

BARTLETT YANCEY SENIOR HIGH SCHOOL

Buccaneer Pride

STUDENT/PARENT HANDBOOK **2024-2025 School Year**



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Caswell County Schools Mission

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

Caswell County Schools Vision

Vision: Empower, Engage, Excel

Bartlett Yancey Senior High School Mission

Our mission at Bartlett Yancey Senior High School is to work with students, parents and members of the community to make a difference in the lives of our students.

Bartlett Yancey Senior High School is committed to providing learning opportunities and challenging educational programs enabling our students to achieve their maximum potential and be globally competitive.

Bartlett Yancey Senior High School Vision

To provide the most effective education possible where all stakeholders are responsible for a safe environment for all students.

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Personal Responsibility of Each Bartlett Yancey Senior High School Student

Bartlett Yancey Senior High School students are expected to adhere to all policies and procedures of the school. Therefore, students have a personal responsibility to themselves and others within the school environment.

- The Teaching/Learning Process
 - Each student at BYSHS deserves the very best instruction possible.
 - Cooperation and communication between students, parents and school personnel are paramount in the academic success of students.
 - We are all responsible for taking a holistic approach in educating the whole child.
 - Students are expected to be receptive and cooperative when learning takes place.
- Respect For The Rights Of Others
 - For every right there is an obligation.
 - All students have a right to be respected and therefore should respect the rights of others.
- Responsibility For One's Own Actions
 - All stakeholders are held accountable for the things we do or fail to do.
 - Bartlett Yancey Senior High School students are responsible for their success. A positive approach to learning will be beneficial for every student's current experience and their future experiences in an academic environment.
- Expectations for BYSHS Students
 - The Three R's
 - Respect
 - Responsibility
 - The Right to Learn

Safe Schools Plan

***Fire Drills:** State law requires that schools conduct monthly fire drills. All students and adults must exit the building in an orderly manner, and proceed to their designated areas.

***Tornado Drills:** At least once during the year, a tornado drill will be conducted. All students will proceed to their designated areas in an orderly manner.

***Lock Down:** Should the need arise, we have a crisis plan for violent emergencies that teachers have discussed and practiced with students. We will have lockdown drills during the school year.

Pest Management Plan - Policy Code: 9205

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

Family Educational Rights and Privacy Act

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

Selling or Distribution of Material

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

BYSHS Operating Schedule:

The buildings will open at 7:35 am for all students. Students are required to report to the class upon arrival to campus. The first bell will ring at 7:50 am and report directly to the first period. Students will report to their first period at 8:00 each morning. (The principal may adjust the schedule to prevent overcrowding during the lunch periods).

Regular Schedule

7:35 - 7:55 Arrival/Breakfast
7:55 - Dismissal from Cafeteria
Block 1: 8:00 - 9:30
Block 2: 9:35 - 11:05
Block 3: 11:10 - 1:10
 1st Lunch: 11:10 - 11:40
 (Transition 11:40-11:45)
 2nd Lunch: 12:40 - 1:10
 (Transition 12:35-12:40)
Block 4: 1:15 - 2:55
Dismissal 2:55

Early Release Schedule

7:35 - 7:50 Arrival/Breakfast
7:50 - Dismissal from Cafeteria
Block 1: 7:55 - 8:55
Block 2: 9:00 - 10:00
Block 3: 10:05 - 11:00
Block 4: 11:05 - 12:35
 1st Lunch: 11:05 - 11:40
 2nd Lunch: 11:45 - 12:35
12:35 Dismissal

2 Hour Delay Schedule

9:40 - Dismissal from Cafeteria
Block 1: 9:45 - 10:50
Block 2: 10:55 - 11:55
Block 3: 12:00 - 1:45
 1st Lunch: 12:00 - 12:35
 2nd Lunch: 12:45-1:20
Block 4: 1:50 - 2:55
Dismissal 2:55

3 Hour Delay Schedule

10:35 - 10:55 Arrival/Breakfast
10:55 Dismissal from Cafeteria
Block 1: 11:00 - 11:45
Block 2: 11:50 - 12:55
 1st Lunch: 11:50 - 12:20
 2nd Lunch: 12:25 - 12:55
Block 3: 1:00 - 1:50
Block 4: 1:55 - 2:55
Dismissal 2:55

Homeroom Schedule

7:35 - 7:55 Arrival/Breakfast
7:55 - Dismissal from Cafeteria
Homeroom/SEL 8:00 - 8:25
Block 1: 8:30 - 9:55
Block 2: 10:00 - 11:25
Block 3: 11:30 - 1:45
 1st Lunch: 11:30 - 12:00
 2nd Lunch: 1:10 - 1:45
Block 4: 1:50 - 2:55
Dismissal 2:55

Attendance - Policy Code: 4400

According to the [NC Compulsory Attendance Law](#), all children between the ages of 7 and 16 are required to attend school. Caswell County Schools' Promotion/Retention policy states that students who are absent excessively are subject to retention. Students must be in attendance for half of the school day to be counted present (if they leave before 11:45 am, they will be counted absent). Students will not be counted absent for late buses or participation in a school-approved activity. If a child must be absent from school, parents should know and follow these procedures:

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

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

Additional Attendance Information - Policy Code: 4400

- 1. Students who have more than 10 unexcused absences per semester course may not receive credit for that course even if they are passing the course. If a student is absent for 45 minutes of a class period, an absence will be recorded for that class. Student who misses more than 10 unexcused absences will need to go through an appeal process facilitated by a school based team.**
- 2. Absences due to school sponsored events or student representation for the school at a school sanctioned event are exempt from this policy. A student may make up work missed outside of the regular instructional time.**
- 3. Absences which are excused or waived by the principal are exempt from this policy as long as the number of days does not exceed 10 days per semester.**
- 4. Regular class work (including tests) must be made up within 3 (three) school days after the student returns to school unless other arrangements have been made**

with the teacher. **Prior arrangements may be made to allow more time if the student has an extended absence. Parents may inquire about possible homebound services for a student who is medically unable to return to school for an extended period of time.** Any student who misses a teacher-made exam at the end of a semester because of an excused reason must take the exam within one week after the exam date in order to receive credit. **It is the responsibility of the student to make arrangements with the teacher to complete the exam or any other make-up work.**

5. **Excessive unexcused absences from a particular course, may result in revoking your exam exemption status.**

Tardy Policies

Legally, students must attend school for the entire school day unless there is a legitimate reason for tardiness; tardies will be recorded after 8:00 am. **Parents must report to the office with his/her child or send a note stating the reason for the tardy.** The front office staff will send a tardy slip to class with the student indicating whether or not the tardy was excused (if a student presents a physician's note or court document). Consequences for tardies include the following (within a grading period):

☐ Tardy To Class ALL Blocks

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

☐ Third Tardy: **ISS for that class period; parent contact**

☐ Fourth Tardy: **ISS for a full day; parent contact**

☐ Fifth Tardy: **ISS for up to 2 days; parent contact**

☐ **Accumulating over five tardies can result in up to 1 days of OSS for each one.**

Early Check-Outs

- ☐ Parents and/or legal guardians must report to the designated entrance and follow the directions of staff members.
- ☐ A valid picture ID is required for all student check-outs.
- ☐ Only adults listed on emergency forms will be allowed to pick up students. Any exception to this policy must be approved by an administrator. Telephone calls will not be accepted as a method of checkout.
- ☐ Student drivers must provide a written note or email to Annette.candy@caswell.k12.nc.us from their parent/guardian. The note must be given to the front office upon arrival at school. All notes will be verified.
- ☐ In order to refrain from disrupting dismissal routines, check-outs will not be granted after 2:35 pm under the regular schedule and will not be granted after 11:45 on Early Release days.

Emergency Closings and Delays - Policy Code: 5050

Announcements concerning delayed school openings or school closings should be made between 5:00 am and 6:30 am. If school begins one or two hours late, the daily schedule will be altered. Students should report to bus stops one to two hours later than normal times. Breakfast will not be served on those mornings.

Announcements concerning early school closings will be made as soon as possible should the situation arise. Students should know how to get home when school is dismissed early. If a student will not follow his/her regular dismissal plan for early closings, parents should send this information to the school in writing. Students may not stay on campus after the buses leave. School officials ask that parents follow the below suggestions:

- ☐ View TV broadcasts on stations such as: WFMY Channel 2, WRAL Channel 5, WGHP Channel 8, WXII Channel 12 or Channel 45
- ☐ Listen to radio stations such as: WBBB 920 AM, WBAG 1150 AM, WBTM 1330 AM, WXRO 1430 AM, WYNC 1540 AM, WFDD 88.5 FM, WKIX 96.1 FM, WJMH 102 FM, WPXX 106.7 FM
- ☐ Keep phones close as Alert Now phone calls will be made regarding school closing information.
- ☐ Join our social media, such as Bartlett Yancey School Facebook or Greathingsbyhs School Instagram

Transportation - Policy Code: 6300

We assume your child will use the same method of transportation each day. If there is a change in transportation, the school requires a written note stating how your child should travel home along with a parent signature. If we do not have a written note, we will have the student use the normal transportation method. Transportation changes will not be made over the phone, so please make arrangements with your child prior to the start of school.

Bus Safety - Policy Code: 6305

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

With this privilege, comes certain expectations, students should:

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

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

Car Rider Safety

Car riders should be dropped off and picked up only in front of the Main Entrance of the two-story building. Parents are asked to exercise caution when children are entering and leaving the building, and when other vehicles are moving through the parking lots. Please follow these safety procedures:

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

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

Student Dress and Appearance Standards - Policy Code: 4316

A. Dress and Appearance Standards

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

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy [4328](#), Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

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

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

Exceptions may be granted by the principal for students involved in special duties, activities, or

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

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

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

1. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. This will be determined by the principal or principal's designee.
2. Hats, sweatbands, bandannas, hoodies (or similar headwear), or sunglasses will not be worn inside the school buildings.
3. There shall be no jewelry affixed to a student's body which poses a health risk, safety risk or is disruptive to the learning environment of the school. The principal or principal's designee will determine this.
4. Clothing must be worn appropriately (nothing inside-out, backwards, unfastened bib overalls, belts must be buckled and worn at the waist line, etc.) Shirttails (including jerseys) must be tucked in if they are longer than the length of the fingertips of the student.
5. Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts or promotes violence, or is of a disruptive nature.
6. Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed unless covered by shorts, skirts, dresses which must be no higher than approximately three inches above the top of the knee. This will be determined by the principal or his designee.
7. Clothing is not to be sheer or mesh and cannot have excessive holes.
8. Proper footwear is required. Shoes that have laces must be laced, tied and fit. Rubber or vinyl (shower shoes) flip flops are not to be worn at school during regular hours of instruction. Bedroom shoes are not to be worn to school.
9. Undergarments are not to be visible.
10. The hem of shorts, skirts, and dresses must be no higher than approximately 3 inches above the top of the kneecap. Wearing tights, spandex, or leggings does not exempt students from this rule. Clothing (such as jeans, pants, capris) with holes/tears must not expose skin higher than three (3) inches above the top of the kneecap.
11. No sagging pants are allowed. Pants are to be worn at the waist.
12. Shirts and blouses may not be a tank top or have spaghetti straps, one strap or no straps unless covered. Shirts and blouses must cover the waist, no exposed midriff. Discretion should be used by the principal for very young students.

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

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

15. No pajamas are allowed (including pajama pants) during the school day.

B. Disciplinary Consequences for Violations of This Policy

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

C. Request for Reasonable Accommodation for Sincerely Held Religious Beliefs

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

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

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

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

and what that person said.

D. Request for Reasonable Accommodation for Cultural Heritage Dress

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

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

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

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

E. Request for Reasonable Accommodation for a Medical Reason

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

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

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

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

F. Withdrawal of Exemption Approval

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

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

A. Cellular Phones and Other Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are kept out of sight and turned off during the school day between the hours of 7:45 a.m. and 3:05 p.m., except at the high school levels in which students can use their cell phones during class room changes and during assigned lunch. Middle school students can use their cell phones during assigned lunch. Wireless communication devices include, but not limited to, cellular phones, electronics devices with internet capability, paging devices, two-way radios, earbuds, and similar devices.

1. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that the teachers supervise the students during such use.

The use of cellular phones and other wireless communication devices is allowed on school buses and activity buses as long as the user is wearing earbuds and the cell phone is not a disruption to the driver or surrounding passengers. Elementary students who participate in after-school programs on campus are prohibited from using wireless communication devices during such programs.

2. Consequences for Violation

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

Whether the wireless communication device was used:

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

3. Search of Wireless Communication Devices

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

Consequences for cell phone violation:

- ☐ First offense, teacher provides a verbal warning and place in educator's handbook as a minor.
- ☐ Second offense, the teacher tells the student a major referral will be completed. The student is assigned one day of in-school suspension (ISS).
- ☐ Third offense, Admin will give the student a written warning stating that their cell phone will be confiscated for an entire school day if another referral is received from any teacher violating cell phone policy,.
- ☐ Fourth offense, Admin will confiscate the student's cell phone for the entire school day. However, the cell phone will be returned before the end of the fourth block on the same day.
- ☐ Fifth or more offenses, Admin will confiscate the student's cell phone for two entire school days. The cell phone will be returned to the student before the end of the fourth block each day.

B. Other Prohibited Electronics and Non-Essential items

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

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

C. Consequences for Unauthorized Use

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

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

D. Liability

Students are personally and solely responsible for the security of their cell phones and other wireless communication devices. The school system is not responsible for the theft, loss, or damage of a

cellular phone or other personal wireless communication device or for any device or item that is on school property in violation of this policy.

Lost and Found

All clothing and personal items should be tagged or marked with the student's name. Identified items will be returned to students. Students are asked to take found items to their teachers. PE uniforms will be returned to the PE staff. Textbooks will be returned to teachers. To the extent possible, a Lost and Found for all other items will be maintained at the Student Services until the end of each quarter. Lost items not identified and/or returned to the student will be donated.

School Volunteers - Policy 5015

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

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

A. Expectations of the School Volunteer Programs

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

1. The principal must coordinate and oversee the volunteer program, including reasonable supervision of all volunteers by school system employee(s) and participate in one school site orientation.
2. An application and profile sheet must be submitted by each person wishing to volunteer at least 15 calendar days prior to volunteering with students.
3. The principal will have an opportunity to approve all persons volunteering in the school.
4. Adequate screening shall be completed before a volunteer is assigned a task in school. For all Level II volunteers, screening shall include a criminal background check valid for three calendar years.
5. Orientation and training for all volunteers must be held prior to a person(s) volunteering in a school. Orientation and training will be provided by the principal or designee.
6. Volunteers must sign in in the school office upon arrival at the school and sign out when leaving the school. A log of volunteers and their respective activities will be maintained at each school and shared regularly with the director of human resources and/or designee. Volunteers will be given a sticker to wear during their principal-approved time at school.
7. Volunteers are required to have a criminal background check to supervise students on field trips.

8. Volunteers are not to transport students or their families in private vehicles.
9. Volunteers are expected to respect and maintain the confidentiality of information about students, staff, other parents, and the school community.
10. All volunteer coaches must have a criminal background check prior to coaching.
11. The superintendent and/or principal has the right to withhold approval of a volunteer applicant or to terminate a volunteer at any time.

B. Volunteer Opportunities (Level I and Level II)

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

1. Level I Volunteers - Level I volunteers serve in roles or perform tasks that do not involve supervision of students and that are carried out in the presence of staff members or other approved adults. These may include, but are not limited to, serving as a resource speaker, classroom assistant, field day volunteer, or test proctor; performing clerical work or copying and making materials; assisting with outdoor projects, PTA/PTSO fundraisers/activities, athletic concessions, or school fairs. Approval to volunteer at this level requires only the signature of the school principal.
2. Level II Volunteers - Level II volunteers serve in roles or perform tasks that may involve working closely with or supervising students. These may include, but are not limited to PTA/PTSO officers, tutors, mentors, field trip or dance chaperones, volunteer coaches, Book Fair coordinator and /or media assistant, reading buddies, and club sponsors. Approval to volunteer at this level requires passing a criminal records background check and approval of the superintendent. All school volunteers are expected to dress professionally and be professional and dependable in their volunteer activities.

PTSO - Policy Code: 5010

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

Visitors - Policy Code: 5020

In order to maintain a focused and safe school environment, only visitors with appointments will be allowed to see teachers during the instructional day. Otherwise, teachers will only be available for

parents and visitors after 2:55 pm. If parents request to visit a classroom, arrangements must be made with the teacher at least 24 hours prior to the visit. Visitors must sign in and out in the office and wear visitor badges when on campus. Bartlett Yancey Senior High School has a closed campus policy, and unauthorized visitors are subject to prosecution.

****Following requirements of the NCDHHS, visitor procedures may be altered based on NCDHHS requirements and the StrongSchoolsNC Toolkit K-12 requirements and recommendations.*

Use of Tobacco Products on School Grounds

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

Discipline Policies - Policy Code: 4300

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

All students shall comply with all rules and regulations. Violation of these rules may result in disciplinary action including suspension of the student from school. The principal and his/her designees reserves the authority to assign/amend consequences to any listed/unlisted infractions outlined in the School and Transportation Codes of Conduct with approval from the Superintendent and Board of Education.

Disciplinary Actions and Consequences

INFRACTION	CONSEQUENCE
Section 1: Misrepresentation	<ul style="list-style-type: none"> • 1st Offense Conference; principal determination & notification to parents/guardian • 2nd Offense Up to 3 days suspension. • 3rd Offense Up to 5 days suspension.
Section 2a: Cutting Classes	<ul style="list-style-type: none"> • 1st Offense Conference; principal determination & notification to parents/guardian • 2nd Offense Up to 3 days suspension. • 3rd Offense Up to 5 days suspension.
Section 2b: Unauthorized	<ul style="list-style-type: none"> • 1st Offense ISS up to 5 Days and social worker referral.

Leaving Campus	<ul style="list-style-type: none"> • 2nd Offense Up to 3 Days Suspension. • 3rd Offense Up to 5 days Suspension.
Section 3: Tardiness to School/Class	<ul style="list-style-type: none"> • Principal determination/possible social worker referral.
Section 4: Dress Code	<ul style="list-style-type: none"> • Principal determination
Section 5: Student Insubordination	<ul style="list-style-type: none"> • 1st Offense Up to 3 days suspension or penalty as determined by principal/designee. • 2nd Offense Up to 5 days suspension. • 3rd Offense Up to 10 days suspension
Section 6: Disturbance in Classroom/ Disruption of School	<ul style="list-style-type: none"> • 1st Offense Up to 3 day suspension or as determined by the principal/designee. • 2nd Offense Up to 5 days suspension. • 3rd Offense Up to a 10 day suspension and possible removal of a student from class or suspension as deemed necessary and determined by the principal.
Section 7: Devices Causing Noise, Disturbance, and Non-essential Items	<ul style="list-style-type: none"> • 1st Offense is the Principal's determination, confiscation of device, and notification to parents/guardian. • 2nd Offense Up to 3 days suspension. Confiscation of device to be returned only to parent/guardian with conference. • 3rd Offense Up to 5 days suspension.
Section 8: Trespassing	<ul style="list-style-type: none"> • The principal has the authority to determine a suitable punishment for violations, including short-term suspensions and recommendations for long-term suspensions. The principal has authority to notify law enforcement and impose a ban from campus, when necessary.
Section 9: Gambling on Campus	<ul style="list-style-type: none"> • 1st Offense Suspension or penalty as determined by principal/designee. • 2nd Offense Up to 3 days suspension and parental conference. • 3rd Offense Up to 5 days suspension and parental conference.
Section 10: Tobacco/Vaping Products on Campus	<ul style="list-style-type: none"> • 1st Offense Up to 3 days suspension* • 2nd Offense Up to 5 days suspension.* • 3rd Offense Up to 10 days suspension possible referral to alternative education program. .

***Vaping Alternative to Suspension Options**

In lieu of Out of School suspension, a parent meeting is held where a student/parent agrees to participate in the Healthy Futures Educational On-line program. The student will be assigned ISS and/or lose the privilege to participate in extracurricular activities included but not limited to Community Service.

Section 11: Devices Causing Fires	<ul style="list-style-type: none"> • 1st Offense Items confiscated, parents/guardian notified, and up to 3 days suspension. • 2nd Offense Up to 5 days suspension, parent conference. • 3rd Offense Up to 10 days suspension.
Section 12: Profane, Obscene, Disrespectful, or Abusive Language or Actions	<ul style="list-style-type: none"> • 1st Offense Up to 3 days suspension. • 2nd Offense Up to 5 days suspension. • 3rd Offense Up to 10 days suspension.
Section 13: Pornographic, Profane, Obscene, and/or Violent Material	<ul style="list-style-type: none"> • 1st Offense Up to 5 days suspension. • 2nd Offense Up to 10 days suspension. • 3rd Offense Principal requests long term suspension and may recommend expulsion if permitted under law.
Section 14: Simple Affray, Assaults, or Cause of Personal Injury	<ul style="list-style-type: none"> • 1st Offense Up to 5 days suspension. • 2nd Offense Up to 10 days suspension. • 3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under the law.
Multiple Assault	<ul style="list-style-type: none"> • Principal requests long-term suspension or expulsion.
Section 15: Bullying/ Discrimination	<ul style="list-style-type: none"> • 1st Offense All students involved will be suspended up to 5 days. • 2nd Offense Up to 10 days suspension. • 3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under law.
Section 16: Hazing	<ul style="list-style-type: none"> • 1st Offense Up to 5 Days Suspension. • 2nd Offense Up to 10 Days Suspension. • 3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under law.
Section 17: Intimidation/ Threats/Physical Abuse/ Instigation of disruption 17(a): Students	<ul style="list-style-type: none"> • 1st Offense Up to 5 days suspension. • 2nd Offense Up to 10 days suspension. • 3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under law.
17(b): School Employees, Faculty, or Administration	<ul style="list-style-type: none"> • Violation of this rule will result in criminal charges; in addition, school disciplinary action may include long-term suspension, 365-day suspension, or expulsion, if permitted

	under the law.
Section 18: Weapons at Schools 18 (a): Firearms	<ul style="list-style-type: none"> Report to a law enforcement agency. (There is no age limit for the act to be reported to the proper law enforcement agency.) Long-term suspension may be recommended or expulsion if permitted under the law. Illegal items will be confiscated and reported to law enforcement.
18 (b): Other Weapons	<ul style="list-style-type: none"> 1st Offense Report to a law enforcement agency, up to 10 days suspension. Illegal items will be confiscated and reported to law enforcement. 2nd Offense Report to a law enforcement agency, long-term suspension may be recommended or expulsion if permitted under the law. Illegal items will be confiscated and reported to law enforcement.
Section 19: Stealing or Extortion	<ul style="list-style-type: none"> 1st Offense Up to 3 days suspension and parental conference. 2nd Offense Up to 10 days suspension and parental conference. 3rd Offense Principal may recommend long term suspension or expulsion.
Section 20: Willful or Malicious Damage to Property	<ul style="list-style-type: none"> 1st Offense Up to 5 days suspension and pay for damages. 2nd Offense Up to 10 days suspension, Principal may recommend long-term suspension, payment of damages.
Section 22: Sexual Offense A. Consensual Sexual Activity:	<ul style="list-style-type: none"> 1st Offense Up to 10 days suspension – conference with parents/guardians before students can return to school. 2nd Offense Up to 10 days suspension and recommendation to the Alternative Program. 3rd Offense Recommendation for long-term suspension or expulsion.
B. Sexual Assault/Rape or Attempted Rape:	<ul style="list-style-type: none"> Report to law enforcement. 10 days suspension with request for long-term suspension and/or expulsion.
Section 23: Sexual Harassment	<ul style="list-style-type: none"> 1st Offense Students who violate this policy for the first time may receive a short-term suspension for verbal or non-physical sexual harassment and long-term suspension for physical sexual harassment. 2nd Offense Any student who violates this policy twice or more during a school year may receive a long-term suspension or an expulsion if permitted by law.
Section 25: Bus Conduct	<ul style="list-style-type: none"> 1st Offense The Principal determination and notification to parents/guardians. 2nd Offense Up to 3 days bus suspension. 3rd Offense Up to 5 days bus suspension.
Section 26: Telecommunications/	<ul style="list-style-type: none"> 1st Offense Up to 5 days suspension. 2nd Offense Up to 10 days suspension.

Chromebook Acceptable Use	<ul style="list-style-type: none"> • 3rd Offense Recommendation for long-term suspension.
Section 26(b): Electronic Devices	<ul style="list-style-type: none"> • 1st Offense Confiscation of electronic device and return to parent/guardian with administrative conference or to student at the end of the school year. • 2nd Offense Up to 5 days suspension Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year. • 3rd Offense Up to 10 days suspension Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year.
Section 28: Alcohol and Other Drugs	<ul style="list-style-type: none"> • 1st Offense: Five-day out-of-school suspension and a recommendation to the superintendent that the student be suspended for the remainder of the school year; provided however, that the recommendation may be waived if the student and the student's parent(s) or guardian(s) agree to be assessed to determine the extent of the student's alcohol or drug use/abuse and enrollment in an approved alcohol and/or drug education or intervention program. • 2nd Offense: For a second offense, a 10-day suspension, out of school, and a recommendation that the student be expelled/long-term suspended. If the student is participating in athletics, the student shall be ineligible to participate in athletic activities for 365 calendar days.

Alternative School Placement - Policy Code: 4305

Note: Students who violate the district Code of Student Conduct with serious infractions or offenses will be assigned to the alternative school.

Alcohol and Drug Policy - Policy Code:4325

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

- In or on the premises of any building owned by Caswell County Schools before, during or after school hours.
- At school-sponsored, related, and/or sanctioned activities, including being away from campus, or while being transported to or from any event. Students shall not possess any counterfeit substance misrepresented as a controlled substance or drug paraphernalia.
- Students shall not possess, use, or transmit any drugs that are not in compliance with the

adopted Board of Education policy

- Students shall not possess, use, transmit, sell any over-the-counter drug with intent to distribute.
- It is mandatory that every student along with his or her parents or guardians must comply with this policy. Consequences for violating this policy include: placement in an alternative school, short-term suspension, long-term suspension, expulsion, and/or contact of proper law enforcement agencies with charges filed.

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

The school principal as directed by the [1993 Safe Schools Legislation](#) is required to report immediately to the appropriate local law enforcement agency if he or she has a reasonable belief that an act has occurred on school property. *School property* includes any public school building, bus, campus, grounds, recreational area, or athletic field. The reporting requirement applies regardless of the age of the person who may have committed the offense.

A Student Resource Officer is assigned to Bartlett Yancey Senior High School and is available routinely throughout the day to promote a safe school environment. Bartlett Yancey Senior High School maintains a zero- tolerance policy in regards to fights, threats, or intimidation of students or staff.

The principal of each school is required by law to report the following acts to law enforcement officers:

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

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

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

Search and Seizure Policy - Policy Code: 4342

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

Due Process

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

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

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

In-School Suspension (ISS)

Students are placed in ISS either in an emergency or when they need to be separated from the rest of the school and supervised closely as a short-term placement.

ISS has a dual purpose of school management and student support:

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

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

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

Pranks Including Senior Pranks

No student shall create a disturbance, vandalize, trespass, disrupt the operation of school, or cause any damage or clean up to school district property (inside or outside) associated with conducting a prank, including a Senior Prank.

Discipline: 1st Offense- Up to 10 day suspension, restitution for damages and clean-up, and loss of privileges including but not limited to Awards Assemblies, Special End-of-the-Year Activities, and participating in Graduation Exercises including walking across stage.

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

Grievance Policy - Policy Code: 4010

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

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

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

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

Grades and Grading

Academics

Bartlett Yancey Senior High School evaluates each student's academic progress using a report card. Each teacher will inform the student in writing about his/her particular grading policy. Grades are numerical with a grade of 60 being the lowest passing grade. An incomplete in a course must be removed by the 4 ½ week mark of the next nine weeks grading period.

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

No Final Grade lower than a 50 will be recorded for any student for the 1st and 3rd nine weeks. For the 2nd and 4th nine weeks, a student will receive the grade earned unless violation of the attendance policy results in a passing grade for the course becoming an attendance failure for the term grade.

1 st Semester		2 nd Semester	
First Quarter	40%	Third Quarter	40%
Second Quarter	40%	Fourth Quarter	40%
Final Exam	20%	Final Exam	20%

A semester grade for a course is made up of two quarters and a final exam. See chart above. Each Grade level has a specific number of units/credits to be promoted with a total of **27 out of 32** units to

receive a diploma. Students must make a 60 or better to pass a course and receive the designated units. **Units are cumulative.**

Grade 9 - 6 Units
 Grade 10- 12 Units
 Grade 11- 19 Units
 Grade 12- 27 Units

Grading Policy:

Bartlett Yancey Senior High will provide interim reports to all students once per quarter. Teachers are required to update grades in PowerSchool weekly, so that parents will have access to their student's progress. These reports must reflect the most up to date grades that students have earned in their classes. If a student hasn't made up an assignment within a week, please place a 0 as the grade until the student makes up the assignment (*if permitted*).

Please follow the schedule below for interim reports as well as report cards. Any changes to the schedule must be approved by the administration.

*Grading Weights	Minimum number of weekly grades:
*Homework – 5% Classwork – 30% Quizzes – 25% *Tests – 40%	Homework – 1 per week Classwork – 1 per week Quizzes/ Test – 1 per week <i>*(graded for accuracy--minimum of 3 per week)</i>
Timely Feedback to students	Teachers will provide feedback in a timely manner Homework – 24 hours; Classwork – 24 – 48 hours; Quizzes – 48 hours; Tests/projects – within a week if graded by hand

Exam Exemptions

Students cannot earn exemptions from EOC exams, or required CTE assessments such as CTE Post-Assessments. Exemption from a teacher- made exam is detailed in the chart below students must meet grade and attendance criteria to exempt exam for a non state course. The state exams and teacher-made final exams count for 20% of the student's final grade for the semester. A medical hardship can be filed for an appeal for exemption.

Semester Grade Prior to Exam	Attendance Criteria
A 90 % -100%	May not exceed 4 Absences
B 80%- 89%	May not exceed 2 Absences
C 70%- 79%	Zero 0 Absences- Perfect attendance
Students can not have any OSS (Out of school suspensions) during the semester.	

Honor Roll

Students making outstanding grades during the course of a grading period will receive special recognition by being placed on the Honor Roll. The Honor Roll will have two classifications: students making all A's, and students making all B's or better. Those students will also receive a certificate at the end of the 1st semester in the awards assembly.

Interim Reports

An interim report will be sent to parents at the halfway point of each grading period. This is a service we provide in order to assist parents in monitoring a student's progress. The interim report is to be signed and returned to the teacher. Dates for interim reports are indicated on the school calendar. **In addition, parents also have access to their students' grades at any point during the year via [Power School for Students and Parents](#).** Information for logging in to this web-based service must be obtained by the parent in person in the front office. We encourage parents and students to look at grades, absences, and tardies often.

Testing - Policy Code: 3410

The [North Carolina Department of Public Instruction](#) requires students to be assessed annually. **BYSHS students will take the End of Course Assessments in Math I, Math III, English II, and Biology.** Qualifying EC Students will take the [NC Extend I](#) test in place of the NC EOCs. In addition, students in Advanced Placement courses will have the opportunity to take the corresponding College Board AP test. In preparation for these high-stakes tests, benchmark tests will be administered periodically to determine student mastery and plan for remediation. Students enrolled in Career and Technical Education classes will also be tested twice during their enrollment in each course as mandated by the North Carolina Department of Public Instruction.

Exceptional Children - Policy Code: 3520, 4307,

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

Counseling Services - Policy Code: 3610

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

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

Students may pay for a la carte items on a daily basis, or in advance. **Breakfast & Lunch meals for 2024-2025 will be free for all students.** While students may bring lunches

prepared at home, carbonated beverages and other beverages in cans at lunchtime are discouraged. No glass containers are allowed. **All food must be consumed within the cafeteria's dining room. Students may not take food or drinks out of the cafeteria.**

Caswell County Schools recognizes the importance of nutrition to student physical health, growth, and development. Healthy, balanced food choices provide well-nourished students the opportunity to actively participate in the educational experience. Healthier lifestyle choices and balanced food choices benefit each student, their classmates, the school environment, and the community as a whole.

Students may bring lunch in a lunchbox or lunch bag. Competitive foods must be placed in a lunch box or lunch bag. Take-Out Bags and Cups Showing Fast Food / Other Restaurant Logos are not permitted.

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

SCHOOL HEALTH PROGRAM

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

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

Injuries at School

- The teacher or other staff member responsible for the student at the time an injury occurs must complete an injury report with a copy to be sent home with the student.
- With injuries needing immediate attention, parents will be notified by school personnel for the following but may not be limited to:
 - Injury where there is swelling, severe pain, or a question of a broken bone
 - Injury where there is significant bleeding or if bleeding does not stop in a short period of time.
 - Dental injury
 - Eye injury
 - Head injury
 - Animal/Human bites
 - Burns
 - Poisoning

Dietary Considerations

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

Allergies/Anaphylaxis

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

Health Concerns/Illness

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

Head Lice

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

Ringworm (tinea corporis)

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

Respiratory Virus Guidelines

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

- ✓ People with symptoms of a respiratory virus should stay home and away from others until both are true for 24 hours:
 - Symptoms are getting better overall AND
 - If fever was present, it has been gone without the use of a fever-reducing medication
- ✓ Once people resume normal activities, they are encouraged to take additional prevention strategies for the next 5 days to curb disease spread such as:
 - Taking more steps for cleaner air
 - Enhancing hygiene practices
 - Wearing a well-fitted mask is recommended, not required
 - Keeping a distance from others
 - Getting tested to prevent spread to others

Health Screenings

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

Immunizations/ School Entry Health Requirements

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

Medications at School: CCS Medication Administration Policy #6125

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

Garrett's Law

- Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV.
- The following materials are attached to support this law:
 - Meningococcal Disease Fact Sheet*
 - The Flu Fact Sheet*
 - HPV-Get Vaccinated Sheet*

Meningococcal Disease

What is meningococcal disease? What causes it?

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

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

How is the disease spread?

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

What are the symptoms?

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

How many people contract or die from meningococcal disease?

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

Who is at risk?

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

Can meningococcal disease be prevented?

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

What do health officials recommend?

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

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

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

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Does the meningococcal vaccine prevent all forms of meningococcal disease?

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

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

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

Is the vaccine effective?

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

What about side effects?

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

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

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

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

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

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

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

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

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

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



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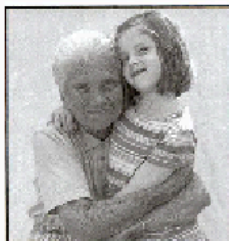
the Flu

About the Flu:

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

Symptoms of Flu:

The flu is different from a cold. The flu usually comes on suddenly and may include these symptoms: fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.



Who is at Greatest Risk?

Who Should Get Vaccinated?

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

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

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

Children and Flu Vaccine:

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

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

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

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

When is the Best Time to Immunize Against the Flu?

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

Vaccine Reactions

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

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

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

What Are Some Good Health Habits to Follow?

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

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

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

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

Other Resources

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



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(HPV) – Get Vaccinated!

What is HPV?

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

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

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

How do you get HPV?

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

What are the signs and symptoms of HPV infection?

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

How is HPV related to cancer?

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



How can my child be protected from getting HPV?

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

Does the HPV vaccine prevent all types of human papillomavirus?

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

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

Who should get the HPV vaccine?

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

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

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

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

How is the vaccine given?

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

Is the vaccine safe and effective?

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

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

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



How much does the vaccine cost?

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

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

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

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

What can I do?

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

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

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

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

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



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Teacher _____ Grade _____



Authorization for Medication Administration

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

Medication Order: Licensed Medical Provider Use Only

Student Name: _____ DOB: _____ School: _____

Medication: _____ Dosage: _____ Route: _____ Frequency: _____

Purpose of Medication: _____ School Year: _____

Possible Side Effects/ Adverse Reactions: _____

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

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

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

Licensed Medical Provider Signature and Verification

Provider Signature: _____ Date: _____

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

Reviewed: _____ (School Nurse) Date: _____

Approved: _____ (Principal) Date: _____

Medication Check-In & Sign-Out Log

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

Medication Disposal/Destruction Log (If not picked up)

Date	Medication	Amount	Signature of RN	Signature of RN

Student Name: _____ DOB: _____

Self-Administration Section (Limited to asthma inhalers, epinephrine auto injectors, and diabetes supplies/medications)	
<p>Parent Section</p> <p>I give my consent for my child to possess and self-administer medication at school. I agree that my child is knowledgeable of his/her treatment and is capable of self-administering the prescribed medication. I release the Caswell County Board of Education and their agents and employees from any liability whatsoever related to any condition that may result from my child self-administering the prescribed medication.</p> <p>Parent Signature: _____ Date: _____</p>	
<p>Student Section</p> <p>I am capable of taking this emergency medication as recommended, and I accept the responsibility. I agree to use this medication as prescribed and to notify my teacher/bus driver/coach or other supervising adult as outlined in my treatment plan. I understand that it is my responsibility to keep my medication accessible at all times including transportation to and from school and at school sponsored events. I understand that I am subject to disciplinary action according to the Student Code of Conduct if I abuse this privilege.</p> <p>Student Signature: _____ Date: _____</p>	
<p>Self-Carry Check Off</p> <p> <input type="checkbox"/> Emergency Action Plan complete and on file at school <input type="checkbox"/> Demonstrates correct use/administration <input type="checkbox"/> Verbalizes proper and prescribed timing for medication <input type="checkbox"/> Agrees to carry medication <input type="checkbox"/> Can describe own health condition well <input type="checkbox"/> Keeps a second labeled container in health office/main office <input type="checkbox"/> Will not share medication or equipment with others </p>	<p>School Nurse Section</p> <p>The student has demonstrated proper use of the medication and recognizes the indications for its use.</p> <p>School Nurse Signature _____</p> <p>Date _____</p>

Nurse Notes

Date	

Chromebook Restricted Access Mode Information

Restricted mode for the chromebooks blocks all apps except those needed for school work (no Youtube, games, etc.) and allows the student to still participate in class for the day. The reason for restricted chromebook access could be due to any violation of the chromebook policy (chromebook agreement form) such as misuse of student email, downloading browsers, etc. to get around the CCS filter system or at the request of a Teacher or Admin.

The goals of these guidelines are:

- 1) to have consistent rules regarding appropriate use and
- 2) to use restricted mode as an alternative to taking away the student's chromebook and causing problems for the teacher.

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

Offensive language via email, Docs, Sheets etc.

(1st time: email warning)

(2nd time: email warning & restricted access 5 school days)

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

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

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

Downloading browsers etc to get around CCS filter system

(1st time: restricted access 5 school days)

(2nd time: referral to admin team - restricted access admin decision)

Downloading / Viewing / Sharing of adult content

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

Taking Chromebook home without take home insurance

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

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

School-Wide PBIS (Positive Behavior Intervention Support) Strategies

Teachers are required to maintain classroom management plans and issue consequences for misbehavior based on these plans established and communicated with students at the beginning of the school year. By law, only school administrators can issue ISS (In-School Suspension), OSS (Out of School Suspension), or a Recommendation for Alternative School Placement.

The Bartlett Yancey Senior High School administrative staff will follow the below Codes of Conduct for issuing consequences for six or more minor infractions (preparedness, running, calling out, noncompliance, etc.) within a grading period and major infractions (including fights, vandalism, illegal activity, overt defiance, major disruption, etc.) Students receiving ten or more office referrals within a year will be considered for an alternative school placement.

Positive Behavior Intervention Supports

PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read through instruction, practice, feedback and encouragement. Key features of PBIS include: (1) administrative leadership, (2) team-based implementation, (3) a clear set of defined positive expectations and behaviors (4) teaching of expected behaviors, (5) recognition of meeting expected behaviors, (6) monitoring and evaluating building results.

In accordance with PBIS universal guidelines, the PBIS expectations for Bartlett Yancey Senior High School are designed to (1) provide a clear understanding of expected behavior, (2) be reasonable in number, (3) be positively stated and structured, (4) use familiar and universal language. :

BYSHS will operate under the Three R's:

Respect, Responsibility, and the Right to Learn

PBIS Goals for Bartlett Yancey Senior High School

Our goal is to improve the school climate and build positive relationships that will benefit all stakeholders. We hope that the implementation of Positive Behavior Intervention Supports will decrease the number of student behavioral infractions showing improvement over time.

Reference the PBIS Behavior Matrix on the following page.



BARTLETT YANCEY HIGH SCHOOL

BUC'S BEHAVIOR MATRIX



	Cafeteria	Hallways	Bathrooms	Athletic Events	Buses	Classrooms	Library	Front Lobby/ Office
BE RESPECTFUL	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately Use table manners	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Do our own work Allow others the best opportunity to learn Follow directions Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately	Keep our hands, feet, and objects to ourselves Dress appropriately Speak appropriately Maintain a quiet working environment
USE OUR TIME WISELY	Model positive behaviors Go through line in an appropriate manner	Model positive behaviors Go to assigned area in a timely manner	Model positive behaviors Go directly to the bathroom and return to class promptly	Model positive behaviors Enter and exit at appropriate times	Model positive behaviors Enter and exit in an orderly fashion	Model positive behaviors Organize and prioritize our responsibilities Seek help when needed Complete assignments on time	Model positive behaviors Return materials promptly Seek help when needed Check out all materials before leaving	Model positive behaviors State our name and purpose for being there Conduct business in a timely manner
COME TO SCHOOL PREPARED	Have our lunch numbers and money	Have a pass to be there	Have a pass to be there Schedule bathroom breaks wisely	Support our team	Be at our bus stops on time	Set goals and strive to reach them Develop appropriate study skills Bring all needed to materials to class Be problem solvers Expect to be successful	Have a pass to be there Remain focused on our task	Have a pass to be in there
SAFE SCHOOL	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight Make healthy food choices Keep our lunch numbers private	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight Walk slowly and safely on the right side Remain in approved/ assigned areas when on campus	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight Report any problems	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school	Use materials and equipment properly Bring appropriate and approved materials to school Keep our cell phones off and out of sight Follow the driver's directions Remain seated and face the front	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight	Use materials and equipment properly Keep school grounds clean Bring appropriate and approved materials to school Keep our cell phones off and out of sight Take responsibility for actions and accept consequences

Semester, Term, 9 Weeks- Defined

1st Term/Semester: Two nine-week grading periods (1st & 2nd grading periods) and final exams at end of semester **2nd Term/Semester:** Begins with the third nine-weeks' grading period and includes two nine-week grading periods (3rd & 4th grading periods) and final exams at end of semester.

Interim Reports issued at 4 ½ weeks of each grading period Report Cards issued at the end of each nine-weeks' grading period

NC Scholars

Students must have maintained an overall average of 3.5 (unweighted) in order to be recognized as a North Carolina Scholar by the State Board of Education at graduation. Refer to the BYSHS Course selection guide online for further requirements.

Student Waivers

Students may request (in writing) that fees be waived. The form, which can be obtained from Guidance, must be signed by the student's classroom teachers and approved by the principal. In order for the principal to approve this waiver the student must have documented financial need as deemed by the principal. Once approved, the form will be maintained with the school treasurer.

Guidance Counseling Procedures

- 1) Students are welcome to visit the Guidance Office.
- 2) Appointments may be made before school, after school and during their lunch period with a hall pass.
- 3) Instructional time is valuable and protected; therefore, students are encouraged to visit the Guidance Office during instruction if there is an emergency situation. If a counselor needs to speak with a student during class time, the counselor will contact the teacher.
- 4) Students with appointments must report to the classroom teacher with a signed note from a counselor stating the appointment date and time.
- 5) Students will receive a hall pass from the counselor to return to class from a guidance appointment.

College Advising

Bartlett Yancey Senior High School provides an opportunity for students and parents to discuss post-secondary options for students. There is a person who serves as a college advisor from Duke University in partnership with Bartlett Yancey Senior High School to provide assistance for students who are interested in attending colleges and universities. This service is provided through the school's counseling office during the school year. Students and parents are encouraged to use this resource for completing college applications, developing a comprehensive college timeline, financial aid and other college related services.

PCC Coordinator/Coach

Piedmont Community College provides Bartlett Yancey Senior High School with a secondary coordinator/ coach who assists students with college courses offered through Career and College promise. Career & College Promise (“CCP”) is North Carolina’s dual enrollment program for high school students. This program offers structured opportunities for eligible NC high school students to enroll in pathways that lead to a certificate, diploma, or degree as well as entry level job skills. There are 2 pathways: CTE and Transfer.

The PCC Coordinator provides juniors and seniors with information pertaining to college courses taken through PCC. Ms. Kailey Oakley can be contacted through the school guidance counseling office. Students who are interested in taking college courses through PCC need to complete an application to begin the process.

NC Graduation Requirements

~ 22 Total Credits

English	4 credits: English I, II, III, IV
Mathematics	4 credits: Math I, Math II, Math III, Math IV, Pre-Calculus
Science	3 credits: A physical science course, Biology, Environmental Science
Social Studies	4 credits: World History, Civic Literacy, American History, Economics & Personal Finance
Second Language	Not required for graduation, but 2 credits of the <i>same language</i> are required for admission to the College/University System
Health & Physical Education	1 credit and CPR
Elective Credits	6 credits required 2 elective credits of any combination from either (CTE, Arts Education, World Languages) 4 elective credits strongly recommended (four course concentration) from one of the following: CTE, Arts Education, or any other subject area (e.g. social studies, science, mathematics, English)

Instruction

1. Students may use online courses if course prerequisites are met.
2. The first time a student is enrolled in an EOC course, it should be taken face-to-face in a traditional classroom setting as a best practice. Students who are taking an EOC course as credit recovery can be placed in any of the available programs. All students are eligible for face-to-face instruction as appropriate.

Schedule Changes and Transcripts

Courses will not be changed or dropped unless there are extenuating circumstances such as a conflict. If a student wishes to request a schedule adjustment, the proposed change must be made in writing to their counselor. The counselor and principal will hold a conference with the student and parent and notify the student of the decision reached. A course dropped with a failing grade will be entered in the student's transcript as a course pursued and failed. **The principal has final authority on all such matters.**

All requests for transcripts must be filed with the Guidance Department in writing. Student records will not be released by telephone request.

Early Graduation

The Caswell County Board of Education authorizes the early graduation (**1 semester**) from high school of those students who have successfully met the school system's graduation requirements. **Procedures to follow to qualify for early graduation are as follows:**

- 1. The student must submit a written request to the school principal by the end of the junior year stating a reasonable plan to graduate early & must include future plans.**
- 2. Written permission from a parent or a legal guardian is required.**
- 3. All school system requirements must be completed prior to the anticipated graduation date.**
- 4. The student must pay all outstanding fees prior to graduation.**
- 5. Any student denied permission to graduate early may appeal the decision to the superintendent of schools.**

Note: Any Senior assigned to the Alternative Program the semester of graduation will not be allowed to participate in graduation.

Junior Marshal Requirements

Marshals are determined using the following criteria:

1. All course work from courses taken in grades nine through eleven. Eleventh grade work will include grades through the first semester.
2. The calculations will be carried to three decimals. Selection will be announced during the last nine weeks of the second semester. **A minimum of 10 marshals will be chosen.**
3. Honors and AP courses will receive weight for rank purposes only. Honors courses will receive 0.5 weighted points added to passing grades earned. AP courses will receive 1.5 weighted points added to passing grades earned if the AP exam is taken.

Note: A student must be enrolled at Bartlett Yancey Senior High School for at least one full semester prior to grade averaging cutoff to be considered for a marshal.

Withdrawal or Transfer from BYSHS

Procedure:

1. The student must obtain a withdrawal form from the guidance office.
2. Parents/Guardians must personally sign the withdrawal form before a child can withdraw. Students who are 18 years of age and reside with parents must also have parental permission to withdraw.
3. The student must present the withdrawal form to all school personnel whose signatures are needed.
4. The student must turn in all textbooks that were issued from each teacher. Each teacher will sign the withdrawal form.
5. The student must turn in all media center materials/books and pay any outstanding fees. The media specialist will sign the withdrawal form.
6. All financial obligations to BYSHS are expected to be paid in full before the student's records are sent to any other school.

Lose Control, Lose Your License (NC State Law)

Effective July 1, 2000, the Lose Control, Lose Your License law became effective. Listed below are questions and answers that you might have regarding the law:

What Does the Law Do?

Students must pass 3 of 4 classes each semester to retain their driving privileges.

The law will suspend a student's permit or license for one year. The legislation 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 one of the following reasons:

- o The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- o The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-390.10 (d) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- o The physical assault on a teacher or other school personnel on school property.

What Is School Property?

The physical premises of the school, school buses or other vehicles under the school's control or contract that are used to transport students, and other school-sponsored or school-related activities that occur on or off the physical premises of the school.

How Will DMV Be Notified?

The State Automated Driver License System (SADLS) will be used to notify DMV.

Who Is Affected By This Legislation?

Students who are at least 14 years old or who are rising 8th graders on or after July 1, 2000 are subject to this law. Note: Students who were issued a N. C. driver's permit or license before 12/1/1997 or students who are 18 years old cannot be charged under this law. However, the year's suspension can go beyond a student's 18th birthday.

What About Students Who Turn 18?

Unlike the "Guidance Office/Driver's License" law that stops when a student turns 18 years old, the "Lose Control" law does not stop at age 18. It is possible for a student to have his or her license suspended as a 17 ½ year old. If a student is unable to demonstrate exemplary behavior, then he or she will be 18 ½ before being eligible to drive.

What Happens If the Parent Does Not Give Consent?

A Driving Eligibility Certificate will not be issued if the parent does not give consent.

How Can a Student's Driving Privileges Be Restored?

Contact: Mrs. Kim Dail, BYSHS Guidance Office, at 336-694-4212

Junior Scholarship Information from Armed Forces

Every year many of our students receive thousands of dollars from each branch of the Armed Forces. In order to contact these young people, each representative will be given names, addresses, and phone numbers of all juniors for scholarship purposes.

If you do not wish this information to be given to them, please fill out this form and return to Bartlett Yancey Senior High School.

Name:

Student ID #:

Address:

Phone Number:

Parent Conferences

Parents are encouraged to schedule frequent conferences with teachers, guidance, administrators and student services personnel to discuss the progress of students.

Conferences are desirable since they are beneficial to all parties concerned.

Conferences can be scheduled through the Guidance Office or with a teacher during the teacher's planning period or after school. ****Please call in advance to make an appointment. Conferences with teachers will not be scheduled during instructional time.*

****Following requirements of the NCDHHS, visitor procedures may be altered based on NCDHHS*

requirements and the StrongSchoolsNC Toolkit K-12 requirements and recommendations.

Tutoring and Make-Up Work

Tutoring is offered every Tuesday and Thursday 3:00-4:00. Students are strongly encouraged to stay after school for tutoring if they are failing or at risk of failing any core classes (English, Math, Science, and Social Studies). Students are responsible for arranging transportation home after a tutoring session.

Hall Passes

All students must have an approved hall pass from school personnel to be out of class during instructional time. Students out of class without permission will be considered skipping class and will be dealt with in accordance with the school rules and expectations. .

Media Center

1. The BYSHS Media Center is open for use from 7:45 AM until 3:15 PM.
2. The use of the Media Center is a privilege. No abuse of the facility, staff, other users, or materials will be tolerated.
3. A student must have a media pass from a faculty member to enter and use the Media Center to research or to complete a reading assignment during class time.
4. Students traveling from a classroom to the Media Center during class time must proceed directly to and from the Media Center. Deviating from this route will result in the loss of Media Center privileges for the student.
5. Violations of posted Media Center rules--leaving the Media Center with unauthorized materials/equipment, misbehaving or being off task, loitering, or causing damage to property--will result in a loss of Media Center privileges. The offending student will also be subject to additional consequences and be held responsible for making restitution as appropriate.
6. All students must fill out a student acceptable use policy form before they can use computers at BYSHS.

Solicitation and Fundraising

Solicitation on campus is not allowed. The only fundraising activities allowed to take place on the BYSHS campus are those sponsored by a BYSHS organization. All fundraising activities require prior administrative approval and must be under the direct supervision of a BYSHS faculty member.

**** No selling of items or fundraising, particularly candy or food items, can take place on the school campus prior to 3:00 p.m.*

****No outside organizations, groups or individuals may conduct any type of fundraising on the BYSHS campus at any time during school hours.*

Selling or Distribution of Material

The administration must grant permission before any posters may be placed anywhere on campus or before any printed materials (newspapers, advertisements, etc.) may be distributed to faculty or students. Only school groups may sell items or engage in any fundraising activity and may do so only with the approval of administration (SEE: Board of Education Policy #330). Students may not sell items for non-school groups on campus. Violation of this policy will result in the confiscation of the items and funds. All confiscated items and funds from non-approved fundraising on the BYSHS campus will become property of BYSHS and will be placed in the General Fund.

Student Fees

If a student owes a financial obligation to the school system, any collected funds may be credited to resolve any debt.

Locker (optional)	\$15.00 (if locks are lost)
PE Uniforms (required)	\$30.00
Parking (optional)	\$60.00 for year/\$30 for one semester/15.00 for one quarter
Prom (single)	\$50.00
Prom (couple)	\$75.00

Returned Checks

If a parent or student writes a check to Bartlett Yancey Senior High School and the check is returned for insufficient funds, there will be a **\$25.00 fee charged** along with the amount of the check.

Textbooks

Students are responsible for any damage to issued textbooks or lost books. Fees must be paid before diplomas are awarded. Students must pay for damaged or lost textbooks before enrolling in a Huskins course at Piedmont Community College.

Student Lockers

Lockers are available to all students. The students must see the front receptionist for information, a locker number, and a combination. All lockers must have a school issued lock on them. Any unauthorized locks found on lockers will be cut off. Bartlett Yancey Senior High School is not liable for any items stolen from the lockers or damaged while in the lockers. Replacement locks are \$5.00 each. Only property belonging to the student necessary for daily school activities is permitted in the locker. If book bags and gym bags cause safety issues or concerns, they will not be allowed in classrooms. A student who rents a locker has assumed responsibility for the lock, locker, damage to the locker, replacement of the lock and any items in the locker. Lockers are not to be shared with other students. The administration reserves the right to open and inspect the contents of any locker if deemed necessary. The contents may be retained by officials, turned over to law enforcement and an investigation conducted.

NO GUN, RIFLE, PISTOL, EXPLOSIVE, ANY TYPE OF WEAPON, DRUGS OR ALCOHOLIC BEVERAGE OF ANY KIND ARE ALLOWED IN A LOCKER, VEHICLE OR ON THE PERSON OR POSSESSIONS OF ANY INDIVIDUAL ON SCHOOL PROPERTY. VIOLATION OF THIS POLICY IS PUNISHABLE BY OUT OF SCHOOL SUSPENSION AND LEGAL CHARGES.

Student Messages and Deliveries

We are unable to deliver messages to students except in cases of an extreme emergency; and then only by a parent or guardian. The nature of the emergency must be specified to a school official before any classroom activities will be interrupted. Students must make arrangements for routine matters such as rides home, vehicle and house key delivery and pick-up, job times, meeting places, etc., prior to the start of the instructional day. BYSHS will not accept delivery of flowers, etc., for students. We will not be responsible for items delivered to the main office for students to be picked up. Students will not be called from class to pick up such items. Any exceptions to this policy must have administrative approval.

Visitor Sign-in and Identification

Parents/guardians are always welcome at Bartlett Yancey Senior High School. Bartlett Yancey Senior High School is a closed campus during the instructional day. **We ask that all visitors sign in on the VISITOR LOG in the main office upon arriving on campus.** *Visitors will be asked to provide/show proper proof of identification (example: Driver's License, Military Identification Card). We ask that an appointment be made in advance to conference with a teacher or for an extended classroom visit.* The school policy is to accept only those visitors who have specific business on the school campus. Students are not allowed to bring children or students from other schools to class as visitors. Students will not be called out of class for visitors unless the situation is an emergency and has administrative approval. *Note: All visitors must wear a visitor's pass prominently while on campus. Bartlett Yancey Senior High School is a closed campus during the instructional day.*

*****Following requirements of the NCDHHS, visitor procedures may be altered based on NCDHHS requirements and the StrongSchoolsNC Toolkit K-12 requirements and recommendations.**

Student Pick-Up and Drop-Off Locations

The student drop-off and pick-up area will be located in front of the Main Building. This will be the only authorized area for students to arrive and depart before and after school activities. Students participating in sporting activities or other authorized school activities will pick up from the designated area after their activity.

Student Parking

Students who wish to drive a vehicle to school are allowed to purchase a parking permit. Students are required to complete an application and have the application signed by a parent/guardian. Permits will be on sale until all spaces have been rented. Parking spaces are assigned by number and the student must park in this assigned space. Parking assignments are non-negotiable!! Vehicles not parked in the assigned space or parked in any areas other than the Student Parking Lot are subject to being towed at owner's expense and the student may lose their parking privileges.

1. BYSHS School is not responsible for damages to vehicles, theft of vehicle or items left in the vehicle or vandalism to the vehicle.
2. Parking permits must be displayed from the inside rearview mirror while the vehicle is on campus. The permit number must be visible at all times. This permit is valid for the student lot only.
3. Students are not allowed to return to the vehicle or move the vehicle during the school day without administrative approval.
4. Students are not allowed to transfer or sell a parking permit to another student.
5. The parking lot speed limit is 5 mph.
6. Speeding, reckless driving, loitering, horseplay, and/or cruising in the parking lots will result in an immediate loss of parking privileges, disciplinary action and legal charges if applicable.
7. Students must leave their vehicles immediately upon parking and proceed to class. Students must exit the parking lot immediately following the end of the school day. Loitering in the parking lots before and after school is not allowed.
8. Leaving campus without permission or using vehicles to transport other students off campus without permission will result in a loss of parking privileges and any applicable disciplinary action.
9. Vehicles left in the lot overnight without administrative approval will be towed at the owner's expense. Revocation of parking permits is a form of disciplinary action, no refund is allowed. Parking at Bartlett Yancey Senior High School is a privilege and not a right. Cars that do not display the parking decals will be subject to being towed at the owner's expense.

WARNING

NO GUN, RIFLE, PISTOL, EXPLOSIVE, ANY TYPE OF WEAPON, DRUGS OR ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED IN ANY VEHICLE ON SCHOOL PROPERTY. VIOLATION OF THIS POLICY SHALL RESULT IN OUT OF SCHOOL SUSPENSION AND LEGAL CHARGES.

BYSHS Athletics

Bartlett Yancey Senior High School is a member of the North Carolina High School Athletic Association and is bound by their rules and regulations.

Per the North Carolina High School Athletic Association, home school students must be enrolled in a registered home school. Home school students: (1) Documentation from the Division of Non-Public Education must be presented upon initial dual enrollment-attendance, immunization, transcript, school number, etc. (2) Home school students must communicate athletic intent at a member school in which they are domiciled and follow the enrollment and assignment procedures/policies established by the local board of education. Note - Notice to principal must take place at least ten (10) days prior to the first practice date of each sports season.

Home school students: (1) Must have been enrolled in a registered home school for 365 days prior to being eligible in a member school. (2) Once deemed eligible at a member school, the student must maintain **continuous dual enrollment**. (a) Unenrollment would render the student ineligible for 365 days. (3) Must participate in a class schedule that is at least one-half of the school's instructional day. (a) At least one class must be on campus each semester or meet PSU requirements.

All athletics will follow the requirements of the NCDHHS and the NCHSAA in regard to practicing and games. Students at Bartlett Yancey High School have many opportunities to participate in extracurricular activities. **Students must meet eligibility requirements in order to try out for a sports team.**

Academic Eligibility:

- ☐ A student must pass at least 70% of the courses taken in the preceding semester; and the student is on track to advance to the next grade level or graduate within the next calendar year.
- ☐ Students must be no less than 15 years of age on or before October 16th of the current school year.
- ☐ Students must be district approved and provide adequate insurance coverage.
- ☐ Students must be in attendance for 85% of the total instructional days of the prior semester equaling 13 days of school per semester.
- ☐ Students must complete the 2024-25 *Bartlett Yancey Athletics Compliance Forms* packet; which includes a physical every 365 days and Gfeller-Waller NCHSAA Concussion Information Sheet as well as other important information.

Team Participation

Students are encouraged to participate in the BYSHS athletic program. Athletics are an extension of the academic program. In order for a student to play more than one sport during the same season, both coaches, athletic director and the principal must agree on the decision. All students must adhere to the rules, procedures and expectations of the coaches. Violation of school rules and or rules aligned with the athletic program will lead to termination of participation in the program.

Eligibility Requirements

Please obtain a complete copy of rules and eligibility requirements from a Bartlett Yancey Senior High School coach. Students can appeal athletic eligibility for attendance based on extenuating circumstances. For more information contact the Athletic Director.

Definitions:

Athletic Probation: A student on athletic probation cannot play in any game while on probation. The student may or may not be required to attend practice while on probation. Probation is only for the sport for which the student was playing when placed on probation. Probation may not extend beyond the last regular season game or playoff game for the season of the sport for which the student was playing when placed on probation.

Athletic Suspension: A student placed on athletic suspension cannot play in any game while on suspension. The student may or may not be required to attend practice while on suspension.

End of Season: The end of a sports season occurs after the last regular season game and any playoff games that have been played.

Student Accident Coverage

Student Accident Coverage is available for all students participating in sports. Information will be made available prior to official sports practices each season. Please contact the main office or the athletic director for more information.

Caswell County School has

Booster Clubs

Positive parental and community involvement is encouraged with BYSHS athletic programs. It is included in the mission statement that all members work together to make a difference in the lives of our students. Booster clubs are a great way to get involved with student development, supportive and positive working relationships.

Information on Athletic Booster Clubs can be obtained by calling 694-4212 and asking for the Athletic Director.

TITLE I - Parents Right-to-Know Letter

Dear Parent/Guardian,

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

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

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

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

If you have any questions about your child's teacher or paraprofessional, please contact the main office at 336.694.4212.

Sincerely,

Lance Stokes, Principal

TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY

At Bartlett Yancey Sr. High School our desire is for all students to become successful, lifelong learners and graduate college and career ready. In order for the achievement levels of students to increase, we must involve the school staff as well as the parents and families in the educational process of each student. We hope the Title I Parent Involvement Policy will clearly explain the plans BYSHS has for informing parents of individual student progress along with school and Title I events.

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

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

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

- *Open House* - Open House will be held before school opens for the new year to provide parents and students with the opportunity to meet teachers and visit classrooms.
- *Content Informational Sessions* - During each semester we will host an assembly to present to all stakeholders the grade level curricula, Caswell County graduation promotion and retention policy standards and other academic information
- *Report Card Conferences* - Report card conferences will be held after the first and third report periods to share student progress and strategies for improvement, if needed, with parents.

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

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

- Title I Annual Meeting and Open House – beginning of the school year
- Family Nights Emphasizing Student Learning in Content Areas Throughout the year
- Schedule of Parent Involvement Opportunities – throughout the year
- Providing other reasonable support for parental involvement activities as requested by parents

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

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

Technology/Chromebook Responsibility Agreement

CHROMEBOOK USAGE AGREEMENT

1:1 Initiative

Revised July, 2022

Ownership of the Chromebook

Caswell County Schools retains sole right of possession of the Chromebook. Caswell County Schools lends the Chromebook to the students during the academic year for **educational purposes only**. Additionally, Caswell County Schools administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Requirement: All parents/guardians and students are required to read and sign the Caswell County Schools Chromebook Agreement contained in the school handbook, before a Chromebook will be issued to the student.

Transfer/New Student Distribution: All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks at the school. Students' orientation and training will be offered at school level as needed.

Returning Your Chromebook: At the end of the school year, before the last week of school or whenever requested by the school administration, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the parent/guardian being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing: Students that transfer out of or withdraw from Caswell County Schools must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving Caswell County Schools may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Cost for unreturned and/or damaged devices: Total replacement cost of the Chromebook and peripherals: **\$400.00**. For the device only: **\$310.00**. For the power adapter the fee is **\$45.00** and for the replacement cost of the Gumdrop protector the fee is **\$45.00**.

Rights and Responsibilities

Educational Use: School-issued Chromebooks should be used for educational purposes and students are to adhere to the [Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times.

Monitoring Software: Teachers, school administrators, and the IT department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks in school or off campus.

No Expectation of Privacy: Students and any user have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students and parents/guardians agree to such access, monitoring, and recording of their use.

Responsibility for Electronic Data: All work is stored in the cloud. The school will not be responsible for the loss of any student work. The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Caswell County Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and they are given no guarantees that data will be retained or destroyed. The school will not be responsible to provide backup devices for students.

Operating System, Updates and Virus Protection: Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter: The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on or off campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Chromebook Identification Records: The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

Asset and ID Tags:

- All Chromebooks will be labeled with a school asset tag. Loose or missing tags should be reported immediately to the IT Technician.
- Asset tags and ID or other school issued tags may not be modified or tampered with in any way.

- Students may be charged up to the full replacement cost of a Chromebook and/or receive disciplinary consequences for tampering with a school asset tag, ID tag or turning in a Chromebook without the school tags issued originally.

Authorized users and security: If a school Chromebook is assigned to a student individually:

- The student should not allow others to use his/her device. Each student is responsible for any **damage or misuse** done on his/her assigned Chromebook.
- Students will log into their Chromebooks using their own school issued Google Apps for Education account.
- Students should never share their account passwords with others.

Keep Your Chromebook Secure: Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person at your school. Only a school technician can handle any repairs that require the case to be opened.

Using Your Chromebook Outside of School: If a student has been assigned a Chromebook individually, principals may authorize students to use their Chromebooks at home and other locations outside of school (Home User Fee applies). A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Caswell County Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home-users** are **required** to use a school approved laptop **backpack** in order to take Chromebooks home.
- **Home-Users Technology Fee:** This is for all K-12 students and only applicable based on the principal's discretion. The cost, if applicable, is **per year** per device is **\$30.00**. This fee, if applicable, will apply to all devices that students will check out to take home and it is due at the beginning of each school year and is non-refundable. An additional deductible will be required for repair resulting from neglect or abuse.
- **Home User Chromebooks Left at Home:** Students are required to bring their Chromebooks and power adapter/charger to school every day. Repeat offenders who leave their device at home may face disciplinary actions.
- **Home User Charging Chromebooks:** Chromebooks must be brought to school each day with a full charge. Students should charge their Chromebooks at home every evening. An uncharged Chromebook is in violation of this agreement. Repeat offenses may result in disciplinary action.

Sound: Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Printing: Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.

Chromebook Care: Students are responsible for the general care of the Chromebook they have been issued by the school for both day-use or home use devices.

- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.

Carrying Chromebooks: Students and Parents/Guardians are encouraged to purchase and use a personal carrying case or sleeve for extra protection to the devices while transitioning between classrooms.

- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

Screen Care: The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed. Don't place items on top of your Chromebook as the weight can cause damage to the screen.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If you open the screen beyond its hinge limitation it will break.
- Never lift or carry by the screen as you can either break the screen or damage the hinge.
- Always keep magnetic devices away from your Chromebook.

Keep it clean:

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- To clean, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Liquids: Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

Vendor Warranty and Accidental Damage: The limited warranty covers normal use, accidental damage, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. This warranty covers only one incident per year. The vendor warranty does not warrant against intentional damage. Repairs of damaged equipment resulting from abuse or neglect will be charged to the student and parent/guardian.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Students must provide all necessary information pertaining to the circumstances of the damage/loss of the Chromebook. Parents/guardians and students will cooperate with school and/or law enforcement authorities and others involved in the actions and procedures that follow to repair, replace or recover the devices.
- In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the school where the student attends.
- Damaged equipment or technical problems must be reported to the IT Department immediately. Students and/or staff are required to submit, via online **tech-request**, the information about the device issues for troubleshooting or repair. Damage resulting from normal use and accidents will be repaired and/or replaced through the vendor's warranty time frames.

Missing Chromebooks:

- Missing Chromebooks must be reported immediately to the Principal (or designee) to investigate the circumstances and to follow up with parents.
- The IT technician will track the missing device using tracking software and will report any findings to the principal (or designee).
- Only the principal can authorize a student to receive a loaner (when there is a loaner available) if the assigned Chromebook is missing.
- Loaners can only be assigned on the day-to-day basis based on availability. On-loan Chromebooks are mainly intended to temporarily replace broken/in-repair ones.
- Per this 1:1 Agreement, parents are responsible to pay when the missing Chromebook is not returned.

On-loan Chromebooks: Loaner Day-use Chromebooks may be issued to students (if available) when they leave their school-issued Chromebook for repair.

- All user's responsibilities described in this document apply for loaner Chromebooks.
- Chromebooks on-loan may not be taken home, unless permitted by the school administration for specific required tasks.

A student can check out a loaner Chromebook without the principal's authorization when his/her assigned Chromebook is not working **only if:** 1. The student is not responsible for the malfunctioning of his/her Chromebook (For example: the problem is not the result of abuse or mishandling as described in this 1:1 agreement). 2. There is a loaner Chromebook available for the student to check-out.

If the malfunction of the Chromebook is the result of the student's abuse or mishandling, the incident must be reported to the principal (or designee) to follow up with applicable disciplinary actions and/or fees.

Chromebooks left unattended: Under no circumstances should Chromebooks be left in unsupervised areas except locked in their hallway locker or classrooms. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Consequences

Failure to comply with **each** of the **responsibilities** and **expectations** described in this agreement may result in **disciplinary actions** (including but not limited to: Removing Chromebook use privileges and In-school or out-of-school suspension) for the student and/or **cost of replacement/repair charges** to the student and parent/guardian.

By signing the Caswell County Schools **Student Handbook**, the student and parent/guardian agree to follow and accept:

- The Caswell County Schools Board Policies 3225/4312/7320, 3226/4205
- This Chromebook Agreement in its entirety.
- Caswell County Schools owns the Chromebook, software and issued peripherals.
- That before the last week of each school year or whenever indicated by the school administration, the student must return the Chromebook, power adapter/ charger and any other school owned peripherals. Students or parents/guardians may be charged for any piece that is not returned.
- If the device or any other school owned peripherals are not returned in good working order, the student or parent/guardian will pay the replacement cost as follows: **\$310** for the device only. **\$45.00** for Power adapter only and **\$45.00** for the replacement cost of the Gumdrop protector only. Total cost of device and peripherals is **\$400.00**
- In no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.

Use for Internet and Computer Resources Agreement

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

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

The Internet connects computers all over the world and millions of individuals. The Internet offers access to:

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

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

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

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

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

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

PRIVACY, DISCLOSURE AND MONITORING OF TECHNOLOGY RESOURCE USE AND DATA

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

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

Network Etiquette: All network users are expected to follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. .
- c. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- d. Do not reveal your personal information, addresses, or phone numbers, or those of other students or colleagues.
- e. Remember that your electronic mail may not be private. The system administrator CCS or designee operates the system and has access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities and may result in the loss of user privileges and/or termination of employment.

- f. Do not use the network in a way that may disrupt the use of the network for others. Compose email and bulletins off-line in order to reduce unnecessary network traffic. Maintain your e-mail folders clean by deleting all unnecessary messages frequently. Do not subscribe to any personal or not work related listservs using your CCS email account.
- g. Network users are not intentionally to seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the network.
- h. Users should practice discretion regarding the handling of information and communications accessible through the network. Do not report personal communications without the author's prior consent. Do not post or distribute copyrighted materials.
- i. Illegal activities are prohibited.

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

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

Security on any computer system or network is a high priority. Toward that end, the Caswell County Public School District uses a filtering software that denies access to material that is obscene, that is child pornography or any other types of pornography, and that is harmful to minors. Do not use another individual's account number, or password, without written permission from the individual. Each user must protect his/her password and account number to ensure system security and to maintain use privileges. Attempts to log on to the Internet as the system administrator or designee may result in consequences, which include but may not be limited to, revocation of privileges, suspension, employment termination, and notification of authorities.

It shall be the responsibility of all members of the Caswell County Schools staff to supervise and monitor students' usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Any user identified as a security risk, or possessing a history of problems with other computer systems, may be denied access to the Internet. Network users have a duty to report to the building principal, the system administrator or designee, knowledge of any safety or security problems, or security breach, on the Internet and other computer networks. Do not demonstrate the problem to other users. The Caswell County Public School District reserves the right to temporarily or permanently remove a user account on the network.

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

Vandalism and Harassment: Vandalism and harassment will result in cancellation of privileges.

a. Vandalism is defined as any malicious attempt to harm, disrupt, degrade or destroy equipment, software or system performance. This includes system files or data of another user, the system or school computer systems, Internet, or any of the agencies, or other networks, that are connected to the Internet backbone. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.

b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail. Users may not use technology resources to engage in conduct involving harassment, intimidation, bullying (or cyber bullying), discrimination, or similarly offensive or harmful communications. This includes conduct that:

- a. A reasonable person should know, under the circumstances, will have the effect of harming or humiliating a student or damaging the student's property or of placing a student in reasonable fear of harm to his person or damage to his property; or
- b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school

Hate mail, discriminatory remarks, or language that offends or degrades others is not permitted and must be reported to the building principal, system administrator or designee.

c. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. This includes, but is not limited to, uploading or creating computer viruses.

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

In the event that an employee violates this policy, the following consequences may result. Any of these consequences may be enforced alone or in conjunction with one another by the school system against the violating employee. The severity of the punishment will be dependent upon the severity of the misuse. Possible options follow:

- 1. Revocation or limitation of access privileges.
- 2. Letter in personnel file detailing misuse and action taken.
- 3. Disciplinary action up to and including termination of employment.
- 4. Personal liability for damage to school system computer resources caused by intentional misuse.
- 5. Any other sanctions or remedies provided by law.

Employees who violate this policy will not be defended at Board expense pursuant to N.C. Gen. Stat. 115C-43. Any employee who publishes or duplicates copyrighted material shall be held personally liable for any of his or her actions that violate copyright laws.

Request For Notification Before Non-Exempt Pesticide Applications

(Optional - If needed, Release Form to be completed and given to teacher)

I am writing to request notification of non-exempt pesticide applications at _____ and or other site where I am student/employee of the school district.

I understand that I can request 72 hour advanced notification for pesticide applications at the relevant school or other non-school site, both indoor and outdoor pesticide applications, and including applications planned for summer recess, holidays, weekends, or after school.

Pesticide products exempt from notification requirements include: antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments and any pesticide products classified by the United State Environmental Protection Agency (EPA) as belonging to the US EPA Toxicity Class IV, "relatively nontoxic."

In addition, I understand that should a pest control emergency required a pesticide application for which there is not adequate time to notify me 72 hours in advance, I will receive a notice of emergency pesticide use less than 72 hours, or as soon as possible after the emergency application.

I am requesting notification of pesticide.

I understand that it is my responsibility to maintain communication through the means I have designated, and that the school is required to try and contact me only once about a pesticide application. If I do not receive the notification because my voicemail or answering machine are full or not functioning; or because my email account is not functioning, over quota, or notification from the school is auto-filtered as spam; it is my responsibility to correct the problem. Though they will attempt to alert me to the issue, the school system is not liable.

Full Name: (please print:) _____

Signature: _____ Date: _____

Name of student/students or employee:	
I would like my notification to be (please check one):	
Phone	Home Phone:
	Work Phone:
	Cell Phone:
Email	Email Address:

FERPA Opt-Out Letter

(Optional Form - If Needed Release Form to be completed and given to teacher)

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply and return to your child's school.

Federal law requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the *Family Educational Rights and Privacy Act* (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

☐ As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:

☐ Military recruiters

☐ Institutions of higher education

☐ As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:

☐ Military recruiters

☐ Institutions of higher education

☐ As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: [List directory information or purposes that you do permit, if any].

☐ As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: [List directory information or purposes that you do permit, if any].

Student Name: _____ Grade: _____
(Please Print)

Name of School: _____ Grade: _____
(Please Print)

Signature of Parent/Legal Guardian

Date

Signature of Student (if 18 years of age or older)

Date

It is the policy of the Caswell County School System not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies

CCS Publication/Video/Photo Release Opt Out Form

This Form is to be completed and submitted to the student's teacher if the Parent/Guardian desires that the Caswell County School System **NOT** use, publish, etc. a video or photograph that includes an image of his/her child. A separate form must be completed for each child attending the School System.

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

CASWELL COUNTY SCHOOLS IS NOT TO USE OR PUBLISH A VIDEO DEPICTING, OR PHOTOGRAPHIC IMAGE OF, MY CHILD

The undersigned does hereby acknowledge and affirm that he/she is the parent or legal guardian of the child/student named below, and in order to protect the privacy of my child, I do hereby expressly state that the Caswell County School System is **NOT** to use or publish a video depicting, or photographic image of, my child for internal or external promotional and informational purposes, or for school related activities of any kind in any websites, newsletters, flyers, instructional videos, or other school related materials.

This the _____ day of _____, 20____

Child's/Student's Printed Full Name School Child/Student Attends

Parent or Legal Guardian's Signature

Parent or Legal Guardian's Printed Full Name

Parent or Legal Guardian's Signature

Parent or Legal Guardian's Printed Full Name

**Confirmation of Receipt of the Student Handbook
Information for the 2024-2025 School Year for
CASWELL COUNTY SCHOOLS**

Each year, Caswell County Schools works to communicate policies, procedures, and other information to our families. The following information is located on our website at www.caswell.k12.nc.us and in the Student Handbook. If there is a specific tab the information is located under, that is noted.

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

I Agree to the terms of the Publication Release Form: Circle: Yes No

Parent Signature (Grades K-12)

The signature below indicates that I, as a parent/guardian of a student in Caswell County Schools, have received the *Student Handbook*, either through link or paper copy, and annual notifications.

Signature of Parent/Guardian

Date

PRINTED Name of Student

It Takes Everyone To Keep Our Schools Safe

If You...



See Something...Say Something[®]!



Hear Something...Say Something!

Be Aware and Report

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

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

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

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

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