N.L. Dillard Middle School

Student/Parent Handbook 2026-2027

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

Caswell County Schools Vision Statement
Vision: Empower, Engage, Excel

N. L. Dillard Middle School's Mission
Creating Our Tomorrow Today

N. L. Dillard Middle School's Vision
Be Positive, Be Respectful, Be The Difference

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APPENDIX

The student accident coverage forms are attached.

Our Purpose

August 2026

Welcome to the 2026–2027 school year at N.L. Dillard Middle School! I am excited to begin another year of learning, growth, and achievement with our amazing students, families, and staff.

At N.L. Dillard, we are committed to creating a safe, supportive, and engaging environment where every student can succeed. Our dedicated teachers and staff look forward to providing meaningful learning experiences that challenge and inspire our students each day.

Families, thank you for your continued partnership and support. Your involvement plays an important role in student success, and we encourage you to stay connected throughout the year.

Students, I encourage you to set goals, work hard, and take advantage of every opportunity to learn and grow. Together, we can make this a successful and memorable school year.

I look forward to all that we will accomplish together. Welcome back, and let's make 2026–2027 our best year yet!

Sincerely,

Ms. Terri Gullick
Principal
N.L. Dillard Middle School

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Operational Policies

Safe Schools Plan

Fire Drills: State law requires that schools conduct monthly fire drills. All students and adults must exit the building in an orderly manner and proceed to their designated areas.
Tornado Drills: At least once during the year, a tornado drill will be conducted. All students will proceed to their designated areas in an orderly manner.
Lock Down: Should the need arise, we have a crisis plan for violent emergencies that teachers have discussed and practiced with students. We will have lockdown drills during the school year.

Character Education

The Student Citizen Act of 2001 requires local boards of education to develop and implement a local character education program, obtain input from the local community, and incorporate character education instructions as part of the standard course of study. The law also advises which character traits to include: courage, good judgment, integrity, kindness, perseverance, respect, responsibility, and self-discipline. Our school guidance department oversees adherence to this policy.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 gives parents (and students 18 or older) the right to see and copy the education records maintained about their children. Most education records (including grades, test scores, medical records, discipline records, special education records, etc.) are considered confidential. Directory information (including name, age, place of birth, honors, awards, photographs, etc.) may be released to the local newspaper without parental consent unless the parent notifies the school in writing to withhold such information. Making an appointment with a school administrator or counselor is required for this practice. No child's personal information, except for directory information, will be released to persons without the parent's written consent, a court order, or a legal subpoena. If parents are divorced/separated, both parents have the right to inspect and copy their child's records unless a court restricts a parent's right of access. A non-custodial parent, according to NC law, may be denied access when a separation agreement or court divorce judgment specifically provides that a parent no longer has the right to see the child's records or a court proceeding has terminated a parent's rights. If one or both conditions exist, the custodial parent should provide the school with evidence of this fact. Otherwise, equal access will be allowed to the child's record. Agencies/persons with access to student records without parental consent include school personnel (who have legitimate educational/administrative needs to review information), the Juvenile Justice system, law enforcement officials, emergency medical personnel, Social Services, and accreditation research organizations helping local school officials. To question or challenge any of the information in a student's folder, the parent should make a written request to the principal that includes a description of the information to be challenged or questioned and an explanation as to why the information is inaccurate or misleading

Selling or Distribution of Material

School administration must grant permission before posters, fliers, etc. are displayed anywhere on campus or before printed materials (advertisements, etc.) are distributed to faculty and/or students. Only school groups may sell items or engage in any fundraising activity and may do so only with administrative approval. Students may not sell items from non-school groups on campus.

Video and Audio Recordings by Employees - Policy Code: 7325

The board authorizes employees to make video and/or audio recordings of students or other employees at school only in accordance with this policy. For purposes of this policy, the term employee includes all school system employees as well as independent contractors and volunteers. This policy applies to all video and/or audio recordings made by employees in school buildings, on school buses, at school-sponsored activities, or while otherwise acting in their capacity as a school system employee.

A. Security Camera Recordings

Security cameras that capture video, but not audio, may be installed in school buildings and on school grounds to help maintain a safe learning and working environment. The principal or site supervisor shall identify specific locations for camera placement, subject to the approval of the superintendent or designee. Camera placement will be limited to common areas in buildings (e.g., lobbies, hallways, gymnasiums, and building entrances/exits), parking lots, and other exterior areas. Cameras may not be located in any areas where individuals have a reasonable expectation of privacy, such as restrooms, locker rooms, nurses' offices, or lactation rooms.

School buses and activity buses are equipped with video and audio cameras that may be used to review incidents and address student behavior. Signs shall be posted on buses alerting personnel and students that cameras capturing both video and audio are installed. In addition, parents shall be notified at least annually of the presence of such cameras.

The superintendent or designee shall provide notification of the use of security cameras on school system property through student and employee handbooks, the school system website, or other means. The principal or site supervisor shall post a sign at the school entrance in a manner and location that adequately notifies students, employees, and visitors that areas may be subject to video surveillance.

The superintendent or designee shall establish any procedures necessary for regulating the operation of security cameras and the secure storage, viewing, and destruction of resulting recordings.

B. Public Event Recordings

Generally, employees may record events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at an event is restricted for any reason, including due to copyright issues (e.g., a school play), the employees and all other members of the audience will be notified of the recording restrictions before the event begins.

The superintendent or designee shall establish procedures deemed necessary for the recording of official meetings of the board, board committees, or committees appointed by the board.

C. Recordings of Meetings or Hearings

School officials may make an audio recording of student IEP meetings and student discipline hearings. The recordings must be made openly with all parties aware of the recording.

An employee may make an audio recording of a meeting or hearing addressing that employee's formal grievance, performance evaluation, misconduct, disciplinary action, termination, or nonrenewal. The employee must provide prior notice of the intent to record the meeting or hearing, and the recordings must be made openly with all parties aware of the recording. Any meeting or hearing recorded by the employee also will be recorded by the school official conducting the meeting or hearing.

For any other type of meeting or hearing, the school official conducting the meeting or hearing may make an audio recording if all other parties in attendance consent to the recording. If a party refuses to consent to the recording, the school official may record the meeting or hearing only with the permission of the principal or designee for school-based meetings or the superintendent or designee for system-level meetings. The recording must be made openly with all parties aware of the recording. The school official conducting the meeting or hearing may grant a request by another party in attendance to make an audio recording, in which case the school official shall also make an audio recording of that meeting or hearing.

D. Classroom Recordings

To make a recording of students or employees in a classroom or at a school-sponsored event (other than those open to the public), an employee must receive prior permission from the principal. When seeking permission to record, the employee shall provide the principal with the following information: purpose for recording; who will have access to the recording and for what use; any external program requirements to obtain permission to conduct the recording; and how the recording will be retained. The principal may grant an employee permission to record only for a legitimate educational purpose. The principal shall ensure legal compliance with Section G, below. In addition, depending on the nature of the recording and its intended use, the principal may require the employee to obtain written permission from the parents of the students who will be recorded and, if the recording involves other employees or visitors, the adults who will be recorded.

E. Consensual Recordings of Other Employees

In situations not otherwise covered in Sections A through D, above, an employee may make a recording of another employee for legitimate educational purposes (e.g., a training video, a video to be used in a classroom to instruct students) only with the consent of the employee being recorded.

Any recording of another employee for reasons other than legitimate educational purposes must be with the consent of the employee being recorded and must not interfere with employment responsibilities or school operations.

F. Secret Recordings

Employees are prohibited from making covert or surreptitious recordings of other individuals on school property or during school-sponsored activities.

This policy is not intended to prohibit recordings for whistleblowing purposes or to document illegal discrimination or harassment, financial improprieties, ethical violations, and other illegal practices. Employees with knowledge of illegal practices or who make a recording pursuant to this exception shall immediately notify appropriate school system personnel in accordance with existing procedures and practices.

G. Recording Students

In accordance with G.S. 114A-10, in no instance will a school system employee make a video or voice recording of a student without prior parental consent unless the recording will be used solely for one of the following purposes: a safety demonstration, including one related to security and discipline on educational property; an academic or extracurricular activity; classroom instruction; photo identification cards; security or surveillance of buildings, grounds, or school transportation.

H. Maintenance of Records

Any recordings made by school system employees will be maintained, released, and disposed of in accordance with all applicable state and federal laws and regulations. See also policies 4700, Student

Records; 5070/7350, Public Records – Retention, Release, and Disposition; 5071/7351, Electronically Stored Information Retention; and 7820, Personnel Files.

I. Consequences
Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal

Operating Schedule

Regular School Hours:

- **7:10-7:30:** Student arrival/Breakfast
- **7:30:** School day begins. Students must be in homeroom class.
- **2:30:** School day ends for students. Bus/car riders are dismissed.
- **4:30:** School business hours conclude.

Attendance - Policy Code: 4400

According to the NC Compulsory Attendance Law, all children between the ages of 7 and 16 are required to attend school. Caswell County Schools' Promotion/Retention policy states that students who are absent excessively are subject to retention. Students must be in attendance for half of the school day to be counted present (if they leave before 11:00 am, they will be counted absent). Students will not be counted absent for late buses or participation in a school-approved activity. If a child must be absent from school, parents should know and follow these procedures:

- Provide a written note to the student to give to his/her homeroom teacher upon return. If the teacher does not receive a written note, the absence will be recorded as unexcused. Parents also have the option to email attendance documentation to attendancedillard@caswell.k12.nc.us.
- The note must state the date(s) and reason(s) for absence(s). The principal may require a statement from the student's physician about an illness.
- Students must make up all work missed within three days after he/she returns to school. Teachers are responsible for getting missed work to the office if requested by the parent/guardian.
- **Excused absences** (if a written note is provided by the parent) include illness or injury, death in the immediate family, medical/dental appointments, religious holidays, court or administrative proceedings, quarantine, and educational opportunities (if pre-approved by the principal).
- **Unexcused absences** (include but are not limited to) vacations, family trips, business trips, missing the school bus, or not knowing school is in session.

Parents will be notified by mail when their child has three or more consecutive unexcused absences within a year. A second notice will be sent when a student accumulates ten or more unexcused absences. At this point, legal action may be taken against the parents under the NC Compulsory Attendance Law.

Tardy Policies

Legally, students must attend school for the entire school day unless there is a legitimate reason for tardiness; tardies will be recorded after 7:30 am. Parents must report to the office with his/her child or send a note stating the reason for the tardy. The front office staff will send a tardy slip to class with the student indicating whether or not the tardy was excused (if a student presents a physician's note or court document). Consequences for tardies include the following (within a grading period):

Tardy To Class: Consequences are as follows for students receiving **3 tardies** to their individual classes (within a grading period):

- Three Tardies**: ISS for that class period; parent contact**
- Fourth Tardy**: ISS for 2 class periods; parent contact**
- Fifth Tardy**: ISS for up to 1 day; parent contact**
- Accumulating **over five** tardies can result in up to 1 day of OSS for each one.

Early Check-Outs

- Parents and/or legal guardians must report to the designated entrance and follow the directions of staff members.
- A valid picture ID is required for all student check-outs.
- Only adults listed on emergency forms will be allowed to pick up students. An administrator must approve any exception to this policy. Telephone calls will not be accepted as a method of checkout.
- In order to refrain from disrupting dismissal routines, **check-outs will not be granted after 2:05 pm.**

Emergency Closings and Delays - Policy Code: 5050

Announcements concerning delayed school openings or closings should be made between 6:00 a.m. and 6:30 a.m. If school begins one or two hours late, the daily schedule will be altered. Students should report to bus stops one to two hours later than normal times. Breakfast will not be served on those mornings. Announcements concerning early school closings will be made as soon as possible should the situation arise. Students should know how to get home when school is dismissed early. If a student will not follow his/her regular dismissal plan for early closings, parents should send this information to the school in writing. Students may not stay on campus after the buses leave. School officials ask that parents follow the suggestions below:

- View TV broadcasts on stations such as WFMY Channel 2, WRAL Channel 5, WGHP Channel 8, WXII Channel 12, or Channel 45
- Listen to radio stations such as WBBB 920AM, WBAG 1150 AM, WBTM 1330 AM, WXRO 1430 AM, WYNC 1540 AM, WFDD 88.5 FM, WKIX 96.1 FM, WJMH 102 FM, WPXX 106.7 FM
- Talking Points will be used district-wide to notify parents regarding school closure information.

Operational Logistics

Deliveries for Students

No deliveries of flowers, balloons, and similar gift items will be accepted for students. Students are not permitted to bring gifts that include balloons or flowers.

School Fees

Required:

- $25.00 PE Uniform Fee (may be used for 3 years, size permitting)
- Lost or damaged book fines
- Technology Fee (Amount TBD based upon individual repairs needed)

Optional:

- Accident Insurance (information available online)

Transportation - Policy Code: 6300

We assume your child will use the same method of transportation each day. If there is a change in transportation, the school requires a written note stating how your child should travel home along with a parent's signature. If we do not have a written note, we will have the student use the normal transportation

method. Transportation changes will not be made over the phone, so please make arrangements with your child prior to the start of school.

Like other Caswell County Schools, our School uses the app *Here Comes The Bus* that gives parents precise bus location and status alerts and helps transportation departments operate at peak performance.

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 Safety - Policy Code: 6305

School bus safety is of utmost importance. ***Riding the bus is a privilege given by the state of North Carolina, which may be withdrawn for misbehavior or for any other reason deemed necessary by the principal***. With this privilege comes certain expectations. Students should:

- Follow the driver's instructions
- Remain seated while the bus is in motion
- Keep hands, arms, legs, and objects to themselves
- Refrain from morally degrading conduct
- Refrain from eating, drinking, smoking, or vandalizing the bus
- Sit as directed by the bus driver, principal, or designee
- Get on the bus assigned to the student

Students are to ride the bus to which they are assigned. If parents want their child to get on or off the bus at a location other than the child's home, they must request permission to do so from the principals. Students are to bring written notes from their parents and present them to the office upon arrival at school each morning. In most cases, permission will be granted with an official bus pass being given to the student before the end of the day. This bus pass is to be given to the bus driver.

Car Rider Safety

Car riders should be dropped off and picked up in the front left-side parking lot. The right-side driveway beside the school is designated solely for school buses. Parents are asked to exercise caution when children are entering and leaving the building, and when other vehicles are moving through the parking lots. Please follow these safety procedures:

- Adhere to the established traffic flow pattern (arrows on pavement) and remain in your vehicle.
- Do not block the driveway.
- Drop off and pick up your child only at the designated areas, where staff are present.
- Do not pass cars in the driveway unless motioned by the staff on duty.
- Promptly pick your child up at 2:30 pm.
- Encourage your child to look for you and be ready to load the car immediately.

Student Pick-Up Procedures

Students must be picked up no later than 2:45 p.m. each school day. In the event of an emergency or unforeseen circumstance that may result in a delayed pick-up, the parent/guardian must contact the school office as soon as possible.

Repeated late pick-ups may result in the school requiring the student to utilize district-provided transportation, if available, or requiring the parent/guardian to make alternative transportation arrangements. The administration reserves the right to address excessive late pick-ups on a case-by-case basis.

Student Dress and Appearance Standards - Policy Code: 4316

A. Dress and Appearance Standards

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

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;

2. is substantially disruptive (for information on gang-related attire, see Policy 4328, Gang-Related Activity);

3. is provocative or obscene; or

4. endangers the health or safety of the student or others.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school. Copies of these guidelines 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.

The school principal or principal's designee will make reasonable accommodations for students who, because of age, a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular dress or appearance guideline.

The principal may grant exceptions for students involved in special duties, activities, or projects approved by the school. These 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. The board must also approve mid-year changes, 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. The principal or the principal's designee will determine this.

2. Hats, sweatbands, bandannas, hoodies, skull caps (such as bonnets, headscarves, and skull caps, and wave caps), 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 or 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, backward, unfastened bib overalls, belts must be buckled and worn at the waistline, etc.). Shirttails (including jerseys) must be tucked in if they are longer than the student's fingertips.

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, is not allowed unless covered by shorts, skirts, or 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 with laces must be laced, tied, and fit. Rubber or vinyl (shower shoes) flip-flops are not to be worn at school during regular hours of instruction, and 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, and 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 tops or have spaghetti straps, one strap, or no straps unless covered. They must cover the waist and have no exposed midriff. The principal should exercise discretion for very young students.

13. Clothing articles and accessories identified pursuant to policy 4328, Gang-Related Activity, as related to a group or gang that provokes others to act violently, intimidates them by fear of violence, or is potentially dangerous shall not be worn on the campus or at any school activity.

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

15. No pajamas are allowed.

B. Disciplinary Consequences for Violations of This Policy

Violations of this policy shall be handled by the principal or principal's designee. If there is a repeated violation or the student refuses to comply, a phone call or a conference with the student's parents/guardians will result. A student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. The second violation shall be in-school punishment as determined by the principal or principal's designee. A third violation of this policy during the school year shall result in a short-term suspension from the Caswell County Schools for up to three (3) days. A fourth violation of this policy during the school year shall result in a short-term suspension for up to 10 days. A subsequent violation may result in long-term suspension. The principal, in lieu of long-term suspension, may assign the student to a Board of Education-approved alternative program.

C. Request for Reasonable Accommodation for Sincerely Held Religious Beliefs

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

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

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

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

D. Request for Reasonable Accommodation for Cultural Heritage Dress

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

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

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

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

E. Request for Reasonable Accommodation for a Medical Reason

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

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

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

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

F. Withdrawal of Exemption Approval

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

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

A. Cellular Phones and Other Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are kept out of sight and turned off during the school day between the hours of 7:10 a.m. and 2:30 p.m. Wireless communication devices include, but are not limited to, cellular phones, smart watches, electronic devices with internet capability, paging devices, two-way radios, earbuds, and similar devices**. All electronic devices for K-12 are to be out of sight and powered off during the instructional day.**

1. Authorized Use

Individual students may use wireless communication devices as required by the student's Individual Education Program or Section 504 plan or to manage the student's health care in accordance with a documented medical condition. In addition, teachers and administrators may authorize individual students to use the devices in the event of an emergency and for instrumental purposes, provided that they supervise the students during such use.

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

2. Consequences for Violation

Section 26(b): Electronic Devices:

1st Offense: Confiscation of the electric device and return to parent/guardian.

2nd Offense: Up to 5 days suspension. Confiscation of the device to be returned only to the parent/guardian.

3rd Offense: Up to 10 day suspension. Confiscation of the device to be returned only to the

parent/guardian with an administrative conference or to the student at the end of the year.

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

Whether the wireless communication device was used:

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

3. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever an administrator has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

B. Other Prohibited Electronics and Non-Essential items

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

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

C. Consequences for Unauthorized Use

School employees may make an office referral for students who are in violation of this policy. Administrators may confiscate any cell phone or other wireless communication device that is on, used, displayed, or visible in violation of this policy and any other electronic device or other item that is on school property in violation of this policy. Absent compelling and unusual circumstances, confiscated devices and items will be returned only to the student's parents.

The disciplinary consequences for violations of this policy will be consistent with Section D of policy 4300, Student Behavior Policies.

D. Liability

Students are personally and solely responsible for the security of their cell phones and other wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device or for any device or item that is on school property in violation of this policy.

Physical Education Dress

Students are required to dress out in uniform and participate in daily PE activities; students are only exempt with a doctor's note excusing them from physical activity. Parents will receive information from the PE department regarding rules and regulations.

Lockers

Lockers are school property and will be assigned by the office to each homeroom teacher for student distribution. School administrators may open and inspect any locker with reasonable cause to believe that illegal articles (drugs, alcohol, stolen property, dangerous objects, etc.) may be stored there. Students must abide by the following locker policies:

- Students are responsible for the care of their lockers at all times.
- Students will not share lockers or share locker combinations with other students.
- Students will ensure that the lock is securely latched before leaving lockers.

Students are permitted to carry backpacks during the instructional day to safely and efficiently transport books, instructional materials, and other school-related items.

Lost and Found

All clothing and personal items should be tagged or marked with the student's name. Identified items will be returned to students. Students are asked to take found items to their teachers. Each grade-level hallway will have a designated area for lost and found items. PE uniforms will be returned to the PE staff, and textbooks will be returned to teachers.

School Volunteers - Policy Code: 5015

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

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

A. Expectations of the School Volunteer Programs

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

1. The principal must coordinate and oversee the volunteer program, including reasonable supervision of all volunteers by school system employee(s), and participate in one school site orientation.
2. Each person wishing to volunteer must submit an application and profile sheet before volunteering with students. Volunteer applications must be approved before volunteering can begin.
3. The principal will have an opportunity to approve all persons volunteering in the school.
4. Adequate screening shall be completed before a volunteer is assigned a task in school. For all Level II volunteers, screening shall include a criminal background check valid for three calendar years.
5. Orientation and training for all volunteers must be held prior to a person(s) volunteering in a school. The principal or designee will provide the orientation and training.
6. Volunteers must sign in in the school office upon arrival and sign out when leaving the school. A log of volunteers and their respective activities will be maintained at each school and shared regularly with the director of human resources and/or designee. Volunteers will be given a sticker to wear during their principal-approved time at school.
7. Volunteers are required to have a criminal background check to supervise students on field trips.
8. Volunteers are not to transport students or their families in private vehicles.
9. Volunteers are expected to respect and maintain the confidentiality of information about students,

staff, other parents, and the school community.
10. All volunteer coaches must have a criminal background check prior to coaching.
11. The superintendent and/or principal has the right to withhold approval of a volunteer applicant or to terminate a volunteer at any time.

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

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

2. Level II Volunteers - Level II volunteers serve in roles or perform tasks that may involve working closely with or supervising students. These may include but are not limited to PTA/PTSO officers, tutors, mentors, field trip or dance chaperones, volunteer coaches, Book Fair coordinators and /or media assistants, reading buddies, and club sponsors. Approval to volunteer at this level requires passing a criminal records background check and approval of the superintendent. All school volunteers are expected to dress professionally and be professional and dependable in their volunteer activities.

PTSO - Policy Code: 5010
The PTSO's objective is to promote the welfare of all children through a working partnership among parents, educators, and the community. In cooperation with staff and community members, the PTSO provides funding and support for programs that benefit our children. Executive Board Meeting dates and times will be announced and posted on the school's website. More information about the PTSO can be found online.

Visitors - Policy Code: 5020
In order to maintain a focused and safe school environment, only visitors with appointments will be allowed to see teachers during the instructional day. Otherwise, teachers will only be available for parents and visitors after 2:45 pm. If parents request to visit a classroom, arrangements must be made with the teacher at least 24 hours prior to the visit. Visitors must sign in and out in the office and wear visitor badges when on campus. N. L. Dillard Middle School has a closed campus policy, and unauthorized visitors are subject to prosecution.

Use of Tobacco Products on School Grounds
The board is committed to creating safe, orderly, clean, and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products, including vapes, to minors and that prohibit the use of tobacco products/vapes by minors or any person. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, school campuses, and in or on any other school owned or operated by the school board.

Discipline Policies

Discipline Policies - Policy Code: 4300

The policies of the Caswell County Board of Education prohibit certain types of conduct by a student and subject the student to the disciplinary authority of the principal as described in the statutes of NC, including the possibility of suspension, expulsion, or placement in the alternative school. It solicits the cooperation of every student, every parent, and the community at large in its effort to maintain order and safety in the Caswell County Public Schools.

All students shall comply with all rules and regulations. Violation of these rules may result in disciplinary action, including suspension of the student from school. The principal and his/her designees reserve the authority to assign/amend consequences to any listed/unlisted infractions outlined below.

2026-2027 DISCIPLINARY CONSEQUENCES:

INFRACTION	CONSEQUENCE
Section 1: Misrepresentation	● 1st Offense: Conference; principal determination & notification to parents/guardian ● 2nd Offense: Up to 3 days suspension. ● 3rd Offense: Up to 5 days suspension.
Section 2a: Cutting Classes	● 1st Offense: Conference; principal determination & notification to parents/guardian ● 2nd Offense: Up to 3 days suspension. ● 3rd Offense: Up to 5 days suspension.
Section 2b: Unauthorized Leaving Campus	● 1st Offense: ISS up to 5 Days and social worker referral. ● 2nd Offense: Up to 3 Days Suspension. ● 3rd Offense: Up to 5 days Suspension.
Section 3: Tardiness to School/Class	● Principal determination/possible social worker referral.
Section 4: Dress Code	● Principal determination (See page 9)
Section 5: Student Insubordination	● 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
Section 6: Disturbance in Classroom/ Disruption of School	● 1st Offense: Up to 3 days suspension or as determined by the principal/designee. ● 2nd Offense: Up to 5 days suspension. ● 3rd Offense: Up to 10 days suspension and possible removal of the student from class or suspension as deemed necessary and determined by the principal.
Section 7: Devices Causing Noise, Disturbance, and Non-essential Items	● 1st Offense: Principal determination, confiscation of device, and notification to parents/guardian. ● 2nd Offense: Up to 3 days suspension. Confiscation of the device to be returned only to the parent/guardian with a conference.

	● 3rd Offense: Up to 5 days suspension.
Section 8: Trespassing	● The principal has the authority to determine a suitable punishment for violations, including short-term suspensions and recommendations for long-term suspensions. The principal has the authority to notify law enforcement and impose a ban from campus when necessary.
Section 9: Gambling on Campus	● 1st Offense: Suspension or penalty as determined by principal/designee. ● 2nd Offense: Up to 3 days suspension and parental conference. ● 3rd Offense: Up to 5 days suspension and parental conference.
Section 10: Tobacco/Vaping Products on Campus	● 1st Offense: Up to 3 days suspension.* ● 2nd Offense: Up to 5 days suspension.* ● 3rd Offense: Up to 10 days suspension, possible referral to alternative education program. *Vaping Alternative to Suspension Options In lieu of Out of School suspension, a parent meeting is held where a student/parent agrees to participate in the Healthy Futures Educational On-line program. The student will be assigned to ISS and/or lose the privilege to participate in extracurricular activities included but not limited to Community Service.
Section 11: Devices Causing Fires	● 1st Offense: Items confiscated, parents/guardian notified, and up to 3 days suspension. ● 2nd Offense: Up to 5 days suspension, parent conference. ● 3rd Offense: Up to 10 days suspension.
Section 12: Profane, Obscene, Disrespectful, or Abusive Language or Actions	● 1st Offense: Up to 3 days suspension. ● 2nd Offense: Up to 5 days suspension. ● 3rd Offense: Up to 10 days suspension.
Section 13: Pornographic, Profane, Obscene, and/or Violent Material	● 1st Offense: Up to 5 days suspension. ● 2nd Offense: Up to 10 days suspension. ● 3rd Offense: The principal requests long-term suspension and may recommend expulsion if permitted under law.
Section 14: Simple Affray, Assaults, or Cause of Personal Injury **Multiple Assault**	● 1st Offense: Up to 5 days suspension. ● 2nd Offense: Up to 10 days suspension. ● 3rd Offense: The principal requests long-term suspension and may recommend expulsion if permitted under the law. ● The principal requests long-term suspension or expulsion.
Section 15: Bullying/ Discrimination	● 1st Offense: All students involved will be suspended for up to 5 days. ● 2nd Offense: Up to 10 days suspension. ● 3rd Offense: The principal requests long-term suspension and may recommend expulsion if permitted under law.
Section 16: Hazing	● 1st Offense: Up to 5 Days Suspension. ● 2nd Offense: Up to 10 Days Suspension. ● 3rd Offense: The principal requests long-term suspension and may recommend expulsion if permitted under law.

Section 17: Intimidation/ Threats/Physical Abuse/ Instigation of Disruption 17(a): Students	● 1st Offense: Up to 5 days suspension. ● 2nd Offense: Up to 10 days suspension. ● 3rd Offense: The principal requests long-term suspension and may recommend expulsion if permitted under law.
17(b): School Employees, Faculty, or Administration	● Violation of this rule will result in criminal charges; in addition, school disciplinary action may include long-term suspension, 365-day suspension, or expulsion if permitted under the law.
Section 18: Weapons at Schools **18 (a): Firearms**	● Report to a law enforcement agency. (The is no age limit for the act to be reported to the proper law enforcement agency)
18 (b): Other Weapons	● 1st Offense: Report to a law enforcement agency, up to 10 days suspension. Illegal items will be confiscated and reported to law enforcement. ● 2nd Offense Report to a law enforcement agency. Long-term suspension may be recommended or expulsion if permitted under the law. Illegal items will be confiscated and reported to law enforcement.
Section 19: Stealing or Extortion	● 1st Offense: Up to 3 days suspension and parental conference. ● 2nd Offense: Up to 10 days suspension and parental conference. ● 3rd Offense: The principal may recommend long-term suspension or expulsion.
Section 20: Willful or Malicious Damage to Property	● 1st Offense: Up to 5 days suspension and pay for damages. ● 2nd Offense: Up to 10 days suspension. The principal may recommend long-term suspension and payment of damages.
Section 22: Sexual Offense **A. Consensual Sexual Activity:**	● 1st Offense: Up to 10 days suspension – conference with parents/guardians before students can return to school. ● 2nd Offense: Up to 10 days suspension and recommendation to the Alternative Program. ● 3rd Offense: The principal may recommend long-term suspension or expulsion.
B. Sexual Assault/Rape or Attempted Rape:	● Report to law enforcement. 10-day suspension with the request for long-term suspension and/or expulsion.
Section 23: Sexual Harassment	● 1st Offense: Students who violate this policy for the first time may receive a short-term suspension for verbal or non-physical sexual harassment and a long-term suspension for physical sexual harassment. ● 2nd Offense: Any student who violates this policy twice or more during a school year may receive a long-term suspension or an expulsion if permitted by law.
Section 25: Bus Conduct	● 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.
Section 26: Telecommunications/ Chromebook Acceptable Use	● 1st Offense: Up to 5 days suspension. ● 2nd Offense: Up to 10 days suspension. ● 3rd Offense: Recommendation for long-term suspension.

Section 26(b): Electronic Devices	● 1st Offense: Confiscation of the electronic device and return to parent/guardian with an administrative conference or to the student at the end of the school year. ● 2nd Offense: Up to 5 days suspension. Confiscation of the device to be returned only to the parent/guardian with an administrative conference or to the student at the end of the school year. ● 3rd Offense: Up to 10 days suspension. Confiscation of the device to be returned only to the parent/guardian with an administrative conference or to the student at the end of the school year.
Section 28: Alcohol and Other Drugs	● 1st Offense: Five-day out-of-school suspension and a recommendation to the superintendent that the student be suspended for the remainder of the school year; provided, however, that the recommendation may be waived if the student and the student's parent(s) or guardian(s) agree to be assessed to determine the extent of the student's alcohol or drug use/abuse and enrollment in an approved alcohol and/or drug education or intervention program. ● 2nd Offense: For a second offense, a 10-day suspension, out of school, and a recommendation that the student be expelled/long-term suspended. If the student is participating in athletics, the student shall be ineligible to participate in athletic activities for 365 calendar days.

Alcohol and Drug Policy - Policy Code: 4325

The Caswell County Board of Education recognizes that substance abuse and chemical dependency are problems that affect a student's academic performance, attendance, and school relationships as well as the total educational environment. Caswell County Schools are committed to maintaining alcohol-free and drug-free schools. The unlawful possession and use of alcohol and illicit drugs is wrong and harmful. A student enrolled in the Caswell County School System shall not possess, use, transmit, or be under the influence of any alcohol products, tobacco products, and/or illicit drugs:

- In or on the premises of any building owned by Caswell County Schools before, during, or after school hours.
- At school-sponsored, related, and/or sanctioned activities, including being away from campus or while being transported to or from any event. Students shall not possess any counterfeit substance misrepresented as a controlled substance or drug paraphernalia.
- Students shall not possess, use, or transmit any drugs that are not in compliance with the adopted Board of Education policy
- Students shall not possess, use, transmit, or sell any over-the-counter drug with intent to distribute.
- Every student, along with his or her parents or guardians, must comply with this policy. Violations can result in placement in an alternative school, short-term or long-term suspension, expulsion, and/or contact of proper law enforcement agencies with charges filed.

Alternative School Placement - Policy Code: 4305

Note: Students who violate the district rules with serious infractions or offenses will be assigned to the alternative school.

Prom Attendance Expectation

Students attending the school prom must be in attendance for at least 50% of the instructional day, on the day of the event, to be eligible to attend the event. **Instruction will continue as normal**, and students should participate in scheduled classes and activities in order to remain eligible for prom attendance.

Safe Schools Legislation - Policy Code: 1510, 4200, 7270

The school principal, as directed by the 1993 Safe Schools Legislation, is required to report immediately to the appropriate local law enforcement agency if he or she has a reasonable belief that an act has occurred on school property. *School property* includes any public school building, bus, campus, grounds, recreational area, or athletic field. The reporting requirement applies regardless of the age of the person who may have committed the offense. A Student Resource Officer is assigned to Dillard Middle School and is available routinely throughout the day to promote a safe school environment. Dillard Middle School maintains a zero-tolerance policy in regards to fights, threats, or intimidation of students or staff. The principal of each school is required by law to report the following acts to law enforcement officers:

- Assault resulting in serious personal injury
- Sexual assault or sexual offense/Assault involving the use of a weapon
- Rape, kidnapping, indecent liberties with a minor
- Possession of a firearm or weapon in violation of the law
- Possession of a controlled substance in violation of the law

The principal is required by the Board of Education to report the following acts to law enforcement officials:

- Assault of a teacher or other school official/breaking into or entering the school
- Theft of property valued over $75/ Theft from motor vehicles

Search and Seizure Policy - Policy Code: 4342

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student, group of students, and school property when there is reasonable suspicion to believe the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. Students' book bags and other effects are also subject to being searched. Dogs trained to discover drugs/contraband may be used to sniff objects, such as bags and lockers, without individualized suspicion.

Due Process

All students shall be afforded minimal due process rights in all matters that may impact their person, record, welfare, and/or status. Minimal due process rights shall include:

- The right to be forewarned that certain acts or omissions shall bring forth certain consequences.
- The right to be informed of the charges and reasons for them.
- The right to state his/her position and/or response to the responsible school staff member.

In-School Suspension (ISS)

Students are placed in ISS either in an emergency or when they need to be separated from the rest of the school and supervised closely as a short-term placement. ISS serves as a multi-purpose entity of school management and student support:

- Allows the classroom teacher to continue teaching without the disruption caused by the student.
- Provides a smaller, contained setting at the school, where the ISS staff addresses the student's problems or needs more thoroughly and appropriately. The student is expected to complete all assignments during his/her placement in ISS and abide by all rules and regulations.
- Failure to comply with ISS rules will result in disciplinary action including being suspended from school.

Suspension or Expulsion of Students - Policy Code: 4350, 4351, 4252, 4362

The basic objective of the Caswell County Board of Education is to ensure regular attendance at school and to prevent dropouts, suspensions, and expulsions in every reasonable way. The Board of Education, however, recognizes that situations may develop where the principal is justified in suspending, placing a student in an Alternative School, or expelling a student.

Grievance Procedure - Policy Code: 4010

We will strive to work with parents to solve problems together. If parents have a concern about something that happens in the classroom, please follow these steps.

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

If parents feel a school policy has not been followed or needs to be addressed, please follow these steps:

- Talk with the principal to discuss the situation.
- Contact the Superintendent if not satisfied after talking to the principal.
- The issue can then be brought before the Board of Education through its Appeal process.

Academics

Grading Scale

A- 90-100 (Excellent Progress)
B- 80-89 (Above Average)
C- 70-79 (Average)
D- 60-69 (Below Average)
F- 59 or less (Failing)

Honor Roll

Students making outstanding grades during the course of a grading period will receive special recognition by being placed on the Honor Roll. The Honor Roll will have two classifications: students making all A's, and students making all B's or better. Those students will also receive a certificate at the end of the grading period in the awards assembly.

Interim Reports

An interim report will be sent to parents at the halfway point of each grading period. This is a service we provide in order to assist parents in monitoring a student's progress. The interim report is to be signed and returned to the teacher. Dates for interim reports are indicated on the school calendar. In addition, parents also have access to their student's grades at any point during the year via Infinite Campus. Information for logging in to this web-based service must be obtained by the parent in person in the front office.

Testing - Policy Code: 3410

The North Carolina Department of Public Instruction requires students to be assessed annually. Middle grades students will take the North Carolina End-of-Grade tests in Reading, Math, and Grade Eight Science. Math I students will take the Math I End-of-Course Test in addition to the Math 7 End-of-Grade test. In preparation for these high-stakes tests, benchmark tests will be administered periodically to determine student mastery and plan for remediation. Students enrolled in Career and Technical Education classes will also be tested twice during their enrollment in each course as mandated by the North Carolina Department of Public Instruction. Qualifying EC Students will take the NC Extend I test in place of the NC EOGs.

Exceptional Children - Policy Code: 3520, 4307

N. L. Dillard Middle School offers special services as defined by the NC State Guidelines for Exceptional Children. Parents/staff members may request any special services available. Parental permission is necessary for all diagnostic testing done for special services and for subsequent placement or removal of a student from special services. Individualized Education Plans (IEPs) are written for each child receiving special services.

Promotion Retention

Promotion Retention - Policy Code: 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 teachers and school administrators use the promotion standards to assess each student's readiness to progress to the next level of study. Principals have the ultimate authority to promote or retain students based on 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:

- **Sixth Grade:** At the end of sixth grade, a student must demonstrate grade-level proficiency by scoring at or above Level III on state End-Of-Grade Tests in reading, math, and/or scoring at set proficiency levels in other state and locally approved alternate assessments. Of the four core subjects (Language Arts, Math, Science, Social Studies), students must pass Language Arts, Math, and Science or Social Studies with a yearly average of 70 or above. Local promotion standards require passing four of six classes. Students must also score at or above proficiency level on a sixth-grade writing assessment as defined by State or local standards.
- **Seventh Grade:** At the end of seventh grade, a student must demonstrate grade-level proficiency by scoring at or above Level III on state End-Of-Grade Tests in reading, math, and/or scoring at set proficiency levels in other state and locally approved alternate assessments. Of the four core subjects (Language Arts, Math, Science, Social Studies), students must pass Language Arts, Math, Science, or Social Studies with a yearly average of 70 or above. Local promotion standards require passing four of six classes. Students must also score at or above proficiency level on a seventh-grade writing assessment as defined by State or local standards.
- **Eighth Grade:** At the end of eighth grade, a student must demonstrate grade-level proficiency by scoring at or above Level III on state End-Of-Grade Tests in reading, math, and/or scoring at set proficiency levels in other state and locally approved alternate assessments. Of the four core subjects (Language Arts, Math, Science, Social Studies), students must pass Language Arts, Math, Science, or Social Studies with a yearly average of 70 or above. Local promotion standards require passing four of six classes. Students must also score at or above proficiency level on an eighth-grade writing assessment as defined by State or local standards.

Placement Criteria

The state of North Carolina requires students to take the NC End-of-Grade Test (EOG) of Mathematics as part of the statewide assessment program in grades 3-8. These curriculum-based achievement tests are specifically aligned to the NC Standard Course of Study and include a variety of strategies to measure the achievement of NC students. Schools are also required to use a program known as EVAAS, which is a comprehensive reporting package of value-added metrics that provides valuable diagnostic information about past practices and reports on students' predicted success probabilities at numerous academic milestones. EOG testing data and EVAAS predictions will be used by the school to appropriately place students in middle school mathematics courses to better ensure student success.

6th Grade

Students who meet 3 of the 4 following criteria will be placed in Math 6 Plus

- EVAAS Prediction: 70% or > likelihood of achieving a Level IV on the Math I EOC
- EOG Developmental Scale Score: 5th-grade EOG scale score of 457 or greater
- Quantile Measure: 5th-grade quantile of 895 or greater
- Course Grade: 5th-grade math final grade of 85% or greater

All other students will be placed in Math 6.

7th Grade

Students who meet all of the 4 following criteria will be placed in Math I (NCVPS).

- EVAAS Prediction: 90% or > likelihood of achieving a Level IV on the Math I EOC
- EOG Developmental Scale Score: 6th Grade EOG scale score of 461 or greater
- Quantile Measure: 6th-grade quantile of 1115 or greater
- Course Grade: 6th-grade math final grade of 93% or greater

Students who meet 3 of the 4 following criteria will be placed in Math 7 Plus

- EVAAS Prediction: 70% or > likelihood of achieving a Level IV on the Math I EOC
- EOG Developmental Scale Score: 6th Grade EOG scale score of 457 or greater
- Quantile Measure: 6th-grade quantile of 995 or greater
- Course Grade: 6th-grade math final grade of 85% or greater

All other students will be placed in Math 7.

8th Grade

Students who meet 3 of the 4 following criteria will be placed in Math I.

- EVAAS Prediction: 90% or > likelihood of achieving a Level IV on the Math I EOC.
- EOG Developmental Scale Score: 7th-grade EOG scale score of 463 or greater
- Quantile Measure: 7th-grade quantile of 1115 or greater.
- Course Grade: 7th-grade math final grade of 93% or higher

Students who meet 3 of the 4 following criteria will be placed in Math 8 Plus.

- EVAAS Prediction: 70% or > likelihood of achieving a Level IV on the Math I EOC
- EOG Developmental Scale Score: 7th-grade EOG scale score of 458 or greater
- Quantile Measure: 7th-grade quantile of 1020 or greater
- Course Grade: 7th-grade math final grade of 85% or greater

All other students will be placed in Math 8.

Notes:

- Students placed in advanced courses may be reassigned by the fifth day of the class per parent request.

- Teachers will fill in recommendations on a data spreadsheet at the end of the school year. Teacher recommendations will be used in all waiver cases. If a teacher feels strongly that a student should fill out a waiver, a parent should be contacted to initiate the process.
- In the rare case that a student does not have an EVAAS prediction, the criteria on the waiver form will be used for placement.

Athletics

All athletics will follow the requirements of the NCDHHS and the NCHSAA in regard to practicing and games.

- **Girls' Sports:** Softball, Tennis, Basketball, Volleyball, Soccer, Wrestling, Track and Field
- **Boys' Sports:** Football, Soccer, Basketball, Baseball, Wrestling, Track and Field

Students at N.L. Dillard Middle School have many opportunities to participate in extracurricular activities. Interscholastic athletics are offered for 6th, 7th, and 8th-grade students; 6th-grade students are not eligible to participate in football per state regulations. Students must meet eligibility requirements in order to try out for a sports team.

- Academic Eligibility: A student must pass all but one less than the number of core classes offered per semester.
- Students must receive a medical examination once every 365 days by a physician.
- Students must be less than 15 years of age on or before October 16th of the current school year.
- Students must be district-approved and provide adequate insurance coverage.
- Students and parents must attend one concussion meeting for each school year.
- Students can not have missed more than 13.5 days of school per semester.

Services

Counseling Services - Policy Code: 3610

The purpose of the counseling department is to assist students in addressing concerns relative to their educational, social, personal, or vocational lives. Students are welcome to consult with the counselors to obtain assistance regarding any of these issues.

School Meal Program - Policy Code: 6200, 6210, 6220, 6225, 6230

Students will receive Free Breakfast and Lunch. Students may pay for ala carte items on a daily basis or in advance. While students may bring lunches prepared at home, carbonated beverages and other beverages in cans at lunchtime are discouraged. No glass containers are allowed. All food must be consumed within the cafeteria's dining room. Students may not take food or drinks out of the cafeteria. Please keep money in your child's account so that debts do not occur.

Caswell County Schools recognizes the importance of nutrition to student physical health, growth, and development. Healthy, balanced food choices provide well-nourished students the opportunity to actively participate in the educational experience. Healthier lifestyle choices and balanced food choices benefit each student, their classmates, the school environment, and the community as a whole. In an effort to promote student wellness, Caswell County Schools does not allow "fast-food" promotion and packaging during student dining experiences. If a meal from a fast food establishment is provided from home for student breakfast, lunch, or snack, it is the policy of Caswell County Schools that the food not be packaged in restaurant bags, boxes and/or containers. Caswell County Schools also recognizes how children are greatly influenced by the daily actions of their role models; therefore, this policy also applies to all school staff and visitors.

School Parties

One party is permitted during the school year. The event will be organized by the teacher and held between 1:20 and 2:05 PM. Other celebrations must receive approval from the principal. **Birthday parties are not permitted at school**. If a parent wishes to bring cupcakes or snacks on a student's birthday, they will be given out at the student's scheduled snack and/or lunch time and must be store-bought with ingredients labeled.

School Health Program - Policy Code: 6100, 6110, 6120

Caswell County offers school health services, which includes school nursing. These services are essential for the health and well-being of our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement.
A ***Student Data and Health Information*** form **MUST** be maintained in the office or health room.

Injuries at School

- The teacher or other staff member responsible for the student at the time an injury occurs must complete an injury report with a copy to be sent home with the student.
- With injuries needing immediate attention, parents will be notified by school personnel for the following but may not be limited to:
    - Injury where there is swelling, severe pain, or a question of a broken bone
    - Injury where there is significant bleeding or if bleeding does not stop in a short period of time.
    - Dental injury
    - 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. We cannot keep sick children at school, exposing other children to their illnesses. Please make sure you update your contact information so that we may contact you.

- If a parent cannot be reached, emergency contacts listed on the ***Data and Student Health Form*** will be contacted as needed for pick up. Please do not list an emergency contact that does not have their own transportation.
- Any student with a fever of **100.4 or greater** will be sent home (no exceptions). Students must be fever-free for 24 hours without the benefit of medications before returning to school.
- If a student has persistent nausea, vomiting, and/or diarrhea, they need to be picked up and 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 their blood sugar level is 400 or more or as directed by the individual care plan.
- Certain conditions, such as head lice, ringworm, conjunctivitis, and scabies, may require medical documentation of treatment.

Head Lice

- School staff have the right to inspect students' heads at any time to check for lice and/or nits.
- If a student is screened and found to have lice, the student's parents will be notified, and instructions will be given regarding medical interventions.
- If the student with lice has siblings in the school system, they will also be checked before the parents are contacted by phone and/or letter explaining what needs to be done.
- If a case of lice is found, it is not necessary to check the entire classroom; only those children exhibiting symptoms of lice must be screened.
- If live lice are found, the parent/guardian will be instructed on treatment guidelines, and the student can remain at school.
- Two school days after a child has been found to have live lice, the school nurse or designated personnel should rescreen the children for the presence of live lice.
    - If only nits are seen on the hair strands, the student should be rescreened in 7-10 days.
    - If live lice are found, the school nurse will contact the parent/guardian at the end of the school day to discuss further treatment options. The parent/guardian may be requested to consult a healthcare provider for treatment options, and a note from a healthcare 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 of 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 lesion 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.
    - A note from a healthcare provider may be required for the parent/guardian to consult a healthcare provider for treatment options.

- 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

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

Immunizations & School Entry Health Requirements

- The North Carolina State Immunization Law requires parents to provide immunization records for their children within 30 calendar days of their enrollment in an NC public 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*** turned in by the 30th calendar day from school enrollment, or they will be suspended. 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 Code: 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 the school by the parent/guardian with the Medication Authorization Form complete.**
- Asthma inhalers, emergency epinephrine, and insulin can be self-carried by the student if the medical provider, parent/guardian, student, and school nurse complete the Self-Carry Section of the Medication Form.
- 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.**

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

Meningococcal Vaccines for Preteens and Teens

All preteens and teens should get vaccines to protect against meningococcal disease. Talk with your child's doctor or nurse about meningococcal vaccination to help protect your child's health.

Why does my child need meningococcal vaccines?

Meningococcal vaccines help protect against the bacteria that cause meningococcal disease. Meningococcal disease can refer to any illness caused by a type of bacteria called *Neisseria meningitidis*. Meningococcal disease is not very common in the United States, but teens and young adults are at increased risk.

The two most common types of illnesses include infections of the

- **Lining of the brain and spinal cord (meningitis)**
- **Bloodstream**

Even with treatment, about 10 to 15 out of 100 people with meningococcal disease will die from it. Meningococcal vaccines are the best way to protect preteens and teens from getting meningococcal disease.

When should my child be vaccinated?

Dose 1: *Ages 11-12*
Dose 2: *Age 16*

All preteens and teens should get 2 doses of the meningococcal conjugate (MenACWY) vaccine. They should get the first dose at ages 11-12 and a booster dose at 16 years old. If your teen hasn't gotten this meningococcal shot, talk to their doctor or nurse about getting it as soon as possible.

Teens and young adults (16 through 23 years old) may also get a serogroup B meningococcal (MenB) vaccine (2 doses). The preferred age to get MenB vaccine is 16 through 18 years old. Talk with your teen's doctor or nurse about meningococcal vaccination to help protect your child's health.

Are meningococcal vaccines safe for my child?

Researchers have studied the meningococcal vaccines very carefully and they are shown to be very safe. Like any vaccine, meningococcal vaccines may cause mild side effects, like redness and soreness where the shot was given (usually in the arm). Note that your child can get both meningococcal vaccines during the same visit, but in different arms.

Some preteens and teens might faint after getting a meningococcal vaccine or any shot. To help avoid fainting and injuries related to fainting, preteens and teens should sit or lie down when they get a shot and then for about 15 minutes after getting the shot. Serious side effects from meningococcal vaccines are rare.

How can I get help paying for these vaccines?

Most health insurance plans cover routine vaccinations. The Vaccines for Children (VFC) program also provides vaccines for children 18 years and younger who are uninsured, underinsured, Medicaid-eligible, American Indian, or Alaska Native. Learn more at www.cdc.gov/Features/VFCprogram.

Talk to your child's doctor or nurse about meningococcal vaccines, or visit **www.cdc.gov/meningococcal/vaccine-info.html**

Last updated JULY 2019

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

cont. on back

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 importan 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

dhhs nc department of health and human services
IMMUNIZE North Carolina
State of North Carolina ■ Department of Health and Human Services
www.ncdhhs.gov
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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
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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

Authorization for Medication Administration - continued

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 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	

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TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY

At N.L. Dillard Middle School, our desire is for all students to become successful, lifelong learners. To increase students' achievement levels, we must involve the school staff, parents, and families in each student's educational process.

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

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

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

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

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

Developing School-Parent Compacts that Indicate Shared Responsibilities for High Student Achievement and Academics
Parent/Student/Teacher Compacts will be developed and signed at the beginning of the school year where each stakeholder (parent, student, and teacher) indicates and accepts responsibility for the student's learning and for making good educational choices.

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

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

Sharing Information Regarding the Curriculum and Academic Assessments
In order to build the schools' and parents' capacity for strong parental involvement and to ensure effective

involvement of parents to support this partnership, we will provide assistance to parents in understanding topics such as the following:

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

CASWELL COUNTY SCHOOLS
TITLE I
PARENT COMPACT

We know that learning is a process that entails a combination of effort, interest, and motivation by students, parents, and staff. We are committed to supporting 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. This compact outlines how the parents, school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's academic standards.

STUDENT SECTION: As a student, I will…

- Follow the Student Code of Conduct (school rules/guidelines);
- Attend school regularly and be on time;
- Discuss what I am learning with my parents;
- Ask questions when I do not understand;
- Complete all of my assignments on time;
- Read daily; and
- Put forth my very best effort every day.

Student Signature Date

PARENT SECTION: 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; and
- Attend parent conferences/meetings as requested.

Parent Signature Date

SCHOOL SECTION: As a school, we will…

- Communicate to students, parents, staff, and the community the school's mission, learning expectations, and academic/disciplinary expectations;
- Create an inviting, safe, and orderly learning environment for students which promotes academic success;
- Provide ongoing information regarding student progress through conferences, progress reports, report cards, and by telephone;
- Provide meetings to establish a partnership between the school and parents to increase student success and encourage parental involvement;
- Provide intervention and acceleration opportunities for students as needed.

Ms. Terri Gullick	8-1-26
Principal's Signature	Date

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Caswell County Schools
P.O. Box 160, Yanceyville, North Carolina
Ph: 336-694-4116 / Fax: 336-694-5154

TITLE I - Parents Right-to-Know Letter

Dear Parent/Guardian,

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

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

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

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

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

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

If you have any questions about your child's teacher or paraprofessional, please contact the main office at 336-694-4941.

Sincerely,

Ms. Terri Gullick - Principal

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Chromebook Restricted Access Mode

Restricted mode for the chromebooks blocks all apps except those needed for school work (no Youtube, games, etc.) and allows the student to still participate in class for the day. The reason for restricted chromebook access could be due to any violation of the chromebook policy (chromebook agreement form) such as misuse of student email, downloading browsers etc to get around the CCS filter system or at the request of a Teacher or Admin. The goals of these guidelines are 1) to have consistent rules regarding appropriate use and 2) to use restricted mode as an alternative to taking away the student's chromebook and causing problems for the teacher.

Guidelines for I.T. moving a student to restricted access:

Offensive language via email, Docs, Sheets etc.

(1st time: email warning)
(2nd time: email warning & restricted access 5 school days)
(3rd time: referral to admin team - restricted access admin decision)

Cyber / Email Bullying / Violent behavior (Guns, Drugs, Gangs)

(1st time: referral to admin team - restricted access admin decision)

Downloading browsers etc to get around CCS filter system

(1st time: restricted access 5 school days)
(2nd time: referral to admin team - restricted access admin decision)

Downloading / Viewing / Sharing of adult content

(1st time: referral to admin team - restricted access admin decision)

Taking Chromebook home without take home insurance

(1st time: Locked: student will see adminstration for unlock - verbal warning)
(2nd time: See above & restricted access 5 school days)

(3rd time: referral to admin team - restricted access admin decision)

School-wide PBIS (Positive Behavior Intervention Support) Strategies

Teachers are required to maintain classroom management plans and issue consequences for misbehavior based on these plans established and communicated with students at the beginning of the school year. By law, only school administrators can issue ISS (In-School Suspension), OSS (Out of School Suspension), or a Recommendation for Alternative School Placement. The Dillard Middle School administrative staff will follow the disciplinary consequences (Page 18) for six or more minor infractions (preparedness, running, calling out, noncompliance, etc.) within a grading period and major infractions (including fights, vandalism, illegal activity, overt defiance, major disruption, etc.) Students receiving ten or more office referrals within a year will be considered for an alternative school placement.

Behavior Expectations

N.L. DILLARD MIDDLE SCHOOL
BULLS BEHAVIOR MATRIX

	Cafeteria	Hallways	Restrooms	Assemblies/ Games	Buses	Classrooms	Library
Brave	Stay seated Follow directions of all adults	Move quietly and quickly Follow directions of all adults	Two at a time Follow directions of all adults	Actively participate Follow directions of all adults	Keep hands, feet, and objects to ourselves Follow the driver's directions	Hands to yourself Follow directions of all adults	Keep our hands, feet and objects to ourselves Speak appropriately
Upstanding	Line up on time	Stay with your class Use lockers and restrooms at designated times	Use restrooms at designated times In and Out	Be a reason to be celebrated	Model positive behavior Enter nd exit in an orderly fashion	Participate and allow other classmates to participate from bell to bell	Model positive behaviors Return materials promptly
Loyal	Keep arguments out Keep hands off of other trays Keep food on the tray or eat it	Hands to yourself Keep locker bay clean	Keep restrooms clean	Hands to Yourself Listen during the presentation Leave with your group	Use materials and equipment properly	Listen attentively Speak nicely	Remain focused on our task Seek help when needed
Leaders	Clean up all trash	Stay to the right	Hands clean and feet on the ground Report messes or broken equipment	Clap and cheer for your classmates	Be at our bus stops on time	Encourage classmates Clebrate success	Check out all materials before leaving
Serve Others	Earn cafeteria privileges every day	Represent your grade level and class well	Represent yourself well	Represent your grade level and class well	Speak appropriately Remain seated and face the front	Keep achieving toward a bright future	Keep our school and materials clean

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: _____

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance personalized learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals established by the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of any technological resources owned, leased, maintained, or otherwise controlled by the school system. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

In addition, anyone who uses school system computers or electronic devices, accesses the school's electronic storage or network, or connects to the Internet using school system-provided access must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, generate cost, or inhibit the function of the network, and is not otherwise prohibited by board policy or procedure.

2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.

3. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct. Employees who publish or duplicate copyrighted material in violation of law may be held personally liable.

4. Users must follow any software, application, or subscription services terms and conditions of use.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images,

graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

6. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender) or for the purpose of harassment, intimidation, bullying, or discrimination. See policy 4329/7311, Bullying and Harassing Behavior Prohibited.

9. Users must respect the privacy of others.

a. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using email, chat rooms, blogs, or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information, or social security number. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information.

b. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records.

c. Users may not forward or post personal communications without the author's prior consent.

d. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.

11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

13. Users are prohibited from using another individual's ID or password for any technological resource or account without permission from the individual. Sharing of an individual's ID or password is strongly discouraged. If an ID or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.

14. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

15. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

16. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.

17. It is the user's responsibility to back up his /her data and other important files.

18. Employees shall make reasonable efforts to supervise students' use of the Internet during instructional time.

19. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

20. Users who are issued school system-owned and -maintained devices for home use (such as laptops, Chromebooks, etc.) must adhere to any other reasonable rules or guidelines issued by the superintendent or technology director for the use of such devices.

Exceptions to these rules may be made for employees whose activities are necessary to carry out their job responsibilities and authorized by law.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by using a cellular network to connect a personal device to the Internet.

A parent or guardian wanting to restrict their child's access to the Internet should make a written request to the principal.

D. Privacy

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

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers, the storage mediums of individual devices, or on school managed cloud services will be private. Under certain circumstances, school officials may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, in response to a public records request, or as evidence of illegal activity in a criminal investigation.

The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes issued by the school system, and system outputs, such as printouts, at any time for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device. Authorized officials may, without notice, further reasonably regulate the use of technology resources and may deny or restrict user access by implementing blocking devices and software.

By using the school system's network, Internet access, electronic devices, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

E. Use of Personal Technology on School System Property

Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Cell Phones and Other Electronic Devices. Use of personal technology devices is also subject to any rules established by the superintendent under a bring your own device plan for employees authorized by policy 3228/7323, Use of Personal Technology to Conduct School Business. The school system assumes no responsibility for personal technology devices brought to school.

F. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations.

3. Volunteers

Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

G. Use Agreements

All students, parents, and employees will be informed of the information in this policy and in any applicable generative artificial intelligence (AI) guidelines developed in accordance with policy 3220, Technology in the Educational Program. Annually, students, parents, and employees must accept and agree to comply with the requirements of this policy and the generative AI guidelines and consent to the school system's use of monitoring systems to monitor Internet activity and electronic mailboxes issued by the school system as described in Section D.

H. Consequences

Based on the nature and severity of the offense and the circumstances surrounding the incident, violations of this policy will result in appropriate remedial actions or discipline up to and including long-term suspension for students and dismissal for employees and may result in revocation of user privileges. Willful misuse may also result in criminal prosecution under applicable state and federal law. Employees who violate this policy will not be defended at Board expense pursuant to G.S. 115C-43 and/or policy 7610, Defense of Board Employees.

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. We are seeking your permission to create and manage a Google Workspace for Education account for your child. Please review the summary below and sign the school handbook to give your consent.

🔍 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:** _____

Annual Notifications

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. The school will notify parents of scheduled and unscheduled pesticide use at least 72 hours in advance of such use, to the extent possible. 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.

Full Name: (please print:)_____

Signature:_____Date:_____

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

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

Confirmation of Receipt of the Student Handbook
Information for the 2026-2027 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

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