

N. L. Dillard Middle School

Student & Parent Handbook 2018 - 2019



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Franchesca Gantt, Principal
Janice Castle, Assistant Principal
Clarence Garrett, Assistant Principal

Student Name: _____

Caswell County Board of Education

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Gladys Garland, Chairperson

Sylvia Johnson, Vice Chairperson

Mel Battle

Ross Gwynn

Donna Hudson

Gordon Satterfield

Tracy Stanley

Caswell County Schools Vision Statement

Empower, Engage, Excel

Caswell County Schools Mission Statement

Engaging all students in learning that will foster academic excellence, responsible citizenship, and life-long learning.



N. L. Dillard Middle School's Mission

N.L. Dillard Middle School, in partnership with the community, is committed to educating all children in a safe environment while promoting academic excellence for lifelong learning in a changing global society.

N. L. Dillard Middle School's Vision

N.L. Dillard Middle School will provide students with an academically rich environment that focuses on character education and student achievement, thus preparing them to be lifelong learners.

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Purpose

August 2018

Dear Dillard Families:

This handbook is designed to explain how our school will operate this year. Please read and discuss it with your child, but remember that it is not all encompassing. We will address areas of concern by sending newsletters home throughout the year, making phone calls, and updating information on our website. We welcome your calls at (336) 694-4941 to discuss questions and concerns you may have. In an effort to conserve paper and reinforce digital initiatives, we will only be printing copies for incoming sixth-graders and new students. All other students and stakeholders will have access to the online version, and printed copies will be available upon request in the front office.

Please place this handbook in an area that is easily accessible for future reference, or maintain access to our digital version. We value parent support in establishing and maintaining rules and regulations of N. L. Dillard Middle School. Only through a coordinated effort can we produce the very best for our children. Please sign and return the accompanying handbook sign-off sheet or sign our virtual pledge wall and show your support for a safe, healthy learning environment. We look forward to a safe, productive, and all-around fantastic school year!

Sincerely,

The N. L. Dillard School Administrative Team

Franchesca Gantt, Principal

franchesca.gantt@caswell.k12.nc.us

Janice Castle, Assistant Principal

janice.castle@caswell.k12.nc.us

Clarence Garrett, Assistant Principal

clarence.garrett@caswell.k12.nc.us

School Staff

Office Staff

- F. Gantt, Principal
- J. Castle, Assistant Principal
- C. Garrett, Assistant Principal
- E. McAdams, Front Office Receptionist
- J. Wade, Finance Officer and Receptionist
- K. Butts, Data Manager and Receptionist
- J. Fox, IT Technician
- Vacant, Media Specialist
- M. Bouchard, ELA Instructional Coach
- D. Flores, Math Instructional Coach

Custodial Staff

- S. Poteat- Lead Custodian
- J. Johnson
- D. Height
- M. Henderson

Athletics

A. Ouzts, Director

Core Subject Teachers

- **6th Grade**
 - J. Allen, ELA
 - M. Gillespie, Social Studies
 - K. Meadows, ELA
 - P. Lynch,, Science
 - R. Manning, Science
 - C. Poteat, Math
 - D. DenNault
 - A. Smith, Math
- **7th Grade**
 - T. Bouchard, Science
 - J. Nicks, Social Studies
 - M. Trent, ELA
 - J. Lunsford, Math
 - P. Overmann, Social Studies
 - M. Stallings, Math
 - S. Baldwin, Science
 - S. Granada, ELA
- **8th Grade**
 - S. Guill, Math

- L. Johnson, ELA
- S. Crumpton, Science
- R. Thomas, Math
- J. Fuqua, Science
- N. Gunn, ELA
- R. Johnson, Social Studies
- L. Snyder, Social Studies

Elective Teachers

- Health and Physical Education
 - J. Jones
 - A. Ouzts
 - K. McDowell
- Career & Technical Education
 - A. Evans
 - D. Winstead
 - C. Shelton
- Fine Arts
 - M. Walters- Band
 - Vacant- Art

Special Programs

- School Nurse
 - N. Hodges
- Exceptional Children Teachers
 - R. Miller
 - A. Spinks
 - E. Jones
 - B. Reid
 - A. Craig
 - E. Weston
- Exceptional Children Teacher Assistants
 - K. Jones
 - A. Lipscomb
 - A. Willis
- Media and Technology
 - Vacant- Media Specialist
- School Counselors
 - E. Pruitt
 - P. Diggs
- In-School Suspension Coordinator
 - A. Corbett

School Food Service Staff:

- J. Totten, Manager
- E. Neal
- C. Shively
- G. Allen
- N. Royster

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.

Pest Management

Notification of Pesticide Use: NC Law gives parents the right to be notified annually of our school system's pesticide application schedule if notification is requested ahead of time. Please contact the school if you need additional information.

Exemptions: Certain relatively low-risk pesticides are exempted from notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class applications at school or other non-school buildings, both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, and/or after-school hours.

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 judgement, 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 rights 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 judgement 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 parent 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 and 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 any posters, fliers, etc. are displayed anywhere on campus, or before any 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.

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.

Operating Schedule

- **7:20-7:30**- Student arrival (6th grade report to cafeteria and 7th and 8th report to the gym.)
- **7:30**- Students may eat breakfast. Students arriving on late buses will be allowed to eat breakfast.
- **7:40**- 6th grade released to homeroom.
- **7:45**- 7th grade released to homeroom.
- **7:50**- 8th grade released to homeroom.
- **8:00**- School day begins. Students must be in homeroom class.
- **2:55**- School day ends. Bus/car riders are dismissed.
- **4:30**- School business hours end.

Grade Level Daily Schedules

6th Grade

Homeroom: 7:45-8:00
Elective 1: 8:03-8:48
Elective 2: 8:51- 9:36
Core 1: 9:39- 10:47
Core 2/Lunch: 10:50- 12:23
Core 3: 12:26- 1:34
Core 4: 1:37-2:50

7th Grade

Homeroom: 7:45-8:00
Core 1: 8:00-9:08
Block 2: 9:11-10:19
1st Elective: 10:25- 11:10
2nd Elective: 11:13-11:58
Core 3 & Lunch: 12:01-1:34
Core 4:1:37-2:55

8th Grade

Homeroom: 7:45-8:00

Core 1: 8:00-9:08

Core 2: 9:11-10:19

Core 3: 10:22-11:33

Core 4 & Lunch: 11:39-1:09

Elective 1: 1:12-1:57

Elective 2: 2:00-2:55

Elective Schedule (6-8)

6th Grade Elective 1: 8:03-8:48

6th Grade Elective 2: 8:51- 9:36

7th Grade Elective 1: 10:25- 11:10

7th Grade Elective 2: 11:13-11:58

8th Grade Elective 1: 1:12-1:57

8th Grade Elective 2: 2:00-2:55

Lunch Schedule (6-8)

6th Grade: 10:50 - 11:20

8th Grade: 11:40-12:10

7th Grade: 12:30-1:00

Attendance

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 11:30 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.
- 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 parent/guardian.
- **Excused absences** (if a written note is provided by the parent) include: illness or injury, death in immediate family, medical/dental appointments, religious holidays, court or administrative proceedings, quarantine, 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, not knowing school is in session.

Parents will be notified when a student has been absent for five days from school. 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 with 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 7:45 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):

- **First/Second Offense:** warning
- **Third Offense:** warning and documentation in Educator Handbook; parent contact
- **Fourth Offense:** ISS for 1 class period; parent contact
- **Fifth Offense:** ISS for 1 day; parent contact
- Accumulated **over five** tardies to school can result in 1-3 day(s) of OSS for each one.

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 days of OSS for each one.

Early Check-Outs

A valid picture ID is required for all student check-outs. Only adults listed on emergency forms will be allowed to pick up students. Any exception to this policy must be approved by an administrator. In order to refrain from disrupting dismissal routines, check-outs will not be granted after 2:35 pm.

Emergency Closings and Delays

Announcements concerning delayed school openings or school closings should be made between 6:00 am and 6:30 am. 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 if school dismisses 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 below suggestions:

- 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
- Keep phones close as Alert Now phone calls will be made regarding school closing information.

Operational Logistics

School Fees

Required:

- \$15.00 PE Uniform Fee (may be used for 3 years, size permitting)
- Lost or damaged book fines
- Technology Fee (Amount TBD)

Optional:

- \$5.00 Band Fee (required for band students)

- Accident Insurance (information available online)

Transportation

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. 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.

Bus Safety

[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 bus assigned to student

Students will be suspended for delaying the bus schedule or for violating any of the previously mentioned rules. When a student displays inappropriate behavior, the bus driver will record it on a discipline referral and give it to an administrator; parents will receive notification of bus referrals. The administrator will conference with the student and determine the appropriate consequence. If the bus driver brings the student back to school and it is determined that the student is too disruptive to continue home on the bus that day, the student will wait for the parent to pick them up. If a student is suspended from riding the bus, it is the parent's' responsibility to provide transportation to and from school. A failure to report to school as the result of a bus suspension will be considered an unexcused absence. Students who are suspended from the bus must be picked up by 3:15. A bus suspension is not considered a suspension from school. 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 to school each morning. In most cases the 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 on 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:

If you need to come into the building, completely park in a designated parking spot.

- Adhere to the established traffic flow pattern (arrows on pavement).
- Do not block the driveway.
- Drop off and pick up your child only at the designated areas.
- Do not leave your car unattended with the motor running.
- Do not pass cars in the driveway unless motioned by the staff on duty.
- Promptly pick your child up by 3:15 pm.
- Encourage your child to look for you and be ready to load the car immediately.

Dress Code

The Caswell County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance. The principal or principal's designee shall handle violations of this policy with the following consequences.

- The **first** violation of this policy shall result in a warning.
- The **second** violation will result in phone call or a conference with the student's parents/guardians and the student either changing clothes or remaining in ISS until clothes are brought to school or until the end of the school day.
- The **third** violation shall be in-school punishment as determined by the principal or principal's designee such as ISS.
- A **fourth** violation of this policy during the school year shall result in either ISS or a short-term suspension from the Caswell County School District for up to three (3) days.
- A **fifth** violation of this policy during the school year shall result in a short-term suspension from the Caswell County School District for up to 10 days of the school year. 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.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students in the school's student handbook. Items listed below shall be included in all school guidelines and shall apply to all students. Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of age, a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular guideline for dress or appearance. Exceptions may be granted by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus. The dress code is as follows:

- 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 make the determination.
- Hats, sweatbands, bandannas, sunglasses will not be worn inside the school building.
- There will be no jewelry affixed to a student's body which poses a health risk, safety risk or is disruptive to the learning environment of the school. The principal or principal's designee will determine.
- Abnormal hair color will not be allowed (i.e., sprayed or dyed blue, green, orange, etc.) that poses a health risk, safety risk or is disruptive to the learning environment of the school. The principal or the principal's designee will make the determination.
- Clothing must be worn appropriately (nothing inside-out, backwards, unfastened bib overalls, belts must be buckled and worn at the waist line, etc.) Shirttails (including jersey's) must be tucked in if they are longer than the length of the fingertips.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, and the use of controlled substances, depicts or promotes violence, displays sexual pictures or words or negative expressions or is of a disruptive nature.
- Clothing will not be allowed that is intentionally shredded or torn.

- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed. The principal or his designee will determine this.
- Clothing is not to be sheer or mesh and cannot have excessive holes. No skin exposure is allowed above the knee.
- Proper footwear that is safe is required. Shoes that have laces must be laced, tied and fit. Rubber or vinyl (shower shoes) flip-flops or slides are not to be worn at school during regular hours of instruction.
- Undergarments are not to be visible.
- The hem of skirts/shorts and dresses must be no higher than 3 inches above the top of the kneecap. Wearing tights, spandex, or leggings does not exempt students from this rule.
- No sagging pants are allowed. Pants are to be worn at the waist (no exceptions).
- Shirts and blouses may not be tank top or have spaghetti straps, one strap or no straps. Shirts and blouses must cover the waist, no exposed midriff.
- Those clothing articles, accessories that are identified as being related to a group or gang who provoke others to act violently or be intimidated by fear of violence or are potentially dangerous shall not be worn on the campus or at any school activity.

Even in cases where exemptions are granted, if the application of this exemption results in substantial disruption in the school or if the application of this exemption 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 reserves the right to deny exemption and enforce the requirements of the Student Dress Code and Appearance policy.

Physical Education Dress

Students are required to dress out 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.

Cell Phone/Electronic Usage Policy

Electronic Devices and Miscellaneous Items: Students who bring electronic devices and other non-essential items to school bring them at their own risk. The school will not be held responsible for items lost or stolen and will not spend valuable time investigating the loss.

Cell Phones, Beepers and Other Communication Devices:

Cell phones and beepers have become popular items for students to bring to school; however, they often cause disruptions to the school environment. Therefore if these devices are brought to school, they must remain out of sight and be turned off between the hours of 7:30 and 3:00. The use of such items is prohibited at all times while on the public school buses and activity buses unless there is an emergency.

Miscellaneous Items:

Radios, Tape Players, CD Players, Electronic Games, Laser Lights, Playing Cards, Dice and other non-essential items are not allowed on school property (including public school buses).

All electronic devices and other non-essential items will be confiscated and a parent or guardian is required to attend a conference in order to gain possession of the item.

This rule does not apply to personal vehicles, overnight school sponsored field trips and athletic events

Consequences: Elementary, Middle School, High School

1st offense – 1 day in In-School Suspension; Confiscated of items and parent / guardian will only be allowed to pick up the item after a conference is held.

2nd offense - 1 day Out of School Suspension; confiscation, parent conference

3rd offense - 2 days Out of School Suspension; confiscation, parent conference

4th offense - Referred to Alternative Program for Middle and High School Level; confiscation, parent conference to pick up item. Note: Cell phones and electronic devices are not allowed at the Alternative Education Program if referred for this offense.

Bull Books

Students must carry their signed Bull Books with them when reporting to areas other than their regularly scheduled classes. The supervising adult verifying that the student has permission to leave the classroom must sign it. Parents are encouraged to review their students' Bull Books to check for daily activities and assignments.

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:

- All personal belongings must be kept in students' lockers. Students are not permitted to carry book bags at school (other than upon arrival, dismissal, and attendance to electives at the end of the day). Rolling bookbags are not approved for use on campus unless the student has a note from a doctor indicating a need to use one for medical reasons.
- 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.

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. Textbooks will be returned to teachers.

Volunteers

Volunteers are very important to our school, staff, and students. Volunteers must sign in and out in the office and wear visitor badges when involved in school activities. Each volunteer activity must be pre-approved by the principal.

PTSO

The objective of the [PTSO](#) is to promote the welfare of all children through a working partnership among parents, educators, and community. The [PTSO](#), in cooperation with staff and community members, works to provide funding and support for programs to benefit our children. Executive Board Meeting dates and times will be announced and posted on the school's website. More information about [PTSO](#) can be found online.

Visitors

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

As mandated by [NC Law 115C-4070](#), the Caswell County Board of Education directs that there be no tobacco use by anyone in school facilities, on school campuses, and in/on any other school property owned or operated by the local school administrative unit. The policy further prohibits the use of all tobacco products by persons attending a school-sponsored event at a location not listed above and when in the presence of students or school personnel.

Discipline Policies

The following are policies of the Caswell County Board of Education and 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 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.

- No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct intentionally cause the disruption or process of school functions.
- Students shall comply with all reasonable and lawful directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers and all other school personnel during any period of time when they are subject to the authority of such personnel.
- Students shall not commit criminal acts on school property.
- No student shall assault, cause or attempt to cause physical injury to or intentionally behave in such a way as could reasonably cause physical injury to a student, school official, employee, or volunteer.
- No student shall direct toward any principal, teacher, or other school employee, toward any other student or toward any other person, in any school building, or any school bus, or off the school premises at any school activity function or event, any language which threatens force or violence, or which is abusive or insulting.
- Students are forbidden to possess, transmit, or handle any instruments or items that are ordinarily and generally considered to be a weapon.
- No student shall possess, use, transmit, or be under the influence of any narcotic drug, marijuana, tobacco product, or other controlled substance or any alcoholic beverage or intoxicant of any kind. No students shall possess, use, or transmit drug paraphernalia or counterfeit drugs, or inhale/ingest any chemicals or products with the intention of bringing about an alteration to mood, or behavior.

The principal and his/her designees reserves the authority to assign/amend consequences to any listed/unlisted infractions outlined in the School and Transportation Codes of Conduct with approval from the Superintendent and Board of Education.

Refer to the Caswell County Schools Student Code of Conduct 2018-2019 for a complete outline of disciplinary actions.

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 below Codes of Conduct for issuing consequences 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.

N. L. Dillard Middle School Transportation Code of Conduct

Violation	First Offense	Second Offense	Subsequent Offenses
1. Disrespect Towards Driver	3 days off bus	5 days off bus	10 days off bus
2. Noncompliance/Not Following Driver's Instructions	3 days off bus	5 days off bus	10 days off bus
3. Use of Profanity	Up to 3 days off bus	5 days off bus	10 days off bus
4. Profanity Towards Staff	5 days OSS	10 days OSS	15 days OSS
5. Assault on School Employee	Recommended long-term OSS/ Referral to resource officer/Possible charges filed	Recommended long-term OSS/ Referral to resource officer/Possible charges filed	Recommended long-term OSS/ Referral to resource officer/Possible charges filed
6. Threatening Physical Harm Towards an Adult	Recommended long-term OSS/ Referral to resource officer/Possible charges filed	Recommended long-term OSS/ Referral to resource officer/Possible charges filed	N/A
7. Disruptive Behavior	3 days off bus	5 days off bus	10 days off bus
8. Standing While Bus is in Motion	Up to 3 days off bus	3-5 days off bus	5-10 days off bus
9. Use of an Object in a Threatening or Dangerous Manner/Throwing Objects On or Off the Bus	Recommended long-term OSS/Bus suspension/ Referral to resource officer/Possible charges filed	Recommended long-term OSS/Bus suspension/ Referral to resource officer/Possible charges filed	N/A
10. Arms, Head, Legs, etc. Out of Window While Bus in Motion	3 days off bus	5 days off bus	10 days off bus
11. Tampering with Emergency Exit	5 days off bus	10 days off bus	15 days off bus
12. On/Off Bus Without Permission	Up to 3 days off bus	5 days off bus	10 days off bus
13. Walking off Bus Lot Without Permission	3 days off bus/OSS	5 days off bus/OSS	10 days off bus/OSS
14. Candy/Food/Drinks	Written Warning	1 day off bus	3 days off bus
15. Damaging/ Defacing Bus Property	Up to 5 days off bus/Restitution/Clean up	Up to 10 days off bus/Restitution/Clean up	10 days off bus/Restitution/Clean up

16. Stealing	3 days off bus/Restitution	5 days off bus/Restitution	10 days off bus/Restitution
17. Horseplay	Up to 3 days off bus	Up to 5 days off bus	Up to 10 days off bus
18. Fighting	5 days OSS/ Referral to resource officer/Possible charges filed	5-10 days OSS/ Referral to resource officer/Possible charges filed	10 days OSS/ Referral to resource officer/Possible charges filed
19. Assault on Another Student	Up to 10 days OSS/ Referral to resource officer/Possible charges filed	Recommended long-term OSS recommended/ Referral to resource officer/Possible charges filed/Possible Alternative School assignment	Recommended long-term OSS recommended/ Referral to resource officer/Possible charges filed/Possible Alternative School assignment
20. Assault Involving a Weapon	Long-term OSS/Charges/Alternative School	Long-term OSS/Charges/Alternative School	N/A
21. Threatening Physical Harm Towards a Student	3 days off bus	5 days off bus	10 days off bus
22. Overly Affectionate Behavior	3 days off bus	5 days off bus	5 days OSS
23. Sexual Comments and/or Harassment	Up to 3 days off bus/OSS	3-5 days OSS	5-10 days OSS
26. Indecent Exposure	10 days OSS	10 days OSS/Possible Alternative School assignment	10 days OSS/Possible Alternative School assignment
27. Possession/Use of Tobacco Products	3 days OSS	5 days OSS	10 days OSS
28. Possession of Electronic Devices (MP3s, I-Pods, etc.)	Confiscated/Item will be returned to student in 5 days or to a parent before	Confiscated/Item will be returned to student after 5 days or to parent before/up to 3 days off bus	Confiscated/Item will be returned to student after 5 days or to parent before/up to 5 days off bus
29. Possession of Cell Phone	Cell Phone Policy	Cell Phone Policy	Cell Phone Policy
30. Possession/Distribution of Inappropriate Literature	Confiscated/Up to 3 days off bus	Confiscated/Up to 5 days off bus	Confiscated/5 days off bus
31. Possession of Weapon (knife, razor)	10 days OSS/Charges filed/Alternative School	10 days OSS/Charges filed/Alternative School	10 days OSS/Charges filed/Alternative School
32. Possession, Use, or Distribution of	10 days OSS/Charges filed/Alternative School	10 days OSS/Charges filed/Alternative School	10 days OSS/Charges filed/Alternative School

Controlled Substances or Look-Alike			
33. Possession of a Gun	Mandatory 365 days OSS from NC public school	N/A	N/A
34. Possession of an Explosive Device	Up to 10 days OSS/long-term suspension recommended/Charges filed	Up to 10 days OSS/long-term suspension recommended/Charges filed	Up to 10 days OSS/long-term suspension recommended/Charges filed
35. Act of Gambling	Confiscate Item/3 days off bus	Confiscate item/5 days off bus	Confiscate item/10 days off bus

Behavior Expectations

N. L. Dillard Middle School Behavior Matrix

RULE	All School Settings	Restrooms	Cafeteria	Hallways/Class Change	Bus Lot/Bus
<p>Be Respectful</p>	<ul style="list-style-type: none"> Keep voice low and quiet Be honest Be aware of personal space Use appropriate language with peers and adults Respond positively when spoken to Treat all teachers, guests, and peers appropriately 	<ul style="list-style-type: none"> Keep voice low and quiet An orderly and quiet atmosphere should be maintained at all times Place all trash and used paper towels in trash cans Flush all toilets after use 	<ul style="list-style-type: none"> Keep voice low and quiet Place all trash and used paper towels in trash cans Use kind words when speaking to others 	<ul style="list-style-type: none"> Keep voice low and quiet Staff adheres to schedule Staff models appropriate supervision 	<ul style="list-style-type: none"> Keep voice low and quiet Listen to directions of any staff who is assigned for duty Continue to follow all school rules – concerning cell phones, and other school expectations Follow rules
<p>Be Responsible</p>	<ul style="list-style-type: none"> Know and follow school expectations Be ready to participate Follow the dress code Keep all areas clean Help others when needed Profanity free zones 	<ul style="list-style-type: none"> Keep the area free of writing on the walls and stalls Restrooms are profanity free zones Appropriately use all resources: paper towels, soap, toilet paper, etc. 	<ul style="list-style-type: none"> Cafeteria is a profanity free zone Stay seated once you have lunch Leave your area clean/wash table/pick up trash Be courteous – say please and thank you Pay for all items 	<ul style="list-style-type: none"> Go directly to and from your designated area by the shortest, most appropriate route Be in the door and seated when the bell rings Profanity free zones Gym lobby no talking zone 	<ul style="list-style-type: none"> Bus lot is a profanity free zone Walk to the bus lot by the appropriate route
<p>Be Safe</p>	<ul style="list-style-type: none"> Hands, feet and objects are to be kept to oneself Stay in appropriate areas 	<ul style="list-style-type: none"> Hands, feet and objects are to be kept to oneself Ensure the location of the trash can is near the paper towel holders Teachers monitor the number of students in the restroom at one time: 3 or 4 students Teachers model appropriate supervision at the restroom Teachers ensure they take whole class restroom breaks to minimize inappropriate activity according to team schedule. 	<ul style="list-style-type: none"> Hands, feet and objects are to be kept to oneself Teachers model appropriate supervision at the serving lines 	<ul style="list-style-type: none"> Hands, feet and objects are to be kept to oneself Walk on the right side of the hall Absolutely no running Staff members supervise designated areas. 	<ul style="list-style-type: none"> Hands, feet and objects are to be kept to oneself Walk at all times Go directly to your assigned bus, board the bus and take a seat in your assigned seat Teachers model appropriate supervision in the bus lot.

Alcohol and Drug Policy

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 product, tobacco product, and/or illicit drug:

- 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, sell any over-the-counter drug with intent to distribute.
- It is mandatory that every student along with his or her parents or guardians must comply with this policy. Consequences for violating this policy include: placement in alternative school, short-term suspension, long-term suspension, expulsion, and/or contact of proper law enforcement agencies with charges filed.

Safe Schools Legislation

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

Weapons and Dangerous Objects

No student shall violate [NC General Statute Section 14-269-2](#). No student shall knowingly possess, handle, or transmit a knife, razor, ice pick, explosive, loaded gun, or other object (cap gun, water gun, fireworks) that can reasonably be considered a weapon unless used for educational purposes authorized by the school principal. Probable expulsion from school and a criminal legal warrant will be issued charging the student with a felony.

Harassment and/or Bullying

It is the priority of the Caswell County School System to provide every student and employee in the school system with a safe and orderly learning and working environment. To this end, the Board specifically prohibits bullying and harassing behavior as defined in **School Board Policy # 452**. As used in this policy, bullying or

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

- Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Sexual Contact

Unsolicited Sexual Contact/Consensual Sexual Contact is not allowed in route to and from school, on school grounds, or off school grounds at a school sponsored activity. Failure to abide by these guidelines will result in the following disciplinary action:

- **First Offense:** 10 days OSS/Referral to Resource Officer/Possible Charges Filed
- **Second Offense:** 10 days OSS/Referral to Resource Officer/Possible Charges Filed/Recommendation to Alternative School
- **Third Offense:** 10 days OSS/Possible Long Term OSS/Referral to Resource Officer/Possible Charges Filed/Recommendation to Alternative School

Search and Seizure Policy

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, lockers without individualized suspicion.

Due Process

All students shall be afforded minimal due process rights in all matters that may impact on 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.

A Due Process form is located on the last page of this handbook. This form must be signed by student and parent/guardian after reading this handbook and returned to school where it will be kept on file in the main office.

Consequences

1ST Infraction: Informal Talk (Warning) with the student.

2nd Infraction: Loss of privilege (ex. Silent Lunch)

3rd Infraction: Contact parent

4th Infraction: After school detention held on Wednesday until 3:45

5th Infraction: Conference with parent and Team teachers. This can include elective teaches if needed.

6th Infraction: Referral to office.

Lunch Detention

As part of their classroom management plans, teachers may assign lunch detention as consequences for misbehavior. Students serving lunch detention will be separated from their peers and supervised during lunch in a separate location.

After School Detention

As part of their classroom management plans, teachers may assign after-school detention as consequences for misbehavior. After-school detention will be held each Tuesday and Thursday afternoon from 2:45-4:00 in the media center. Parents will be notified of the after-school detention assignment date and students may ride the after-school bus home. Failure to serve after-school detention will result in the following (within a grading period):

- **First Offense:** ISS for 1 Class Period
- **Second Offense:** ISS for 1 Full Day
- **Third Offense:** ISS for 3 Days
- **Subsequent Offenses:** 1 Day of OSS for Each Offense Over 3

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 has a dual purpose of school management and student support:

- Allows the classroom teacher to continue teaching without 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 out of school.

Suspension or Expulsion of Students

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

Grievance Policy

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.
- Issue can then be brought before the Board of Education through its Appeal process.

Academics

Grading Scale

A- 93-100 (Excellent Progress)

B- 85-92 (Above Average)

C- 77-84 (Average)

D- 70-76 (Below Average)

F- 69-0 (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 students' grades at any point during the year via [Power School for Students and Parents](#). Information for logging in to this web-based service must be obtained by the parent in person in the front office.

Testing

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 8 End-of-Grade test. Middle grades students will also take [NC Final Exams](#) as a requirement for completing all Science and Social Studies classes. 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

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

We want all students to be successful. Some students may require more time in a grade to master the necessary skills and maturity to succeed at the next level. Decisions about promotion are based on academic progress, test scores, and the best interest of the student. According to state law; the principal is responsible for making the final decision based on local and state requirements. These requirements are as follows:

- **Sixth Grade:** At the end of sixth grade, a student must demonstrate grade-level proficiency by scoring at Level III or above on state End-Of-Grade Tests in reading and mathematics. 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 Standard requires passing four of six classes. Students must demonstrate adequate progress in writing by scoring at/or above proficiency on grade 6 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 Level III or above on state End-Of-Grade Tests in reading and mathematics. 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 Standard requires passing four of six classes. Students must demonstrate adequate progress in writing by scoring at/or above proficiency on grade 7 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 Level III or above on state End-Of-Grade Tests in reading, mathematics, and science. Local promotion standards require students to pass four of the six subjects (including, Language Arts, Math, and Science) with a yearly average of 70 or above. Students must demonstrate adequate progress in writing by scoring at/or above proficiency level on 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

Girls' Sports: Softball, Tennis, Basketball, Volleyball, Soccer

Boys' Sports: Football, Soccer, Basketball, Baseball

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.
- Student 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

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

Students may pay for meals on a daily basis, or in advance. Parents may apply for free/reduced meals by completing an application (copies are available in the front office). This form must be completed each school year to determine eligibility for services. In order for students to eat free or reduced meals when school starts, the new application for the current school year must have been sent to the central office, been processed, and

verified with the student with a written letter. If a parent's financial status changes, they may submit an application at any time during the year.

Cafeteria Prices

- Breakfast
 - Full Pay: \$1.40
 - Reduced Pay: \$0.30
- Lunch
 - Full Pay: \$2.60
 - Reduced Pay: \$.40

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. Failure to pay cafeteria debts will result in your child not being able to attend after-school events.

Important Note: Students who owe money to the cafeteria or have other outstanding obligations to Dillard Middle School, will not be allowed to attend or participate in extracurricular functions. Students will not be allowed to try-out for extracurricular activities or participate in extracurricular or co-curricular activities that are not part of the regular instructional program (such as behavior incentives). Full participation will be restored once all obligations to the school have been fulfilled.

Caswell County Schools recognizes the importance of nutrition to student physical health, growth, and development. Healthful, balanced food choices provide well-nourished students the opportunity to actively participate in the educational experience. Healthier 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 wrappers 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 Nurse Policies/Administration of Medication

Caswell County offers school health services, which includes school nursing. These services are essential for the health and well-being for our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement. A ***Student Data and Health Information*** form should 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 as we cannot keep sick children at school, exposing other children to their illness. Please make sure you update your contact information so that we may contact you. If a parent cannot be reached, emergency contacts listed on the **Data and Student Health Form** will be contacted as needed for pick up. Please do not list an emergency contact that does not have their own transportation. Any student with a fever of **100.0 or greater** will be sent home (no exceptions). Student must be fever-free for 24 hours without the benefit of medications before returning to school. If a student has persistent nausea, vomiting, and/or diarrhea, they need to be picked up. Parents of children with identified chronic health conditions should contact the school nurse. The nurse will develop a plan of care for the child with input from the parents, school personnel, and the student's physician. This includes students with asthma, seizures, and allergies. Students with diagnosed diabetes must have a diabetic care plan in place at the beginning of the school year. Diabetic students will be sent home if blood sugar level is 400 or more or as directed by the individual care plan. Certain conditions such as head lice, ringworm, conjunctivitis, scabies, etc. may require medical documentation of treatment.

****Schools do not have a sick room, so we insist that sick children be picked up as soon as possible.****

Head Lice

School staff has the right to inspect heads of students at any time to check for lice and/or nits. If a student is screened and found to have lice, parents of the student will be notified and instructions given regarding medical interventions. If the student with lice has siblings in the school system, they will also be checked prior to contacting the parents by phone and/or letter explaining what needs to be done. It **is not** necessary for an entire classroom to be checked if a case of lice is found; it is only necessary for those children exhibiting symptoms of lice to be screened. If live lice are found, the parent/guardian will be instructed on treatment guidelines and the student can remain at school. Two school days after a child has been found to have live lice, the school nurse or designated personnel should rescreen the children for the presence of live lice.

- If only nits are seen on the hair strands, the student should be rescreened in 7-10 days.

- If live lice are found, the school nurse will contact the parent/guardian at the end of the school day to discuss further treatment options. The parent/guardian may be requested to consult a 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 unless 10% or more of the classroom has been found to have live head lice. It is up to the Health Director to determine if a letter home is necessary.
- Absences related to treatment for head lice should not be excused.

Ringworm (tinea corporis)

The school nurse will screen students suspected with ringworm infection and refer questionable cases to the Caswell County Health Department or the student's usual medical provider. Screening may also be done to classroom contacts of the student identified as having a ringworm infection. Nurses will notify the parent/guardian of the presence of ringworm and give instructions regarding needed interventions. The child should keep the ringworm 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.
- The parent/guardian may be requested to consult a healthcare provider for treatment options and a note from a health care provider may be required.

Absences related to treatment for ringworm should not be excused.

Health Screenings

Health screens will be conducted by the school nurse, hearing specialist, and dental hygienist selectively during the school year. Health screening could include height, weight, body mass index, vision, dental, hearing, and blood pressure. Information regarding results and any need for a referral will be sent to the parent/guardian.

Should you choose for your child not to participate, please send a letter of refusal to the school nurse.

Immunizations/Kindergarten Health Requirements

The North Carolina State Immunization Law places the responsibility on the parents to provide immunization records for their children within 30 calendar days after enrolling in a NC public school. Students must have the **North Carolina Kindergarten 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 within the past 12 months of the first day of school.

Medications at School: CCS Medication Administration Policy #422

It is the policy of CCS to discourage the administration of medications during the school day. If medications are to be administered during the school day a **Medication Authorization Form** must be completed by the student's medical provider and parent/guardian. This form must be completed annually. This pertains to ALL MEDICATIONS including: prescription medication and over the counter (Tylenol, Benadryl, Ibuprofen, cough drops, sunscreen, lotions, etc.). **ALL MEDICATIONS ARE TO BE BROUGHT TO SCHOOL BY THE PARENT/GUARDIAN WITH THE MEDICATION AUTHORIZATION FORM COMPLETED!** ***NO EXCEPTIONS*** Do not put the school administrator in the position of having to discipline your child due to this policy. Asthma inhalers, emergency epinephrine, and insulin can be self-carried by the student if the **Self-Carry Medication Form** is completed by the medical provider, parent/guardian, student, and school nurse.

All medications will be dispensed by the school nurse or an authorized staff member and kept in a secured location. All medication and health forms can be found at the school or on the Caswell County Schools website under the Health Services/Document Uploads section. Copies of the medication forms are attached to

this handbook as well. Notice will be given for medication pick up at the end of the school year. All medications not picked up will be destroyed.

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 Disease

What is meningococcal disease? What causes it?

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

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

How is the disease spread?

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

What are the symptoms?

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

How many people contract or die from meningococcal disease?

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

Who is at risk?

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

Can meningococcal disease be prevented?

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

What do health officials recommend?

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

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

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

cont. on back



Does the meningococcal vaccine prevent all forms of meningococcal disease?

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

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

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

Is the vaccine effective?

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

What about side effects?

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

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

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

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

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

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

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

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

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

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



State of North Carolina • Department of Health and Human Services
www.ncdhhs.gov

N.C. DHHS is an equal opportunity employer and provider. Revised 1/15

What Parents Need to Know About

The Flu

About the Flu:

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

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

Symptoms of Flu:

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

Who is at Greatest Risk?

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

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

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

About the Flu Vaccine:

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

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

When is the Best Time to Immunize Against the Flu?

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

Vaccine Reactions

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

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

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

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

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

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

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

Can My Child Get the Flu from the Flu Shot?

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

What Are Some Good Health Habits to Follow?

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

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

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

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

Other Resources

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

(HPV) - Get Vaccinated!

What is HPV?

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

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

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

How do you get HPV?

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

What are the signs and symptoms of HPV infection?

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

How is HPV related to cancer?

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



How can my child be protected from getting HPV?

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

Does the HPV vaccine prevent all types of human papillomavirus?

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

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

Who should get the HPV vaccine?

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

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

Vaccine Reactions

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Other Resources

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- www.immunizationinfo.org | National Network for Immunization Information

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Caswell County Schools
Authorization for Medication Administration
PHYSICIAN: COMPLETE ALL ITEMS IN BOLD

Student's Name: _____ **Date of Birth:** ___/___/___
School: _____ **Telephone:** _____ **Fax:** _____
Medication: _____ **Dosage:** _____ **Route:** _____ **Frequency:** _____
 (No injection will be given except in extreme emergency, such as allergy to wasp or bee sting.)
Time(s) medication is to be given: _____ **Dates to be given from:** ___/___/___ to ___/___/___
 (Medication request will be in effect until the beginning of the next school year unless otherwise specified)
Type of medication: (circle) Tablet Capsule Liquid Inhalation Ointment Injection Other _____
Significant Information (side effect, adverse & omission reactions): _____
Contraindications for Administration: _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to:

- a. Contact me at my office: _____ Telephone: _____
- b. Take child immediately to the emergency room at: _____

This medication will be furnished by parent or guardian in a container properly labeled by a pharmacist with identifying information (e.g., name of child, medication dispensed, dosage prescribed and the time to be given.)

Physician's Signature: _____ **Telephone:** _____ **Date:** ___/___/___

PARENT'S PERMISSION

I hereby give permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication.

Parent/Guardian Signature _____ **Telephone:** _____ **Date:** ___/___/___

-----**(SCHOOL USE ONLY)**-----

Name and title of person to administer medication: _____

Approved by: _____ **(Principal's Signature)** _____ **(Date)**

Reviewed by: _____ **(School Nurse's Signature)** _____ **(Date)**

MEDICATION CHECK-IN & SIGN-OUT LOG

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

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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 J. Fox for unlock - verbal warning)

(2nd time: See above & restricted access 5 school days)

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

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Due Process Form

August 2018

Dear Student and Families:

Your signature below indicates that you have received a copy (or are able to access online) and that you have read and discussed the information in this handbook together.

Please return this signed and completed form to the homeroom teacher. This signed form must be on file before your child can attend any extracurricular activity. We would ask each of our families to become familiar with the information in this handbook, as well as the Student Code of Conduct, which will help everyone to have a safe and productive school year.

Homeroom Teacher: _____ Date: _____

Student Name (Printed): _____ Date: _____

Student Signature: _____ Date: _____

Guardian Name (Printed): _____ Date: _____

Guardian Signature: _____ Date: _____