45 a.m. at Oakwood, North, and South and After School Care ends at 6:00 p.m. The charge is assessed on a weekly basis based on the number of school days in the week, not the number of days your child attends.

Before School Care: $5 per day/$20 per week
After School Care: $8 per day/$40 per week
Drop-in: Students are allowed to "drop in" up to 5 times a month. The charge is $7.50 for BSC per day and $12.00 for ASC per day.

CAFETERIA POLICY:

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

Adult Breakfast - A la Carte Adult Lunch - A la Carte

CAR PARKING:

Parents are asked to exercise caution when children are entering and leaving the building and when other vehicles are moving through the car line. Please adhere to the established traffic flow pattern. **NO PARKING IS ALLOWED AT ANY TIME IN THE FRONT OF THE SCHOOL**. The area in the front of the school must remain open at all times to allow for emergency vehicles, fire trucks, etc. access. This area must also remain open to allow for access to

handicap parking spots. If you plan on entering the building at any time during school hours, you must park in a designated parking spot. There are parking spaces reserved for visitors only, however you may park in any open parking space in the parking lot. If special events are occurring at school, visitors may also park in the staff parking lot; however, visitors still have to use the front doors to enter the building.

CHANGE OF ADDRESS/PHONE NUMBER:

Please notify the main office of any change of address or phone number. The school will provide student information sheets at the request of the parent/guardian. Please help us to maintain accurate records so that you can be reached in the event of an emergency.

CHANGES IN STUDENT'S DAILY TRANSPORTATION:

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

CONFERENCES WITH THE PRINCIPAL:

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

CONFERENCES WITH TEACHERS:

Teachers can generally schedule conferences with parents in the afternoon between 3:20 and 3:50 PM. As a courtesy to teachers, please arrange for a conference in advance and inform the office if the appointment cannot be kept. Parents are asked not to engage teachers in conferences during the instructional day unless arranged by the principal. Please remember to follow the chain of command.

CUSTODY ISSUES:

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

DAILY SCHEDULE AND SCHOOL HOURS

Once a student enters the school building, he/she becomes the responsibility of the school. Therefore, if a student arrives before 7:45 AM, he/she will be placed in Before School Care for a daily fee. If students are not picked up by 3:20 PM, they will be placed in After School Care for a daily fee. If students are not picked up by 6:00 PM from the After School Care program, Caswell County Social Services may be contacted. **Parents are not allowed to walk students to**

classrooms, with the exception of kindergarten students during staggered entry.

6:45 AM Before School Care opens (North, Oakwood and South only).
7:45 AM Students may enter the cafeteria for breakfast
8:05 AM Announcement; Parents will be asked to sign in as visitors or exit the building
8:10 AM Tardy Bell; Instruction begins
3:10 PM Dismissal
6:00 PM After School Care closes (North, Oakwood, South only)

DAILY SNACKS:

Students are allowed to bring a snack to school. This will continue to be our policy as long as students abide by specific teacher requests regarding types of snacks, times they may be eaten, and maintain good sanitary habits. Nutritious snacks such as cheese and crackers or fruit are encouraged. Students in the Pre-K program are supplied with snacks. Sodas are not allowed.

DELIVERIES OF FLOWERS AND BALLOONS:

No deliveries of flowers, balloons, and similar gift items will be accepted at the schools for students. Students are not permitted to bring gifts that include balloons and/or flowers. Flowers/balloons are not allowed on buses.

DISMISSAL PROCEDURES:

Student safety is our priority at all times, especially during afternoon dismissal. In order to maintain safety for all students, please remain in your car during car pick up.

FOR PARENTS AND GUARDIANS PICKING UP CHILDREN DURING DISMISSAL: Please wait in the car rider line. Do not park or exit your vehicle to pick up a student. When you get to the front of the car rider line, a staff member will ask you who you are there to pick up and radio into the building for your child to come outside. A staff member will be there to tell the student which staff member to go to in the car rider line. You will wait here and your child will be brought to you. Please be patient as we safely load students into cars.

In the afternoons, parents will not be allowed to check students out after 2:45 without a verified medical appointment.

EARLY CHECKOUTS:

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

Regular Procedures for Student Checkout:

- Parents must park in a designated parking spot in the parking lot. No parking is allowed in front of the school.
- Parents and/or legal guardians must report to the designated entrance and follow the directions of staff members.

- Parents and/or legal guardians must have a photo ID available in order to check a student out of school.
- Any person, other than the parent or legal guardian, who wishes to check out a student, must have written parental approval. The person's name must be listed on the child's student data sheet. Telephone calls will not be accepted as a method of checkout.
- Students may not be picked up directly from the classroom.
- **School officials will not allow students to be checked out after 2:45 without a verified medical appointment.**

EMERGENCY CLOSINGS AND DELAYED OPENINGS:

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

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

Schools Closed: The decision to close schools is reached by 6:00 AM and transmitted to area radio, TV stations and through parent calls no later than 6:30 AM. You can expect to hear repeated reports during the early morning hours, beginning at 6:30 AM. When schools are closed, all extracurricular activities, field trips, After School Programs, and non-school activities will be canceled as well.

Delayed Openings: Schools may open on a delayed schedule depending on current weather conditions. If this decision is reached, it will be announced on local radio, TV stations, and through parent calls beginning at 6:30 AM. Should the announcement say that Caswell County Schools will open one hour late or two hours late (depending on the severity of the weather conditions), we simply move the morning schedule forward one or two hours so that bus riders arrive at their bus stops one or two hours later than usual. On a one-hour delay, breakfast will be served. **On a two-hour delay, breakfast will not be served.**

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

Before or After School Daycare will not operate on days when schools are closed due to inclement weather. Parents should leave any special instructions for handling children on days of early closing with the teachers and neighbors at the beginning of the year and not attempt to telephone instructions at the time of emergency. Forms are sent out at the beginning of the year. Please ensure that these are completed and returned.

EMERGENCY DRILLS:

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

ENHANCEMENTS COURSES AND PROGRAMS:

All students will participate in Art, Music, Media/Technology, Physical Education, and Life Skills programs.

Art/Music: All students will have regularly scheduled art or music on a weekly basis.

Library/Media Program: During visits to the media center, the students are read to and listen to quality literature, participate in readers' theater and storytelling, listen and create music, check out books, view video footage, and participate in STEM and digital activities.
They have book talk experiences, learn about authors and illustrators, and share a sampling of various genres. Students may check out books from the media center at regularly scheduled times and during open check out with permission of the classroom teacher. Students who have overdue materials will not be allowed to check out books.

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

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

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

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

PARENT/GUARDIAN PHOTO AND VIDEO RELEASE:

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

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

SCHOOL PARTIES:

One party is permitted during the school year. This party will be organized by the teacher and held between the hours of 2:30 and 3:00 PM. Other celebrations must receive approval from the principal. If a parent wishes to bring cupcakes or snacks on a student's birthday, it will be given out at the student's scheduled lunch time and must be store bought with ingredients labeled. (This is for the safety of students who may have allergies, etc.)

STUDENT ALLERGIES:

Parents are requested to keep the school informed regarding specific medical conditions of their children including allergies. Faculty and staff members need information about all known allergies including food and insect allergies. This is particularly important during lunch, recess, and on field trips.

STUDENT INSURANCE:

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

TELEPHONE CALLS:

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

INSTRUCTIONAL RESOURCES:

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

VISITORS:

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

We ask that parents refrain from coming to eat with their students the first two weeks of school in order to help with adjusting to the routine of school. Waiting for the two week time period will help with the transitions to and from eating and back to the classroom without anyone getting upset.

WITHDRAWING A STUDENT:

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

WRITTEN MESSAGES AND NOTES:

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

1. Your child is to ride a different bus.
2. Your child should not participate in physical education (list reason and duration).
3. Request for a conference with the teacher or principal.
4. Someone other than yourself is to pick your child up from school.
5. Your child has been absent from school (The reason for the absence must be stated).

POLICIES (A – Z)

ATTENDANCE POLICY:

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

Acceptable excuses for absences are:

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

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

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

Read the following carefully:

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

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

COMPULSORY ATTENDANCE LAW:

The Compulsory Attendance Law (G.S. 115C-378) requires the principal to determine, after ten (10) accumulated unexcused absences in a school year, if the parent or legal guardian has

made a good faith effort to comply with the law regarding attendance. If he determines that a good faith effort has not been made, then the principal notifies the district attorney's office and the director of social services.

Tardiness:

Students arriving after 8:10 AM are considered tardy. Students arriving late must be accompanied by a parent and report directly to the office before reporting to class. A parent/guardian must check in tardy students using the Check In system in the front office. Parents are not allowed to walk students to class. Instruction begins promptly at 8:10 AM each day. ***Students who are tardy are missing valuable instructional time that cannot be replaced.***

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

- 0 – 2 Tardies/Early Checkouts: Verbal Warning (phone call)
- 3rd Tardy/Early Checkout: Parent notified by mail
- 6th Tardy/Early Checkout: A second notification by mail
- 10th Tardy/Early Checkout: Parent will be contacted by the school counselor to set up a conference
- Every 3 instances after the 10th Early Checkout/Tardy: The Director of Student Support Services and School Social Worker will be notified in writing by the principal of excessive tardies/early checkouts.

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

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

BUS TRANSPORTATION:

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

Here Comes the Bus Application: Our Caswell County Schools use the app Here Comes The Bus that gives parents precise bus location and status alerts and helps transportation departments operate at peak performance. Scan the QR code below.

SCAN ME

Sign Up Instructions For Parents:

1. Download Here Comes the Bus app or visit herecomesthebus.com
2. Click the "Sign Up" button
3. Enter school code 87875 and click "Next" followed by "Confirm"
4. Complete the "User Profile" box
5. Under "My Students," click "Add." Enter your child's last name and student ID number
6. Once you confirm your information, you're ready to begin

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

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

Section 25: Bus Conduct

Students shall comply with all appropriate rules 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:

1st Offense: Principal determination and notification to parents/guardians
2nd Offense: Up to 3 days bus suspension
3rd 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. Caswell County Schools has established bus rider expectations (non-negotiables) to ensure the safety of all students. These expectations for students include (but are 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.

Bus Discipline Policy:

Violation	1st Offense	2nd Offense	3rd Offense
1. Disrespect towards driver	Warning	1-3 days bus suspension	3-5 days bus suspension
2. Not following driver's instructions	Warning	1-3 days bus suspension	3-5 days bus suspension
3. Use of inappropriate language.	Warning	1-3 days bus suspension	3-5 days bus suspension
4. Profanity towards bus driver	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
5. Assault on bus driver	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
6. Threats toward driver/student	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
7. Disruptive behavior	Warning	1-3 days bus suspension	3-5 days bus suspension
8. Standing/Moving while bus is in motion	Warning	1-3 days bus suspension	3-5 days bus suspension
9. Use of an object in a threatening or dangerous manner	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
10. Throwing objects on/off bus	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
11. Arms, head, etc. out of window	Warning	1-3 days bus suspension	3-5 days bus suspension
12. Tampering with emergency exit	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
13. Candy/Food/Drink on bus	Warning	1-3 days bus suspension	3-5 days bus suspension
14. Damaging/Defacing bus	1-3 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over $75	3-5 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over $75	5-10 days bus suspension/Restitution/Clean Up/Law enforcement if valued over $75
15. Stealing	1-3 days bus suspension/Restitution/Law enforcement if valued over $75	3-5 days bus suspension/Restitution/ Law enforcement if valued over $75	5-10 days bus suspension/Restitution/Law enforcement if valued over $75
16. Horseplaying	Warning	1-3 days bus suspension	3-5 days bus suspension

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

Severity Clause: If a violation is deemed severe by the principal, harsher consequences may result. After the third offense for the same misbehavior, the principal will handle the situation on an individual basis. If a bus driver must return a student to school for any reason, a parent/guardian or an emergency contact listed on the student’s emergency form will be

contacted to pick up the student. If a student is brought back to school, the student will be sent to After School Care and parents will be billed accordingly if necessary.

CELL PHONES: The use of cellular phones and other wireless communication devices is allowed on school buses and activity buses as long as the user is wearing earbuds and the cell phone is not a disruption to the driver or surrounding passengers.

Elementary and middle school students who participate in after-school programs on campus are prohibited from using wireless communication devices during such programs.

Discipline:
1st Offense: Confiscation of electronic device and return to parent/guardian with administrative conference or to the student at the end of the school year
2nd 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.
3rd 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.

DISCIPLINE:

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

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

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

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

Please refer to the following student discipline policies and procedures outlined below.

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:
1st Offense: Up to 3 days suspension or penalty as determined by principal/designee.
2nd Offense: Up to 5 days suspension.
3rd Offense: Up to 10 days suspension. *After the 3rd offense, the MTSS team will convene to discuss recommendations.*

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:
1st Offense: Up to 3 day suspension or as determined by the principal/designee.
2nd Offense: Up to 5 days suspension.
3rd Offense: Up to a 10 day suspension and possible removal of a student from class or suspension as deemed necessary and determined by the principal.

No student shall use passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct to intentionally cause the disruption of any lawful function of the school to which he/she is assigned or any other school in the school system.

No student shall participate in any boycott of any lawful school function or participate in any sit-in or any walkout at any school to which he/she is assigned or any other school in the school system.

No student shall engage in any protest, march, or similar activities on school premises which cause or result in the disruption of any lawful function of the school to which he/she is assigned or any other school in the school system.

Discipline:
1st Offense: Up to 3 days suspension.
2nd Offense: Principal requests long-term suspension.

For a severe violation, the principal may recommend long-term suspension for the first offense. Violation of this rule may result in school-initiated criminal charges.

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:
1st Offense: Up to 3 days suspension.
2nd Offense: Up to 5 days suspension.
3rd Offense: Up to 10 days suspension.

VAPING/Possession of Vape Devices:

1st offense: 1 day ISS (restorative practices-video from school nurse, sessions with school counselor).
2nd Offense: 3 days suspension.
3rd Offense: 5 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.

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

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:
1st Offense: Up to 5 days suspension.
2nd Offense: Up to 10 days suspension.
3rd Offense: Principal requests long-term suspension and may recommend expulsion if permitted under the law.

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

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

Discipline: Principal requests long-term suspension or expulsion.

Office Discipline Referral:

When a student is sent to the office for a discipline related issue, the teacher completes a discipline referral in Educator's Handbook. This form includes the setting, time and a description of the infraction. The administrator meets with the student and determines the consequences for the infraction.

PBIS:

All of the elementary schools are PBIS schools. PBIS stands for Positive Behavioral Interventions and Support. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Each school has adopted a unified set of classroom rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during the first days of school. These rules and expectations are to be followed throughout the school to include the classrooms, hallways, bathrooms, cafeteria, playground, bus and car rider area.

General Student Rules and Expectations:

1. Be respectful and courteous to all adults and students.
2. Students are not allowed to put their hands, feet, or other objects on another student for any reason.
3. Fighting will not be tolerated. It endangers all students and adults. This includes play fighting.
4. Bullying in any form will not be tolerated.
5. Profanity is not permitted at school or on the bus.
6. Candy and gum are prohibited.
7. No student will buy items or sell items to other students.
8. The hallway is a quiet zone.
9. Students are allowed to possess cell phones on school property as long as the devices are kept out of sight and turned off during the school day between the hours of 7:45am-3:10 pm. The use of cellular devices is allowed on school buses and activity buses as long as the user is wearing earbuds and the cell phone is not a disruption to the driver or surrounding passengers. Elementary students who participate in after-school care programs on campus are prohibited from using wireless communication devices during such programs. **The school is not responsible for any of these items if they are stolen or damaged.**
10. Defacing or damaging school property is prohibited. School property is defined as

textbooks, library books, walls, desks, walkways, bathroom fixtures, or any object belonging to the school.

11. Horseplay (pushing, running, spraying water, etc.) is prohibited at school, on the bus, and in the restrooms. Enter and leave the restroom is an orderly fashion. No more than three (3) students are permitted in the restroom at a time.
12. On the playground, students are not to enter any wooded areas or areas determined as “off limits” by the teachers. Also, do not throw rocks, sticks, mulch, glass, or any objects that may harm another student.
13. A student shall not possess, use, transmit, or be under the influence of alcohol, a controlled substance or a counterfeit (look-alike) drug on school property. School property is defined as the school building and grounds, off school grounds at a school sponsored activity, in route to and from school, and the bus stop.

Definitions of Consequences

Consequence	Definition
Behavior Contract	Written agreement between parent/guardian, student, and school for student’s improved behavior with potential consequences for additional offenses.
Counseling	Referral to school guidance counselor
Long-term suspension from bus	Any disciplinary action whereby a student is removed from transportation by the school system for more than 10 days
Long-term suspension from school	Any disciplinary action whereby a student is not permitted to attend school for more than ten days.
Parent conference	A meeting between school personnel and the parent/guardian of a student
Parent contact	Notification by school personnel to parent or guardian by telephone or in writing
Student reprimand	Verbal correction by teacher, administrator, or other school official
Suspension from bus 1-10 days	Any disciplinary action whereby a student is removed from transportation by the school system for 10 or fewer days
Suspension from school 1-10 days	Any disciplinary action whereby a student is not permitted to attend school for ten or fewer days
Withdrawal of privileges	Removal from any privilege, including extracurricular activities

DISCRIMINATION AND BULLYING:

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. 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:
1st Offense: All students involved will be suspended up to 5 days.
2nd Offense: Up to 10 days suspension.
3rd Offense: Principal requests long-term suspension and may recommend expulsion if permitted under law.

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

Reference: Board Policies. Also reference: Technology Acceptable Use Agreement.

DRESS CODE (Policy 4316):

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

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

Exceptions may be granted by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

The board may approve more restrictive rules for individual schools' dress codes which shall be published in the school's student handbook. All such dress codes must be non-discriminatory. Mid-year changes must also be approved by the board, with appropriate time given to implement the changes.

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

1. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. This will be determined by the principal or principal's designee.

2. Hats, sweatbands, bandannas, hoodies (or similar headwear), or sunglasses will not be worn inside the school buildings.

3. There shall be no jewelry affixed to a student's body which poses a health risk, safety risk or is disruptive to the learning environment of the school. The principal or principal's designee will determine this.

4. Clothing must be worn appropriately (nothing inside-out, backwards, unfastened bib overalls, belts must be buckled and worn at the waist line, etc.) Shirttails (including jerseys) must be tucked in if they are longer than the length of the fingertips of the student.

5. Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts or promotes violence, or is of a disruptive nature.

6. Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed unless covered by shorts, skirts, dresses which must be no higher than approximately three inches above the top of the knee. This will be determined by the principal or his designee.

7. Clothing is not to be sheer or mesh and cannot have excessive holes.

8. Proper footwear is required. Shoes that have laces must be laced, tied and fit. Rubber or vinyl (shower shoes) flip flops are not to be worn at school during regular hours of instruction. Bedroom shoes are not to be worn to school.

9. Undergarments are not to be visible.

10. The hem of shorts, skirts, and dresses must be no higher than approximately 3 inches above the top of the kneecap. Wearing tights, spandex, or leggings does not exempt

students from this rule. Clothing (such as jeans, pants, capris) with holes/tears must not expose skin higher than three (3) inches above the top of the kneecap.

11. No sagging pants are allowed. Pants are to be worn at the waist.

12. Shirts and blouses may not be tank top or have spaghetti straps, one strap or no straps unless covered. Shirts and blouses must cover the waist, no exposed midriff. Discretion should be used by the principal for very young students.

13. Those clothing articles and accessories which are identified pursuant to policy 4328, Gang-Related Activity, as being related to a group or gang which provokes others to act violently or be intimidated by fear of violence or are potentially dangerous shall not be worn on the campus or at any school activity.

14. Blankets are not to be brought on the school campus during the school day.

15. No pajamas are allowed.

FIELD TRIPS:

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

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

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

General Overview:

1. The trip must be relevant to the educational objectives of the grade level or course.
2. The health and safety of every student/adult is attended to during the trip.
3. Written parental permission for each student participating in a field trip must be filed at the school before the trip takes place, including emergency contact information.
4. All students for whom the trip was intended must have equal access to participate in the trip and are expected to participate with the group unless the school deems exclusion is necessary or unless the trip is optional, in which cases alternative educational settings will be provided at school.
5. Students may not be denied a field trip solely on the basis of inability to pay the required fee. Each case will be dealt with on an individual basis at the discretion of the principal.
6. Students who have been suspended in the same semester as the field trip may not be

allowed to participate in the field trip.

GRADING SYSTEM:

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

Kindergarten – First Grades:

Kindergarten and first grade students will receive standards based report cards. On these standards-based report cards, reading and math will be divided into a list of skills and knowledge that students are responsible for learning. Each nine weeks, students will receive a mark for each skill or standard the student is responsible for learning.

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

E- Exceeds Standard Expectations: The student consistently exceeds standards as demonstrated by a variety of work that shows an in-depth understanding and flexible use of above grade-level concepts.

M- Mastered Standard Expectations: The student consistently meets standards, understands and applies grade level concepts and skills.

P- Progressing Toward Standard Mastery: The student is progressing toward standard mastery. The student may be beginning to independently use grade level skills. At this level, the student's skills are not yet mastered, there may be inconsistent application of skills, and/or the student may still require some assistance.

L- Limited Progress Toward Meeting Standard Expectations: The student is making limited progress toward meeting mastery of the standard.

Second – Fifth Grades:

Progress	Grade	Numeric Scale
Excellent	A	90-100
Above Average	B	80-89
Average	C	70-79
Below Average	D	60-69
Failing	F	0-59
Work Incomplete	I	

GRIEVANCE POLICY FOR PARENTS:

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

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

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

Step I: Principal Conference

Step II: Superintendent Review

Step III: Appeal to the Board of Education

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

HOMEWORK:

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

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

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

MEDICATION:

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

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

Students who distribute medication will be subject to disciplinary action.

Administering Medication (Policy 6125):

It is the policy of the Caswell County Schools to discourage the practice of students taking medication during the school day. School personnel are not to administer medication to students except when medications are prescribed by a physician or other practitioner authorized to prescribe medication. If a physician/practitioner determines that medication administration is necessary during school hours, school personnel will abide by the following policy:

Responsibilities of Parents/Guardians:

To obtain from the school and complete a form authorizing administration of medication to their child. This form will contain the following:

- Student's name
- Name of medication
- Time and directions for administration
- Dosage and route of administration
- Possible side effects
- Signature of physician or practitioner prescribing the medication
- Signature of parent/guardian

To obtain from the pharmacist a separate container for school with the following labeling:

- Student's full name
- Name and dosage of medication
- Time and directions for administration
- Prescriber's name
- Date

To bring limited quantities of their child's medication to school personally.

To inform the school administration of any change in the medication or its administration by providing a note from the prescriber

Responsibilities of the Student:

a. To know and follow the regulations of the medication policy
b. To avoid sharing medication with other students

Students are not to bring prescribed or over the counter medications on the bus or to school. This will include *Tylenol* or other medications for colds. Please do not put the school administrator in the position of having to discipline your child due to this policy.

NOTIFICATION OF PESTICIDE USE:

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

time. Please contact the school if you need additional information.

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

PROMOTING STUDENT NUTRITION/HEALTHY SCHOOL ENVIRONMENT:

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

PROMOTION/RETENTION (Policy 3420):

A. Purpose:

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

B. Student Promotion Standards:

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

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

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

The board establishes the following promotion standards:

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

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

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

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

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

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

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

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

1. Have a yearly average of 60 or above in math

2. Have a yearly average of 60 or above in reading
3. Score at or above proficiency level on a third grade writing assessment as defined by State or local standards.

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

1. Have a yearly average of 60 or above in math
2. Have a yearly average of 60 or above in reading
3. Score at or above proficiency level on a fourth grade writing assessment as defined by state or local standards.

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

1. Have a yearly average of 60 or above in math
2. Have a yearly average of 60 or above in reading
3. Score at or above proficiency level on a fifth grade writing assessment as defined by state or local standards.

REPORTING STUDENT PROGRESS:

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

Interim Dates:
Wednesday September 24, 2025
Wednesday, December 3, 2025
Monday, February 23, 2026
Wednesday, May 6, 2026

Report Cards: Student report cards will be issued to students and parents based on the Caswell County 2025-2026 Academic Calendar.

Issue Dates: Dates subject to change
Wednesday, November 5, 2025
Wednesday, January 28, 2026
Thursday, April 2, 2026
Friday, June 19, 2026 (Final Report Card will be mailed)

SCHOOL NURSE:

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

The school nurses and dental hygienist will conduct health screenings selectively during the school year. The health screen will include the following: height, weight, body mass index, vision, dental, and blood pressure as needed. Parents/Guardians will receive any information regarding results and need for referrals. If the parent/guardian chooses not to participate, please send a letter of refusal to the school nurse.

SELLING/DISTRIBUTION OF MATERIALS:

The administration must grant permission before any posters may be placed anywhere on campus or before any printed materials (newspapers, advertisements, etc.) may be distributed to staff or students. Only school groups may sell items or engage in any fundraising activity and may do so only with the approval of administration. (Reference Board of Education Policy #5010). Students may not sell items for non-school groups on campus.

STUDENT RECORDS:

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

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

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

TRANSFER OF RECORDS:

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

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

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

VOLUNTEERS / GUEST SPEAKERS / COMMUNITY RESOURCES (Policy 5015):

Caswell County Schools is aware of the value of community involvement through the use of volunteers in the school system and the important role that volunteers play in making our schools a success. In order to assure a safe environment for our students, individuals must be approved by the school system before being allowed to serve.

All volunteers will be asked to complete an application and volunteer profile. Individuals can be approved at two different levels; the level of volunteer screening will increase as a volunteer's contact with students increases and the degree of staff supervision decreases. Volunteer applications are available in the front office.

<u>There are two levels:</u>

<u>Level I</u>: Requires the signature of the school principal and is intended for activities that do not involve supervision of students, such as resource speaker, clerical work, outdoor projects, classroom assistant, copying and making materials, fundraisers, athletic concessions, field day volunteer, school fair, test proctor, etc.

<u>Level II:</u> Requires a criminal records background check and the Superintendent's approval. This level is intended for individuals who may be involved in supervising students, such as tutors, mentors, field trip chaperones, dance chaperones, volunteer coaches, book fair coordinator and/or media assistant, reading a book with an individual student or group of students without supervision of teacher, club sponsors, etc.

Approved volunteer status is valid for <u>two school years</u>. All volunteers approved for the 2023-2024 school year MUST complete/update their volunteer profile and complete a background check, contingent on the volunteer level, by October 31, 2025. All volunteers approved during the 2024-2025 school year are valid.

Any new volunteers for the 2025-2026 school year or upcoming must complete the appropriate documents and must be approved before volunteering with students. No volunteer packets for approval will be accepted or approved after March 31, 2026.

District Expectations:

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

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

2025-2026 SCHOOL HEALTH PROGRAM

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

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

Injuries at School:

The teacher or other staff member responsible for the student at the time an injury occurs must complete an injury report with a copy to be sent home with the student.

With injuries needing immediate attention, parents will be notified by school personnel for the following but may not be limited to:

- Injury where there is swelling, severe pain, or a question of a broken bone
- Injury where there is significant bleeding or if bleeding does not stop in a short period of time
- Dental injury
- Eye injury
- Head injury
- Animal/Human bites
- Burns
- Poisoning

Dietary Considerations:

- Students with special dietary needs should contact your school nurse or the school's nutrition director to obtain the required specialized dietary form. This form must be completed and signed by your child's physician.
- In an effort to promote student wellness, Caswell County Schools does not allow "fast-food" promotion and packaging during student meals. If a meal from a fast food establishment is provided from home for a student's meal/snack, it is the policy of Caswell County Schools that the food not be packaged in restaurant wrappers and/or containers.

Allergies/Anaphylaxis:

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

Health Concerns/Illness:

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

Head Lice:

- School staff have the right to inspect heads of students at any time to check for lice and/or nits.
- If a student is screened and found to have lice, parents of the student will be notified and given instructions regarding medical interventions and treatment guidelines. The student may remain in school.

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

Ringworm (tinea corporis):

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

Respiratory Virus Guidelines:

The CDC released new Respiratory Virus Guidelines for the general public that united recommendations for dealing with a range of common viral illnesses including COVID-19, flu and RSV. Below is a summary of the new recommendations. More information is available on the CDC website.

People with symptoms of a respiratory virus should stay home and away from others until both are true for 24 hours:

- Symptoms are getting better overall AND
- If fever was present, it has been gone without the use of a fever-reducing medication

Once people resume normal activities, they are encouraged to take additional prevention strategies for the next 5 days to curb disease spread such as prevention strategies for the next 5 days to curb disease spread such as:

- Taking more steps for cleaner air
- Enhancing hygiene practices
- Wearing a well-fitted mask is recommended, not required

- Keeping a distance from others
- Getting tested to prevent spread to others

Health Screenings:

- Health screens will be conducted by the school nurse, hearing specialist, and/or dental hygienist selectively during the school year.
- Health screening could include height, weight, vision, dental, hearing, and/or blood pressure.
- Parents will be notified prior to the screenings being done and will have the option to OPT OUT of these.
- Information regarding results needing referrals will be sent to the parent/guardian.
- Should you choose for your child not to participate, please send a letter of refusal to the school nurse prior to the screenings being done.

Immunizations/ School Entry Health Requirements:

- The North Carolina State Immunization Law places the responsibility on the parents to provide immunization records for their children upon entry to the school.
- Any new enrollee (K-12th grade) coming into the NC School System for the first time must have the ***North Carolina Health Assessment Form*** submitted to the school. The form must be completed by a licensed medical provider and the physical must have been performed within the past 12 months of the first day of school.

Medications at School: CCS Medication Administration (Policy 6125)

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

Garrett's Law:

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

The following materials are attached to support this law:

- *Meningococcal Disease Fact Sheet*
- *The Flu Fact Sheet*
- *HPV-Get Vaccinated Sheet*

APPENDIX

“What You Need to Know About Meningococcal Disease” Flyer	Pages 41-42
“What Parents Need to Know about the Flu” Flyer	Pages 43-44
“HPV – Get Vaccinated!” Flyer	Pages 45-46
CCS Authorization for Medication Administration	Pages 47-48
2025-2026 School Calendar	Page 49
See Something, Say Something Flyer	Page 50
CCS Publication/Video/Photo Release Opt Out Form	Page 51
Title I Compact	Pages 52-53
FERPA Opt-Out Letter	Page 54
Pesticide Management	Pages 55-56
Technology/Chromebook Responsibility Agreement	Pages 57-61
Parent Consent for Google Workspace	Page 62
Confirmation of Receipt Handbook	Page 63
2025-2026 Student Accident Insurance Coverage	Attachment

WHAT YOU NEED TO KNOW ABOUT

Meningococcal Disease

What is meningococcal disease? What causes it?

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

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

How is the disease spread?

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

What are the symptoms?

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

How many people contract or die from meningococcal disease?

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

Who is at risk?

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

Can meningococcal disease be prevented?

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

What do health officials recommend?

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

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

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

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Does the meningococcal vaccine prevent all forms of meningococcal disease?

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

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

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

Is the vaccine effective?

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

What about side effects?

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

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

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

It is important to remember that your child's chances of being harmed by meningococcal disease are far greater than any chance of being harmed by the vaccine. Immunizations are one of the most important ways parents can protect their children against serious infectious diseases.

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

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

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

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

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

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WHAT PARENTS NEED TO KNOW ABOUT

the Flu





About the Flu:

Influenza (commonly called "the flu") is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccination each year. Every year in the United States, between 5 to 20 percent of the population gets the flu; more than 200,000 people are hospitalized from flu complications; and about 36,000 people die from flu.

Symptoms of Flu:

The flu is different from a cold. The flu usually comes on suddenly and may include these symptoms: 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 among children than adults.









Who is at Greatest Risk? Who Should Get Vaccinated?

In general, anyone who wants to reduce their chances of getting the flu should get vaccinated. Vaccination is safe and is the most effective way to fight the flu.

Certain people are strongly recommended to get vaccinated each year. These are people at high risk of having severe flu complications and people who live with or care for those at high risk of severe flu complications. People who should get vaccinated each year are:

- Children aged 6 months through 18 years
- Pregnant women
- People 50 years of age and older
- People of any age with certain chronic medical conditions, including asthma and diabetes.
- People who live with or care for those at high risk for complications from flu, including, household contacts and out of home caregivers of children less than 6 months of age (these children are too young to be vaccinated)

Children and Flu Vaccine:

The CDC recommends that all children and teens from the ages of 6 months through 18 years of age get a flu vaccine every fall or winter. Children 6 months up to 9 years of age getting a flu vaccine for the first time will need two doses of vaccine the first year they

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are vaccinated, with the first dose ideally being given in September or as soon as vaccine becomes available. The second dose should be given 28 or more days after the first dose.

- Flu shots can be given to children 6 months and older
- A nasal spray vaccine can be given to healthy children 2 years and older (children under 5 years old who have had wheezing in the past year or any child with chronic health problems should get the flu shot).

You can protect your child by getting a flu vaccine for yourself too. Also encourage your child's close contacts to get a flu vaccine. This is very important if your child is younger than 5 or has a chronic health problem like asthma (breathing disease) or diabetes (high blood sugar levels).

When is the Best Time to Immunize Against the Flu?

Yearly flu vaccination should begin in September or as soon as vaccine is available and continue through the influenza season, (which can extend into December, January, and beyond). The timing and duration of influenza seasons vary. While influenza outbreaks can happen as early as October, most of the time influenza activity peaks in January or later.

Vaccine Reactions

The majority of children who receive the vaccine (about 80 percent) will have no side effects. Of those children who have a side effect, most will have only a mild local reaction such as soreness or redness where the shot was given, fever (low grade), or muscle aches. The flu vaccine cannot give a person the flu.

In very rare cases (far less than 1 out of 10,000), vaccinated children can have a serious allergic reaction. Children who have an allergy to eggs (which are used in making the vaccine) or any component of the flu vaccine are at greater risk for a serious allergic reaction.

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

What Are Some Good Health Habits to Follow?

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

- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your mouth and nose with a tissue or your upper sleeve when coughing or sneezing.
- Clean your hands regularly
- Avoid touching your eyes, nose or mouth

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

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

Other Resources

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

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(HPV) – Get Vaccinated!

What is HPV?

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

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

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

How do you get HPV?

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

What are the signs and symptoms of HPV infection?

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

How is HPV related to cancer?

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



How can my child be protected from getting HPV?

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

Does the HPV vaccine prevent all types of human papillomavirus?

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

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

Who should get the HPV vaccine?

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

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

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

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

How is the vaccine given?

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

Is the vaccine safe and effective?

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

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

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



How much does the vaccine cost?

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

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

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

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

What can I do?

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

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

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

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

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

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

Teacher_____Grade_____

Authorization for Medication Administration

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

Medication Order: Licensed Medical Provider Use Only

Student Name:_____DOB:_____School:_____

Medication:_____Dosage:_____Route:_____Frequency:_____

Purpose of Medication:_____School Year:_____

Possible Side Effects/Adverse Reactions:_____

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

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

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

Licensed Medical Provider Signature and Verification

Provider Signature:_____Date:_____

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

Reviewed:_____(School Nurse) Date:_____

Approved:_____(Principal) Date:_____

Medication Check-In & Sign-Out Log

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

Medication Disposal/Destruction Log (If not picked up)

Date	Medication	Amount	Signature of RN	Signature of RN

Student Name:_____DOB:_____

Self-Administration Section (Limited to asthma inhalers, epinephrine auto injectors, and diabetes supplies/medications)

Parent Section

I give my consent for my child to possess and self-administer medication at school. I agree that my child is knowledgeable of his/her treatment and is capable of self-administering the prescribed medication. I release the Caswell County Board of Education and their agents and employees from any liability whatsoever related to any condition that may result from my child self-administering the prescribed medication.

Parent Signature:_____Date:_____

Student Section

I am capable of taking this emergency medication as recommended, and I accept the responsibility. I agree to use this medication as prescribed and to notify my teacher/bus driver/coach or other supervising adult as outlined in my treatment plan. I understand that it is my responsibility to keep my medication accessible at all times including transportation to and from school and at school sponsored events. I understand that I am subject to the disciplinary action according to the Student Code of Conduct if I abuse this privilege.

Student Signature:_____Date:_____

Self-Carry Check Off

_____Emergency Action Plan complete and on file at school
_____Demonstrates correct use/administration
_____Verbalizes proper and prescribed timing for medication
_____Agrees to carry medication
_____Can describe own health condition well
_____Keeps a second labeled container in health office/main office
_____Will not share medication or equipment with others

School Nurse Section

The student has demonstrated proper use of the medication and recognizes the indications for its use.

School Nurse Signature

_____
Date

Nurse Notes

Date	

CASWELL COUNTY SCHOOLS ACADEMIC CALENDAR 2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	RWD	RWD	RWD	RWD	RWD	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	IR	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	ER	16	17	18
19	20	21	22	23	★24	25
26	RWD	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	RC	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	OWD	H	H	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	IR	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	ER	20
21	AL	AL	H	H	H	27
28	AL	AL	AL			

January 2026						
S	M	T	W	T	F	S
				H	OWD	3
4	5	6	7	8	9	10
11	12	13	14	15	★16	17
18	H	OWD	RWD	22	23	24
25	26	27	RC	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	OWD	21
22	IR	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	★ER	RWD	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	RC	H	4
5	AL	AL	AL	AL	AL	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	IR	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	★ER	RWD	RWD	RWD	13
14	15	16	17	18	RC	20
21	22	23	24	25	26	27
28	29	30				

1st Day of 1st & 2nd Semester

Non-Student Days / Annual Leave (AL)

Holidays (H)

Independence Day = July 4, 2025

Labor Day = Sept. 1, 2025

Veterans Day = Nov. 11, 2025

Thanksgiving = Nov. 27-28, 2025

Christmas = Dec. 24-26, 2025

New Years Day = Jan. 1, 2026

Martin Luther King = Jan. 19, 2026

Good Friday = Apr. 3, 2026

Memorial Day = May 25, 2026

1st Day for Students = Aug. 25

Last Day for Students = June 9

1st Semester begins = Aug. 25

1st Semester ends = Jan. 16

2nd Semester begins = Jan. 22

2nd Semester ends = June 9

Report Cards Issued (RC)

Interim Reports (IR)

★ End of Grading Period

Required Teacher Workday (RWD)

Optional Teacher Workday (OWD)

BOE Approved 01/27/25

Revised 07/08/25

High School Graduation June 12, 2026

School Start & End Times

Elementary: 8:10 a.m. - 3:10 p.m.

Middle: 7:45 a.m. - 2:45 p.m.

High: 8:00 a.m. - 3:00 p.m.

Early Release Dismissal Times

Elementary: 12:10 p.m.

Middle: 11:45 a.m.

High: 12:00 p.m.

Calendar is subject to change due to weather conditions or other disruptions in instances of calendar disruptions. NC School Calendar legislation requires a minimum of 1,025 instructional hours. This school calendar includes approximately 1,064 instructional hours.

It Takes Everyone To Keep Our Schools Safe
If You…



See Something…Say Something®!



Hear Something…Say Something!

Be Aware and Report

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

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

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

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

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

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

Parent Compact & Student Accountability Agreement

We know that learning is a process that entails a combination of effort, interest, and motivation. Consequently, we are committed to promoting your child's progress in school and we pledge to do our best to encourage his/her achievement. This is an agreement to work in partnership so as to achieve our mutual goals.

As a student, I will...

- Follow the Student Code of Conduct (school rules/guidelines).
- Discuss what I am learning with my parents.
- Show respect for myself, peers, and adults.
- Attend school regularly and be on time.
- Ask questions when I do not understand.
- Complete all of my assignments on time.
- Participate in intervention opportunities outside and/or inside the school environment as needed to master the required content.

Signature: _____Date:_____

As a parent/guardian, I will...

- Provide ample, quiet study time at home.
- Talk to my child about his/her school activities every day.
- Make certain my child attends school regularly for the entire instructional day, is well-rested and on time.
- Reinforce the Student Code of Conduct (school rules/guidelines).
- Monitor my child's homework.
- Encourage my child to read.
- Read, sign, and return my child's progress reports.
- Communicate regularly with my child's teacher.
- Attend parent conferences/meetings as requested.
- Make certain my child participates in intervention opportunities inside and/or outside the school environment as needed to master the required content.

Parent Signature: _____Date: _____

As a classroom teacher, I will...

- Explain my academic/disciplinary expectations, instructional goals, and grading system to my students and parents.
- Teach the required content.
- Provide a challenging, caring learning environment.
- Communicate frequently and consistently with parents through conferences, electronically, progress reports, report cards, and by telephone.
- Employ various teaching methods and teaching practices that best address students' needs.
- Assist in providing intervention and acceleration opportunities for the student as needed.
- Recognize the cultural differences of my students and treat all with dignity and respect.

Teacher Signature: _____Date: _____

As Principal/administrator, I will...

- Communicate to students, parents, staff, and community the school's mission, learning standards, and academic/disciplinary expectations.
- Create an inviting, safe, and orderly learning environment for students, parents, and teachers.
- Reinforce the partnership between parent, student, staff, and community.
- Acts as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate in-service and training for teachers and parents.
- Provide opportunities for students to participate in school activities.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction in a way that does not overwhelm the student.

Principal Signature: _____ Date: 10/13/2025
Please sign the copy provided and return to your child's teacher by October 13, 2025.

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.

General Information:

Pesticide Management

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

Reference Board Policy 9205

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.

FullName:(please print:)_____

Signature:_____Date:_____

Caswell County Schools
Technology/Chromebook Responsibility Agreement
CHROMEBOOK USAGE AGREEMENT
1:1 Initiative

Revised April, 2025

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 and primarily to be used at the school**. 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 STUDENT/PARENT HANDBOOK**, before a Chromebook will be issued to the student.

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 or before 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 2-piece Snap-shell 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 Technology Responsible Use Policy (Policy Code 3225/4312/7320) 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.

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.

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 ONLY their own school issued Google Apps for Education account. No personal accounts are allowed to use with the chromebook.
- Students should never share their account passwords with others.

Using Your Chromebook Outside of School: Principals may authorize students to use their Chromebooks at home and other locations outside of school where a personal or public WiFi Internet connection will be available. Students are bound by the Caswell County Schools Technology Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home User Chromebooks Left at Home and Charging Chromebooks::** Students are required to bring their Chromebooks **fully charged** to school **every day**. Repeat offenders who leave their device at home may face disciplinary actions.
-
- **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 tampered with or taken to an outside computer service for any type of repairs or maintenance.
- No stickers, markings and coloring of keyboard allowed.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.
- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Keep the 2-piece protective case at the chromebook at all times (Up and bottom pieces)
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

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.
- 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 vendor's 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 if any findings of use are logged, they will be reported to the principal (or designee).
- Only the principal can authorize 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.

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.

Signatures

By signing the Caswell County Schools **STUDENT/PARENT HANDBOOK**, the student and parent/guardian agree to follow and accept:

- The Caswell County Schools Technology Responsible Use Policy (Policy Code 3225/4312/7320)
- 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: 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 2-piece Snap-shell protector the fee is **$45.00**.
- In no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.

Student's Name: _____ Signature: _____ Date: _____

Use for Internet and Computer Resources Agreement

Acceptable Use for Internet and Computer Resources: Policies 3225/4312/7320

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

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

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

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

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

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

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

PRIVACY, DISCLOSURE AND MONITORING OF TECHNOLOGY RESOURCE USE AND DATA

The Caswell County School System (CCS) will strive to fulfill its obligations to protect all legally confidential information. The CCS's technology resources, however, are not inherently secure or private and may be subject to unauthorized intrusion or hacking. In addition, the Caswell County School System reserves the right to disclose any user's electronic communications or data to Caswell County School System or non-Caswell County School System's personnel or agencies to the extent permitted or required by law, including disclosure to public safety and social service officials or other legitimate third parties.

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

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

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

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

Security on any computer system or network is a high priority. Toward that end, the Caswell County Public School District uses a filtering software that denies access to material that is obscene, that is child pornography or any other types of pornography, and that is harmful to minors. Do not use another individual's account number, or password, without written permission from the individual. Each user must protect his/her password and account number to ensure system security and to maintain use privileges. Attempts to log on to the Internet as the system administrator or designee may result in consequences, which include but may not be limited to, revocation of privileges, suspension, employment termination, and notification of authorities.
It shall be the responsibility of all members of the Caswell County Schools staff to supervise and monitor students' usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.
Any user identified as a security risk, or possessing a history of problems with other computer systems, may be denied access to the Internet. Network users have a duty to report to the building principal, the system administrator or designee, knowledge of any safety or security problems, or security breach, on the Internet and other computer networks. Do not demonstrate the problem to other users. The Caswell County Public School District reserves the right to temporarily or permanently remove a user account on the network.

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

Vandalism and Harassment: Vandalism and harassment will result in cancellation of privileges.
a. Vandalism is defined as any malicious attempt to harm, disrupt, degrade or destroy equipment, software or system performance. This includes system files or data of another user, the system or school computer systems, Internet, or any of the agencies, or other networks, that are connected to the Internet backbone. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.
b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail. Users may not use technology resources to engage in conduct involving harassment, intimidation, bullying (or cyber bullying), discrimination, or similarly offensive or harmful communications. This includes conduct that:
a. A reasonable person should know, under the circumstances, will have the effect of harming or humiliating a student or damaging the student's property or of placing a student in reasonable fear of harm to his person or damage to his property; or
b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school
Hate mail, discriminatory remarks, or language that offends or degrades others is not permitted and must be reported to the building principal, system administrator or designee.
c. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. This includes, but is not limited to, uploading or creating computer viruses.

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

In the event that an employee violates this policy, the following consequences may result. Any of these consequences may be enforced alone or in conjunction with one another by the school system against the violating employee. The severity of the punishment will be dependent upon the severity of the misuse. Possible options follow:
1. Revocation or limitation of access privileges.
2. Letter in personnel file detailing misuse and action taken.
3. Disciplinary action up to and including termination of employment.
4. Personal liability for damage to school system computer resources caused by intentional misuse.
5. Any other sanctions or remedies provided by law.
Employees who violate this policy will not be defended at Board expense pursuant to N.C. Gen. Stat. 115C-43. Any employee who publishes or duplicates copyrighted material shall be held personally liable for any of his or her actions that violate copyright laws.

Parent or Guardian Consent for Google Workspace for Education

Dear Parent/Guardian,

Caswell County Schools uses **Google Workspace for Education** to support student learning. This set of tools—such as Gmail, Calendar, Docs, Drive, Classroom, and Meet—is used globally by students and teachers. Your child will use their Google Workspace account to complete assignments, communicate with teachers, access their Chromebook, and learn digital citizenship.

🔍 What You Need to Know

What tools will students use? Students will have access to Google's **Core Services**:

- Gmail, Calendar, Docs, Drive, Classroom, Meet, Sites, Tasks, Assignments
  [Full list: https://workspace.google.com/terms/user_features.html]
- They may also use **Additional Services** and **third-party apps** approved by the school.
  [More info: https://support.google.com/a/answer/635644]

🔐 What Information Google Collects

- **From Caswell County Schools:** Student's name, email address, password.
- **From student activity:** Usage data, device/browser details, IP address, crash reports, and location (via GPS or IP).
- **From Additional Services (e.g., YouTube):** Search terms, videos watched, interaction with content/ads, voice/audio inputs, and third-party app activity.

📎 **How Google Uses This Information:** To provide, maintain, and improve services / To ensure safety and security / To comply with legal obligations / **Not used for advertising** within Core Services

🔄 **Data Sharing and Privacy:** Google **does NOT share personal information** outside Google, except:

- With Caswell County Schools (admin access)
- With your consent
- With affiliates for secure processing
- As required by law or legal processes

👥 **Sharing by Students:** Students can share documents, sites, and other content with peers or publicly. Please note: Shared items may remain accessible even after deletion if copied by others.

✅ **Parent/Guardian Consent :** I give permission for Caswell County Schools to create and manage a Google Workspace for Education account for my child and for Google to collect, use, and disclose information only as described above.

Student Full Name: _____
Parent/Guardian Name (Print): _____
Signature: _____ **Date:** _____

Confirmation of Receipt of the Student Handbook
Information for the 2025-2026 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 and in the Student Handbook. If there is a specific tab the information is located under, that is noted.

- Annual notifications including:
  - FERPA (Family Educational Rights and Privacy Act)
  - Non-discrimination
  - IDEA (Individuals with Disabilities)
  - McKinney-Vento Assistance
  - Protection of Pupil Rights Amendment
  - Student Health (NCGS §115C-375.4, §115C-47(51))
  - NC Safe Surrender
  - Asbestos Hazard Emergency Response Act
  - Use of Pesticides (NCGS §115C-47(47))
  - Student Restraint/Seclusion/Isolation
  - Parent Information for Title I Schools
  - Free or Reduced School Lunch
  - Student Discipline Policies
  - Student/Parent Complaint and Grievance Procedures/Form
  - Equal Access to Facilities
  - Information Regarding Advanced Courses
  - Chromebook Student/Parent(Guardian) Usage Agreement
  - Acceptable Use for Internet and Computer Resources Agreement
  - Pesticide Notification (If needed, Form to be completed and returned to teacher)
  - 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 *Student Handbook,* either through link or paper copy, and annual notifications.

_____
Signature of Parent/Guardian Date

_____
PRINTED Name of Student