

# PARENT INFORMATION AND STUDENT CODE OF CONDUCT



**ONLINE HANDBOOK**

[WWW.CABARRUS.K12.NC.US/HANDBOOK](http://WWW.CABARRUS.K12.NC.US/HANDBOOK)

**WITH INTERACTIVE LINKS**

**2023-2024**

**CABARRUS COUNTY**

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### **VISION**

Cabarrus County Schools-inspiring minds, engaging hearts and shaping futures.

### **MISSION**

Empowering students to build their futures.

Dear Parents/Guardians:

Welcome to the 2023-2024 school year!

Thank you for choosing Cabarrus County Schools. We are excited about the new school year and look forward to providing our students with a world-class education that prepares them for a bright, productive future.

We created this handbook to provide you with information you need for a successful school year. The handbook highlights and emphasizes the importance of open communication between school and home so that our students can focus on doing their best. It also includes information to help you and your student(s) better understand district policies and procedures, along with providing useful information such as phone numbers, the school year calendar and meal prices.

Safety is always a priority, and our district has several safety measures in place to ensure the safety of our campuses. Cabarrus County Schools uses the *Say Something Anonymous Reporting System*, which is accessible from our district website by selecting the *See Something. Say Something* icon located in the useful icons section on the homepage. You can find additional information about our district's safety protocols by visiting the Safety page of our website – simply select the *School Safety* icon in the useful icons section.

We also have included the student code of conduct in the handbook. The code of conduct is the framework for keeping our schools safe and outlines clear and specific expectations for student behavior.

Please make sure you and your student(s) review the handbook and code of conduct and then, **sign the digital form sent to you through ParentSquare.**

We are eager to get the new year started. Working together, I know we can make it a great one!

Stay Well,

*John*

John Kopicki, Ed.D.  
Superintendent

**CABARRUS COUNTY SCHOOLS**  
**DR. JOHN KOPICKI, SUPERINTENDENT**

**CABINET AND DIRECTORS**

**\* John LeGrand, Deputy Superintendent**

- Dr. Johanna Parker, Assistant Superintendent of Elementary Schools
- Anna Blessington, Assistant Superintendent of Middle Schools
- Gordon Palmer, Assistant Superintendent of High Schools
- Dr. Sandy Ward, Administrative Services Director
- Bryan Tyson, District Athletic Director
- Trina Wenzel, Preschool Director

**\* Dr. Kelly Propst, Chief of Staff**

- Phillip Furr, Communications & Public Information Director

**\*Ben Allred, Chief Innovation and Technology Officer**

- Mickey Farmer, Director of Engineering
- Erica Williard, Director of Instructional Technology

**\*Karl Sain, Chief Evaluation, Research and Accountability Officer**

**\*Dr. Jonathan Bowers, Chief of School Performance & Auxiliary Officer**

- Tim Lowder, Executive Director of Construction
- Art Whitaker, Transportation Director
- Chuck Taylor, Facilities Director
- Stefanie Almond, School Nutrition Director
- Amber Diggins, KIDS:PLUS Director

**\*Dr. Michael Williams, Chief Talent Officer**

- Courtlyn Reeves, Assistant Superintendent of Human Resources
- Paige Gentry, Director of Human Resource Operations
- Jeff Mitchell, Risk Management Director

**\*Sarah Reeves, Chief Academic Officer**

- Tracey Hayes, Assistant Superintendent of Curriculum & Instruction
- Dr. Rusty Parker, Career & Technical Education Director

**\*Dr. Mary Beth Roth, Chief Student Services and Compliance Officer**

- John Basilice, Student Services Director
- Angela Fitzwater, Interim Exceptional Children's Director
- Amy Jewell, Student and Family Support Director
- Amy Lowder, Student Safety & Well Being Director

**\*Phillip Penn, Chief Financial Officer**

- Kimberly Aldridge, Finance Operations Director
- Carrie Cox, Payroll Operations Director

\* Cabinet member

**ACADEMIC CALENDAR 2023-2024**

<b>CCS Traditional Schools</b>	<b>Early College High Schools</b>	<b>Year-Round School (WMES)</b>
<b>August</b> August 2, 3, 4, 7, 8, 9...Planning/Staff Development (Capped) 10...1st Day for Students  <b>September</b> 4...Labor Day Holiday 25...Planning Staff Development (Capped)  <b>October</b> 6...End of 1st Nine Weeks/ 9...Planning Staff Development 27...Early Dismissal All/Planning Staff Development (Capped)  <b>November</b> 7...Election Day/ Planning Staff Development (Capped) 10...Veteran's Day Holiday 22-24...Thanksgiving Break  <b>December</b> 11-15...HS Exams/ Early Dismissal HS Students 15...End of 2nd Nine weeks 18-20...Planning Staff Development 21-29...Winter Break  <b>January</b> 1...New Year's Holiday 2...Planning Staff Development (Capped) 15...Martin Luther King Holiday 16...Planning Staff Development  <b>February</b> 9...Early Dismissal All/Planning Staff Development (Capped) 19...Presidents' Day Planning Staff Development  <b>March</b> 4-8...Spring Break 15...End of 3rd Nine Weeks 18...Planning Staff Development (Capped) 29...Good Friday Holiday  <b>April</b> 1...Planning/ Staff Development 19...Early Dismissal All/Planning Staff Development (Capped)  <b>May</b> 16-22...HS Exams Early Dismissal HS Students 22...End of Nine Weeks/Last day of School/Early Dismissal All Students/Planning Staff Development (Capped) 23...Planning Staff Development (Capped) 24...Planning Staff Development 27...Memorial Day Holiday 28...Planning Staff Development GRADUATION: May 23, 24	<b>August</b> 2-9...Planning/Staff Development (Capped) 10...1st Day for Students  <b>September</b> 4...Labor Day Holiday 5... Planning/Staff Development  <b>October</b> 6...End of 1st Nine Weeks 9...Planning/Staff Development 10...Planning/Staff Development (Capped)  <b>November</b> 10...Veteran's Day Holiday 22-24...Thanksgiving Break  <b>December</b> 15... End of Semester 18-20...Planning/Staff Development 21-29...Winter Break  <b>January</b> 1...New Year's Holiday 2...Planning/Staff Development (Capped) 15...Martin Luther King Holiday 16...Planning/Staff Development  <b>February</b> <b>March</b> 4-8...Spring Break 14...End of 3rd Nine Weeks 15...Planning/Staff Development 29...Good Friday Holiday  <b>April</b> <b>May</b> 17...End of 4th Nine Weeks (Last day of school) / Early Dismissal Students/Planning Staff Development 20...Planning/Staff Development (Capped) 21-24...Planning/Staff Development 27...Memorial Day Holiday 28...Planning/Staff Development Day	<b>July</b> 12...Planning/Staff Development 13, 14, 17...Planning/Staff Development (Capped) 18...1st Day for Students  <b>August</b> 3...Planning Staff Development (Capped)  <b>September</b> 4...Labor Day Holiday 20...End of 1st Nine Weeks 21-22...Planning/Staff Development (Capped) 25-28...Intercession 25-28...Camp Wolfgang (Optional)  <b>October</b> 2-12...Intercession 13...Planning/Staff Development 27...Early Dismissal/Planning/Staff Development (Capped)  <b>November</b> 7...Election Day/ Planning/Staff Development 10...Veteran's Day Holiday 22-24...Thanksgiving Break  <b>December</b> 15...End of 2nd Nine Weeks 18-20...Planning/staff development 21-29...Winter Break  <b>January</b> 1...New Year's Holiday 2-3...Planning/Staff Development 4-5...Planning/Staff Development (Capped) 15...Martin Luther King Holiday  <b>February</b> 9...Early Dismissal All/Planning Staff Development (Capped)  <b>March</b> 1...End of 3rd Nine Weeks 4-8...Spring Break 11-21...Intercession 18-21...Intercession/Camp Wolfgang (Optional) 22...Planning/Staff Development (Capped) 29...Good Friday Holiday  <b>April</b> 1...Planning/Staff Development 26...Early Dismissal All/Planning/Staff Development (Capped)  <b>May</b> 24...Planning/Staff Development (Capped) 27...Memorial Day Holiday  <b>June</b> 5...Last day of School/Early Dismissal All/Planning/Staff Development (Capped) 6...Planning/Staff Development (Capped) 7...Planning Staff Development

Visit the CCS website for Traditional, Year-Round and Early College [Academic Calendars](#).

## BOARD OF EDUCATION POLICIES AND ADMINISTRATIVE RULES

It is the policy of the Cabarrus County Board of Education (“Board”) not to permit conduct by students that is adverse to the maintenance of order, discipline, safety, or health within the Cabarrus County School System (“System”). This policy applies to any student (a) who is on property owned, leased, or used by the Board; (b) who is in attendance at any activity sponsored by the System; (c) who is at a school bus stop, on a school bus or other vehicle operated by or for the System; or (d) whose conduct – at any time or place – has a direct and adverse effect on the maintenance of order, discipline, safety and health within the System.

## CABARRUS COUNTY SCHOOLS STUDENT CODE OF CONDUCT

The *Student Code of Conduct* is guided by the Board’s educational objectives to teach responsibility and respect for cultural and ideological differences and by the district’s commitment to create safe, orderly, and inviting schools.

We believe that all students have the right to learn in a safe, warm, nurturing environment. We also believe in providing a climate that is conducive to learning and free of disruptive behavior. The faculty and staff work hard to create a positive atmosphere in which students can learn. Yet, we believe that students are responsible for their own behavior and academic success. It is the duty of teachers (school staff) and parents/guardians to help students become more responsible for their own behavior. Through a close partnership, parents/guardians and educators will lead by example and ensure that all students benefit from a safe, inviting environment that is conducive to learning. The following are examples of behaviors (*Student Code of Conduct*) demonstrated by model students in Cabarrus County Schools:

### ***Display self-control***

- Use appropriate language
- Problem solve conflict in a peaceful manner
- Be appropriately dressed
- Act responsibly on campus, on buses, on field trips, and at all school-sponsored events
- Follow class and school rules
- Follow instructions the first time they are given
- Use appropriate voice levels

### ***Support the learning process***

- Attend all classes regularly and on time
- Be prepared for class (i.e., bring assignments, books, and supplies)
- Participate in class activities
- Complete all class work and homework assignments and turn them in on time
- Use class time properly
- Practice good study habits
- Ask for help when it is needed

### ***Demonstrate a positive attitude***

- Be a positive role model and leader
- Be polite and kind to others
- Be cooperative with adults and peers

### ***Respect the rights and feelings of others***

- Behave in a manner that does not disrupt others or the learning process
- Treat others with courtesy and respect
- Show empathy and concern for the feelings of others
- Display tolerance of other students’ beliefs and opinions

### ***Take responsibility***

- Be trustworthy and honest
- Respect the building, grounds, and property
- Admit mistakes and accept the consequences for those mistakes

### **APPLICABILITY OF CODE**

All students shall comply with the *Student Code of Conduct* while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, online learning platform or other property under the control of the Board of Education. Students may also be disciplined for conduct that occurs off educational property



that violates this *Student Code of Conduct* if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### CONSEQUENCES

The *Student Code of Conduct* does not restrict the authority of teachers, school-based teams, or administrators to make individual school or class rules. Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

In determining the appropriate consequence for a violation of this code, principals shall consider all aggravating or mitigating circumstances, such as:

- The student's age;
- The student's intent;
- The student's disciplinary history, including number of infractions, and prior discipline for the same infraction;
- The student's academic history;
- Whether the conduct caused a threat to safety;
- Whether school property or personal property was damaged;
- Whether the conduct caused a substantial disruption of the educational environment; and/or
- Whether a weapon was involved and whether any injury resulted.

### BEHAVIORAL INTERVENTIONS

Behavioral interventions may be applied in all levels of behavior. In-school restorative and disciplinary interventions and consequences may include but are not limited to the following:

- |  |  |
|--|--|
| ● parental involvement, such as conferences  | exclusion from extracurricular activities  |
| ● time-out for short periods of time   | ● revocation of bus privileges   |
| ● removal from classroom (i.e. Control Room, Responsibility Room)  | ● redirecting/re-teaching  |
| ● behavior improvement agreements  | ● lunch detention  |
| ● instruction in conflict resolution and anger management  | ● restorative practices (i.e., fix-it plans)   |
| ● peer mediation   | ● student reflection activities  |
| ● individual or small group sessions   | ● loss of privileges   |
| ● academic intervention  | ● suspension or revocation of driving privileges   |
| ● in-school suspension   | ● exclusion from graduation activities and/or ceremony                                     |
| ● detention before and/or after school and/or on Saturday  | ● recommend transfer to an alternative learning program                                    |
| ● referral to SISP (Specialized Instructional Support Personnel) i.e., school counselor, school social worker, school psychologist | ● recommend participation in an intervention program related to the violation (e.g., PASS) |
| ● school/community service   |  |

## STUDENT CODE OF CONDUCT RULE VIOLATION LEVELS

The *Student Code of Conduct* rules are divided into levels according to the severity of the violation and the type of consequence. The principal shall inform students of local school rules that, if broken, may result in suspension from school.

**LEVEL 1** Rule violations generally result in in-school interventions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level 1 rule, or other aggravating factors are present, the principal may impose a short-term suspension or recommend participation in an intervention program related to the violation. Consequences for truancy or tardiness shall not include out of school suspension but may include recommendation for intervention programs and/or transfer to alternative learning program.

**LEVEL 2** Rule violations involve more serious misconduct. Level 2 consequences generally range from restorative interventions to short term suspension. Principals may recommend transfer to an alternative learning program and/or participation in an intervention program based upon the presence of aggravating factors. There is no appeal for short-term suspensions.

- LEVEL 3** Rule violations are more severe in nature and depending on the circumstances, may support principal recommendation for participation in an intervention program, transfer to an alternative learning program and/or long-term suspension. The principal may, however, impose Level 2 consequences based on mitigating factors.
- LEVEL 4** Rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under North Carolina General Statutes.
- LEVEL 5** Allows for expulsion of a student, as provided by state statute, for a violation of the *Student Code of Conduct*, if the student is fourteen (14) years of age or older and the student’s behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. Gen. Stat. § 14-208.7 may be expelled consistent with state law.

#### CONSEQUENCES AND VIOLATION LEVELS

The following information includes CCS Board of Education Behavior Policies (hyperlinked to the online Board Policy Manual) associated with the corresponding *Student Code of Conduct* rule violation(s). The behavior violations listed below do not constitute a definitive list, however most behaviors fall within the policies listed below. (Rule violations may be associated with multiple Board Policies and Board Policies may be included under multiple levels). **Rule violations are coded per NCDPI Discipline Data Reporting requirements.** Behaviors that can be assigned to students have prefixes to indicate severity:

- UB or \*- Unacceptable behavior
- RO – “Reportable” Crimes. These crimes along with the PD crimes are used in calculations of the school and school district’s crime rates that are displayed on the School Report Card
- PD – Dangerous crimes

Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy

#### **LEVEL 1-Behavior Violations**

- Rule violations generally result in in-school interventions.
- In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level 1 rule, or other aggravating factors are present, the principal may impose a short-term suspension or recommend participation in an intervention program related to the violation. Consequences for truancy or tardiness shall not include out of school suspension but may include recommendation for intervention programs and/or assignment to an alternative learning program.



<p><b><u>Integrity and Civility- Policy 4310</u></b>            UB: Cheating            UB: Violating copyright laws            UB: Forging            UB: Bribery            UB: Plagiarizing            UB: Honor code violation            UB: Inappropriate language/disrespect            UB: Falsification of information            UB: Being in an unauthorized area            UB: Possession of student's own prescription drug</p> <p><b><u>Attendance-Policy 4400</u></b>            UB: Truancy            UB: Excessive tardiness            UB: Leaving class without permission            UB: Leaving school without permission            UB: Skipping class/school            UB: Late to class</p> <p><b><u>Student Dress Code-Policy 4316</u></b>            UB: Dress code violation</p>	<p><b><u>Disruptive Behavior-Policy 4315</u></b> (Level 1 Behaviors)            UB: Disruptive behavior            UB: Disruptive clothing            UB: Disruptive literature            UB: Inappropriate Behavior            UB: Excessive display of affection            UB: Misconduct on a school vehicle            UB: Bus misbehavior            UB: Inappropriate items on school property (not weapons or drugs)</p> <p><b><u>Use of Electronic Devices-Policy 4318</u></b>  <b><u>Technology Responsible Use-Policy 3225/4312/7320</u></b>            UB: Cell phone use            UB: Inappropriate items on school property (not weapons or drugs)            * Videotaping/photographing students or staff without permission</p> <p><b><u>Tobacco Products-Students-Policy 4320</u></b>            UB: Possession of Tobacco            UB: Use of Tobacco            UB: Possession of Vaping (Non-Tobacco) Device</p>
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***LEVEL 2-Behavior Violations***

- Repeated or severe incidents of LEVEL 1 may be considered as Level 2 offenses.
- Consequences range from restorative interventions to short-term suspension.
- Principals may impose a short-term suspension, recommend participation in an intervention program, transfer to an alternative learning program and/or long-term suspension based upon the presence of aggravating factors such as severity of incident, number of students involved, concerns for safety, etc.
- Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

**Disruptive Behavior-Policy 4315***(Level 2 Behaviors)*

UB: Disruptive behavior  
UB: Immoral/lewd behavior  
UB: Indecent exposure  
UB: Mutual sexual contact between two students  
(1<sup>st</sup> offense)  
UB: Unsafe behavior  
UB: False alarm  
UB: Verbal abuse  
UB: Threat/false threat  
UB: Disrespect of faculty/staff  
UB: Insubordination  
UB: Repeat offender  
UB: Fighting  
UB: Affray  
UB: Aggressive behavior  
UB: Disorderly conduct  
UB: Assault  
UB: Assault without a weapon and not resulting in  
serious injury  
UB: Assault on non-student w/o weapon & not  
resulting in serious injury

**Discrimination, Harassment and Bullying-Policy  
1710/4021/7230****Student Use of Social Networking Sites, Blogging  
and the Internet-Policy 4313; Technology  
Responsible Use-Policy 3225/4312/7320; Title IX  
Sexual Harassment – Prohibited Conduct and  
Reporting Process- Policy 1725/4035/7236**

UB: Bullying  
UB: Cyberbullying  
UB: Hazing  
UB: Harassment-verbal  
UB: Discrimination  
UB: Sexual harassment  
UB: Communicating threats  
UB: Unauthorized use of school computers or  
accounts  
UB: Misuse of school technology  
\* Possession of pornographic images (including  
digital)  
\* Sharing/sending pornographic images (including  
digital)  
\* Videotaping and/or sharing video of a fight,  
assault, bullying or other behavior violations of  
the *Student Code of Conduct*

**Integrity and Civility-Policy 4310***(Level 2 Behaviors)*

UB: Gambling  
UB: Cursing or using vulgar, abusive, or demeaning  
language  
UB: Cheating on standardized tests

**Theft, Trespass, and Damage to Property-Policy  
4330**

UB: Theft  
UB: Property damage-vandalism  
UB: Trespassing

**Tobacco Products-Students-Policy 4320**

UB: Use of Tobacco  
UB: Possession of Tobacco  
UB: Possession of Vaping (Non-Tobacco) Device  
UB: Use of Vaping (Non-Tobacco) Device

**Self Defense-** Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit or injured and/or to remove oneself from the attacker to notify school personnel. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

**LEVEL 3- Behavior Violations**

- Repeated or severe incidents of LEVEL 2 offenses may be considered as Level 3 offenses.
- Consequences include short-term suspension and recommendation for assignment to an alternative learning program, participation in an intervention program and/or long-term suspension.
- Possible Level 2 disciplinary consequences may be imposed with mitigating factors.
- Aggravating factors could result in a 365-Day Suspension.
- Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

**Assaults, Threats, and Harassment-Policy 4331**

UB: Disruptive behavior (Level 3 Behavior)  
 UB: Mutual sexual contact between two students  
 UB: Unauthorized use of school computers or accounts  
 UB: Misuse of school technology  
 UB: Assault  
 UB: Fighting  
 UB: Affray  
 UB: Disorderly conduct  
 UB: Repeat Offender  
 PD: Assault resulting in serious injury  
 RO: Assault on school personnel not resulting in serious injury  
 UB: Violent assault not resulting in serious injury  
 PD: Sexual assault- not involving rape or sexual offense  
 UB: Coercion or extortion

**Discrimination, Harassment and Bullying-Policy 1710/4021/7230; Student Use of Social Networking Sites, Blogging and the Internet-Policy 4313; Technology Responsible Use-Policy 3225/4312/7320; Title IX Sexual Harassment – Prohibited Conduct and Reporting Process- Policy 1725/4035/7236**

UB: Bullying  
 UB: Cyber-bullying  
 UB: Hazing  
 UB: Harassment-verbal, disability, racial, religious affiliation, sexual, sexual orientation  
 UB: Discrimination  
 UB: Communicating threats

**Theft, Trespass, and Damage to Property- Policy 4330**

(Level 3 Behavior)  
 UB: Arson (unlawfully setting a fire)  
 RO: Burning of a school building  
 UB: Serious vandalism, property damage  
 UB: Theft

**Drugs and Alcohol-Policy 4325**

UB: Possession of Vaping (Non-Tobacco) Device  
 UB: Use of Vaping (Non-Tobacco) Device  
 RO: Possession of controlled substance in violation of law – opioid  
 RO: Sale of controlled substance in violation of law – opioid  
 UB: Possession of chemical or drug paraphernalia  
 RO: Possession of another person's prescription drug  
 RO: Distribution of a prescription drug  
 UB: Possession of counterfeit items  
 UB: Use of counterfeit items  
 RO: Use of another student's prescription drug  
 RO: Alcohol possession  
 RO: Use of alcoholic beverages  
 UB: Under the influence of alcohol  
 RO: Use of controlled substances  
 RO: Under the influence of controlled substance  
 RO: Possession of controlled substance in violation of law  
 RO: Sale of controlled substance in violation of law  
 RO: Use of narcotics  
 RO: Distribution (sharing) or selling alcohol or prohibited drugs. (see Policy 4325 for list)

**\* Possession or use of VAPES, SYNTHETICS & CBDs**

**Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety- Policy 4333**

RO: Possession of a weapon (excluding firearms and powerful explosives)  
 UB: Robbery with or without a dangerous weapon (excluding firearms and powerful explosives)  
 PD: Assault involving the use of a weapon (excluding firearms and powerful explosives)  
 RO: Bomb Threat  
 UB: Terrorist threat or serious threat to students, staff or buildings  
 PD: Taking indecent liberties with a minor  
 PD: Rape  
 PD: Kidnapping  
 PD: Sexual offense

**Gang Prohibition- Policy 4328**

UB: Gang activity (major offense)

**LEVEL 4-Behavior Violations** Suspensions Required Under State Law: Mandatory 365-Day Suspension

**Firearms/Destructive Devices-Policy 4333**

PD: Possession of firearm or powerful explosive

**LEVEL 5-Behavior Violations**-Behaviors included in Policy **4353 Expulsion**

**Expulsion- Policy 4353** (Applies to students 14 yrs. or older).

- Any student who is a registered sex offender may be expelled. – N.C. Gen. Stat. § 14-208.18.
- If the Board determines a student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and there is no appropriate alternative educational program, the student may be expelled.

Repeat offenses may result in assignment to an alternative learning program or long-term suspension. **Any sale or distribution of drugs or alcohol** may result in assignment to an alternative learning program or long-term suspension. Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

**1st time offense** for use or possession of drugs or alcohol (including vapes) on campus may result in a 10-day suspension, with an option to attend the PASS Suspension Center

**2nd offense** will result in a 10-day suspension, with an option to attend the PASS Suspension Center.

**3rd offense** will result in an assignment to the alternative learning program or long-term suspension.

**Any sale or distribution of drugs or alcohol** may result in an assignment to alternative learning program or long-term suspension.

Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

**VAPES & SYNTHETICS** (FOR MORE INFORMATION VISIT THE [STUDENT SERVICES](#) WEBPAGE.)

Previously, there were an alarming number of emergency responses to health and life-threatening symptoms suggestive of cannabinoid use in high schools throughout the district. Cannabinoids and “synthetics” have gone by many names and delivery systems; most recently young people have been using vapes to deliver what they understand to be cannabinoid oil (CBD) into their systems. Synthetic cannabinoids are human-made products designed to mimic marijuana. These are sometimes called synthetics as they do not occur naturally.

Policy Code: 4320 Tobacco Products – Students- Students possessing, distributing or displaying any tobacco paraphernalia including, but not limited to: 1) pipes; 2) rolling papers; 3) matches 4) lighters; 5) lighted and smokeless tobacco products; 6) electronic cigarettes; 7) vaporizers; and 8) other electronic smoking devices used to contain or consume illegal drugs or alcohol, will be in violation of Policy 4325, Drugs and Alcohol.

Policy Code: 4325 Drugs and Alcohol- Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance listed in Chapter 90, Article 5 of the NC General Statutes;

6. cannabinoid (CBD), or any substance containing CBD, including CBD oils;
7. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Black Diamond”, “Black Magic”, “Spice” and “K2”);
8. any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
9. any chemicals, substances, or products procured or used with the intention of bringing about or mimicking a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.
10. Students are prohibited from possessing, using, transmitting, or selling counterfeit (fake) drugs.

Students are also prohibited from possessing, distributing, or displaying any tobacco or drug paraphernalia including, but not limited to:

1. pipes;
2. rolling papers;
3. matches;
4. lighters;
5. vape liquid containers (i.e. cartridges, bottles, JUULS);
6. vaporizing devices, including vape pens; or any other delivery devices for prohibited substances.

#### INFORMATION RELATED TO EXPECTED STUDENT CONDUCT AND OUTLINED IN BOARD POLICIES AND ADMINISTRATIVE RULES

1. **School Emergency Behavior** For the sake of everyone’s safety, school emergencies require complete compliance with disciplinary guidelines. Inappropriate behaviors (including insubordination or the unauthorized use of a cell phone) during a school emergency will result in serious consequences up to and including long-term suspension or expulsion.
2. **Unauthorized Computer Use** (see Policy 3225/4312/7320 Technology Responsible Use, Policy 3226/4205 Internet Safety and Policy 4310 Integrity and Civility). No student shall access, or attempt to access, a computer without authorization or exceeding authorized access, and by means of such conduct: (1) communicate, deliver, transmit or view System programs and files, (2) obtain, transmit, alter or destroy information contained in System or students’ files and programs, and (3) introduce any program or file into a System computer except as authorized by an instructor. No student shall use a System computer to send or receive profane, obscene, pornographic and abusive material, or any files, programs, emails or websites that are non-educational. This prohibition includes, but is not limited to, threats, extortion, and slander. No student shall use a System computer to violate copyright laws and license agreements.
3. **Criminal Actions** (see Board Policy 4335 Criminal Behavior) No student shall engage in any criminal act as defined by state statutes. The principal will report all such acts to law enforcement. These acts include, without limitation:
 

a. any physical or sexual assault	g. homicide
b. sexual offense or rape	h. robbery/armed robbery
c. kidnapping	i. bomb threat
d. indecent liberties with a minor	j. burning of a school building
e. possession of weapon or firearm	k. possession of alcohol
f. possession of controlled substance	

The superintendent or designee may report to a law enforcement official any circumstance or event that give him or her reason to suspect that a student has violated a criminal statute. Further, the Board will cooperate in any investigations or prosecutions of a student conducted by law enforcement officials pursuant to a criminal statute.

4. **Extracurricular Activity Requirements** (see Policy 3620 Extracurricular Activities and Student Organizations and Policy 4153 Admission Requirements for Participation in Extracurricular Activities) Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the board and the school. Accordingly, students may be held to higher standards of eligibility for participation in extracurricular activities than for participating in the regular instructional program. Participation in extracurricular activities may be restricted if a student (1) is charged with criminal conduct; (2) is not performing at grade level; (3) has exceeded the number of absences allowed; (4) has violated the student conduct standards; or (5) has violated school rules for conduct. Participation shall also be restricted for students who use drugs and alcohol.

5. **Gang-Related Activities** (see [Policy 4328 Gang Prohibition](#)) A gang is any group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any board policy, that uses a common name, a common identifying sign, colors or symbols, or a claim of a geographic territory. The presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. No student shall commit any act that furthers gangs or gang-related activities.

## ADDITIONAL PENALTIES FOR NONCOMPLIANCE

1. **Suspension from Extracurricular Activities-** Any student who violates Board policy shall be subject to discipline in accordance with the Student Code of Conduct and Board policies up to and including expulsion pursuant to N.C. Gen. Stat. 115C-390.11. Such discipline may include suspension of the privilege of participating in extracurricular activities. The privilege of participating in extracurricular activities may be suspended for acts which take place away from school. Any student who assaults a teacher or other staff member or who assaults and seriously injures another student may be removed to an alternative educational setting, suspended for up to 365 days, or expelled.
2. **Suspension from proms, graduation, and other activities-** Students who are on long-term suspension or assigned to an alternative placement, may not attend or participate in school activities such as athletic events, dances, proms, field trips, and graduation. A student who commits an offense during the last 9 weeks of a semester may have an extended suspension continuing through the next full semester. Any student, who, during the last 10 days of a term, commits an offense which would usually be punished by long-term suspension, shall be prohibited from participating in end-of-year events including, but not limited to, proms, commencement and graduation – notwithstanding that the actual length of the suspension is less than 10 days.
3. **Restitution for property damage-** In addition to the above disciplinary consequences, restitution in accordance with N.C. Gen. Stat. §115C-523 shall be required for damage to school property, including the labor costs of repair or correction, and lost/damaged textbooks. Manual labor and/or restitution of time may be used, with parental approval, as a consequence. School officials may also confiscate items not permitted at school. **Educational counseling**, or **community service** programs may be used in lieu of, or in addition to suspension.

### Driver's License Suspension Information-Must Pass 70% of Courses

#### Dropout Prevention/Driver's License Legislation

NCGS 20-11 (n) and (n1)

This legislation **requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses** determined by first semester grades and second semester grades for schools on block scheduling.

#### Lose Control, Lose Your License

North Carolina Senate Bill 57, which became effective July 1, 2000, requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

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

For more information-visit the [Driver Education](#) Department website.



## PROCEDURES RELATING TO STUDENT DISCIPLINARY ACTIONS

**Short-term Suspensions (1-10 days)** A student who has been given a short-term suspension for violation of the Student Code of Conduct shall be given an opportunity to complete assignments, take textbooks home, and take major tests or exams missed during the period of suspension. Short-term suspensions are **non-appealable**.

**Long-term Suspensions (more than 10 days) or 365-day Suspensions and Disciplinary Reassignments**

A student accused of a violation of the Code of Student Conduct that might warrant a long-term suspension or 365-day suspension from school, shall be afforded the procedural safeguards described below. The student's principal or his designee must make the recommendation for a long-term suspension, which shall include the notice of procedural rights discussed below. If a parent/guardian requests a hearing on the recommendation, the district will provide a hearing in accordance with the notice of procedural rights. If no hearing is timely requested, a long-term suspension or 365-day suspension may be imposed without a hearing. Only the superintendent or his/her designee may impose a long-term suspension or 365-day suspension.

Students covered under the Individuals with Disabilities Education Act (IDEA) or Section 504 are entitled to additional protections consistent with those laws.

**Long-term suspensions** (more than 10 days), 365 Days suspensions and Expulsions can be appealed in accordance with Policy 4353 Long-term Suspension, 365 Days Suspension, Expulsion, Policy 4370 Student Discipline Hearing Procedures and Policy 4354 Expulsion Hearings.

**Notice of Long-Term Suspension/Recommendation to an Alternative Placement:** When a principal decides to recommend that a long-term suspension or Alternative Placement be imposed, parents must be provided written notice of the recommendation by the end of the workday (when reasonably possible; otherwise as soon as is practicable).

If you request a hearing to contest a long-term suspension or Alternative Placement recommendation, a hearing before a CCS Hearing Officer at a date, time, and place to be communicated to you will be held following these procedures:

- a. You have the right to be represented at the hearing by counsel at your expense. If you decide to have an attorney, you will need to let us know by the deadline to request a hearing that is contained in this Notice;
- b. The student and parents have a right to be present at the hearing;
- c. The student, as well as his/her parents and counsel, have the right to review any audio or video recordings of the incident (although this may right might impacted by the state and federal criminal laws that might apply); and consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges. The school also has the right to refuse to disclose identifying information concerning witnesses when such disclosure could create a safety risk for the witness;
- d. You, your child, or his/her counsel have the right to question the witnesses who appear at the hearing;
- e. You have the right to present evidence on your child's behalf, which can include written or oral statements relating to the incident leading to the suspension, as well as any of the factors listed in N.C. Gen. Stat. § 115C-390.2(g);



f. You have a right to have a record made of the hearing. We will record the hearing and will make a copy of the recording available to you at your request. You also have the right to make your own audio recording of the hearing; and

g. You have a right to a written decision, to be communicated via certified mail, based on substantial evidence presented at the hearing, that upholds, modifies, or rejects the principal's recommendation of long-term suspension and that contains at least the following information:

- i. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated;
- ii. Notice of what information will be included in the student's official record pursuant to N.C. Gen. Stat. § 115C-402; and
- iii. The student's right to appeal the decision and notice of the procedures for such appeal.

h. Each side shall have 30 MINUTES total of presentation time at this hearing, which includes any cross-examination of witnesses. The Hearing Officer may direct other procedural requirements to both sides.

You have the right to review and obtain copies of your child's educational records.

Our school follows the procedures set forth in N.C. Gen. Stat. § 115C-402 regarding the expungement of discipline records.

**Disciplinary Reassignment:** If the recommendation for a long-term suspension of any kind or length is upheld, the student will typically be assigned to alternative placement for the duration of the suspension.

The alternative assignment will be immediately effective, pending the appeal and remains in effect until a decision is rendered in the appeal. If neither the student nor parent appears at the scheduled hearing, they will have waived the right to the hearing.

**Assignment to an alternative learning program** can be appealed in accordance with the procedure set forth in Policy 1740/4010/5001 Student and Parent Grievance Procedure and Policy 3470/4305 Alternative Learning Programs and Schools.

**6. Board Hearing:** The parent or guardian may appeal the superintendent/designee's decision(s) to the Board. Board of Education appeals must be submitted in writing within 10 days of receiving the superintendent's decision. The Board hearing will be conducted, and a decision rendered within 30 days of receiving the notice of the appeal, unless the student requests that the hearing be delayed. Students are entitled to be represented by counsel (at the parent's own expense) at hearings appealing a long-term suspension. The full Board, or a panel of not less than three members appointed by the Chair, will hear the appeal in closed session and will follow its procedures as provided in Policy 2500, Hearings Before the Board and Policy 4370 Student Discipline Hearing Procedures. The appealed consequence will remain in effect throughout the appeals process. Students under a long-term suspension from another district, who are seeking admission to CCS, may not appeal their long-term suspension through the CCS process. Decisions made by Board panels are not appealable to the full Board.

#### **Procedures for Suspension of Students with Disabilities**

Please see the Handbook on Parents' Rights for the additional procedural safeguards to be followed for students with disabilities. Parents or students who need a copy of this handbook may contact the principal or obtain a copy through the district office.

**Point of Exit is Point of Entry**

Withdrawing from and later re-enrolling in Cabarrus County Schools will not circumvent a reassignment to an alternative school for disciplinary purposes. Students who are reassigned to an alternative school or mandatory program for a specified amount of time must regularly attend and successfully complete this reassignment before returning to the regular school environment. Students who leave CCS while assigned to an alternative school and return at a later date will automatically be assigned to the alternative school or program upon re-enrolling in CCS.

**Alternative Discipline Placement Programs**

**Short-Term PASS Suspension Center:** Students who have received a referral for a non-aggressive level II or III offense warranting an out-of-school suspension for a period of five to ten days will be given the option to attend a short-term suspension center to complete their school assignments and receive credit for attending school. This option is also designed to provide a structured, restorative, and individualized learning environment. Decision-making strategies and drug abuse awareness will also be embedded during this time. This is a voluntary placement; therefore, transportation will not be provided. At the discretion of the deputy superintendent, or designee, certain offenses may exclude a student from being able to attend the short-term suspension center.

**Opportunity School (High/Middle School):** Opportunity School is available as an alternative education option for students that have committed serious violations of the Code of Student Conduct. Forty-five days is the minimum assignment to this location. The Opportunity School meets the requirements of the standard course of study and provides students with the opportunity to make timely progress toward grade promotion and graduation. However, course offerings and programs at the Opportunity School are not as comprehensive as those offered at a student's home school. Staff will work with students, their families and the student's home school to develop a personal behavior plan and curriculum to be implemented during the assigned period to the Opportunity School. Students are assigned to Opportunity School for a determined period of time or until they meet stated goals and are eligible to return to their home school. Transportation, breakfast, and lunch will be provided.

**ANONYMOUS TIP LINE**

CCS has implemented an anonymous tip line. Pursuant to [N.C. Gen. Stat §115C-105.51](#) Anonymous tip lines and monitoring and response applications, the governing body of each public secondary school shall develop and operate an anonymous tip line, in coordination with local law enforcement and social services agencies, to receive anonymous information on internal or external risks to the school population, school buildings, and school-related activities.

**ANONYMOUS REPORTING SYSTEM**

If you or someone you know is being bullied or harassed, please speak with an adult, school counselor, school social worker, school psychologist or administrator at your school. Bullying can be reported through the [Say Something Anonymous Reporting System](#) available on the CCS websites. More information is available under the Safety section. Students and staff will receive training each school year.



## BULLYING AND HARASSMENT

Cabarrus County Schools is committed to providing every student with a safe welcoming school environment. (See Policy 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying; Policy 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure; 1725/4035/7236 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process; Policy 1726/4036/7237 Title IX Sexual Harassment Grievance Process and NC § 115C-407.15).

Students may report bullying and harassment through the Say Something Anonymous Reporting System (see above), the online Bullying Harassment Report, or by contacting their school.

### **Harassment or Bullying behavior includes:**

A pattern (repeated) of ONE or more of the following:

- Gestures
- Communications (includes online/social media, etc.)
- Physical Acts
- Threatening Communications

AND ONE or more of the following:

- Damage to property
- Places student in actual and reasonable fear of harm to his/her person
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. (Hostile environment meets BOTH criteria below)
  - Student subjectively views the conduct as bullying or harassing behavior
  - Behavior is objectively severe or pervasive enough that a reasonable person would agree it is bullying and harassing behavior
  - a reasonable person would agree it is bullying and harassing behavior

MOTIVATED by characteristics such as: \*Race \*National Origin \*Religion \*Sexual Orientation  
\*Socioeconomic Status \*Physical Appearance \*Ancestry \*Color \*Gender \*Gender Identity \*Academic  
Status \*Mental/Physical/ Sensory Disability

*The following are policies and rules related to bullying and harassing behavior. These behaviors include verbal, physical and online behavior.*

### **DISCRIMINATION, HARASSMENT AND BULLYING**

(See Policies 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying; 4313 Student Use of Social Networking Sites, Blogging and the Internet; 3225/4312/7320 Technology Responsible Use, 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure,

- Threats or Harassment-**No student shall use words, signs, or actions that constitute a threat of force, violence or disruption, including but not limited to bullying, blackmail and extortion. No student shall harass anyone. Harassment, including hazing, is considered unwanted, unwelcome, and uninvited behavior that demeans, threatens or offends the victim.
- Bullying-** Bullying is strictly prohibited. Bullying is a repeated pattern of intimidation which may be either real or threatened. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Online Bullying can occur in person, or through social networking sites, texting, blogging, and the internet.
- Cyberbullying-** Cyberbullying is the use of communication such as email, text or social media to intentionally harm others. Cyberbullying can occur in person, or through social networking sites, texting, blogging, and the internet.

- d. **Discrimination-** It is the policy of the Cabarrus County Board of Education that no otherwise qualified student shall be excluded from, be denied the benefits of, or be subjected to discrimination in any educational program or activity solely on the basis of age, sex, race, religion, color, national origin, disability, creed or political affiliation.

**TITLE IX SEXUAL HARASSMENT – PROHIBITED CONDUCT AND REPORTING PROCESS** (See policies [1725/4035/7236 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process](#) and [Policy 1726/4036/7237 Title IX Sexual Harassment Grievance Process](#)).

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any education program or activity of the school system. The board takes seriously all reports and formal complaints of sexual harassment. The school system does not discriminate on the basis of sex in its education programs or activities, including admission and employment, in accordance with Title IX of the Education Amendments Act of 1972 and federal regulations.

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits sexual harassment by students, employees, board members, volunteers, or visitors. “Visitors” includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

**Definition of Sexual Harassment-** Sexual harassment prohibited under Title IX and by this policy is conduct on the basis of sex occurring in a school system education program or activity that satisfies one or more of the following:

- a. an employee of the school system conditioning the provision of an aid, benefit, or service of the school system on an individual’s participation in unwelcome sexual conduct;
- b. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school system’s education program or activities. This determination requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and the victim and the number of individuals involved and their authority;
- c. sexual assault including rape, statutory rape, fondling, and incest;
- d. dating violence;
- e. stalking

Examples of conduct on the basis of sex that would be considered sexual harassment if the conduct satisfies the criteria above include, but are not limited to: unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature, such as deliberate, unwelcome touching that has sexual connotations or is of a sexual nature; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual; sexual assault; sexual violence; the display of sexually suggestive drawings, objects, pictures, or written materials; posting sexually suggestive pictures of a person without the person’s consent; and forwarding pornographic material depicting a classmate or other member of the school community. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature may also constitute sexual harassment.

**Reporting Sexual Harassment-** [Policy 1726/4036/7237 Title IX Sexual Harassment Grievance Process](#).

Any student who believes he or she is a victim of sexual harassment occurring in the school system’s education programs or activities is encouraged to report the matter to the student’s principal or to the Title IX Coordinator, (704)260-5600. Reports may also be made to a teacher, counselor, assistant principal, teacher assistant, or any other school employee. Middle and high school students may also report sexual harassment through the anonymous tip line, but school officials may be limited in their ability to respond if the report does not identify the complainant.

## STUDENT USE OF SOCIAL NETWORKING SITES, BLOGGING AND THE INTERNET

(See Policy 4313 Student Use of Social Networking Sites, Blogging and the Internet, Policy 3225/4312/7320 Technology Responsible Use , and G.S. 14-190.5A Disclosure of Private Images ) for more information.

The Board respects the right of students to use social networking sites (e.g., Twitter, Snapchat, Facebook), smartphones, texts, personal Websites, Weblogs, Wikis and other web tools (collectively “Internet Postings”) as a medium of self-expression. However, inappropriate internet postings by students can cause substantial disruptions to the school environment. Accordingly, the Board requires that students observe the following guidelines for Internet Postings, regardless of the location of the internet access.

- a. Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures or graphics in Internet Postings that could cause a substantial disruption to the school environment.
- b. Students shall not use language, pictures or graphics promoting violence or gang activity in Internet Postings.
- c. Students shall not use Internet Postings to libel or defame the Board, School System, school employees, or other students.
- d. Students shall not use Internet Postings to harass, bully, or intimidate employees or other students. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, age or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze, physically injure or damage the property of another student or employees.
- e. Students shall not post pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system.
- f. A student will be disciplined for creating and/or distributing written or electronic material, including Internet Postings that causes substantial disruption to school operations and/or interferes with the rights of other students or staff members. Violation of this policy will result in disciplinary action, up to and including long-term suspension, 365-day suspension or expulsion.

### SHARING PRIVATE IMAGES AND SHARING VIDEOS

#### 1. Sexting is against Board policy and includes:

- sending sexually explicit images (including video) of oneself or others through email, texting, social media or the internet; and/or
- sharing images sent to a student by forwarding or showing to others (e.g., on phone screen).

#### 2. Sharing video of a fight, assault, bullying or other behavior violations of the *Student Code of Conduct* is against Board policy.

#### 3. Sharing *Private Images* is also against the law...

**PRIVATE IMAGE STATUTE (Sexting)** N.C. Gen. Stat. 14-190.5A Disclosure of Private Images .

*Note: The above information is a condensed version of rules and policies concerning student conduct and is not a substitute or replacement for these policies; please consult your building principal, or the online Board Policy Manual at [www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us) under Board of Education.*

## STUDENT ISSUES AFFECTED BY RULES AND POLICIES

**STUDENT DESKS, LOCKERS AND PARKING PERMITS** – (See [Policy 4342 Student Searches](#) and [Policy 6325 Parking Areas for Students](#)).

Student desks, lockers and parking facilities are the property of the Board of Education and are provided for the convenience of the students. In order to maintain a safe school environment, the school reserves the right to conduct unannounced and random searches of desks and lockers.

- a. Any controlled substance or weapon found in a desk or locker or vehicle will be confiscated, and normal disciplinary procedures enforced.
- b. All vehicles (except guests on school business) parked on school campus must be registered with the school and must display a current school decal.
- c. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.
- d. In addition to the regular penalties for noncompliance with rules, disciplinary consequences could include a report to law enforcement and loss of privilege to use a locker or drive a vehicle to school.
- e. When approved by the superintendent or designee and building principal, trained dogs can be used to inspect for illegal, unauthorized, or contraband materials in school facilities, grounds and school parking lots. Such inspections are not considered searches and do not require notice or consent.

**VIDEO SURVEILLANCE**– (See [Policy 9222 Use of Security Equipment](#))

Video cameras may be used on system property to ensure the health, welfare, and safety of all staff, students, and visitors to system property, and to safeguard system facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or building principal. Video recordings may become part of a student's educational record.

**METAL DETECTORS**– (See [Policy 9222 Use of Security Equipment](#))

Metal detectors shall be used, as needed, to protect the safety of students, staff, and visitors to school facilities. The superintendent or principal shall determine the appropriate times and places for the use of metal detectors. Metal detectors are part of the district Safety Checks. More information can be found in the Safety Section.

## DRESS CODE GUIDELINES

Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of others. (See [Policy 4316 Student Dress Code](#)).

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. The principal has the authority to determine when a student has violated the school dress code and assign consequences consistent with the *Student Code of Conduct*.

**THE BOARD PROHIBITS APPEARANCE OR CLOTHING THAT DOES THE FOLLOWING:**

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive;
- is provocative or obscene;
- depicts or promotes gang affiliation; or
- endangers the health or safety of the student or others.

**Each school's school improvement team (SIT) will adopt a dress code in compliance with Policy 4316, to be revised as needed.**

Principals may use their discretion in implementing the dress code, including making reasonable accommodations on the basis of a students' religious beliefs or medical conditions.

## STUDENT INTERNET USE POLICY

For more information, visit the [Technology Department](#) webpage and see [Policy 3225/4312/7320 Technology Responsible Use](#); [Policy 4313 Student Use of Social Networking Sites, Blogging and the Internet](#); and [Policy 3226/4205 Internet Safety](#)

### ACCESS TO THE INTERNET: INTRODUCTION

As part of CCS Instructional technology program, based on statewide instructional standards, the school system offers our students and staff access to the Internet. Internet access provides opportunities to reach out to experts, share information, explore concepts, and research topics.

### ACCESS TO THE INTERNET: PURPOSE

The purpose of allowing access to the Internet is so students and staff can explore on-line libraries, databases, curriculum materials, and other informational sites. Each year students receive appropriate training on the use of the Internet as part of the Children's Internet Protection Act (CIPA). Internet use for students is filtered and inappropriate sites are blocked, but parents/guardians should be aware that some students find ways to access material that is inappropriate. Because the school system cannot control 100% of all the material available on the Internet, it is extremely important that your child understands and follows all Cabarrus County Schools' policies and guidelines. Any user violating policies and guidelines may relinquish his or her rights to the technology resources for the remainder of the school year. In addition, other disciplinary actions may be taken.

*Each student user is responsible for appropriate use of the Internet. If inappropriate materials are encountered, each student is to report the issue immediately to a teacher. Parents and students understand all student email communications and use of the internet on school-provided email and online collaboration platforms may be monitored.*

### STUDENT WEBPAGE: PERMISSION

Anything published locally on the school's website can be viewed on the Internet and on Cable Channel 21. This includes the intellectual property such as artwork, poetry, essays, and performances that will be identified with your student's first and last name and/or photo.

**NOTICE: If you do not want your child's intellectual property or photo to be published and identified, PLEASE NOTIFY YOUR PRINCIPAL IN WRITING AT THE BEGINNING OF THE YEAR.**

***Students are prohibited from using their personal devices as private Wi-Fi hotspots during instructional hours.*** [Policy 3225/4312/7320 Technology Responsible Use.](#)

Students and staff will be given "Guest" access to the Internet in select locations. The Internet is filtered to "Guest" users while they access the Internet at a CCS site. Students must receive permission from their teacher(s) and administrator(s) prior to bringing devices to school. CCS is not responsible for any device(s) that are broken, stolen, or lost on CCS property.

## ATTENDANCE

The process for a child to achieve success and educational excellence begins in elementary school where regular attendance, including arriving on time and remaining for a full day of instruction, are essential. Attendance is the joint responsibility of students, parents, guardians, teachers and other school personnel.



**FACTS**

- High numbers of absences in kindergarten may cause a child to fall behind.
- Missing 10% (approximately 18 days) of the school year can significantly affect a student's academic success.
- A student can still fall behind if he or she misses a day or two every few weeks.
- By 6<sup>th</sup> grade, absenteeism is one of three signs a student may drop out of high school.

**NC COMPULSORY ATTENDANCE LAW, N.C. Gen. Stat. § 115C-378** (see [Policy 4400 Attendance](#)).

**Children required to attend.** Every parent, guardian or custodian in NC having charge or control of a student between the ages of 7 and 16, shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned shall be in session. Every parent, guardian or custodian in NC having charge or control of a child under age 7 who is enrolled in a public school in grades K-2, shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The parent, guardian or custodian of the child shall notify the school of the reason for the absence of a child in accordance with local school board policy.

The principal, superintendent, or student's teacher has the right to excuse a student temporarily from attendance because of sickness or other unavoidable cause as defined by the State Board of Education. Below are valid/lawful reasons for temporary non-attendance from school.

**EXCUSED ABSENCES**

The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. **Student's Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school;
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health;
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters. The principal will consider each event individually to determine a sufficient number of excused absences and may request additional documentation at his/her discretion;
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student;
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal;
6. **Religious Observance:** School principals are required to authorize up to two excused absences each academic year for religious observances required by faith of a student or a student's parents or legal guardian;
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, including but not limited to, college visitation, or service as a legislative or governor's page with prior approval (based on the student's current and previous attendance history) from the principal or designee and with demonstration of learning by the student;
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year;

9. Absence related to Deployment Activities: School principals are required to authorize up to two days each academic year for visitation with the student's parent or legal guardian who is an active duty member of the uniformed services as defined by Policy 4050, Children of Military Families and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V I);
10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful) (G.S.115C-375.5); and
11. Exam exemption(s): approved in accordance with the provisions of Policy 3405 Students At-Risk of Academic Failure.

#### **UNEXCUSED ABSENCES**

1. A student's willful absence from school with or without the knowledge of a parent.
2. A student's absence from school for any reason other than those listed in 'EXCUSED ABSENCE'.
3. A student not permitted to attend school because he/she lacks proper immunizations.
4. A student not permitted to attend school because he/she lacks a proper health assessment.

#### **CCS ATTENDANCE POLICIES (K-12)** See Policy 4400 Attendance for more information.

1. When a student must miss school, a written excuse from a parent or guardian must be presented to the teacher within two school days of the student's return after an absence. Written excuses submitted beyond two school days will be subject to principal approval. A written excuse may be submitted by hard copy, electronically through email, or other school approved form of communication (i.e. absence forms on school websites, classroom communication apps, etc.). The reason for an absence determines if the absence is excused or unexcused.
2. Absences due to extended illnesses or after accumulating more than ten (10) absences may require a statement from a physician. This requirement may be waived by the school principal for extenuating circumstances, but a waiver is not available for more than twenty (20) absences. Notes/statements from a physician [or health care provider] may require clarification or verification by school staff in order to be accepted.
3. Absences due to extended illnesses generally require a statement from a physician, which may be requested by the principal/designee. Teachers and administrators/designees shall make reasonable accommodations for students who are absent or tardy because of the student's disabilities or special needs. Students having excused absences due to documented chronic health problems may be exempted. Documented chronic health problems may require verification by school staff and will be reviewed annually.
4. Students who are medically fragile are frequently absent from school, and their absences are directly related to their severe or life-threatening physical condition.
5. In the case of absences and out of school suspensions, the student shall be given the opportunity to make up any tests or other work missed due to absences. The student is responsible for finding out what assignments are due and completing missed assignments within the specified time period. See Policy 4351 Short-term Suspension for more information.
6. Parents will be contacted before absences become excessive regardless of the reasons for the absences. The principal will consider whether to retain the student or deny course credit and shall notify the parent/guardian in writing of the decision. Parents of students with chronic attendance violations will be referred to truancy court when a lack of cooperation and/or significant increase in student absences is observed.
7. For students experiencing homelessness, school officials must consider issues related to the student's homelessness, such as change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies. See Policy 4125 Homeless Students.
8. To receive credit for courses, students must not have excessive absences or tardies. For the purposes of this paragraph and the state compulsory attendance law, absences include accumulated unexcused tardies as specified below.

**K-8 SPECIFIC**

1. In order to be considered in attendance, a student must be present in school for at least one half of the school day or at a place other than the school with the approval of the appropriate school officials for the purpose of attending an authorized school activity.
2. At the elementary school level, more than ten (10) absences a year are considered excessive. At the middle school level, more than ten (10) absences in a course per semester or twenty (20) absences a year are considered excessive. At the elementary and middle school level, a student will be given one (1) unexcused absence when the student has accumulated a combined total of five unexcused tardies of (15) minutes or more (example: 3 late check-ins + 2 early check outs will count as one unexcused absence).
3. Students who have excessive unexcused tardies/early check outs may be assigned 'make-up time' at the discretion of the principal.

**9-12 SPECIFIC**

1. For a high school student to be counted present in a class, he/she must be present for at least one half of the class period or at a place other than the school with approval of the appropriate school official for the purpose of attending an authorized school activity.
2. To receive credit for a semester/course, students must not have more than eight (8) absences in a course during a ninety-day session. A student will be given one absence for each class when a student has accumulated a combined total of four (4) unexcused tardies, check-ins, and/or checkouts. (Example: 1 tardy + 2 check-ins + 1 check out in 3<sup>rd</sup> period will count as one absence in that period).

**DOMICILE AND STUDENT ASSIGNMENT**

3. If a student wishes to appeal a decision to deny credit/reduce a grade, an appeal must be submitted to the principal in writing along with any appropriate or required documentation at least two weeks prior to the end of the term. Appeals to the principal will generally be denied unless the student has completed all of the required coursework and/or make up time to the satisfaction of the teacher in the affected courses.

For more information, visit the [Student Services](#) webpage.

1. It takes a team effort to maintain correct student information. See [Policy 4120 Domicile or Residence Requirements](#) and [Policy 4150, School Assignment, Transfers and Program Choice Enrollment](#). The school staff needs your help in providing proof of current address, phone number(s), and emergency contacts. If changes occur during the year, you are required to supply proof of the address change to school staff.
2. Students whose legal residence changes within the district during the same school year, may choose to finish the year at their current school, or attend the school in the area to which they have moved. Transportation to and from school is the responsibility of the family if they choose to remain at the current school. There are expectations as to attendance, achievement, and behaviors. See [Policy 4115, Behavior Standards for Transfer Students](#)
3. False reporting of an address in order to attend a specific school is a Class I Misdemeanor and can result in the student being removed from the school to attend the school which serves the family's domicile. Falsifying any information about domicile will result in a student losing athletic eligibility for up to the remainder of his or her years in Cabarrus County Schools.
4. School officials investigate credible reports of falsification of domicile. Investigations may include but not be limited to announced and unannounced home and community visits, searches of public records and review of web-based information. If it is determined that information has been falsified families will be required to withdraw immediately and enroll in the school which serves their actual domicile.
5. Families living outside of the Cabarrus County Schools boundary who have falsified enrollment documentation will be required to repay in full a prorated amount of the costs of educating the student during that period of enrollment (minus state funds). Offenders will be prosecuted to the full extent of the law.

6. Parents are asked to contact the school to withdraw their child before enrolling the child in another school. This ensures that students' records are transferred quickly and efficiently.

## PROGRAM CHOICE INFORMATION

7. In rare circumstances involving an extreme or unusual hardship parents can request that their child attend a school other than the one serving their legal residence. Parents must complete an application citing evidence of the hardship which is carefully reviewed by the district office. See [Policy 4150, School Assignment, Transfers and Program Choice Enrollment](#). Applications must be submitted between March 15 and May 15 for the following school year. Approved transfers must be renewed annually. Continuation of transfers is contingent
8. upon students meeting behavioral, academic and attendance standard outline in [Policy 4115 Behavior Standards for Transfer Students](#).

### **Cabarrus County Schools Program Choice serves three purposes:**

1. To improve academic achievement by providing challenging curriculum
2. To provide parents with school options in selecting the most appropriate delivery method for their child(ren)
3. To promote and maintain diversity in our schools

Our programs are centered on a theme or adhere to a specific program of study. The application process is open to any student who lives within the Cabarrus County Schools District who meets the criteria for entrance. See [Policy 4150, School Assignment, Transfers and Program Choice Enrollment](#), or visit our [Program Choice Website](#) to learn more about these opportunities.

Students are expected to meet the Program Choice expectations, as set forth in the Expectations Agreement in order to remain enrolled in the program. When applicable, students who do not continue to meet the program academic expectations in the Expectations Agreement will be provided a parent/student conference to develop academic interventions and support before being exited from the program. Students who do not meet the behavioral expectations in the Expectations Agreement will be provided a parent/student conference to develop interventions and support before being exited from the program. Students who exit the program due to behavioral reasons will transition to their home schools following review by the superintendent or designee.

## OTHER POLICIES AFFECTING THE SCHOOL ENVIRONMENT

### **VISITORS TO SCHOOLS ( [Policy 5020 Visitors to the Schools](#) )**

Advanced notice and permission from the building principal is necessary for anyone who would like to visit the school (including parents, students enrolled in another school, former students, former employees and family members of staff). This procedure is necessary to avoid disruptions to the educational program and to ensure safety and security for all our students.

**LOBBYGUARD** [All visitors to school facilities](#) are required to sign in and out through a computer using the program LobbyGuard. This is an added layer of security helping to keep Cabarrus County Schools safe. Visitors must present a driver's license or other acceptable form of ID. Contact the school with questions regarding the process.

### **COMMERCIAL ADVERTISING OR SOLICITATION ( [Policy 5220 Collections and Solicitations](#), [Policy 5240 Advertising in the Schools](#) )**

Except for certain athletic or school-related promotions, commercial advertising, or the distribution of commercial materials on System property is prohibited. Solicitation of funds to support non-school related activities is prohibited.

### **DISTRIBUTION AND DISPLAY OF NON-CURRICULAR INFORMATION ( [Policy 5210 Distribution and Display of Non-Curricular Materials to Students](#) )**

No information may be distributed by adults or students without prior approval from the building principal. Generally, a request to distribute such information must be submitted at least 10 days prior to the planned distribution or display date. Any information considered to be defamatory to any person, race or religion will not be granted approval for distribution. Only the following non-school agencies and organizations are permitted to distribute or display non-school materials on Cabarrus County Schools' property:

- a. Local, state, and federal government agencies and departments;
- b. A "nonprofit" entity is a tax-exempt organization that is organized under the provisions of Internal Revenue Code ("IRC") Section 501 (c) (3). Such groups may be required to provide proof of their tax-exempt status under IRC Section 501 (c) (3) before their materials are approved for distribution.
- c. Commercial or tax-exempt entities that have partnerships with Cabarrus County Schools.
- d. Political candidates as provided in sub-section 3g

The material shall be placed at a location designated by the principal. Approved Material shall not be distributed in classrooms, homerooms, assemblies or in any other part of the school not approved for such distribution or in any location where the distribution is likely to interfere with the safe and orderly passage of students; generally, distribution shall be permitted at building entrances and in an area near the school cafeteria.

Except for the local Parks and Recreation departments, no information will be distributed in students bookbags or handed out in classrooms.

#### **COMMUNITY USE OF FACILITIES (Policy 5030 Community Use of Facilities).**

The board endorses the goals of the Community Schools Act. The use of school facilities by community groups should be consistent with the education program and the goals and objectives of the board and school system.

**Any person or group using CCS facilities must complete the [Facility Use Agreement](#).**

**All individuals and groups, except for Cabarrus County Schools' approved school related support groups and local governments with an executed MOU, shall pay a fee to use school facilities.**

Non-Profit Organizations shall receive a 25% discount off the facility fee. Youth Organizations shall receive a 50% discount off the facility fee. A non-profit youth organization is entitled to one discount but not both discounts. Groups who provide services to the school's students only (no outside student participants) and who operate their programs within the 90 minutes following school dismissal shall receive an additional 10% discount off the facility fee. In accordance with G.S. 115C-527, political parties shall only be charged custodial and utility fees when using school facilities for the express purpose of annual or biennial precinct meetings and county and district conventions.

**Discounts do not apply to rentals of stadiums or turf fields.**

## **STUDENT AND PARENT CONCERNS AND GRIEVANCE PROCEDURE**

*Any parent or student who is unclear about the options for proceeding with a concern may contact the principal's office or the School/Parent Relations office (704-260-5603) for further information regarding resolving complaints and concerns with the school or district as well as access to all applicable board policies.*

The School/Parent Relations Office is available to assist in the process of resolving concerns not successfully resolved at the school level. For assistance with any parent concern, contact the School/Parent Relations Specialist at 704-260-5603.

Information regarding parent concerns is located on the [Administrative Services](#) webpage under [Parent Information](#).

Cabarrus County Schools strives to resolve concerns and complaints whenever possible. Opportunities are provided for students and parents to express their concerns through processes established in board policies.

- [Policy 1742/5060 Responding to Complaints Not Included Within Other Policies](#), provides a mechanism for resolving complaints in an informal manner.

- Policy 1740/4010 Student and Parent Grievance Procedure provides information concerning the process itself. While the board encourages informal resolutions, it is recognized that students and parents may want a more formal process for certain types of complaints or if an informal process was not satisfactory.

For discrimination, harassment and bullying complaints, see page 13 of this handbook and Policy 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure; 1725/4035/7236 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process; Policy 1726/4036/7237 Title IX Sexual Harassment Grievance Process.

## STAY CONNECTED

Communicating with you is important to us. Our district website is the only way that we communicate with parents, students and the community. Each school maintains a website that provides information about activities and events specific to that particular school community.

Additionally, our district also shares information through ParentSquare messages, social media, parent education sessions and email. You also can download the ParentSquare mobile app and sign up to receive push notifications and alerts. District news and information are also shared on CabCoSchools TV21 on Spectrum's network.



## SCHOOL SAFETY

Cabarrus County Schools is committed to school safety. Staff are extensively trained in the prevention and response to events that compromise our students' sense of physical and psychological safety. School staff work closely with local emergency responders (Police, Fire, Medic, etc.) to promote safe school climates.

Safety is always a priority, and our district has a number of safety measures in place to ensure the safety of our campuses. *Say Something Anonymous Reporting System (SSARS)* is a system that provides an app, website and 24/7 crisis telephone hotline for youth and adults to submit anonymous tips. This system is provided to our district through the Sandy Hook Promise organization.



Another safety measure is random safety checks using metal detectors at our middle and high schools. We want to deter students from bringing weapons and other inappropriate items to school and believe these devices will help us to do that.

The random use of metal detectors is another layer of our safety protocols. You can find additional information about our district's safety protocols by visiting the [Safety](#) page of our website at [www.cabarrus.k12.nc.us](http://www.cabarrus.k12.nc.us) and selecting the safety icon at the top of the page.

**METAL DETECTORS-** Metal detectors shall be used, as needed, to protect the safety of students, staff, and visitors to school facilities. The superintendent or principal shall determine the appropriate times and places for the use of metal detectors. Metal detectors are part of the district Safety Checks.

**VIDEO SURVEILLANCE-** (See Policy 9222 Use of Security Equipment) Video cameras may be used on system property to ensure the health, welfare, and safety of all staff, students, and visitors to system property, and to safeguard system

facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or building principal. Video recordings may become part of a student's educational record.

## COMMUNICATION DURING A CRISIS

Cabarrus County Schools follows established procedures and protocols regarding communicating with students, parents, and the community during a crisis. Depending on the situation several forms of communication may be used including the Parent Square Notification System (phone/email), written notifications and Cabarrus County Schools various social media platforms.

## USE OF SOCIAL MEDIA TO COMMUNICATE WITH PARENTS, STUDENTS AND THE COMMUNITY

School use of social media to communicate information has become increasingly common. Social media is an effective and quick option for communicating with the community.



### Social media tips for parents and educators during a crisis:

- Recognize the challenges schools face during crisis events.
- While trying to provide information and resources as quickly as possible, school administrators and crisis teams must balance the need for immediacy with handling the crisis, keeping staff and students safe, and sharing accurate and timely information.
- Follow the Cabarrus County Schools' (as well as your specific school's) social media sites on Facebook, Instagram, and Twitter.
- If you are not a social media user, seek out information and resources through other methods (e.g., the school's webpage, ParentSquare, etc.)
- Most critical is to use social media to convey the facts, dispel the rumors, and provide resources that facilitate healthy, adaptive coping.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT/ PARENTAL INVOLVEMENT

### ANNUAL NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Cabarrus County Schools receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Cabarrus County Schools to amend a record should write to the principal, clearly identify the part of the record they want changed and specify why it should be changed.



3. If Cabarrus County Schools decides not to amend the record as requested by the parent or eligible student, Cabarrus County Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing under the grievance procedures in Policy 1740.
4. The right to provide written consent before Cabarrus County Schools discloses personally identifiable information from the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
  - a. A school official is a person employed by Cabarrus County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); and who is under the direct control of the school with respect to the use and maintenance of education records; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cabarrus County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cabarrus County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Student Privacy Policy Office (SPPO), U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

#### **ANNUAL NOTICE REGARDING DIRECTORY INFORMATION**

Under FERPA Cabarrus County Schools may disclose appropriately designated “**directory information**” without written consent, unless the parent/guardian has advised Cabarrus County Schools in writing to the contrary. See Policy 4700 Student Records. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow Cabarrus County Schools to include information from your child's education records in certain school publications. Examples include: a playbill; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, showing weight and height of team members.

**Outside Organizations-** Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

**Military Recruiters-** Two federal laws require school systems receiving assistance under the Elementary and Secondary Education Act of 1965, to provide military recruiters, upon request, with the following information – names, addresses and telephone listings –unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

**Opt Out-** (See Policy 1310/4002 Parental Involvement) If you do not want Cabarrus County Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify, in writing, the principal of the school where the records are kept within 15 days of the opening day of school in the fall semester. The objections must state which information the parent or student does not want to be classified as directory information. If Cabarrus County Schools does not receive notice by that date, it will assume there is no objection to the release of such information. Cabarrus County Schools believes that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives the students. Cabarrus County Schools make every reasonable effort to protect student privacy. For example, it is our policy not to release information to businesses for commercial purposes, and Cabarrus County Schools does not release information to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

**Directory Information-** Cabarrus County Schools has designated the following information as directory information for all elementary and secondary grade students:

- Student's name;

- Grade level;
- Dates of attendance;
- Photograph; and
- Pictures or videos taken on buses, school grounds, in school buildings, and at school activities, unless the picture or video may reveal confidential or embarrassing information about a student

In addition, for all **secondary** grade students, Cabarrus County Schools has also designated the following information as directory information:

- Address;
- Date of birth;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Diplomas (including endorsements earned);
- Certifications and awards received; and
- Most recent previous school attended.

#### PARENT INVOLVEMENT

The Board recognizes the critical role of parents/guardians in the education of their children and in the schools. Each parent/guardian is encouraged to learn about the educational program, the educational goals and objectives of the system and his/her own child's progress. The Board also encourages parents/guardians to participate in activities designed by the schools to involve them, such as parent conferences, to encourage effective communication. Each school will inform parents of plans to enhance parent involvement. Details regarding parental involvement are included in Board Policy 1310/4002 Parental Involvement.

## NOTIFICATIONS

#### SCHOOL SURVEYS

Various Federal and State programs (School Improvement, Safe Schools, etc.) require schools to conduct surveys of students and parents. For example, **Youth Risk Behavior Survey** asks students for information about questions related to concerning or risky health behaviors including substance use, mental health concerns and interpersonal relationships. Generally, these surveys are delivered to a small percentage of students at one to three school sites selected by the Center for Disease Control and the Department of Public Instruction. The **Youth Tobacco Survey and the Youth Substance Use Survey** ask students questions about their attitudes, beliefs and behaviors associated with the use of tobacco and the prevention thereof. Both surveys are delivered to a small group of students randomly selected across a small number of secondary schools. This feedback and input are important to us as we strive to continually improve our schools. Additionally, the opportunity for ongoing research projects through our partnerships with the University of North Carolina at Charlotte and the Cabarrus Health Alliance may invite the participation of parents and students. If you do not want your student to participate in surveys or research of this type, please send a written statement to that effect to your child's school principal.

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. More information can be found in Policy 4720 Surveys of Students, Policy 5230 Participation in Research Projects and on the Student Surveys in Protected Areas Page located on the Student Services website.

#### ACCOMMODATIONS

If anyone needs a reasonable accommodation or requires any written material to be printed in an alternate format, please contact the Administrator at your school within 48 hours of the event.

#### VOLUNTEER IN THE SCHOOLS

N.C. Gen. Stat. § 95-28.3 (Leave for parent involvement in schools), provides parents the right to take up to four hours of leave from their jobs every year in order to volunteer in the schools.

### **NOTIFICATION OF PESTICIDE USE**

The use of pesticides on school grounds is scheduled when students are not in attendance. School newsletters will include the schedule of anticipated pesticide use on school property. To the extent possible, parents are notified, at least 72 hours in advance, of a non-scheduled pesticide application by a written request to the school principal. See Policy 9205 Pest Management for more information.

### **ASBESTOS MANAGEMENT PLAN**

*Annual AHERA Notice* This notice is to inform you, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), that the documentation for the Cabarrus County Schools (CCS) Asbestos Management Plan, the semiannual surveillance inspections and the three-year re-inspection are available for your review. Information regarding response actions may be found in the Asbestos Management Plan files located at the Facility Maintenance Department. If you have any questions, please contact: Director of Facilities, (704) 260-5673 or Director of Risk Management, (704) 260-5690

### **HOMELESS STUDENTS**

For information concerning the educational rights of homeless students, please consult Policy 4125 Homeless Students and/or contact Student Services at (704) 260-5682 or e-mail [transfers@cabarrus.k12.nc.us](mailto:transfers@cabarrus.k12.nc.us).

### **EQUAL EDUCATION OPPORTUNITY**

Cabarrus County Schools does not discriminate on the basis of race, color, ethnicity, national origin, sex, disability, religion, age, creed or political affiliation in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact the school if your child has been a victim of harassment or discrimination for information on the procedures for filing a complaint. You may also contact the following for complaints involving equal opportunity or discrimination @ PO Box 388 Concord, NC 28026 or (704)260-5600.

1. **Title IX Coordinator:** Deputy Superintendent [CCSAdminSvcs@cabarrus.k12.nc.us](mailto:CCSAdminSvcs@cabarrus.k12.nc.us)
2. **Section 504/Student ADA Coordinator:** Exceptional Children Director [CCSEC@cabarrus.k12.nc.us](mailto:CCSEC@cabarrus.k12.nc.us)
3. **Age Discrimination Coordinator:** Chief Talent Officer [CCSHR@cabarrus.k12.nc.us](mailto:CCSHR@cabarrus.k12.nc.us)
4. **Coordinator for Other Non-discrimination Laws:** Deputy Superintendent [CCSAdminSvcs@cabarrus.k12.nc.us](mailto:CCSAdminSvcs@cabarrus.k12.nc.us)

All the above may be reached at: P O Box 388, Concord, NC 28026 or call 704-260-5600. See Policy 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying, 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure, 1725/4035/7236 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process; Policy 1726/4036/7237 Title IX Sexual Harassment Grievance Process, 1730/4022/7231 Nondiscrimination on the Basis of Disabilities and Policy 4001 Equal Educational Opportunities for further information.

### **CHILD ABUSE PREVENTION**

As mandated through Session Law 2021-132, State Board of Education Policy SHLT-003 requires public schools to provide students in grades 6-12 with information and resources on child abuse and neglect, including sexual abuse. The accompanying document (see Appendix A.) includes the following:

- Likely warning signs indicating that a child may be a victim of abuse or neglect, including age-appropriate information on sexual abuse
- The telephone number used for reporting abuse and neglect to the department of social services in Cabarrus County
- A statement that information reported pursuant to sub-subdivision b. shall be held in the strictest confidence, to the extent permitted by law,
- Available resources developed pursuant to G.S. 115C-105.51, including the anonymous safety tip line application

Please share this information with your children and contact your school social worker or school administrator with any questions.

As an additional child abuse prevention measure, elementary-age students may have the option to participate in classroom lessons focused on establishing safe boundaries and healthy responses. Parents will have the opportunity to view the material and opt their child(ren) out of the lessons.

## CURRICULUM AND INSTRUCTION

### CURRICULUM, INSTRUCTION AND ASSESSMENT

For more information, visit the [Curriculum and Instruction](#) website. The North Carolina Department of Public Instruction defines the appropriate content standards for each grade level and each high school course to provide a uniform set of learning standards for every public school in North Carolina. The Standard Course of Study for each course describes what students should know and should be able to do. Student progress is measured through multiple assessments including local assessments; state End-of-Grade assessments in reading, and math in grades 3–8, Science in Grades 5&8 and state End-of-Course testing in NC Math I, Math III, English II and Biology; and CTE State Assessments (See [Policy 3410 Testing and Assessment Program](#)). Progress reports (every 4.5 weeks) and report cards (every 9 weeks) are sent to parents in order to communicate student academic strengths and any areas for improvement. Parents of students in grades 6-12 have access to their child's grades through the online website PowerSchool. Please visit the CCS [Accountability](#) website for directions on accessing the PowerSchool Parent Portal.

### TIPS FOR PARENTS

- Visit the [Curriculum and Instruction](#) website for parent/family resources.
- Stay informed of school activities by visiting school and teacher websites, reviewing newsletters and notes.
- Check PowerSchool weekly (grades 6-12) for missing assignments and current grades.
- Review progress reports and report cards with your child. Set goals with your child.
- Communicate with your child's teacher about his/her progress and upcoming events.
- Monitor homework by ensuring your child completes his/her homework and it is turned in on time.
- Talk to your child about his/her school experience. Indicate to your child that you expect school to be a positive experience.
- Encourage daily reading by providing opportunities for your child to read both fiction and non-fiction books and articles.
- Utilize digital resources to support your child's individual learning. Check school and teacher websites for more details. You can also access the curriculum through the Curriculum and Instruction Parent Canvas Course.

### MULTI-TIERED SYSTEMS OF SUPPORT

North Carolina is implementing an MTSS (Multi-Tiered System of Support) framework that promotes school improvement through academic, behavioral, and social emotional practices to ensure growth and success for all students. In Cabarrus County Schools, we believe that all children are able to grow and learn in classrooms that foster understanding and provide effective instruction tailored to meet the needs of each learner. Our mission is to improve schools through a systematic, data driven, problem-solving approach. The use of a multi-tiered framework for academics, behavior and social emotional needs helps to foster student engagement, positive social interactions, and academic achievement for all students. Effective implementation of MTSS requires school staff to review and analyze available sources of data to support increased student performance and school success. These data sources may include, but are not limited to, report cards, behavioral and academic screenings, Student Wellness Survey (grades 3-12), attendance reviews, End-of Grade Assessments, classroom observations, health screenings (vision, motor, hearing, speech/language), assistive technology screenings, discipline records and academic benchmarks.

### CHILD FIND

The Exceptional Children Division of North Carolina Department of Public Instruction is looking for all children and youth ages birth through 21 with special needs who may not be receiving the help needed. These include children and youth with physical disabilities, emotional disabilities and/or intellectual disabilities, and children and youth with suspected disabilities who are highly mobile, migrant and/or homeless. If your child has a disability, or you suspect that he/she may have a disability please contact your child's school or the Exceptional Children Director at 4401 Old Airport Road, Concord, NC 28025 or call 704-260-5770.

**STUDENT PROMOTION AND ACCOUNTABILITY** See [Policy 3420 Student Promotion and Accountability](#).

**Appeals of Promotion Decisions** Within five workdays of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the superintendent or designee.

**Repeating a Previously Failed Course for Credit** As provided in State Board of Education Policy [CCRE-001, Course for Credit](#), high school students who fail a course for credit may repeat that course. To take advantage of this option, the

student must repeat the entire course. When a student initially fails a high school course and successfully repeats the course for credit, the new course grade will suppress the original failing grade for the course on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility.

**Repeating a Course for Which Credit was Earned (Grade Suppression)** The board recognizes high school students may need to repeat a course for which they have earned credit in order to increase their understanding of the course content, to improve skill mastery, or to meet postsecondary goals. Students may repeat a course for which they have previously earned credit, subject to the following preconditions and any other reasonable rules established by the superintendent or designee:

- the student must make a written request to repeat the course;
- the principal or designee must approve the request;
- there must be space available after seats have been assigned to students who are taking the course for the first time or repeating a previously failed course;
- the course to be repeated must be a duplicate of the original class and must be taken during the regular school day at a high school in this school system or through the North Carolina Virtual Public School (spring, fall or yearlong only);
- upon completion of the repeated course, the new course grade will suppress the student's original grade on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility, regardless of whether the later grade is higher or lower than the student's original mark;
- credit towards graduation for the same course will be given only once;
- a course may be repeated only one time;
- students may repeat a maximum of four previously passed courses during their high school careers; and
- the course must be taken within two semesters of the original course.

**Credit by Demonstrated Mastery (CDM)** Students in grades 9 through 12 can apply to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. Students and families should contact their school's counseling department for more information. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent.

#### **SCHOOL TO PARENT COMMUNICATION: PARENTSQUARE NOTIFICATION PROGRAM**

Keeping parents informed is a priority for Cabarrus County Schools. [ParentSquare](#) will be used system-wide to provide the means for emergency communication, attendance notification and community outreach information. By providing your contact information in PowerSchool, you are consenting to receive recorded phone calls and email messages from the school system (e.g., school updates, weather closings, attendance calls). To ensure that you continue to receive messages, it is important that the information on file for your student(s) is accurate. It is your responsibility to notify the school about any updates to your contact information. All district and school, grade level and classroom information will now be sent to your computer or phone via email and/or text. For even more convenience and more options, including push notification messages, download the ParentSquare app (available for free for iOS and Android devices) .

#### **FEEDBACK ON ACADEMIC PROGRESS IN CABARRUS COUNTY SCHOOLS**

Students in grades K-5 receive Standards-Based Report Cards. Kindergarten students receive report cards aligned to the NC ELI (North Carolina Early Learning Inventory) objectives and dimensions which are aligned to the North Carolina Standard Course of Study. Standards-Based Report Cards provide feedback on individual student's progression toward proficiency on standards aligned to the North Carolina Standard Course of Study. Each quarter reports cards are sent home electronically, and parents may request hard copies of these reports from their home school. Additionally, parents can expect weekly feedback on their child's work. Students in grades 6-12 receive a Traditional Report Card calculated using a 10-point grading scale. Parents have access to their child's grades 24/7 using PowerSchool's Parent Portal. Parents can login to Parent Portal by visiting the Cabarrus County Schools website, [www.cabarrus.k12.nc.us/ccs](http://www.cabarrus.k12.nc.us/ccs), and click PowerSchool Parent Portal under "Useful Links." If you do not yet have a Parent Portal login, contact your child's school.

#### HEALTHFUL LIVING: FAMILY LIFE EDUCATION

For more information see [Policy 6100 Goals of Student Health Services](#) and [Policy 6140 Student Wellness](#). Cabarrus County Schools is committed to a sound school health program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The district recognizes the primary role of parents/guardians in providing for the health and well-being of their children and seek to involve parents/guardians in the schools. The school health education program provided by the district will meet all requirements established by state and federal law. The school health education program will meet all objectives in the North Carolina Standard Course of Study adopted by the State Board of Education.

The school health education program will be taught to students from grades K-9. In grades 4-9 students are taught Family Life Education. Every effort has been made to provide quality Family Life Education instruction for your child. Teachers have received special training and will only use approved curriculum materials and supplements when teaching in the classroom.

Curriculum materials are accessible for review on the [Curriculum and Instruction](#) webpage. You may request your child be excluded from the Family Life curriculum. If you choose to exclude your child, you must do so in writing to the principal and teacher stating you do not want your child to participate. Alternate and comparable assignments will be given.

#### HEALTHFUL LIVING: HUMAN TRAFFICKING CURRICULUM

CCS students in grades 6-8 will have an opportunity through their healthful living courses to study a unit on Human Trafficking. This curriculum is required by law and parents will have the option to opt in or opt out of the curriculum and will have access to the curriculum prior to it being taught through the Curriculum and Instruction Parent Canvas Course.

#### REMOTE LEARNING

In the event schools are closed for an extended amount of time, CCS will utilize multiple resources to provide remote learning including utilizing Canvas, our Learning Management System (LMS), posted videos and assignments, phone calls, video conferencing, long-term projects. Two-way communication is extremely important in a remote learning situation. CCS is committed to providing high quality instruction in any situation.

### SCHOOL NUTRITION PROGRAM

For more information, see [Policy 6220 Operation of School Nutrition Service](#), [Policy 6225 Free and Reduced Price Meal Services](#) and the [School Nutrition Program](#) webpage.

#### MEAL PRICES

*The U.S. Department of Agriculture waiver allowing schools to serve meals at no charge to all students has now expired.*  
Meal Prices are below:

Meal	Grade Levels	2023-2024
<b>Breakfast Paid</b>	Elementary PK-5	\$1.40
	Secondary 6-12	\$1.55
<b>Breakfast Reduced</b>	ALL	\$0 (Free)
<b>Breakfast Free</b>	ALL	\$0 (Free)
<b>Lunch Paid</b>	Elementary PK-5	\$2.85
	Secondary 6-12	\$2.95
<b>Lunch Reduced</b>	ALL	\$0 (Free)
<b>Lunch Free</b>	ALL	\$0 (Free)
<b>Quick Bites</b>	High School Only	\$3.55



## Applications for Free or Reduced-Price Meals

To apply for Free or Reduced-Price Meals, please visit the [School Nutrition](#) webpage to apply online or obtain a paper application after July 1<sup>st</sup>. Paper applications are also available at each school.

## MENUS

CCS is committed to providing students with a nutritious breakfast and lunch while at school. Please visit our [webpage](#) for school menus.

## EXTRA ITEMS

All cafeterias offer a variety of healthy snacks for students to purchase. These foods are offered in addition to, not in place of, the regular menu at additional cost. The [price list](#) of extra items is available on the school nutrition website and will be available at each school so that you may plan with your child the items he/she may select and the amount of extra money they will need. Extra items may not be charged. Funds must be available in hand or on the student's account.

## PAYMENT OPTIONS

The School Nutrition Program will accept payment for extra items by payment in advance or at time of purchase via cash or check as well as an [online payment system](#) using your credit or debit card. Please note the online system charges a fee for its service; this fee is neither established nor collected by CCS.

## SPECIAL DIETS

Parents of students requiring modified diets due to medical needs should reach out to the school nurse or to the School Nutrition Program's Registered Dietitian at 704-260-5558. Requests to modify school meals for reasons other than medical needs are unable to be accommodated.

# TRANSPORTATION AND SCHOOL BUS SAFETY

Parents and guardians: One of the greatest concerns of Cabarrus County Schools is that your children will be safe when traveling to and from school. The following guidelines have been developed by Cabarrus County Schools to help ensure the safety of all students. See [Policy 6300 Goals of Student Transportation Services](#), [Policy 6305 Safety and Student Transportation Services](#) and the [Transportation](#) website for more information.

## SAFETY GUIDELINES

- Respect the "Danger Zone". This is 10 feet wide (5 giant steps) on all sides of the bus.
- Students should not run and/or play while waiting for the bus and must always keep their hands to themselves.
- When crossing the street at a bus stop, make sure the bus is stopped, the door is open, the stop signal is out and all other traffic has come to a complete stop before attempting to get on the bus. Look for the bus driver to give the appropriate hand signal before attempting to cross the street.
- Never go behind the bus.
- Secure all loose or hand carried items by placing them in book bags or school bags. Make sure any drawstrings are secured or removed.
- Look both ways while entering and exiting the bus before crossing in front of the bus. Students should follow the driver's directions for crossing based on the Crossing Procedure for North Carolina School Bus Drivers. Wait for the driver to give the appropriate hand signal before attempting to cross the street, watch for the traffic from both directions to come to a complete stop before crossing the street, then walk quickly and directly to the safety of the curb.
- Objects such as band instruments, school projects, other equipment, etc. which are too large to hold in a student's lap pose a hazard to all bus occupants. Federal guidelines prohibit the transporting of these items on the school bus so please arrange to deliver these items to school via a parent/guardian vehicle.
- Please escort young children to the bus stop. Older children and teens should walk in groups for safety.
- Never speak to strangers at the bus stop and never get into a car with a stranger. Immediately report any suspicious persons or occurrences to parents/guardians and/or school officials.



- Stand in the driveway/designated area, at least 10 feet away from the roadway while waiting for the bus. Stay off the roadway.
- Never stop to pick up anything you drop. Go and tell the driver first. A bus monitor will watch for you while you pick up something you dropped.
- Never push anyone while entering or exiting the bus. Hold the handrail while entering or exiting the bus.
- Go directly to a seat when entering a bus, remain seated and face forward during the entire ride. Do not stand while the bus is in motion.
- Do not occupy any area of the bus except the seating area. Do not stand in the driver area when loading. Move through the driver area to a seat quickly so as to not delay the bus route.
- Sit quietly in your seat while riding on the bus and keep your hands to yourself.
- Always be silent when a bus comes to a railroad crossing.
- Always keep head and hands inside the bus. Do not throw objects inside the bus or out of the windows.
- Never play with the emergency exits. Use the back door only in an emergency. If there is an emergency, listen to the driver and follow instructions.
- Enter or exit the bus with the consent of the bus driver and only by the front door, except in case of an emergency.
- Parents/Guardians if possible, meet your child at the bus stop after school. Please wait on the side of the street where the child will be dropped off, not across the street.

### TRANSPORTATION REGULATIONS

- Students will be assigned to one bus stop on a morning bus run and one bus stop on an afternoon bus run.
- Be at your stop 10-15 minutes before the bus is scheduled to arrive and watch for the bus every morning.
- Only students assigned to authorized bus stops on the bus run are permitted to ride a school bus.
- Students will NOT be permitted to ride home with other students due to the regulations of the North Carolina State Tort Claims Act and overcrowding on our school buses.
- Students who do not ride their assigned bus for 10 consecutive school days will be removed from the bus roster.
- If needed, parents will need to resubmit a transportation request at the school.
- All bus stop safety concerns shall be submitted to the school, utilizing the [Bus Stop Investigation Form](#). (N.C. Gen. Stat. § 115C-246)
- Driver has the authority over the safe operation of the school bus, students should obey all safety rules on the bus.
- Student behavior /discipline will be handled at the school level. (See [Policy 4300, Student Behavior Policies](#))

### STUDENT CONDUCT

Students are required to follow the directions of the bus driver, respect other riders on the bus, to follow the rules listed above, to follow the Cabarrus County Schools' Student Code of Conduct, and to take care of the bus and school property. Failure to do so may result in a suspension of the school transportation services. Damage repairs will be charged back to students / parents. Suspension may be invoked after an administrator investigates the reported misconduct. Keep in mind, school-provided transportation is a privilege, not a right.

Pursuant to N.C. Gen. Stat. [§ 14-132.2](#) administrators may prosecute a student or adult under state law for the following acts:

- Willfully trespassing upon or damaging a school bus.
- Entering a school bus or activity bus after being forbidden to do so.
- Refusing to leave a bus upon request.
- Throwing an object out of the bus that causes injuries or other property damage.
- Willfully stopping, impeding, delaying, or detaining a school bus or activity bus.
- School bus rules and actions of school bus drivers are implemented for the safety of students.

Bus routes are developed pursuant to N.C. Gen. Stat. § 115C-246. Each public-school bus shall be routed so that the bus passes within one mile of the residence of each pupil assigned to that bus. All school system employees feel a responsibility to parents and the community to ensure the safety of school bus passengers. Help us promote a safe and efficient school bus operation through your support and cooperation.

## SCHOOL HEALTH INFORMATION

More detailed information is available at the [School Health](#) link on the [Student Services](#) website or by contacting your School Nurse. (See also [Policy 6120 Student Health Services](#), [Policy 6125 Administering Medicines to Students](#), [Policy 5023/6127/7266 Emergency Epinephrine Auto-Injector Devices](#), and Administrative Guideline [6130-AG Food Allergies](#)).

### MEDICATION POLICY

- All medicines brought to school must be in the original container.
- All prescription medicines must have a pharmacy label.
- No medicine can be accepted by school staff without a doctor's order and parent/guardian permission.
- Any medicines (prescription or over the counter) to be given by the School Nurse and/or staff must have a written order from the doctor and parent/guardian permission.
- All new medicine orders must be reviewed and signed by a School Nurse before school staff can administer it.
- All medicines to be given by the School Nurse or staff must be brought to school by parent/guardian and picked up when medicine expires, is discontinued, or at the end of the school year.
- Students can self-administer/carry 1 or 2 doses of over-the-counter medicines in the original container with a note from parent/guardian.
- Students may self-administer/carry prescription, lifesaving medications such as asthma inhalers, epi-pens, or insulin with a written order from the doctor and parent/guardian permission and will need to sign a self-administration contract with the school nurse.

### SEVERE FOOD ALLERGY POLICY

- CCS does not sell any peanut products in cafeterias or vending machines.
- If your child has a life-threatening food allergy, please bring the School Nurse a diet order from your child's doctor.
- The school will work with the parents whose children have severe food allergies and their doctors to develop safe plans for the child at school.
- Plans can be made for children with life threatening food allergies to sit at a specific table in the cafeteria that reduces the chance of their exposure to the allergen if the parent asks.
- All school staff that has contact with a child with life-threatening allergies to foods will be made aware of the child's emergency plan and trained to recognize the symptoms of and respond to an allergic reaction.
- It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. Instead, this guideline has been designed to increase awareness and communication, to prevent possible exposure to identify allergens, and to create an emergency procedure for allergic reactions.

### MASS SCREENINGS

Routine mass screenings, such as vision, lice, hearing, and dental are performed annually according to NC state recommendations. If you do not wish for your child to participate, please notify the school/school nurse. If there are concerns regarding a child's screening results, you will be notified.

### GARRETT'S LAW (Information about Flu, Meningitis, and HPV)

Garrett's Law (Senate Bill 444) mandates schools provide parents and guardians with information about meningococcal meningitis, influenza, and the vaccines that protect against these diseases. This law was expanded to include information about the human papillomavirus (HPV) and the vaccines available to protect against HPV.

**Viral Infections Including Influenza (Flu) and COVID-19 (CORONA VIRUS)** The flu is a viral infection that can cause illness with symptoms ranging from mild to severe. Symptoms of the flu include fever, cough, sore throat, runny nose, body aches, chills, fatigue, and headache. Sometimes, vomiting and/or diarrhea can occur, although they are not usually the primary symptoms. COVID-19 has similar symptoms and also include shortness of breath, muscle aches, loss of the sense of taste or smell. Both illnesses can be spread through respiratory droplets from a cough or a sneeze, or from droplets on unwashed hands. It is important to protect yourself and others against the flu, COVID-19, and other illnesses. Students and families are strongly encouraged to do so by doing the following:

- Wash hands frequently and thoroughly with soap and water. If soap and water are not readily available, use alcohol-based hand sanitizers.
- Cover your coughs and sneezes with tissues.
- Avoid touching eyes, nose, and mouth.
- Stay away from people who are sick.
- Stay home from work or school until 24 hours fever-free (without the use of fever-reducing medications). The flu can be especially dangerous in people with chronic health conditions and people with lowered immunity.
- Get vaccinated against the flu and COVID-19 when eligible. Contact your healthcare provider or local health department.
- Wearing a mask when concerned about levels of transmissible disease or as directed in extreme circumstances by the Board of Education or Superintendent.

**Flu Vaccine** The flu vaccine prevents the flu. The flu shot 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 5 years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 and 90% 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.

For more information and for educational materials about the flu, go to: <http://www.flu.gov/> or <http://www.cdc.gov/flu/>. For information about the flu vaccine, go to: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.pdf>.

**Meningococcal Meningitis**—Meningitis is an infection of the fluid surrounding the brain and spinal cord. It can be caused by a virus or bacteria. Viral meningitis is more common, and people usually recover fully. Bacterial meningitis is rare, but much more serious. Meningococcal disease is a serious bacterial illness. It is the leading cause of bacterial meningitis in children in the United States. Meningococcal disease can also cause blood infections.

Symptoms of bacterial meningitis include severe headache, high fever, nausea/vomiting, stiff neck, rash, fatigue, and confusion. Not all of these symptoms may be present. Meningitis is spread by close exchange of saliva and respiratory secretions. It can be spread through coughing, sneezing, kissing, and sharing items such as eating utensils, lip balms, drinks, and cigarettes. You can protect yourself against this disease and other illnesses by not sharing food items or utensils, by having good hand washing etiquette, and by covering coughs and sneezes, as stated above. Getting vaccinated is the best way to prevent this disease. A vaccine against meningococcal meningitis, which is recommended for school-aged children, is available through the local health department or private healthcare providers.

For more information and for educational materials about meningococcal meningitis, go to: <http://www.cdc.gov/meningitis/index.html>. For information about the meningococcal meningitis vaccine, go to: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.pdf>.

### Human Papillomavirus (HPV)

- HPV is a common virus that is spread from one person to another by close intimate contact. It is the most common sexually transmitted virus in the United States. There are many different types of HPV that can infect both men and women and can raise the risk of cervical cancer in women.
- The virus lives in the body and usually causes no symptoms, but some types of HPV can cause visible growths or bumps on the genital area. Other types of HPV can lead to cervical cancer in women. Many people with HPV do not know they are infected, which is why it can be easily passed to others without realizing it. A vaccine is available for boys and girls 11 or 12 years of age.
- For more information about the human papillomavirus (HPV), <http://www.cdc.gov/HPV/index.html>. For information about the HPV vaccine: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/hpv-gardasil.pdf>. For more information about meningococcal meningitis, influenza diseases or HPV, please call 1-800-232-4636 (1-800-CDC-INFO) or visit [www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com) or contact your family physician.

### DISTRICT CONTACT LIST- FOR PARENTS AND GUARDIANS

**WHO TO CALL?** For more information visit [District Contact Index](#) or visit [Departments](#) on the [CCS website](#). Education Center Phone: 704-260-5600\* Check the CCS website for individual school numbers.

DEPARTMENT/AREA Website Links	SUBJECT	CONTACT	PHONE
<b><u>BOARD OF EDUCATION</u></b>	BOE Information	Executive Board Clerk, Kristy Williams <a href="mailto:boardclerk@cabarrus.k12.nc.us">boardclerk@cabarrus.k12.nc.us</a>	704-260-5611
		Denise Adcock- Board Chair <a href="mailto:Denise.adcock@cabarrus.k12.nc.us">Denise.adcock@cabarrus.k12.nc.us</a>	704-260-5600
		Rob Walter- Vice Chair <a href="mailto:Robert.walters@cabarrus.k12.nc.us">Robert.walters@cabarrus.k12.nc.us</a>	704-260-5600
		Pamela Escobar <a href="mailto:Pamela.escobar@cabarrus.k12.nc.us">Pamela.escobar@cabarrus.k12.nc.us</a>	704-260-5600
		Keshia Sandidge <a href="mailto:Keshia.sandidge@cabarrus.k12.nc.us">Keshia.sandidge@cabarrus.k12.nc.us</a>	704-260-5600
		Laura Blackwell Lindsey <a href="mailto:Laura.blackwell@cabarrus.k12.nc.us">Laura.blackwell@cabarrus.k12.nc.us</a>	704-260-5600
		Sam Treadaway <a href="mailto:Sam.Treadaway@cabarrus.k12.nc.us">Sam.Treadaway@cabarrus.k12.nc.us</a>	704-260-5600
		Tim Furr <a href="mailto:Tim.furr@cabarrus.k12.nc.us">Tim.furr@cabarrus.k12.nc.us</a>	704-260-5600
<b><u>OFFICE OF THE SUPERINTENDENT</u></b>		<b>Superintendent, Dr. John Kopicki</b> <a href="mailto:Superintendent@cabarrus.k12.nc.us">Superintendent@cabarrus.k12.nc.us</a>	704-260-5611
		Executive Assistant to the Superintendent, <a href="mailto:Kristy.williams2@cabarrus.k12.nc.us">Kristy.williams2@cabarrus.k12.nc.us</a>	704-260-5611
		Dr. Kelly Propst, Chief of Staff <a href="mailto:Katherine.propst@cabarrus.k12.nc.us">Katherine.propst@cabarrus.k12.nc.us</a>	704-260-5612
<u>Communications &amp; Public Information</u>		Director, Philip Furr <a href="mailto:Philip.furr@cabarrus.k12.nc.us">Philip.furr@cabarrus.k12.nc.us</a>	704-260-5641t
	District Website	Digital Media Manager, Mike Martin <a href="mailto:Michael.martin@cabarrus.k12.nc.us">Michael.martin@cabarrus.k12.nc.us</a>	704-260-5643
	District Social Media	Digital Media Coordinator, April Coble <a href="mailto:April.coble@cabarrus.k12.nc.us">April.coble@cabarrus.k12.nc.us</a>	704-260-5642
<u>Education Center</u>	General Information	Receptionist, Natalie Caudill <a href="mailto:Natalie.caudill@cabarrus.k12.nc.us">Natalie.caudill@cabarrus.k12.nc.us</a>	704-260-5600
<b><u>DEPUTY SUPERINTENDENT</u></b>		<b>Deputy Superintendent, John LeGrand</b> <a href="mailto:John.legrand@cabarrus.k12.nc.us">John.legrand@cabarrus.k12.nc.us</a>	704-260-5603
<u>Administrative Services</u>	<u>Parent Concerns</u> <u>Alternative Assignment</u>	School Relations Coordinator, Becky Daquila	704-260-5603

# PARENT INFORMATION AND STUDENT CODE OF CONDUCT

	PASS Program Parent Grievances Appeal Hearings	<a href="mailto:Rebecca.daquila@cabarrus.k12.nc.us">Rebecca.daquila@cabarrus.k12.nc.us</a>	
	<u>Policies</u> , District Calendar, Grievances Subpoenas	Director, Dr. Sandy Ward <a href="mailto:Sandy.ward@cabarrus.k12.nc.us">Sandy.ward@cabarrus.k12.nc.us</a>	704-260-5601
	High School program	Assistant Superintendent, Gordon Palmer <a href="mailto:Gordon.palmer@cabarrus.k12.nc.us">Gordon.palmer@cabarrus.k12.nc.us</a>	704-260-5637
	Middle School program	Assistant Superintendent, Anna Blessington <a href="mailto:Anna.blessington@cabarrus.k12.nc.us">Anna.blessington@cabarrus.k12.nc.us</a>	704-260-5638
	Elementary School program	Assistant Superintendent, Johanna Parker <a href="mailto:Johanna.parker@cabarrus.k12.nc.us">Johanna.parker@cabarrus.k12.nc.us</a>	704-260-5600
		Administrative Assistant for Assistant Superintendents, Victoria Roberts <a href="mailto:Victoria.roberts@cabarrus.k12.nc.us">Victoria.roberts@cabarrus.k12.nc.us</a>	
<u>Athletics</u>	District Athletic program	Director, Bryan Tyson <a href="mailto:Bryan.tyson@cabarrus.k12.nc.us">Bryan.tyson@cabarrus.k12.nc.us</a>	704-260-5607
		Administrative Assistant, Leighann Towell <a href="mailto:Leigh.towell@cabarrus.k12.nc.us">Leigh.towell@cabarrus.k12.nc.us</a>	704-260-5687
<u>Driver Education</u>	Driver Education program	Manager, James Gilreath <a href="mailto:James.gilreath@cabarrus.k12.nc.us">James.gilreath@cabarrus.k12.nc.us</a>	704-260-6743
<b><u>ACADEMIC SERVICES</u></b>		<b>Chief Academic Officer, Sarah Reeves</b> <a href="mailto:Sarah.reeves@cabarrus.k12.nc.us">Sarah.reeves@cabarrus.k12.nc.us</a>	704-260-5636
		Administrative Assistant, Kishma Williams <a href="mailto:Kishma.williams@cabarrus.k12.nc.us">Kishma.williams@cabarrus.k12.nc.us</a>	704-260-5636
	Curriculum and Instruction	K-12 Curriculum Coordinator, Leanne Havely <a href="mailto:Leanne.havely@cabarrus.k12.nc.us">Leanne.havely@cabarrus.k12.nc.us</a>	704-260-5633
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	student transfers/assignment		
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## Appendix A

## Child Abuse Prevention Handout Grades 6-12

# You deserve to be safe.

**No one has the right to abuse you or someone you know.**

Child abuse is when someone, whether through action or failing to act, causes injury, death, emotional harm, or risk of serious harm to a child.

There are different types of abuse.

- Physical abuse is when a parent or caregiver injures or hurts a child, and it was not an accident.
- Sexual abuse occurs when an adult uses a child for sexual purposes or involves a child in sexual acts. It also includes when a child who is older or more powerful uses another child for sexual acts. You should never be touched by an adult in areas normally covered by underwear except for the purposes of a medical exam by a medical professional.
- When a parent or caregiver causes harm to a child's mental or emotional wellbeing, it is considered emotional abuse. While a single incident may be abuse, most often emotional abuse happens often enough to cause emotional harm and fear over time.
- Child neglect is when a parent or caregiver does not provide the care, supervision, affection and support needed for a child's health, safety and well-being.

## It's not your fault.

It is wrong that you are suffering this pain, fear or sadness. You may also want to talk to a trusted adult like a parent, teacher, counselor, social worker, nurse or other school staff.



**If you see any of the these signs, have been abused, or know someone you think is being abused, please get help right away.**



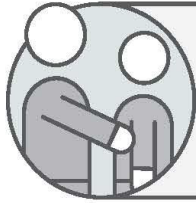
### **Physical Abuse**

- hitting
- kicking
- choking
- shoving



### **Emotional Abuse**

- ignoring
- mocking
- name-calling
- blaming



### **Sexual Abuse**

- sexual acts between an adult and youth
- forced sexual acts by an older child
- adults touching a youth's body in areas normally covered by underwear



### **Child Neglect**

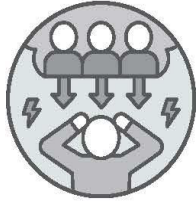
**Parent/Caregiver does not provide care such as:**

- clothing, food, and drink
- a safe place to stay
- appropriate treatment for injuries and sickness
- access to school/education



### **Bullying**

- repeated, targeted, aggressive behavior
- use force, threats, or teasing to overpower
- being socially shut out of a group
- can hurt physically, emotionally, or both



### **Online Abuse**

- uncomfortable or sexual conversations
- requests for sexual or revealing photos
- threatening messages
- cyberstalking

The identity of the person making the report, and all information obtained during the report, will be held in the strictest confidence possible to maintain everyone's safety.

In an emergency:

**Call 911**

To report abuse:

**704-920-1400**