

**Caldwell Applied Sciences Academy**

# **PARENT/STUDENT HANDBOOK**



# **2023-2024**

**"Home of the Golden Knights"**

**Caldwell Applied Sciences Academy  
2857 Hickory Boulevard  
Hudson, NC 28638**

Website: <https://www.caldwellschools.com/>  
Telephone: 828.759.4640  
FAX: 828.759.4672



## Message from the Principal .....

On behalf of the faculty, staff, and administration of the Caldwell Applied Sciences Academy (CASA), it is my distinct pleasure to welcome you to the 2023-2024 school year. I am truly honored and privileged to serve as your new principal and I look forward to being part of your successful educational journey.

Parents, our job is made more difficult without your help and participation in the education of your child. I want to encourage each of you to be involved participants in our school. Please stay abreast of our educational endeavors, community activities, and celebratory events via our website, Black Board Connect telephone information system and additional print media. Please communicate regularly with your child's instructors to ensure academic progress is being made and actively review your child's progress reports and report cards. I also invite you to become involved in the PAC—Parent Advisory Council, and for your child to become involved in extracurricular activities at the school.

I commit to you that the faculty, staff, and administration of CASA will do our part in offering a high quality educational experience for your child. Our vision at CASA is “Creating the Future—Step by Step, Student by Student.” CASA's goal is to provide a technologically enhanced educational setting which inspires academic achievement and the pursuit of excellence in all endeavors.

This handbook contains information that will assist all students and parents/guardians in interpreting and understanding the policies and procedures of CASA. I encourage you to refer to it often, read it thoroughly, and contact me if you have any questions regarding its content. I look forward to working with each of you to ensure that the Caldwell Applied Sciences Academy continues to meet the academic and personal needs of all students.

*Chris Greene*  
CASA Principal



**Caldwell Applied Sciences Academy  
2023-2024**

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## Student Rights and Responsibilities

The following document is designed to serve as a guide for all students at Caldwell Applied Sciences Academy. This document was prepared for students for their protection and to increase the awareness of their responsibilities to make Caldwell Applied Sciences Academy one of the best schools in the state.

It is not all-inclusive, but it serves as a source of information to help develop well-rounded students who will contribute to society and their community in a positive manner. Students play a significant role in the success of all programs at Caldwell Applied Sciences Academy. Each student should realize his/her self-worth and that he/she is entitled to certain rights. Likewise, each student is obligated to accept certain responsibilities to assure that these rights are provided for all students. These rights and responsibilities should be all that we, as students of Caldwell Applied Sciences Academy, need as the principles of conduct to govern our student body collectively or individually.

All students at Caldwell Applied Sciences Academy are entitled to certain rights without regard to age, ethnic background, gender, or socio-economic status. These rights are listed below:

- attend school in a climate that is conducive to learning
- attend a school that is free of alcohol, drugs, weapons, and violence
- be respected by fellow students and faculty members
- attend school without verbal threats or harassment
- seek the assistance of an adult (instructor, administrator, etc)

A student who believes that a right has been violated should notify the principal. Caldwell Applied Sciences Academy students are charged with certain responsibilities in order to help create a better learning climate for all. These responsibilities are listed below:

- respect the rights of one another
- prepare academically to the best of his/her ability for classes and to take advantage of educational opportunities
- help maintain a climate that is conducive to learning
- report any weapons, drugs, alcohol, or illegal substances to an administrator
- respect and appreciate the culture and background of other students
- maintain integrity and honesty when completing school assignments
- conduct themselves in a non-violent manner

We believe that if these student rights and responsibilities are upheld, Caldwell Applied Sciences Academy can be one of the top schools in the state. All students will receive a quality education in an atmosphere that is conducive for instructors to teach and for students to learn.

## General Information

### FAQ

A Question about.....		
After school detention	Principal, Mr. Greene	cgreene@caldwellschools.com
Athletics	Principal, Mr. Greene	cgreene@caldwellschools.com
Attendance	Mrs. Clark	lclark@caldwellschools.com
Bus Transportation	Principal, Mr. Greene	cgreene@caldwellschools.com
Career Planning	Mrs. Beck	tbeck@caldwellschools.com
Club Participation	Club Sponsor	
Credit Recovery	Principal, Mr. Greene	cgreene@caldwellschools.com
Discipline	Principal, Mr. Greene	cgreene@caldwellschools.com
Driver's Education	Mrs. Clark	lclark@caldwellschools.com
Free Reduced Lunch	Mrs. Dillard	tadillard@caldwellschools.com
Grades	Instructor	
Graduation	Dr Amy Krum	
Health Issues	Mrs. Young	byoung@caldwellschools.com
Internet Use	Mrs. West	nwest@caldwellschools.com
Lost & Found	Mrs. Clark	lclark@caldwellschools.com
Parking	Mrs. Clark	lclark@caldwellschools.com
Safety Concerns	Principal, Mr. Greene	cgreene@caldwellschools.com
Scholarship Deadlines	Mrs. Beck	tbeck@caldwellschools.com
Testing Coordinator	Mrs. West	nwest@caldwellschools.com
Transcripts	Mrs. Dillard	tadillard@caldwellschools.com
Yearbook	Mr. Guy Myers	gmyers@caldwellschools.com
College Classes	Mr. Pait	fpait@cccti.edu

### Meet the Staff

The Administrative Leadership Team for CASA includes:

Position	Name	Telephone	E-Mail Address
Principal	Chris Greene	828.759.4638	cgreene@caldwellschools.com
Counselor	Tammy Beck	828.759.4685	tbeck@caldwellschools.com
Finance/ Data Man	Emily Dillard	828.759.4640	tadillard@caldwellschools.com
Receptionist	Lynn Clark	828.759-4640	lclark@caldwellschools.com

## The Instructional Leadership Team for CASA includes:

Name	Teaching Position	E-Mail Address
Noah Hamby	English	apitts@caldwellschools.com
Amy Pennell	English	apennell@caldwellschools.com
Guy Myers	Information Technology	gmyers@caldwellschools.com
Amy Krum	English	akrum@caldwellschools.com
Freda Parker	Engineering	fparker@caldwellschools.com
Scott Taylor	Science	
Bradley Hicks	Science	brhicks@caldwellschools.com
Jeanie Robinson	Social Studies	jrobinson@caldwellschools.com
Ethan Ostwalt	Math	eostwalt@caldwellschools.com
TBA	Math	
Leslie Barger	World Language	lbarger@caldwellschools.com
Nicole West	Social Studies/APEX	nwest@caldwellschools.com

## The following college personnel may be helpful as well.

Position	Name	Telephone	E-Mail Address
Vice President, Instruction	Liz Silvers	828.726.2241	
Vice President, Student Services	Dena Holman	828.726.2737	dnholman@cccti.edu
Transition Coordinator	Frank Pait	828.759.4647	fpait@cccti.edu

### School Hours

Office hours are from 7:30 a.m. to 4:00 p.m., Monday - Friday. School is in session from 8:05 a.m. to 2:25 p.m. You may leave messages at 828.759.4640 (office) or with the individual staff member at their noted phone numbers listed on the faculty pages. Please do not drop students off before 7:30 a.m. and please ensure students are picked up prior to 4:00 p.m. unless prior arrangements are made with an instructor or the principal.

### Arrival at School/Departure from School

Students being dropped off or picked up by parents are asked to enter and exit CASA from the parking lot adjacent to the elevated crosswalk entrance to CASA only. Buses are loaded and unloaded between J and G buildings. State law prohibits students from being dropped off in bus loading zones. Please do not drop off students in this area. Students should not arrive at school prior to 7:30 a.m. Students are restricted to the commons area until 7:45 a.m. and should not be in any other parts of the building unless participating in a previously scheduled

and supervised activity. Students are asked to enter the school building as soon as they arrive on campus.

All students should clear the school buildings and college campus by 3:15 p.m. unless they are in a predetermined and supervised activity. Students must exit the school buildings and parking lot immediately at the end of the day. Do not stop to pick up students or let students out along Selia Drive in front of the school (near the elevated crosswalk) as this interferes with traffic flow and creates a danger to students.

#### **A. ATTENDANCE RECORDS**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

#### **B. EXCUSED ABSENCES**

When a student misses school, a written excuse signed by a parent or guardian shall be provided to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school.
2. isolation ordered by the State Board of Health.
3. death in the immediate family.
4. medical or dental appointment.
5. participation under subpoena as a witness in a court proceeding.
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s).
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out of school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also Board Policies 4110, Immunization and Health Requirements for School Admission, and 4351,



Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **Inclement Weather**

In the event of inclement weather, CASA will follow Caldwell County School decisions regarding school operation. However, students must adhere to CCC&TI's policy regarding college classes. Those procedures are outlined as follows:

#### **9th-10th Grade Students**

CASA 9th and 10th grade students will follow the Caldwell County Schools weather schedule. Students are required to check his/her Moodle on the day of inclement weather. Instructors may post make-up assignments.

Completion of the make-up assignment counts as attendance for the missed class.

## **C. SCHOOL-RELATED ACTIVITIES**

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to a minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school
2. job shadows and other work-based learning opportunities, as described in G.S. 115-47(34a)
3. school-initiated and scheduled activities
4. athletic events that require
5. Career and Technical Education student organization activities approved in advance by the principal
6. In-school suspension

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## **D. EXCESSIVE ABSENCES**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

School attendance committees will review student absences at the end of the first three grading periods and in the middle of the last grading period. The committee shall submit to the principal or designee the names of students who are in danger of not being promoted due to excessive unexcused absences.

If a high school student is absent from any class for seven or more days, the principal or designee shall have the authority to determine whether the student will be permitted to make up missed work.

Absences due to a disability or for religious observance will not be included in determining the cumulative days absent in a course. All other absences, both excused and unexcused, will be combined to determine the cumulative days absent. Before a student is denied credit for a course due to excessive absences, the principal shall ensure that any absences due to disability or for religious observance are excluded from the calculation of cumulative absences.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations and policy 3621, Student Athletic Eligibility.

### **School-Wide Classroom Tardy Policy/Sign in Procedures**

Students are expected to be in class on time. Tardiness to class negatively impacts instruction and reflects poorly on the student. A “tardy” is defined as not being in the classroom seat or in the classroom when the class begins as determined by the instructor.

If a student comes to school late or departs early, he/she is required to check in/out with appropriate personnel in the main office. **If a student misses over thirty-minutes (30-minutes) of a class period, the student becomes absent rather than tardy.**

Students are responsible for making up any work missed when they are tardy for class. A note must accompany all tardies to first period. If a student is tardy, the instructor may require the student to stay after class or come after school to assure that the student does not miss needed instruction. If a student is detained by an instructor, he/she must produce a note from that instructor to receive an excused tardy to his/her next class. If he/she does not have an instructor note, his/her tardy will be unexcused. Each instructor will explain his/her class tardy policy at the beginning of each semester.

Student drivers who accumulate more than six (6) tardies to any class during a semester may lose their parking privilege. The student must be on time to all classes for 30 days in order to be eligible to receive their parking tag back after being revoked for cause.

### **Sign Out Procedures**

Students must present a note from a parent/guardian, regardless of their age, in order to sign out. A telephone number where a parent/guardian can be reached shall be on the note. Students signing out during school hours must report to the main office to sign out from school.

If a student becomes ill during the day, he/she should report to the office. The parent/guardian will be contacted and must speak to office personnel to give permission for the student to leave. In an emergency, a parent/guardian may contact the principal by phone to sign a student out.

## Make up Work

Students are entitled to make up any work missed due to an absence. However, after the seventh absence in any class, any unexcused absence will require the principal or designee to authorize the opportunity to make up missed work. It is the responsibility of the student to make arrangements to acquire missed assignments. Generally, such work will be made upon the student's return to school within a time period equal to the length of the absence. CASA teachers may have specific procedures for their classrooms.

## College Visits

Seniors are permitted to visit one college or university per semester in preparation for possibly attending the college after high school graduation. The visit will be considered an authorized field trip if the student receives approval from the principal at least five (5) days prior to departure and the student returns with a letter from the institution indicating the trip was completed as planned. The institution letter shall be turned in to the administrative assistant upon completion of the trip to ensure appropriate coding for attendance purposes.

## Visitors/Volunteers on Campus—Visitor Passes/Sign-in Sheets

*Because the health and safety of students and staff is a top priority, schools will continue to limit outside visitors and volunteers until further notice. Only those directly involved in the educational process will be allowed in the building. Family members will have limited access to students on campus during the school day. Once school systems are notified by the Governor's office, along with the NC Department of Public Instruction to reopen schools to visitors and volunteers, parents and upstanding citizens will be welcomed back to volunteer onsite.*

Regulations regarding visitors apply to the school buildings, buses, and all parts of the CASA/CCC&TI campus during the regular school day.

1. All visitors must report to the main office to obtain permission to visit before proceeding to any other part of the CASA/CCC&TI campus. All visitors will be provided with a visitor's pass that must be displayed while they remain on the CASA/CCC&TI campus.
  - a. In the event of an emergency, parents or other family members who find it necessary to see a student will wait in the main office while the student is called.
  - b. Parents who wish to discuss a student's work with the instructor should make an appointment with the instructor.
  - c. Permission to visit a class in session will be granted only by the principal and only in special cases.
  - d. Students will not be allowed to leave the CASA campus to visit with others in cars or the parking lot.
  - e. Commercial deliveries (such as flowers, balloons, or gifts) will not be accepted for students during the school day.

## Elevator Use

Students are required to use the stairwells in all buildings on campus unless permission to use the elevator is granted by a staff member. Students found on the elevator without permission will be appropriately disciplined.

## Textbooks

Textbooks are provided for high school courses and most college courses free of charge. It is the student's responsibility to properly care for and return textbooks when courses are completed.

- Lost books **MUST** be paid for before a replacement can be issued.
- Students are responsible for paying for any damages to books beyond normal wear and tear which are issued to them.
- If a student withdraws from school, he or she must return the textbooks to the school.
- If a student fails a college class that uses consumable material, the student must pay for the new course material when repeating the course.
- If a student is dropped from a college class due to poor attendance they may be charged for the cost of the textbook or course materials.
- If a student fails a college class they may be charged for the textbook or course materials.
- All school debts must be paid prior to graduation.

## Lunch Information

Lunch is provided daily for students by the Caldwell County Food Services Department. Students are encouraged to participate in the school lunch program. The lunch cost for students must be paid daily or paid using the prepayment plan offered by the lunch program.

- Parents should not deliver lunch to students and students may not order food to be delivered from businesses.
- Students shall not leave campus for lunch. Students must remain in the lunch area during the entire lunch period. Students who leave the lunch area or the campus without administrative permission will be appropriately disciplined.
- Parents/guardians may attend lunch with a student on special occasions (birthday, etc.) with prior permission of the principal or designee.

**All families are encouraged to fill out the Free and Reduced Lunch Form at this link: <https://www.lunchapplication.com/>**

## Insurance

Students can purchase insurance through Caldwell County Schools. Information for school insurance will be handed out at the beginning of the year. Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Caldwell County Board of Education will make every reasonable attempt to

identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through school publications. Purchase of this insurance constitutes an agreement between the student and/or parent and the insurance company. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance.

Students who choose to participate in interscholastic activities at the middle and high school levels are provided blanket group athletic coverage. This coverage applies to injuries resulting from athletics only. A Schedule of Benefits shall be provided to all Athletic Directors. A copy of the Schedule of Benefits shall be distributed to all parents at the pre-season meeting for all sports. The Superintendent may designate other activities, including certain school trips, as requiring accident insurance.

Please visit <https://www.k12specialmarkets.com/>

### Field Trip Student Insurance

Caldwell County Schools provides field trip insurance for students up to a maximum of \$1,500 per day for the day trips only. This insurance is classified as secondary insurance, not primary, and there is no additional coverage for overnight trips unless purchased directly by a school or organization.

Parents are asked to provide information for their primary insurance carrier so that, in case of emergency during regular classroom and lab activities or during an off-campus field trip, school personnel will have access to that information for medical officials. Please be sure that you have completed the information form that includes documentation of the insurance company and coverage.

### Field Trips

It is our strong belief that our students must see the workplace in action to be properly prepared for future work-based learning opportunities such as job shadowing, internships, and apprenticeships. Therefore, instructors may schedule off-campus trips to involve students in area work sites. Students must have a signed permission form on file to participate in off-campus excursions.

### Electronic Devices

As a general rule because of the disturbances and distractions created by certain electronic devices, students may be prohibited from using them at school unless authorized for use as part of classroom or lab instruction.

A student may possess a cell phone in school, on school property, at after school activities, and at school related functions, provided that during instructional time the cell phone remains off. Instructors may require students to place cell phones in sight on desks during instruction or collect them prior to quizzes, tests and exams. Students may only use cell phones for emergencies with **PRIOR** permission of the principal or instructor.

*A student possessing a cell phone or other electronic device shall assume responsibility for its care. At no time will CCC&TI, Caldwell County Schools or CASA be responsible for preventing theft, loss, or damage to cell phones or other electronic devices brought onto its property.*

## Lost/Found Items

Lost textbooks or personal items found may be claimed in the CASA office. Every effort to return property to its rightful owner will be made. If the item has not been claimed during the current school year, it will be disposed of before the next school year. Clothing items, book bags, textbooks, and items belonging to others should be turned into the office if found.

## Bus Transportation

Bus transportation is available for CASA students. Students will be picked up/dropped off by buses from their home high school. Students will transition to a shuttle from the home high school to CASA. CASA classes begin and end prior to the regular high school year and periods of limited transportation are indicated on the yearly calendar. Limited transportation days will have shuttle transportation only and it is the responsibility of parent/guardian to get them to their home high school site for shuttle pick up. Contact the home high school with questions concerning bus routes.

## Vehicle Parking and Use

Driving to school is a privilege. Unsafe or careless/reckless driving will result in driving privileges being revoked. Driving privileges may also be taken for students who violate the tardy policy. Students shall not linger in their cars or the parking lot before, during, or after school. Students are expected to enter the building immediately upon arrival and exit after dismissal. All students may drive and/or ride with another student if they have written permission from parents of both students.

Students parking vehicles on campus must have a CCC&TI parking tag which is available at the CASA front office. All students should park in the lot directly in front of the J Building. Students are advised that parking regulations are strictly enforced by college personnel. Students cited for parking violations must pay fines for tickets at the Business Office in the "A" building. Students will not be able to register for the next semester or obtain a copy of their college grades if they have unpaid tickets. Vehicles parked on campus without a CCC&TI parking tag or parked illegally may be towed at the discretion of the college without notice.

## Lose Control, Lose Your License

The NC Legislature directs public schools, community colleges, and nonpublic schools to notify the North Carolina Division of Motor Vehicles whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for any 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 G.S. 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 an instructor or other school personnel on school property.

The law will suspend a student's permit or license for one year. Students who are at least 14 years old or who are rising 8<sup>th</sup> graders on or after July 1, 2000 are subject to this law. The "Lose Control" law does not stop at age 18.

### **Dropout Prevention/Driver's License Law**

Students under 18 years of age in North Carolina must remain in school until they graduate and must make adequate academic progress. Adequate academic progress is defined as passing 75% of your classes each semester. Failure to meet this requirement may result in the loss of eligibility for a permit or cancellation by the North Carolina Department of Motor Vehicles of a driver's permit/license. If adequate progress has been made at the end of the next semester, a Driving Eligibility Certificate will be issued or the driver's permit/license can be restored upon payment of \$50 to the Department of Motor Vehicles.

Students have the right to appeal the loss of a permit or license due to hardship if the student can document sufficient reasons why such an appeal should be granted pursuant to North Carolina law.

### **Athletic Information**

CASA students are eligible for athletic participation at their home high school if the following requirements are met:

- passed a minimum of 75% of your courses during the preceding semester
- been in attendance for at least 85% of the preceding semester
- met promotion standards set forth by the Caldwell County Board of Education

Students may not participate in athletic activities, (including practices), without filing a completed physical exam form or a physician's waiver form with the Athletic Director at the school in which the student will participate. Athletes must carry insurance; please check with your home district high school for specifics.

Athletes are considered role models for other students and must agree to submit to random drug testing throughout the school year during which the student is considered to be an athlete.

We encourage students to participate in athletics at their home district high school. Occasionally, the student may need to make special arrangements for transportation to be able to participate in athletics.. Please let your instructors and the main office know in advance when you may need special arrangements to leave campus early due to a sporting event.

## Random Drug Testing of Students

Both participation in athletics, including cheerleading, and operating and parking a motor vehicle on campus are privileges and not rights. Students involved in athletic activities represent the school and school system in interscholastic competition, public performances and various other activities. They are role models for other students. Their use or abstinence in the use of alcohol or illegal drugs is likely to influence the choices of other high school students. In addition, the use or abuse of alcohol and/or illegal drugs by athletes is likely to increase student injuries to the user or others with whom he or she is playing.

Student drivers are inexperienced and pose a substantial risk to the safety of themselves and others should they operate a motor vehicle on campus or elsewhere while under the influence of alcohol or illegal drugs.

The Caldwell County Board of Education believes that the adoption of this alcohol and drug testing policy will deter the use of alcohol and drugs among high school students. This policy on the alcohol and drug testing applies to (1) students who participate in athletics activities, (2) students who operate or park a motor vehicle on campus, and (3) students who tamper or otherwise interfere with the testing process. The Superintendent or designee is responsible for implementing this policy and coordinating the district-wide collections schedule for Caldwell County Schools.

### A. General Guidelines

#### 1. Students Subject to Alcohol and Drug Testing

This policy applies to grades 9 through 12 students who elect on a voluntary basis to participate in any school athletics or to operate or park a motor vehicle on campus.

#### 2. Alcohol and Drug Testing Required

To be eligible to participate in athletics or to operate or park a motor vehicle on campus, the student and his or her parents must agree in writing on a form adopted by the superintendent to submit to alcohol and drug testing. A percentage of the eligible students at each high school, determined by the superintendent (not to exceed 10 percent), shall be selected at random for testing on a periodic basis as established by the superintendent. The students shall be tested for the presence of any of the substances listed in subsection E.1 of this policy, including marijuana, cocaine, amphetamines, and any other drugs the superintendent deems appropriate.

#### 3. Refusal to Test/Leaving a Test

A student who refuses to test or leaves school without permission during testing will be ineligible to participate in athletics or operate or park a motor vehicle on campus for 365 calendar days and will not be eligible for a waiver as described in subdivision B.4.a of this policy. Once selected for testing the student may not leave the presence of a school employee or the contracted Test Administrator's staff until he or she has provided a urine specimen. If the student refuses to



cooperate with school employees or the contracted Test Administrator's staff, the student's refusal to cooperate shall be treated as refusing to test.

#### 4. Consequences of A Positive Test

##### A. First Offense

In the event a student tests positive for alcohol or drugs, or is caught with alcohol or a controlled substance at school or a school sponsored event, or is convicted in court for use or possession of alcohol or a controlled substance, the student shall be ineligible to participate in athletics or operate or park a motor vehicle on campus for 365 calendar days. However, if the student enrolls in and successfully completes, at the student's or parent's expense, a substance abuse education and/or intervention program recommended by the superintendent, the student shall obtain a waiver to regain eligibility to participate in athletics or operate or park a motor vehicle on campus after 30 days or the end of the sports season, whichever is greater. If a student also violates Section F, Drugs and Alcohol, of Board policy 4309, Code of Student Conduct, the student will be subject to disciplinary action consistent with that policy.

##### B. Second Offense

In the event a student tests positive a second time or fails or refuses to participate in the second alcohol/drug test when selected, the student shall be ineligible to participate in athletic activities or operate or park a motor vehicle on campus for 365 calendar days. The student shall not be subject to suspension from school as a result of a positive alcohol and/or drug test. However, a student will be subject to disciplinary action, including possible suspension from school, for a violation of Subsection B.5, Unauthorized Possession of a Specimen, or Subsection B.7, Sample Tampering, of this policy. If a student also violates Section F, Drugs and Alcohol, of Board policy 4309, Code of Student Conduct, the student will be subject to disciplinary action consistent with that policy.

### Club/Activity Information

Our clubs are considered to be a vital part of the total school program. Each student is encouraged to participate in the activities and/or clubs of his/her choice. Some of our clubs and activities have certain qualifications, which must be met before a student can be a member.

Clubs may meet during the school day but typically meet before or after school. Community service activities, participation in regional, state, and national competitions, and other club activities may be held beyond the normal school day and on weekends.

***Students with excessive absences, tardies, discipline referrals, drops from college classes or who owe a debt to CASA or CCC&TI may be ineligible to participate in school sponsored activities including prom.***

## Fundraising Information/Activities

Schools make every effort to limit the involvement of students in fund raising activities and such activities shall in no way exploit or discriminate against any students.

Although fundraising is recognized as a necessary school activity, it must be limited and shall not unduly infringe upon the teaching/learning process. Fundraising activities at school are governed as follows:

1. All fundraising activities must be approved in writing in advance by the principal.
2. In addition to school pictures, each school is allowed one other school-wide project.
3. On-campus fundraising activities must be sponsored by the school or a school organization.
4. Clubs, classes and other school groups are limited to one direct sales activity per year.
5. Upon advance approval of the principal, promotional materials for local non-profit clubs and groups may be distributed during non-instructional time. However, student groups may not solicit funds for such organizations unless approved in advance by the Superintendent.
6. Schools may not use events held during the school day as fundraising activities. If admission is charged, it may only cover the cost of the event. Provisions must be made for students who are unable to pay.
7. Food items are not to be sold until after the lunch period has ended.

This policy does not limit the activities of parent organizations, booster clubs and other school-related groups that are independent of the schools, yet supportive and essential to the school's success. It is expected, however, that these organizations will also limit sales and solicitations and shall not request the use of the school or school personnel without the written permission of the principal. The principal will be responsible for approving fund-raising projects. A record of each project approved will be kept within the school.

## Website

CASA offers electronic services at <http://www.caldwellschools.com>. You may view information concerning our administration, faculty and staff, curriculum and student activities. You will also find the news, parent newsletters, school calendar, special events, and handbook information. Please connect with us on social media as well to keep up with important news!



## Academic Information and Student Services

### Graduation Requirements

Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2020-2021

Courses Required*	State and Local Requirements
English	5 (English I, II, III, and IV* and Communication Skills)
Mathematics	4 (NC Math 1, 2, 3, and a fourth math course aligned with the student's post-high school plans.)**  (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NCDPI math options chart.)***
Science	3 (a physical science course, Biology, and earth/environmental science)
Social Studies	4 (including: (1) a founding principles course which shall be either American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy;† (2) an American History course which shall be either (a) American History I, (b) American History II, or (c) American History;‡ (3) World History;‡ and (4) Economics and Personal Finance^
Health/P.E.	1
Electives	11 (2 electives shall be any combination of Career and Technical Education, Arts Education or World Language; 4 shall be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)‡
Total Credits	28

## Graduation Honors

All graduation recognitions are determined at the end of the first semester of a student's final year. The weighting system used for the statewide electronic transcript will be used to calculate these honors. Student recognition designations are as follows (Caldwell County School Board Policy—3450):

3.5 - 3.99 GPA - Cum Laude

4.1- 4.40 GPA - Magna Cum Laude

Above 4.40 GPA - Summa Cum Laude

Students not taking a full load of credit-bearing courses may be ineligible for these honors.

## President's Education Awards Program

When planning for courses, students may wish to consider participation in the President's Education Awards

Program with the following criteria:

- 3.5 unweighted GPA on a 4.0 scale through fall semester of their final year
- Score 85th percentile on either the verbal or math portion of the SAT, subject specific test , or composite ACT score
- Earn at least 12 units from the following areas: English, math, science, social studies, geography, and world languages

## Grading/Progress Reports/Report Cards/EOC Information

Evaluation of student progress is based on the Caldwell County Board of Education policy related to grading as listed below:

A=90 - 100    B= 80 - 89    C= 70 - 79    D= 60 - 69    F= 59 and below

Instructors at CASA use a grading system based on formative assessments, test scores, daily participation, homework, and projects. Instructors will provide a syllabus documenting their grading system. *Report cards are distributed every nine weeks and progress reports will be given to students every four and a half weeks. These dates will be posted on the CASA website ([www.caldwellschools.com](http://www.caldwellschools.com)).*

***The student will have five (5) school days to remove incompletes at the end of each nine (9) week grading period. After five (5) days, the grade will automatically become an "F" unless prior arrangements are made with the subject instructor.***

Students must maintain an unweighted 2.8 GPA or higher to be eligible for certain college courses. Students should also maintain an unweighted 2.0 grade point average in all college courses taken.

Final exams/assessments, including EOC and CTE Post Assessments, will count 20% of the student's final grade in every class.

Progress Reports Sent Home by:	9-Week Grading Period Ends	Report Cards Available in PARENT PORTAL:
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## CASA High School EOC Exams

## CCC&TI College Exams

First Semester:

Second Semester:

**THESE DATES SHOULD BE CONSIDERED WHEN PLANNING FAMILY TRIPS.**

### HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING

High school students must take EOC tests and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests and CTE Post Assessments will count as 20 percent of a student's final grade in each high school course for which there is an EOC test or CTE Post-Assessment.

For any high school class that does NOT have an associated state-mandated test required as the final exam, students may be exempt from the teacher-made final exams if they meet the following attendance criteria:

1. Course average of A and class absences not exceeding two absences (excused and unexcused combined);
2. Course average of B and class absence not exceeding one absence (excused or unexcused); or
3. Course average of C and no class absences of any kind

*A student's course average shall be determined by equal weighting of the two nine-week grading periods.*

Additionally, for teacher-made exam exemption purposes only, three tardies to class count as one class absence.

Absences due to disability or for religious observance or school sponsored field trips will not be included in determining the cumulative days absent in a course for purposes of exam exemption.

## North Carolina Scholars Program

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Scholars and receive seals attached to their diplomas.

Most students should begin planning for the program before they enter grade 9 to ensure they get the most flexibility in their courses. In order to qualify as a North Carolina Scholar, students must earn 24 credits and complete the NC Graduation Project. Students must have an overall four-year **unweighted** grade average of 3.50 and complete specific courses. Please discuss this with the school Counselor if you are interested in this program.

## North Carolina High School Diploma Endorsements

Students can earn Career, College, College/UNC, Global Languages, or North Carolina Academic Scholars diploma endorsements. Students can earn multiple endorsements if they meet the criteria established. The criteria for each endorsement is listed below.

### Career Endorsement

- ◇ Complete Math I, Math II, Math III, and fourth math course aligned with a student's post-secondary plans
- ◇ Complete a CTE concentration in one of the approved CTE clusters. (Clusters are found on p. 10-13.)
- ◇ Earn 2.6 unweighted GPA or higher.
- ◇ Earn at least one industry-recognized credential.

### College Endorsement

- ◇ Complete Math I, Math II, Math III, and fourth math course aligned with a student's post-secondary plans
- ◇ Earn 2.6 unweighted GPA or higher.

### College/UNC Endorsement

- ◇ Complete Math I, Math II, Math III, and fourth math course that meets UNC minimum admissions requirement
- ◇ Complete three units of science to include one physical science, one biological science, and one laboratory science course that must include physics or chemistry.
- ◇ Complete two units of a world language
- ◇ Earn 2.5 weighted GPA or higher.

## National Technical Honor Society

Students who complete the following courses and requirements are eligible to join the National Technical Honor Society:

1. Complete 4 CTE courses (1 must be a Level 2 course)
2. No grades lower than a B in any CTE course
3. Minimum 3.0 unweighted GPA overall
4. Discipline and attendance will be checked

National Technical Honor Society students are recognized at a district-wide induction ceremony, are eligible to apply for NTHS scholarships, and receive a NTHS seal on their diploma.

Honor Rolls are based on **unweighted** grades at the end of each nine weeks grading period.

## **Student Services**

Students are invited and encouraged to seek assistance with any problem that may inhibit their success. CASA faculty and staff members may be able to assist with and offer support in many situations that face students. You are encouraged to seek help as needed.

CASA has a student counselor whose functions include career choices, preparation for post-high school training, college admission and financial aid, program planning, registration and schedules, and assistance with health, emotional and social problems. CASA also has a Career Development Coordinator (CDC) to assist with career planning and coordinate work-based learning opportunities (internships, job shadowing and apprenticeships). A nurse and social worker provide services upon appointment with the school counselor. Parents are urged to request assistance if needed in student-parent-school relationships.

## **Students with Special Needs**

Section 504 of the Rehabilitation Act protects the rights of all persons with special needs. If a student is experiencing difficulties with academics or behavior, the student Support Team will meet to determine possible solutions and to develop methods to improve student performance through accommodations and/or modifications in the classroom. If a student is identified as ADD or ADHD, or has a condition that significantly impacts learning, he/she should contact the school counselor.

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, instructor, or other school employee to the administration for identification and evaluation of the student's individual educational needs. The initial contact person for any student is the student school counselor.

CCC&TI's special needs services are very different from that of the public schools. The student will need to meet with the school counselor to set up a meeting with the Student Services department of CCC&TI at the beginning of each college semester. The college personnel will determine the services available to the student from CCC&TI instructors.

## **Parent Conferences**

The school administration and instructors encourage conferences with parents to discuss the progress and any problems of the student. Such conferences are highly desirable for they are beneficial to the student, to the parents, and to the instructor. Such conferences should be

prearranged and occur after 2:45 p.m. or during instructor planning periods. Additionally, parents may arrange a video conference via the internet, instead of a face-to-face conference.

### **Release of Student Information**

In accordance with the Family Educational Rights and Privacy Act, parents and eligible students (age 18) have the right to inspect the student's educational records. Transcripts are released only upon written request of the parent or eligible student. For your convenience transcripts may now be requested online at the Caldwell County Schools Website at [www.caldwellschools.com](http://www.caldwellschools.com) Records may be sent to educational institutions without a written request.

### **Directory Information**

Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision, the parent or eligible student may appeal to the Superintendent.

If no objection from parents or eligible students (18 years or older) is made, the schools are obligated to release student directory information to military branches. Military recruiters may then contact students and provide them with armed forces recruitment information.

Students with identified exceptionalities will be afforded all rights as provided by state and federal law, including the Individuals with Disabilities Education Act.



## **School Safety Information**

### **Student Illness or Injury**

If a student becomes ill or is injured while in school, the illness/injury shall be reported immediately to the principal or his representative. The principal or his representative shall ensure a parent/guardian is notified if possible and take steps that are in the best interest of the student to ensure their health, welfare, and safety.

### **Medication Procedures**

The School Safety Coordinator is responsible for the administration and security of medication in accordance with Caldwell County Schools' medication administration procedures. During the first week of school, all parents of CASA students will receive a brochure describing Caldwell County Schools' medication administration procedures and parental and school responsibilities of dispensing medications to students.





## Emergency Procedures

School safety is a top priority for school administration and instructors. Each school has a Crisis Management Plan that addresses major crises, such as bad weather, intruders on campus, chemical spill, etc., and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school administration to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society. For more information, contact the School-Community Relations Office, 828.728.8407. Students are expected to conduct themselves in an orderly and responsible manner during all safety procedures.

### Fire Drills

Fire drill procedures are posted in each classroom. Students must exit the building in a quiet, orderly manner. Upon leaving the building, students shall remain with their class and proceed to the designated area. Students should return to the building in the same manner and route in which they left once approved by authorized personnel. Pulling a fire alarm under false pretenses is a serious offense and will result in suspension from school and legal action.

### Tornado Drills

Tornado drill procedures are posted in each classroom. In the event of a drill or actual severe weather, students should proceed in an orderly manner to the designated area. Personal protection is important. Students are to keep their heads down, knees drawn up with the back of the head covered with hands.

### Lock Down Drills

Lock Down procedures for students and staff will be practiced on a regular basis in order to prepare students for emergency or dangerous situations.

## Student Safety, Conduct and Discipline

The following guidelines will be used when dealing with student failure to follow school rules and regulations. Consequences listed for violations are intended as guidelines. The administration has the discretion to deviate from the guidelines based on the nature or severity of the offense. All involved parties will be notified of the rationale for such deviations.

Discipline consequences issued to students at CASA may include high school, college, or any combination of high school and college consequences for violation of published policies and procedures. **Students are reminded that eligibility to remain at CASA can be jeopardized if students incur college level academic suspensions.**

When a student is suspended from school, he/she is not permitted on school property. In addition, a student is ineligible to participate in extracurricular activities during or after school hours while the suspension is in effect.

## Bus Conduct

Bus riders are expected to ride the bus assigned by the principal, take their seats promptly, remain seated throughout the trip, and refrain from conduct that would distract the driver or endanger anyone. Student conduct at the bus stops also falls under the jurisdiction of the school. All school rules and consequences will be applied on the bus or at the bus stop as they would at school. For initial and repeat violations, the administration shall have discretion, which may include suspension of riding privileges.

- Students will receive a warning that their behavior is inappropriate and may lead to the suspension of riding privileges.
- If the student persists in causing trouble by not cooperating with the driver, a suspension of 1-10 days from riding the bus may result. If inappropriate behavior continues, permanent expulsion from the bus may result.

***\*\*Students must receive approval from the administration to be allowed to ride any bus other than their assigned bus or to exit their bus at a different stop. The student must present a note signed by a parent to the main office before 8:00 a.m. The parent will be contacted to verify information in the note. Drinks are not allowed on buses***

## Bullying

### **Policy Code: 4329/7311 Bullying and Harassing Behavior Prohibited**

The Caldwell County Board of Education is committed to providing a safe, inviting, and civil educational environment for all students, employees, and other members of the school community. The Board expects all students, employees, volunteers, and visitors to behave in a manner consistent with that goal. The Board recognizes that bullying and harassing behavior creates an atmosphere of intimidation and fear, detracts from the safe environment necessary for student learning, and may lead to more serious misconduct or to violence. Accordingly, the Board prohibits all forms of bullying and harassing behavior, including encouragement of such behavior, by students, employees, volunteers, and 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.

This policy prohibits bullying and harassing behavior, or the encouragement of bullying or harassing behavior, that takes place (1) in any school building or on any school premises before, during or after school hours; (2) on any bus or other vehicle as part of any school activity; (3) at any bus stop; (4) during any school-sponsored activity or extracurricular activity; (5) at any time or place when the student, employee, or other person is subject to the authority of school personnel; or (6) at any time or place when the bullying has a direct and immediate effect on maintaining order and discipline in the schools.

This policy is not intended to prohibit expression of religious, philosophical, social, or political views, provided that the expression does not substantially disrupt the educational environment.

## A. Relationship to Other Policies

This policy applies to bullying and harassing behavior that is not otherwise prohibited by the following Board policies that address discriminatory harassment in violation of federal law:

- Discrimination and Harassment Prohibited by Federal Law, policy [1710/4020/7230](#) (prohibiting harassment based on race, color, national origin, disability, or religion)
- Title IX Sexual Harassment - Prohibited Conduct and Reporting Process, policy [1725/4035/7236](#) (prohibiting sexual harassment)
- Discrimination and Harassment in the Workplace, policy [7232](#) (prohibiting harassment of employees and applicants based on race, color, national origin, sex, age, disability, military affiliation, or genetic information)

Individuals who wish to report bullying or harassing behavior that is based on sex, race, color, national origin, disability, religion, or other personal characteristic addressed by the policies above should refer to and follow the reporting processes provided in those policies.

Conduct that may constitute discriminatory harassment under federal law must be addressed first in accordance with the requirements of the applicable policy(ies) listed above. If subsequently, the conduct is determined not to rise to the level of discriminatory harassment prohibited by those policies, the conduct may be addressed under this policy. Conduct that does not rise to the level of bullying or harassing behavior as defined and prohibited in this policy may nevertheless violate other Board policies or school rules.

## B. Conduct that is Considered Bullying or Harassing Behavior

1. Bullying is deliberate conduct intended to harm another person or group of persons. It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior. [Cyberbullying](#) is a form of bullying that is carried out using electronic communication media, such as words, action, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.
2. Harassing behavior is conduct that is intimidating, hostile, or abusive, or is unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.
3. Bullying or harassing behavior includes conduct that is, or reasonably appears to be, motivated by actual or perceived differentiating personal characteristics, or by a person's association with someone who has or is perceived to have a differentiating personal characteristic. Differentiating personal characteristics include, but are not limited to race, color, religion, ancestry, national origin,

gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Bullying and harassing behavior can violate this policy regardless of a student's motivation.

4. Examples of behavior that may constitute bullying or harassing behavior are repeated acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory or lewd comments, spreading rumors, extortion of money or possessions, implied or stated threats, assault, offensive touching, physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons, and sharing intimate photos or video of a person or sharing photos or videos that may subject a person to ridicule or insult.

5. Other behaviors that may constitute bullying or harassing behavior under this policy are deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, pressure for sexual activity, offensive sexual flirtations, advances or propositions, verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures, or written materials.

6. These examples are not exhaustive but are intended to illustrate the wide range of behavior that may constitute bullying and harassing behavior.

7. Conduct such as the following is not considered bullying or harassing behavior: legitimate pedagogical techniques, the exercise of legitimate authority, and academic or work performance monitoring and evaluation.

### **C. When Bullying or Harassing Behavior Violates this Policy**

Not all conduct that may be described as bullying or harassing behavior violates this policy. Bullying or harassing behavior violates this policy when any pattern of repeated gestures or written, electronic, or verbal communications, or any physical act or threatening communication:

1. places a student, an employee, or other person in actual and reasonable fear of harm to their person or property; or
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

"Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The definition of bullying and harassing behavior in this section is intended to be no less inclusive than the definition of bullying and harassing behavior in [G.S. 115C-407.15](#).

Bullying or harassing behavior based on sex, race, color, national origin, disability, or religion may also constitute discriminatory harassment in violation of federal law and other Board policies as described in Section A, above.

#### **D. Reporting Bullying and Harassing Behavior**

##### **1. Reports by Students and/or Parents and Guardians**

- a. The Board encourages students or parents/guardians of students who have been the victim of or who have witnessed bullying or harassing behavior in violation of this policy to immediately report such incidents to a teacher, counselor, coach, assistant principal, or the principal.
- b. Reports may be made orally or in writing and may be made anonymously.
- c. All reports of serious violations and complaints made under this policy will be investigated expeditiously. Anonymous reports will be investigated to the extent reasonably possible under the circumstances.
- d. If, at any time, school officials determine that the alleged bullying or harassing behavior appears to be based on sex, race, color, national origin, disability, or religion, the matter will be investigated in accordance with the applicable policy listed in Section A above.

##### **2. Mandatory Reporting by School Employees**

An employee who witnesses or who has reliable information that a student or other individual has been bullied or harassed in violation of this policy must report the incident to his or her supervisor or to the building principal immediately. If sexual harassment is suspected, the employee also must report the incident to the Title IX coordinator. An employee who does not promptly report possible bullying or harassing behavior will be subject to disciplinary action.

##### **3. Reporting by Other Third Parties**

Other members of the school community may report incidents of bullying or harassment to the school principal or the Superintendent or designee.

##### **4. Reporting False Allegations**

It is a violation of Board policy to knowingly report false allegations of bullying or harassing behavior. A student or employee found to knowingly report or corroborate false allegations will be subject to disciplinary action.

#### **E. Reports of Bullying or Harassing Behavior Based on Sex, Race, Color, National Origin, Disability, or Religion**

Bullying or harassing behavior that is based on sex, race, color, national origin, disability, or religion may constitute discriminatory harassment that is a violation of the individual's civil rights. A school employee who receives a report of bullying or

harassing behavior that may constitute sexual harassment must immediately contact the Title IX coordinator. If the reported behavior appears to be based on any other such personal characteristic, the employee must immediately notify the appropriate civil rights coordinator designated in policy [1710/4020/7230](#), Discrimination and Harassment Prohibited by Federal Law. Uncertainty as to whether alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion should be resolved by notifying the Title IX Coordinator.

## **F. Response to Reports of Bullying or Harassing Behavior**

1. Reports of bullying and harassing behavior or the encouragement of such behavior under this policy will be investigated promptly by the principal or the principal's designee and addressed in accordance with this policy and policy [4340](#), School-Level Investigations. If the principal is the alleged perpetrator, the Superintendent will designate an appropriate investigator.
2. If at any time before, during, or after the investigation under this policy, the principal or designee determines or suspects that the alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion, the principal or designee shall notify the appropriate civil rights coordinator and proceed in accordance with the applicable Board policy as described in Section A, above. However, referral to the civil rights coordinator will not preclude appropriate disciplinary consequences for a violation of this policy if, following the designated investigation and resolution process under the appropriate Board policy, the behavior is determined not to constitute discriminatory harassment in violation of federal law.
3. No reprisals or retaliation of any kind are permitted as a result of good faith reports of bullying or harassing behavior. An employee who engages in reprisal or retaliation will be subject to disciplinary action, up to and including dismissal. A student who does so is subject to disciplinary consequences as provided in Section G, below.

## **G. Consequences**

### **1. Students**

The disciplinary consequences for violations of this policy should take into consideration the frequency of incidents, the developmental age of the student involved, and the severity of the conduct and must be consistent with the Code of Student Conduct. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

A student who is convicted under [G.S. 14-458.2](#) of [cyberbullying](#) a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the [cyberbullying](#). The Superintendent may modify the required transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

## 2. Employees

Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

## 3. Others

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from school property, and/or subject to other consequences, as appropriate.

## H. Other Interventions

Interventions designed to remediate the impact of a violation of this policy and to restore a positive school climate will be provided as determined necessary by school officials.

## I. Notice

This policy must be provided to employees, students, and parents, guardians, and caregivers at the beginning of each school year. Notice of this policy must be included in the Code of Student Conduct and in all student and employee handbooks. Principals are encouraged to post a copy or summary of this policy in each classroom and in a prominent location within the school building and to make an age-appropriate summary of the policy available to elementary students. Information about this policy must also be incorporated into employee training programs.

## J. Records

The Superintendent or designee shall maintain confidential records of complaints or reports of bullying or harassing behavior under this policy. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Superintendent also shall maintain records of any remedial interventions or other steps taken by the school system to provide an environment free of bullying.

## Misconduct and Consequence Guidelines

<i>The following infractions and consequences are meant as a guide and will be subject to administrator discretion.</i>	
Category IV Infraction	Consequences
Any (major) act that disrupts school environment Arson/Detonating Fireworks/Use of Explosives *Assault and Battery with a weapon Battery without a weapon Bomb Threat  Commission of crime (felony) Deliberate exposure of sex organs Drugs/Alcohol (possession/sale/under influence) Gang Activity Illegal entry to school building Performance of sexual act Physical violence against a staff member *Possession of dangerous weapon Possession of drug paraphernalia or counterfeit drug *Possession of object intended as a weapon Rape Sale or distribution of counterfeit drugs Setting off fire extinguisher/alarm Violation of Probation  Other:	1. 5 to 7 days OSS with possible referral for expulsion 7 to 10 days OSS & referral for expulsion  2.
* Weapons: Any student who brings a weapon onto school property may be suspended for 365 days per N.C.G.S. 115C.391.	
Category III Infraction	Consequences
Action that incites misbehavior or provokes a fight Assault with harm Disrespect to staff, Level III Driving Offense Fighting Obscene language, or gestures – TOWARD STAFF Possession of dangerous contraband item Possession of stolen goods Sexual harassment Theft or vandalism Threats or intimidation against staff Threats or intimidation against students/bullying Throwing dangerous object Trespassing  Other:	1. 2. 3. 1 to 3 days OSS 3 to 5 days OSS 5 to 7 days OSS & possible referral for expulsion
<b>All Category III or IV infractions could result in law enforcement involvement.</b>	
Category II Infraction	Consequences
Bus Violation Cheating/Plagiarism Cutting school, class or ISS (Truancy) Disrespect to staff, Level II Forgery of official documents or signatures Inappropriate behavior in assembly or group activity Inappropriate display of affection Leaving campus without permission Obscene or profane language, gesture, or articles Reckless play (horseplay) School/Classroom disruption Use or possession of tobacco products/paraphernalia  Other:	1. 1 to 3 days ISS 2. 3 to 5 days ISS 3. 2 to 5 days OSS 4. 5 to 7 days OSS
Category I Infraction	Consequences
Disrespect to staff, Level I Dress code violation Failure to attend detention Gambling Illegal/inappropriate use of computer Improper use of electronic device Littering Tardy to class/school Unauthorized presence in a restricted area  Other:	1. 1 to 3 days period ISS 2. 1 to 3 days ISS (all day) 3 to 5 days ISS 3. 1 to 3 days OSS 4.



## Secondary Student Dress Code (Grades 6-12)

Pupils are expected to be properly dressed commensurate with the activities being conducted. Board Policy 4309 states, “The Board believes 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 conducive to learning.”

The following dress code applies to students at **ALL MIDDLE AND HIGH SCHOOLS IN CALDWELL COUNTY**:

- The length of dresses, skirts and shorts must reach at least mid-thigh. Mid-thigh is determined by the top of the inseam to the knee.
- Pants, shorts, and skirts must be worn at the waist.
- Undergarments must not be exposed.
- The following clothing and/or items are not allowed:

<u>o Spaghetti strap tops without shirts underneath</u>	<u>o Pants or shorts that have holes above mid-thigh.</u>
<u>o See-through clothing</u>	<u>o Spike bracelets or necklaces</u>
<u>o Shirts with low necklines</u>	<u>o Bedroom shoes/slippers</u>
<u>o Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, halter tops, muscle shirts, half shirts, etc.</u>	<u>o Pajamas</u>

- Headgear, hats, hoods, and bandanas are not to be worn in the school building during the instructional day. Items worn may be confiscated by the administration.
- No clothing, jewelry or accessories with letters, initials, symbols or wording that is obscene, threatening, dangerous, offensive, inflammatory, distracting, disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred or intolerance.
- Shoes are to be worn at all times.
- Sunglasses are not to be worn in the school building.
- Students are not permitted to bring blankets to school.

School officials have the authority and responsibility to determine whether a student’s appearance satisfies the intent of this policy. **Anything that disrupts the learning environment will be deemed unacceptable.** The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined in their school handbook.



## CCC&TI and CASA Shared Procedures

### Shared Academic Probation Policy

All CASA students will be enrolled in high school and college classes. Students who do not maintain a 2.0 grade point average for their college classes will be placed on academic probation for one semester. Students on academic probation for consecutive semesters may jeopardize their placement in the CASA program.

Caldwell Applied Sciences Academy (CASA) students are also Caldwell Community College and Technical Institute (CCC&TI) students. High school and college transcripts are important documents that can either open or close doors to future educational and career opportunities, based on the student's performance. Thus, it is vital that all CASA students maintain a 2.0 GPA in college coursework attempted. It is equally important that students maintain at least a 2.0 equivalent GPA on their high school transcript also.

To assist students in monitoring their progress in coursework, we have instituted a regular communication system with high school and college instructors to notify CASA administration if academic problems develop. We are willing to help students seek assistance so that they can maintain satisfactory performance in a college class.

However, if a student does not maintain at least a 2.0 GPA in college coursework and/or high school courses during any semester of attendance at CASA, s/he will be placed on Academic Probation for the next semester. That status means the following:

- The student may not take any new college classes while on probation.
- The only allowable college class during an academic probation semester will be a class that has been previously failed, if the principal grants permission to re-take it. A successful grade on the re-take will remove the former, low grade.
- If the student is granted permission to take a previously failed college class while on academic probation, s/he must remain after school at least one afternoon per week to receive oversight and/or assistance from a CASA instructor or the college's Academic Support Center.
- If the student does not have a 2.0 overall GPA on the high school transcript, s/he must remain after school at least one afternoon per week in a subject area of low performance and receive additional instructional assistance – until the principal signs off that the extra assistance may end.

The primary academic goal for all CASA students is successful performance that moves them toward graduation, technical certifications, a two-year degree or higher, and/or a good career.

This academic performance and probation policy is designed to help each student graduate with a performance record at both high school and college levels that will increase the options available for future employment, post-secondary education and career choices.

### **CCC&TI and CASA Shared Academic Integrity Policy**

It is the responsibility of every student, staff member, and instructor at CASA and CCC&TI to maintain the highest standards of academic integrity. For this reason, CASA and the college will not tolerate any instance of plagiarism or cheating, or any act that violates standards necessary to maintain academic honesty.

Violations of the Academic Integrity Policy include, but are not limited to:

1. Cheating includes taking, possessing, or using any academic material (test information-including test banks, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person's paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.
2. Plagiarism is defined as representing as one's own another's work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another's work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one's own a paper written by another.
3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.
4. Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Violations of this policy will result in failure of the course and academic probation for one semester (College) Violations in high school classes and college classes taught by CASA staff will result in a grade of zero for the assignment with no makeup opportunities. Subsequent violations will result in suspension or expulsion from the college. Any student who disagrees with the penalty associated with violations of the academic integrity policy may file an appeal in accordance with the college's Grade Appeal Procedure as outlined in the college catalog and student handbook.

### **CCC&TI Articulated Credit**

CCC&TI awards college credit for identified high school courses based on criteria outlined in the North Carolina High School to Community College Articulation Agreement. All criteria below must be met for college credit to be awarded.

- Grade of “B” or higher in the course.
- A score of 93 or higher on the standardized CTE Post Assessment and a final grade of B or above for the course.
- Students must enroll at CCC&TI within two years of high school graduation date.
- Students must provide an official high school transcript and CTE Post Assessment scores.

Please see CCC&TI Student Services for more information on local articulation opportunities. A grade of AC will be posted on the transcript. Credit hours will be granted, but no quality points will be given.

### **CCC&TI Academic Support Center**

The Academic Support Center offers a variety of services to enhance student learning, including:

- free onsite tutoring in areas such as English, Math, Accounting and other subjects as needed
- interactive computer tutorials in a range of subject areas
- video tutorials
- review materials for health science entrance test, NC DAP (placement tests) and PRAXIS
- study skills
- supplemental instruction (an academic enrichment program that utilizes peer-assisted study sessions)
- Smarthinking: free online tutoring

The Academic Support Center is located in F-146 on the Caldwell Campus. All services are free to students enrolled in Caldwell Community College and Technical Institute. Appointments are not necessary. Students may reach the Academic Support Center by calling 828 726-2725. Instructors and tutors are available to assist students if they need help.

### **CCC&TI (only) Attendance Policy**

Students are expected to attend all college classes regularly. Parents are encouraged not to make extensive plans for vacations while students are in college classes. If a student is absent from a college class, the student is responsible for work missed and is expected to be prepared for the next class. College class attendance policies will be explained by each instructor at the first class meeting. Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as “never attended.”

Students who are absent more than the allowed number of days will be dropped from the class by the instructor with a grade of W or WF and receive no college credit. Dropped classes are recorded on the college transcript and remain a part of the student’s permanent record throughout his/her post-secondary education. Multiple withdrawals and grades below 2.0 can negatively affect future college scholarship opportunities, enrollment choices and jeopardize continuation in the CCCMC program.

## CCC&TI Disciplinary Policy

As a CCC&TI and CASA student you are also required to adhere to the disciplinary procedures of CCC&TI. CCC&TI disciplinary actions may include reprimand, general probation, restrictive probation, restitution, interim suspension, loss of academic credit or grade, withholding transcript, diploma, or the right to register, suspension, expulsion, or immediate dismissal as outlined in the CCC&TI catalog.

## CCC&TI Honor Designations

All CASA students are eligible for honor designations from CCC&TI based on the stipulations set forth by the college. CASA students may earn the President's Honor List, Dean's Honor List, or Honors List achievements. These students will be recognized for their accomplishments.

## CCC&TI Learning Resource Center

CASA students are encouraged to use the CCC&TI's Learning Resources Center (LRC) for all of their media needs. Many materials and services are available to improve grades, enhance learning, complete required assignments and gain knowledge.

- LRC is open Monday-Thursday from 8:00 a.m. - 8:00 p.m. It is open on Fridays from 8:00 a.m. - 4:00 p.m. It is closed on Saturdays and Sundays.
- You will need to use your CCC&TI ID to check out materials.
- CASA students will be responsible for any overdue library materials.
- CASA students are financially responsible for lost or damaged materials.
- Students will not be able to register for the next semester or obtain a copy of college grades if they owe library materials and/or fines.

## CCC&TI Campus Restrictions

CASA exists on the Caldwell Community College campus and shares all of its facilities with CCC&TI. Attending school at CASA is a privilege and the CASA staff relies on students to be responsible and cooperative at all times. During the school day students are expected to stay in the confines of the CASA educational complex (J, K, and G buildings) unless granted permission from a staff member to be on the main campus or are transiting to/from a scheduled college class on the main campus. After school hours students should only be participating in preplanned and supervised activities with CASA or CCC&TI instructors. Underclassmen (Freshmen and Sophomores) **shall not** be on the main campus after school hours unless they are accompanied by an adult; or participating in an approved extra-curricular club activity; or in the Academic Support, Learning Resource or Writing Centers for remedial studies. Juniors and Seniors may be on the main campus after school hours to attend evening classes, for remedial studies, or to participate in an approved extra-curricular club activity.

## CCC&TI Tuition and Student Activity Fee

College course tuition is waived for all CASA students. CCC&TI charges a student activity fee of a maximum of \$35 per semester that the student is responsible for paying. There is an additional campus service fee of \$2 per course (max \$10). Due dates for this fee are advertised each semester and are payable at CCC&TI's business office in "A" building.

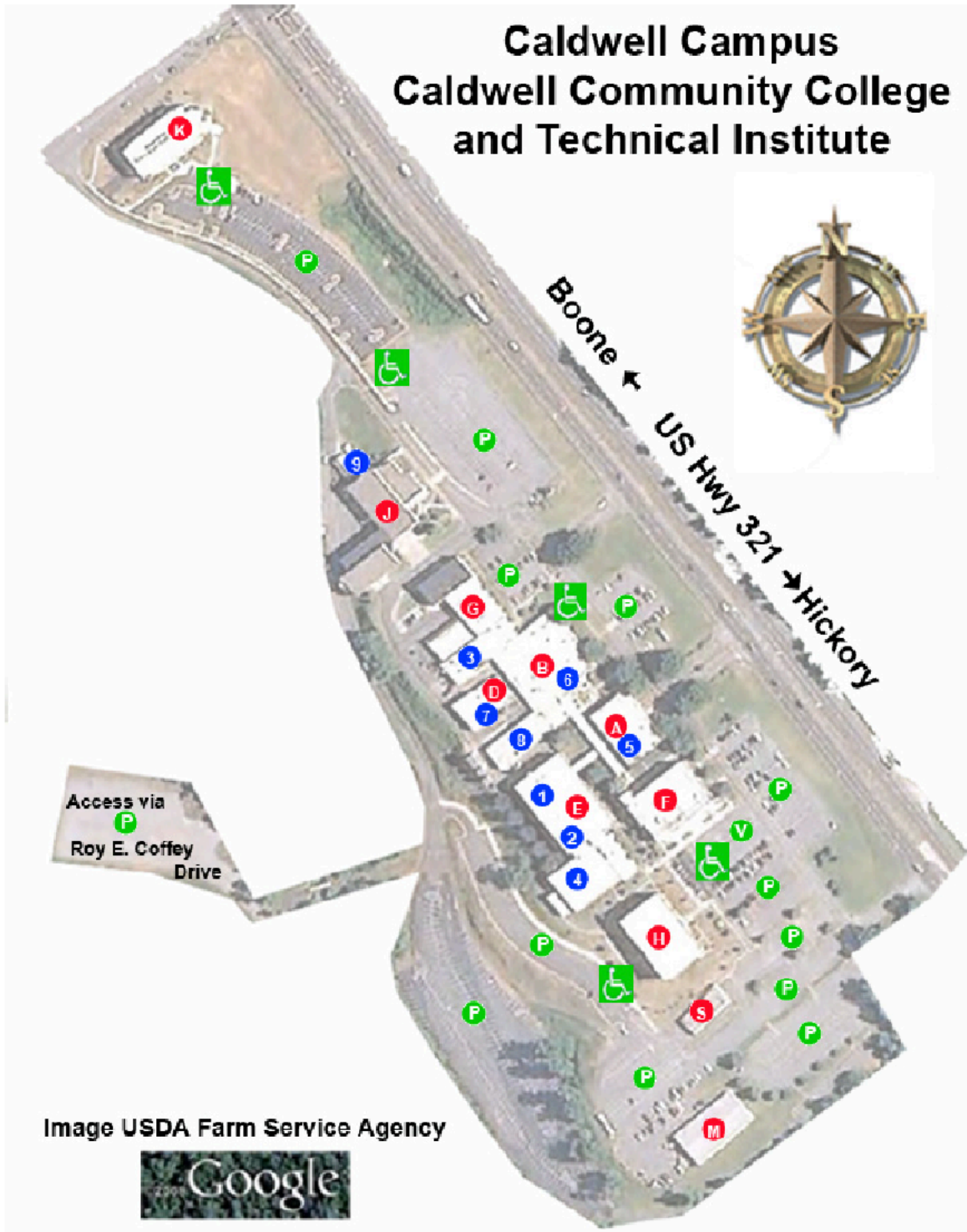
## CCC&TI Writing Center

The Writing Center is designed to provide writers with the tools necessary to write and communicate effectively, thereby promoting success throughout college as well as in the workplace. The Writing Center offers a positive, individualized and collaborative learning environment with trained staff willing and able to assist writers one-to-one with all types, modes, and levels of writing at all stages of the writing process. The Writing Center is a free service for all CCC&TI students, faculty, and staff. Open Monday through Friday, no appointments are necessary in the Writing Center located on the Caldwell Campus in Forlines Building, first floor. Online services are also available via the Online Writing Center. Visit the Writing Center tab on Moodle for more information.





CALDWELL APPLIED SCIENCES ACADEMY





## Map Legend

Area	Building	Area	Building
Advising Center	F	High School Equivalency/AHS/ESL/Pre-job	G
Academic Support Center	F	Greenhouse	9
Admissions/Registrar	F	Gym	E 4
Art Classes	S	Health Sciences Wing	E
ASU Center	H	Human Resources	A
College and Career Readiness	G	Industrial	J
BLET/EPT	D	Industrial Labs	J B G
Bookstore	E 2	Institutional Effectiveness	A
Business Office	A 5	LRC/Library	E 1
Cafeteria	E	Maintenance	M
NCWorks Career Planning and Placement Center	F	Marketing & Communications	E
Caldwell Early College High School	K	President's Office	A
Caldwell Applied Sciences Academy	J	Print Shop	B
Career Services	F	Seila Gallery	S
Compensatory Education	G	S.G.A. Office	E
Computer Services/Lab	F	Student Lounge	E
Corporate & Continuing Ed.	H	Student Services	F
Cosmetology	K	Television Studio	B
Counseling	F	Testing Center	F
Culinary Arts	K	Theatre	B 6
Distance Learning Classrooms	B 3	TRIO	B 8
Faculty Offices	E	Weight Room	D 7
Financial Aid	F	Writing Center	F
Foundation Office	A		

# Caldwell County Schools CASA & Early College 2022-2023 Calendar

Start Date for Students: August 11, 2022

End Date for Students: May 19, 2023

August						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	M	Tu	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

KEY		
	Instructional Days	174
	Planning (P)	4
	Holiday (H)	12
	Annual Leave (AL)	10
	Early Release (ER) (*last day of school)	2
	Optional Planning (OP)	15
	Total Days	

\*The Board of Education added 10 minutes to the school day to use for make-up time in case of inclement weather or other emergencies. Schools may also use a Remote Learning Day during inclement weather or attend school on the Saturday of that week.  
\*Schools will release early for school-level staff development before the Christmas holiday last day of school for students not scheduled in testing.  
During the summer months, schools and facilities close on Fridays (X).



