Bartlett Yancey Senior High School

STUDENT/PARENT HANDBOOK
2025-2026 School Year

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CASWELL COUNTY SCHOOLS

Empower, Engage, Excel

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Caswell County Schools Mission

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

Caswell County Schools 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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The student accident coverage forms are attached.

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.

BYSHS Operating Schedule - 1st Block Starts at 8AM

The building opens at 7:35 am for all students. Students are required to report to the cafeteria upon arrival to campus. At 7:55 students are released from the cafeteria to report to first block by 8:00. (The principal may adjust the schedule to prevent overcrowding during lunch periods).

Regular Schedule	
Arrival/Breakfast	**7:35 - 7:55**
Transition to Class	**7:55 - 8:00**
Block 1 (93)	**8:00 - 9:33**
Block 2 (93)	**9:38 - 11:11**
Block 3 (94c + 30l)	**11:16 - 1:20**
1st Lunch (30)	11:11 - 11:41
to Class (5)	11:41 - 11:46
2nd Lunch (30)	12:00 - 12:30
to Class (3)	12:30 - 12:33
3rd Lunch (30)	12:50 - 1:20
Block 4 (95)	**1:25 - 3:00**

Homeroom Schedule	
Arrival/Breakfast	**7:35 - 7:55**
Transition to Class	**7:55 - 8:00**
Homeroom (20)	**8:00 - 8:20**
Block 1 (85)	**8:25 - 9:50**
Block 2 (85)	**9:55 - 11:20**
Block 3 (90c + 30l)	**11:25 - 1:30**
1st Lunch	11:20 - 11:50
to Class	11:50 - 11:53
2nd Lunch	12:10 - 12:40
to Class	12:40 - 12:43
3rd Lunch	1:00 - 1:30
Block 4 (85)	**1:35 - 3:00**

Early Release Schedule	
Arrival/Breakfast	**7:35 - 7:55**
Transition to Class	**7:55 - 8:00**
Block 1 (50)	**8:00 - 9:00**
Block 2 (50)	**9:05 - 10:05**
Block 3 (50c) +(20l)	**10:10 - 11:10**
1st lunch	9:50 - 10:10
to class	10:10 - 10:15
2nd lunch	10:15 - 10:35
to class	10:35 - 10:40
3rd lunch	10:45-11:05
Block 4 (50)	**11:10 - 12:00**

2-Hour Delay Schedule	
Arrival/Breakfast	**9:35 - 9:55**
Transition to Class	**9:55 - 10:00**
Block 1 (65)	**10:00 - 11:05**
Block 2 (65)	**11:10 - 12:15**
Block 3 (65c + 25l)	**12:20 - 1:50**
1st Lunch	12:15 - 12:40
to Class	12:40 - 12:43
2nd Lunch	12:50 - 1:15
to Class	1:15 - 1:18
3rd Lunch	1:25 - 1:50
Block 4 (65)	**1:55 - 3:00**

3-Hour Delay Schedule	
Arrival/Breakfast	**10:35 - 10:55**
to Class	**10:55 - 11:00**
Block 1 (50)	**11:00 - 11:50**
Block 2 (50)	**11:55 - 12:45**
Block 3 (50c + 20l)	**12:50 - 2:00**
1st Lunch	12:45 - 1:05
to Class	1:05 - 1:08
2nd Lunch	1:10 - 1:30
to Class	1:30 - 1:33
3rd Lunch	1:35 - 1:55
Block 4 (60)	**2:00 - 3:00**

Alternate Early Release Option	
Arrival/Breakfast	**7:35 - 7:55**
Transition to Class	**7:55 - 8:00**
Block 1 (30)	**8:00 - 8:30**
Block 2 (90)	**8:35 - 10:05**
Block 4 (90)	**10:10 - 11:40**
Block 3 (50)	**11:45 - 1:00**
1st Lunch	11:45 - 12:05
to Class	12:05 - 12:10
2nd Lunch	12:10 - 12:30
to Class	12:30 - 12:35
3rd Lunch	12:35 - 1:00
Dismissal	**1:00**

Last Day of School Schedule	
Arrival/Breakfast	**7:35 - 7:55**
Transition to Class	**7:55 - 8:00**
Block 1 (60)	**8:00 - 9:00**
Block 2 (60)	**9:05 - 10:05**
Block 3 (50)	**10:10 - 11:00**
Lunch - All	**11:00 - 11:25**
Block 4 (60)	**11:30 - 12:30**

Attendance - Policy Code: 4400

In accordance with NC Compulsory Attendance Law, all children ages 7 to 16 are required to attend school. Caswell County Schools' Promotion/Retention policy states that students with excessive absences may be retained. Attendance is taken each class period. To be counted present, a student must attend at least half of a class period. Students are not marked absent for late buses or participation in school-approved activities.

If a student must be absent, parents should follow these procedures:

- ➢ Send a written note with the student upon return, to be given to the front office receptionist. The note must include the date(s), reason for the absence, and a parent/guardian signature. If no note is received, the absence is unexcused.
    - Notes may also be emailed to annette.candy@caswell.k12.nc.us
- ➢ The principal may require a doctor's note for illness.
- ➢ All missed work must be completed within three days of returning to school.
- ➢ Teachers will provide assignments to the office if requested by a parent/guardian.
- ➢ Excused absences (with a parent note) include: illness or injury, death in the immediate family, medical or dental appointments, religious observances, court or administrative proceedings, quarantine, and educational opportunities (if pre-approved by the principal).
- ➢ Unexcused absences include, but are not limited to: vacations, family or business trips, missing the bus, or not knowing school is in session.

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

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. Students who accrue 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.
5. Parents may inquire about possible homebound services for a student who is medically unable to return to school for an extended period of time.
6. 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.

Tardy Policies

By law, students are required to attend the full school day unless there is a valid reason for being tardy. **Tardies are recorded after 8:00 a.m**. Parents must either accompany the student to the office or send a written note explaining the reason for the tardy to be considered for excused status. The front office will issue a tardy slip indicating whether the tardy is excused, based on documentation such as a physician's note or court papers.

Consequences for tardies to any block include the following (within a grading period):

- ➢ First Tardy: Verbal Warning and parent contact by teacher
- ➢ Second Tardy: Minor Incident in *Educator Handbook* and parent contact by teacher
- ➢ Third Tardy: Major Incident in *Educator Handbook,* ISS for that class period, parent contact
- ➢ Fourth Tardy: Major Incident in *Educator Handbook*; ISS for a full day, parent contact
- ➢ Fifth Tardy: Major Incident in *Educator Handbook*; ISS for up to 2 days, parent contact
- ➢ Accumulating over five tardies can result in up to 1 day of ISS for each tardy

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 2:40 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 about delayed openings or school closings will be made between 5:00 and 6:30 a.m. If school is delayed by one or two hours, the schedule will be adjusted accordingly, and students should arrive at bus stops one or two hours later than usual. Breakfast will not be served on delayed-start mornings. In the event of an emergency early dismissal, announcements will be made as soon as possible. Students should know how they are getting home if school closes early, and any changes from the usual dismissal routine must be provided by parents in writing. Students may not remain on campus after buses depart. Parents are asked to follow the suggestions below.

- ➢ View TV broadcasts on stations such as: WFMY Channel 2, WRAL Channel 5, WGHP Channel 8, WXII Channel 12 or Channel 45
- ➢ Listen to radio stations such as: WBBB 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 to the number in Infinite Campus

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 principal. 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.

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

Sign Up Instructions For Parents:

1. Download Here Comes the Bus app or visit herecomesthebus.com
2. Click the "Sign Up" button
3. Enter school code 87875 and click "Next" followed by "Confirm"
4. Complete the "User Profile" box
5. Under "My Students," click "Add." Enter your child's last name and student ID number
6. Once you confirm your information, you're ready to begin

SCAN ME

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, skull caps (such as bonnets, headscarves, and wave caps), or sunglasses will not be worn inside the school buildings.
3. There shall be no jewelry affixed to a student's body which poses a health risk, safety risk or is disruptive to the learning environment of the school as determined by the principal or principal's designee.
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 (including one piece jumpers). This will be determined by the principal or the principal's designee.
7. Clothing is not to be sheer or mesh and cannot have excessive holes (including jeans and pants).
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/slippers 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 during the school day.

B. Disciplinary Consequences for Violations of This Policy

Violations of this policy will be addressed by the principal or designee. If a student repeatedly violates the policy or refuses to comply, a parent/guardian will be contacted for a phone call or conference. Students not in compliance with the dress code will be given a reasonable opportunity to make necessary adjustments. Those who refuse to comply will be assigned to In-School Suspension (ISS);

refusal to report to ISS will result in Out-of-School Suspension (OSS). A second violation will result in an in-school consequence determined by the principal or designee. A third violation during the school year will lead to a short-term suspension of up to three (3) days. A fourth violation may result in a suspension of up to ten (10) days. Further violations may result in long-term suspension. As an alternative to long-term suspension, the principal may assign the student to a Board-approved alternative program.

C. Request for Reasonable Accommodation for Sincerely Held Religious Beliefs

The principal or the principal's designee may, as a reasonable accommodation under this policy, exempt a student from the requirements 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, the teacher provides a verbal warning, contacts parents, and places it in Educator's Handbook as a minor incident.
- ➢ Second offense, the teacher tells the student a major referral will be completed and makes parent contact. A major incident (office referral) will be reported in Educator's Handbook and the student is assigned **one day of in-school suspension (ISS**).
- ➢ Third offense, the teacher tells the student a major referral will be completed and makes parent contact. A major incident (office referral) will be reported in Educator's Handbook and the student is **provided a written warning** from administration stating that their cell phone will be confiscated for an entire school day if another cell phone violation occurs.
- ➢ Fourth offense, the teacher tells the student a major referral will be completed and makes parent contact. A major incident (office referral) will be reported in Educator's Handbook and the administration **confiscates the student's cell phone for the entire day**. It may be picked up by the student in the front office at the end of fourth block.
- ➢ Fifth or more offenses, the teacher tells the student a major referral will be completed and makes parent contact. A major incident (office referral) will be reported in Educator's Handbook and **administration confiscates the student's cell phone for two school days**. It may be picked up by the student in the front office at the end of 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.

Discipline Policies - Policy Code: 4300

The Caswell County Board of Education prohibits certain types of student conduct and places students under the disciplinary authority of the principal, as outlined in North Carolina law. Disciplinary actions may include suspension, expulsion, or placement in an alternative school. The district seeks the cooperation of students, parents, and the broader community in maintaining a safe and orderly environment in Caswell County Public Schools.

All students are expected to follow all rules and regulations. Violations may result in disciplinary action, including suspension. The principal and their designees reserve the right to assign or modify consequences for any infraction—whether listed or not—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	○ 1st Offense - Conference; principal determination & notification to parents/guardian ○ 2nd Offense - Up to 3 days suspension ○ 3rd Offense - Up to 5 days suspension
Section 2a: Cutting Classes	○ 1st Offense - Conference; principal determination & notification to parents/guardian ○ 2nd Offense - Up to 3 days suspension ○ 3rd Offense - Up to 5 days suspension
Section 2b: Unauthorized Leaving Campus	○ 1st Offense - ISS up to 5 Days and social worker referral ○ 2nd Offense - Up to 3 Days Suspension ○ 3rd Offense - Up to 5 days Suspension
Section 3: Tardiness to School/Class	○ Principal determination/possible social worker referral.
Section 4: Dress Code	○ Principal determination
Section 5: Student Insubordination	○ 1st Offense Up to 3 days suspension or penalty as determined by principal/designee. ○ 2nd Offense Up to 5 days suspension. ○ 3rd Offense Up to 10 days suspension
Section 6: Disturbance in Classroom/ Disruption of School	○ 1st Offense Up to 3 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	○ 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	○ 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	○ 1st Offense Suspension or penalty as determined by principal/designee. ○ 2nd Offense Up to 3 days suspension and parental conference. ○ 3rd Offense Up to 5 days suspension and parental conference.
Section 10: Tobacco/Vaping Products on Campus	○ 1st Offense Up to 3 days suspension***** ○ 2nd Offense Up to 5 days suspension.***** ○ 3rd Offense Up to 10 days suspension possible referral to alternative education program.
***Vaping Alternative to Suspension Options *** In lieu of Out of School suspension, a parent meeting is held where a student/parent agrees to participate in the Healthy Futures Educational On-line program and Roots and Wings. 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	○ 1st Offense - Items confiscated, parents/guardian notified, and up to 3 days suspension. ○ 2nd Offense - Up to 5 days suspension, parent conference ○ 3rd Offense - Up to 10 days suspension
Section 12: Profane, Obscene, Disrespectful, or Abusive Language or Actions	○ 1st Offense - Up to 3 days suspension ○ 2nd Offense - Up to 5 days suspension ○ 3rd Offense - Up to 10 days suspension
Section 13: Pornographic, Profane, Obscene, and/or Violent Material	○ 1st Offense - Up to 5 days suspension ○ 2nd Offense - Up to 10 days suspension ○ 3rd Offense - Principal requests long term suspension and may recommend expulsion if permitted under law
Section 14: Simple Affray, Assaults, or Cause of Personal Injury **Multiple Assaults**	○ 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. ○ Principal requests long-term suspension or expulsion.
Section 15: Bullying/ Discrimination	○ 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	○ 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/	○ 1st Offense Up to 5 days suspension. ○ 2nd Offense Up to 10 days suspension.

Instigation of disruption 17(a): Students	○ 3rd Offense Principal requests long-term suspension and may recommend expulsion if permitted under law.
17(b): School Employees, Faculty, or Administration	○ Violation of this rule will result in criminal charges; in addition, school disciplinary action may include long-term suspension, 365-day suspension, or expulsion, if permitted under the law.
Section 18: Weapons at Schools 18 (a): Firearms	○ Report to a law enforcement agency. (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	○ 1st Offense Report to a law enforcement agency, up to 10 days suspension. Illegal items will be confiscated and reported to law enforcement. 2nd Offense Report to a law enforcement agency, long-term suspension may be recommended or expulsion if permitted under the law. Illegal items will be confiscated and reported to law enforcement.
Section 19: Stealing or Extortion	○ 1st Offense Up to 3 days suspension and parental conference. ○ 2nd Offense Up to 10 days suspension and parental conference. ○ 3rd Offense Principal may recommend long term suspension or expulsion.
Section 20: Willful or Malicious Damage to Property	○ 1st Offense Up to 5 days suspension and pay for damages. ○ 2nd Offense Up to 10 days suspension, Principal may recommend long-term suspension, payment of damages.
Section 22: Sexual Offense A. Consensual Sexual Activity:	○ 1st Offense Up to 10 days suspension – conference with parents/guardians before students can return to school. ○ 2nd Offense Up to 10 days suspension and recommendation to the Alternative Program. ○ 3rd Offense Recommendation for long-term suspension or expulsion.
B. Sexual Assault/Rape or Attempted Rape:	○ Report to law enforcement. 10 days suspension with request for long-term suspension and/or expulsion.
Section 23: Sexual Harassment	○ 1st Offense Students who violate this policy for the first time may receive a short-term suspension for verbal or non-physical sexual harassment and long-term suspension for physical sexual harassment. ○ 2nd Offense Any student who violates this policy twice or more during a school year may receive a long-term suspension or an expulsion if permitted by law.
Section 25: Bus Conduct	○ 1st Offense 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/ Chromebook Acceptable Use	○ 1st Offense Up to 5 days suspension. ○ 2nd Offense Up to 10 days suspension. ○ 3rd Offense Recommendation for long-term suspension.

Section 26(b): Electronic Devices	○ 1st Offense Confiscation of 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	○ 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 may 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

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.

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 in Student Services until the end of each quarter. Lost items not identified and/or returned to the student will be donated.

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 3:00 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.

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.

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. All volunteers will be asked, at minimum, 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.

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.

F1 Average	Letter Grade
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.*

1st Semester		2nd 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. In North Carolina, students need to accumulate a specific number of credits to be promoted to the next grade level.

9th to 10th Grade; minimum of 6 credits
10th to 11th Grade: minimum of 12 credits
11th to 12th Grade: minimum of 18 credits

Grading Policy

Bartlett Yancey Senior High School provides interim reports to all students at the halfway point of each grading period, as indicated on the school calendar. These reports are meant to help parents monitor academic progress and must be signed and returned to the teacher. In addition, parents and students can access up-to-date grades, absences, and tardies at any time through Infinite Campus. Login information must be obtained in person from the front office. Teachers are expected to update grades in Infinite Campus weekly, and should reflect the most current grades. If a student has not made up an assignment within a week, a zero (0) should be entered until the work is completed, if late work is 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.

- **Report Cards:**
  - November 5, 2025
  - January 28, 2026
  - April 2, 2026
  - June 19, 2026
- **Interim Reports:**
  - September 24, 2025
  - December 3, 2025
  - February 23, 2026
  - May 6, 2026

Grading Weights	Minimum Number of Weekly Grades:	Total Grades in Nine Weeks
Homework – 5% Classwork – 30% Quizzes – 25% Tests – 40%	**Homework –** 1 to 2 per week **Classwork –** 2 to 3 per week **Quizzes –** 1 every 1 to 2 weeks **Test -** 1 every 2 to 3 weeks ● ***Grades should reflect mastery not compliance.***	**Homework**-10 to 18 grades **Classwork**- 18 to 27 grades **Quizzes**- 5 to 7 grades **Tests**- 3 to 4 grades

Teachers will provide feedback in a timely manner.	**Homework** ~ 1 day **Classwork** ~ 2 days **Quizzes** ~ 2 days **Tests/Projects** ~ 5 days	***Parents may monitor grades in Infinite Campus and will be contacted if a student has three or more missing assignments.***

Tutoring and Make-Up Work

Tutoring is offered every Tuesday and Thursday 3:05-4:05 and students should work with their teacher to determine a plan of action. 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.**

Exam Exemptions

➢ Students (9th - 12th Grades) Non-state course exams count for 20% of the student's final grade for the semester.

➢ State exams, including EOCs, CTE exams, and CTE project based modules (PBMs), cannot be exempted. State exams count for 20% of the student's final grade for the semester.

➢ Students can not have any OSS (Out of School Suspension) during the semester.

Semester Grade Prior to Exam	Attendance Criteria
A 90% - 100%	**NO attendance criteria**

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.

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.

NC Graduation Requirements - 22 Total Credits

English	4 credits	English I, II, III, IV
Mathematics	4 credits	Math I, Math II, Math III and a fourth math
Science	3 credits	Earth/Environmental Science, Biology, a physical science course
Social Studies	4 credits	World History, Civic Literacy, American History, Economics & Personal Finance
World Language	Not required for graduation	2 consecutive credits recommended for admission to most four year colleges/universities
Health & PE	1 credit and CPR	
Elective Credits	6 credits required	2 electives credits of any combination from one concentration (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)

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 submitted via the announced process each semester. The counselor and principal will communicate 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 School Counseling Office 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 may not be allowed to participate in graduation.

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.

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 2025-2026 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.** The board recognizes, however, that students occasionally may forget or lose their meal money. In emergency situations where a student is unable to pay for a meal on a particular day due to insufficient, forgotten, or lost meal money, the student may charge a reimbursable meal. A la carte items and extra or snack items may not be charged. It is the responsibility of the student/parent/guardian (household) to pay in full by the last day of each school year for any meals a student has charged.

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 restaurant logos are not permitted.

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.

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.*

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 is built on 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

BUCS 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

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 Counseling Procedures

- ➢ Students will use the QR code posted in classrooms or around the school or visit the link https://bit.ly/466bDOv to fill out the Counselor Request Form completely and honestly. The form should only be used for non-emergency situations.
- ➢ If a student has an emergency, the student needs to notify the teacher or another staff member immediately a form request is not needed. .
- ➢ Students will wait to be contacted. Once a request is received, a counselor will call the student's teacher. The teacher will allow the student to report to the counselor's office.
- ➢ When the student arrives at Student Services, the counselor will provide the student with a return-to-class pass. Students must return to class once their session with the counselor has ended.

College Advising

Bartlett Yancey Senior High School offers students and parents support in exploring post-secondary options. In partnership with Duke University, a dedicated college advisor is available through the school's counseling office to assist students interested in attending college. This advisor provides guidance on college applications, financial aid, timelines, and other college-related services throughout the school year. Students and parents are encouraged to take advantage of this valuable resource.

PCC Coordinator/Coach

Piedmont Community College (PCC) partners with Bartlett Yancey Senior High School to provide a secondary coordinator who supports students enrolled in college courses through the Career & College Promise (CCP) program. CCP is North Carolina's dual enrollment initiative, offering eligible high school students the opportunity to earn college credit while still in high school. Students can choose from two pathways: Career & Technical Education (CTE) or College Transfer, which can lead to a certificate, diploma, degree, or job-ready skills.

PCC Coordinator Ms. Kailey Oakley works closely with juniors and seniors to provide guidance and information about PCC course offerings. She can be reached through the school's guidance counseling office. Students interested in taking PCC courses must complete an application to begin the enrollment process.

Instruction - Including Advanced Options

- ➢ Students may access online advanced courses if course prerequisites are met.
- ➢ 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.

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.

Pest Management Plan - Policy Code: 9205

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose a potential risk to human health and the environment. The board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the board will utilize Integrated Pest Management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the school system. The school will notify parents of scheduled and unscheduled pesticide use at least 72 hours in advance of such use, to the extent possible. Policy 9205

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:

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

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.

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

Parent Conferences

Parents are encouraged to schedule frequent conferences with teachers, school counselors, 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 School Counseling Office or with a teacher during the teacher's planning period or after school.

- ➢ *Please call the front office in advance to make an appointment or reach out to the teacher via email or TalkingPoint. Conferences with teachers will not be scheduled during instructional time.*

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 pass from a faculty member to enter and use the Media Center to research or to complete a reading assignment during class time. ***Students MUST check in and out of the media center and sign in at the desk.***
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.

Fundraising and Sales Policy

Solicitation and the sale of items on campus are strictly prohibited unless authorized.

- ➢ **Students are not allowed to sell any items on school property.**
- ➢ **Only school-sponsored fundraising activities** are permitted on the BYSHS campus. These must:
    - Be organized by a recognized BYSHS club, team, or organization,
    - Receive prior approval from school administration, and
      Be supervised by a BYSHS faculty member.

Important Restrictions:

- ➢ No fundraising or item sales — including candy, snacks, or food — may take place **before 3:00 p.m.** on campus.
- ➢ **Outside organizations, groups, or individuals** may not conduct fundraising of any kind **during school hours or on school grounds.**

Failure to follow these guidelines may result in disciplinary action and/or confiscation of items.

Selling or Distribution of Material

All posters, flyers, or printed materials (including newspapers and advertisements) must be approved by school administration **before** they are posted or distributed to students or staff.

Only **official BYSHS organizations** may engage in sales or fundraising activities, and all such activities must receive prior administrative approval. (See: Board of Education Policy #330)

Students are not permitted to sell items on behalf of non-school groups on campus.

Violations of this policy will result in the confiscation of both items and funds. Any confiscated items or money from unauthorized fundraising will become the property of BYSHS and will be deposited into the school's 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
PE Uniforms (required)	$30.00
Parking (optional)	$70.00 for year / $35 for one semester
Prom (single)	$60.00
Prom (couple)	$80.00

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.

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.

Textbooks

Students are responsible for any damage to issued textbooks or lost books. Fees must be paid before diplomas are awarded and transcripts released. 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. To request a locker, students must visit the front office receptionist to receive a locker number and combination.

- **Only school-issued locks are permitted.** Unauthorized locks will be removed and discarded.
- **Replacement locks cost $5.00.**
- **Bartlett Yancey Senior High School is not responsible** for lost, stolen, or damaged items stored in lockers.

Students may store only items necessary for daily school use. **Personal belongings such as book bags or gym bags may be restricted from classrooms** if they create safety concerns.

Students assume full responsibility for the locker and its contents, the issued lock, and any damage or necessary replacements. **Lockers are not to be shared** with other students.

The administration reserves the right to open and inspect any locker at any time. Contents may be confiscated, turned over to law enforcement, and subject to further investigation if deemed necessary.

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 extreme emergency, and only when communicated directly by a parent or guardian. The nature of the emergency must be clearly explained to a school official before classroom instruction will be interrupted. Students must make arrangements for routine matters—such as transportation, key drop-offs, job schedules, or meeting locations—before the start of the school day. BYSHS does not accept deliveries of flowers, gifts, or similar items for students. The school is not responsible for any items left in the main office, and students will not be called out of class to retrieve them. Any exceptions to this policy must receive prior administrative approval.

Visitor Sign-in and Identification

Parents and guardians are always welcome at Bartlett Yancey Senior High School; however, BYSHS is a closed campus during the instructional day. All visitors must sign in at the main office and provide valid identification (e.g., driver's license or military ID). A visitor's pass must be worn visibly at all times while on campus. Visitors should schedule appointments in advance for conferences or extended classroom visits. Only individuals with official school business will be allowed on campus. Students may not bring children or guests from other schools to class. Students will not be called out of class for visitors unless it is an emergency approved by administration.

Student Pick-Up and Drop-Off Locations

The designated student drop-off and pick-up area is located in front of the Main Building. This is the only authorized location for student arrival and departure before and after school. Students involved in athletics or other approved school activities must be picked up from the area designated for their specific activity.

Student Parking

Students may drive to school with a valid BYSHS parking permit. To obtain a permit, students must complete an application signed by a parent/guardian. Permits are sold until all spaces are assigned.

- Students must park in their **assigned, numbered space** in the **Student Parking Lots only**.
- **Permits must be visible** on the inside rearview mirror at all times.
- **Speed limit is 5 mph.**
- **No transferring or sharing permits.**
- Students may **not return to or move vehicles during the school day** without approval.
- **Loitering, cruising, or reckless driving** will result in loss of parking privileges.
- **Unauthorized parking or vehicles without permits may be towed** at the owner's expense.
- **No overnight parking** without administrative approval.
- BYSHS is **not responsible** for theft, damage, or items left in vehicles.
- **Permits revoked** for violations or discipline will **not be refunded**.
- Leaving campus or transporting others without permission will result in **disciplinary action and loss of parking privileges**.

Parking at BYSHS is a **privilege**, not a right.

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 CHARGE

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 Schools 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.

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

Title I - Parents' Right-to-Know Letter

Dear Parent/Guardian,

At 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,

Decolia Carter, Interim 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 involvement activities as requested by parents
- **Sharing Information Regarding the Curriculum and Academic Assessments -** In order to build the schools' and parents' capacity for strong parental involvement and to ensure effective involvement of parents to support this partnership, we will provide assistance to parents in understanding topics such as the following:
    - the State's academic content standards;
    - the State's student academic achievement standards;
    - the State and local academic assessments; and
    - how to monitor their child's progress.

Caswell County Schools
Technology/Chromebook Responsibility Agreement
CHROMEBOOK USAGE AGREEMENT
1:1 Initiative

Revised April, 2025

Ownership of the Chromebook

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

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

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

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

Cost for unreturned and/or damaged devices: Total replacement cost of the chromebook and peripherals: **$400.00**. For the device only: **$310.00**. For the power adapter the fee is **$45.00** and for the replacement cost of the 2-piece Snap-shell protector the fee is **$45.00**.

Rights and Responsibilities

Educational Use: School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Responsible Use Policy (Policy Code 3225/4312/7320) and all of its corresponding administrative procedures at all times.

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

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

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

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

- The student should not allow others to use his/her device. Each student is responsible for any **damage or misuse** done on his/her assigned chromebook.
- Students will log into their Chromebooks using ONLY their own school issued Google Apps for Education account. No personal accounts are allowed to use with the chromebook.
- Students should never share their account passwords with others.

Using Your Chromebook Outside of School: Principals may authorize students to use their Chromebooks at home and other locations outside of school where a personal or public WiFi Internet connection will be available. Students are bound by the Caswell County Schools Technology Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home User Chromebooks Left at Home and Charging Chromebooks::** Students are required to bring their Chromebooks **fully charged** to school **every day**. Repeat offenders who leave their device at home may face disciplinary actions.
- **Sound:** Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

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

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

- School-owned Chromebooks should NEVER be tampered with or taken to an outside computer service for any type of repairs or maintenance.
- No stickers, markings and coloring of keyboard allowed.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.
- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Keep the 2-piece protective case at the chromebook at all times (Up and bottom pieces)
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Students must provide all necessary information pertaining to the circumstances of the damage/loss of the chromebook. Parents/guardians and students will cooperate with school and/or law enforcement authorities and others involved in the actions and procedures that follow to repair, replace or recover the devices.
- Damaged equipment or technical problems must be reported to the IT Department immediately. Students and/or staff are required to submit, via online **tech-request,** the information about the device issues for troubleshooting or repair. Damage resulting from normal use and accidents will be repaired and/or replaced through the vendor's warranty time frames.

Missing Chromebooks:

- Missing Chromebooks must be reported immediately to the Principal (or designee) to investigate the circumstances and to follow up with parents.
- The IT technician will track the missing device using tracking software and if any findings of use are logged, they will be reported to the principal (or designee).
- Only the principal can authorize a student to receive a loaner (when there is a loaner available) if the assigned chromebook is missing.
- Loaners can only be assigned on the day-to-day basis based on availability. On-loan chromebooks are mainly intended to temporarily replace broken/in-repair ones.
- Per this 1:1 Agreement, parents are responsible to pay when the missing chromebook is not returned.
- **On-loan Chromebooks:** Loaner Day-use Chromebooks may be issued to students (if available) when they leave their school-issued Chromebook for repair.
- All user's responsibilities described in this document apply for loaner Chromebooks.
- Chromebooks on-loan may not be taken home, unless permitted by the school administration for specific required tasks.

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

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

Consequences

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

Signatures

By signing the Caswell County Schools **CONFIRMATION OF RECEIPT OF STUDENT/PARENT HANDBOOK**, the student and parent/guardian agree to follow and accept:

- The Caswell County Schools Technology Responsible Use Policy (Policy Code 3225/4312/7320)
- This Chromebook Agreement in its entirety.
- That Caswell County Schools owns the Chromebook, software and issued peripherals.
- That before the last week of each school year or whenever indicated by the school administration, the student must return the Chromebook, power adapter/ charger and any other school owned peripherals. Students or parents/guardians may be charged for any piece that is not returned.
- That if the device or any other school owned peripherals are not returned in good working order, the student or parent/guardian will pay the replacement cost as follows: Total replacement cost of the chromebook and peripherals: **$400.00**. For the device only: **$310.00**. For the power adapter the fee is **$45.00** and for the replacement cost of the 2-piece Snap-shell protector the fee is **$45.00**.
- In no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.

Policy Code: 3225/4312/7320 Technology Responsible Use

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

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

A. Expectations for Use of School Technological Resources

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

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of school technological resources, including access to the Internet. In addition, anyone who uses school system computers or electronic devices, accesses the school's electronic storage or network, or connects to the Internet using school system-provided access must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

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

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, generate cost, or inhibit the function of the network, and is not otherwise prohibited by board policy or procedure.
2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.
3. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct. Employees who publish or duplicate copyrighted material in violation of law may be held personally liable.
4. Users must follow any software, application, or subscription services terms and conditions of use.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

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

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

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

9. Users must respect the privacy of others.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20. Chromebooks, etc. must adhere to any other reasonable rules or guidelines issued by the superintendent or technology director for the use of such devices.

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

C. Restricted Material on the Internet

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

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

D. Privacy

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

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

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

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

E. Use of Personal Technology on School System Property

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

F. Personal Websites

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

1. Students

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

2. Employees

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

3. Volunteers

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

G. Use Agreements

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

H. Consequences

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

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

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

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

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

A ***Student Data and Health Information*** form **MUST** be 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). Students must be fever-free for 24 hours without the benefit of medications before returning to school.
- If a student has persistent nausea, vomiting, and/or diarrhea, they need to be picked up and remain out for at least 24 hours.
- Parents of children with identified chronic health conditions should contact the school nurse. The nurse will develop a plan of care for the child with input from the parents, school personnel, and the student's physician. This includes students with asthma, seizures, and allergies.
- Students with diagnosed diabetes must have a diabetic care plan in place at the beginning of the school year. Diabetic students will be sent home if 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 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 Vaccines for Preteens and Teens



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

Why does my child need meningococcal vaccines?

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

The two most common types of illnesses include infections of the

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

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



When should my child be vaccinated?



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

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

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

Are meningococcal vaccines safe for my child?

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

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

How can I get help paying for these vaccines?

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



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

Last updated JULY 2019

WHAT PARENTS NEED TO KNOW ABOUT

the Flu





About the Flu:

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

Symptoms of Flu:

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









Who is at Greatest Risk? Who Should Get Vaccinated?

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

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

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

Children and Flu Vaccine:

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

cont. on back

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

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

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

When is the Best Time to Immunize Against the Flu?

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

Vaccine Reactions

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

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

Your child's chance of being harmed by the flu is far greater than the chance of being harmed by the vaccine. Immunizations are one of the most 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

nc department of health and human services
IMMUNIZE North Carolina
State of North Carolina ■ Department of Health and Human Services
www.ncdhhs.gov
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(HPV) – Get Vaccinated!

What is HPV?

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

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

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

How do you get HPV?

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

What are the signs and symptoms of HPV infection?

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

How is HPV related to cancer?

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



How can my child be protected from getting HPV?

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

Does the HPV vaccine prevent all types of human papillomavirus?

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

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

Who should get the HPV vaccine?

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

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

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

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

How is the vaccine given?

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

Is the vaccine safe and effective?

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

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

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



How much does the vaccine cost?

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

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

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

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

What can I do?

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

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

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

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

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

State of North Carolina
Department of Health and Human Services www.ncdhhs.gov
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Authorization for Medication Administration - COMPLETE IF APPLICABLE

Teacher_____Grade_____

Authorization for Medication Administration

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

Medication Order: Licensed Medical Provider Use Only

Student Name:_____DOB:_____School:_____

Medication:_____Dosage:_____Route:_____Frequency:_____

Purpose of Medication:_____School Year:_____

Possible Side Effects/Adverse Reactions:_____

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

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

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

Licensed Medical Provider Signature and Verification

Provider Signature:_____Date:_____

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

Reviewed:_____(School Nurse) Date:_____

Approved:_____(Principal) Date:_____

Medication Check-In & Sign-Out Log

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

Medication Disposal/Destruction Log (If not picked up)

Date	Medication	Amount	Signature of RN	Signature of RN

Authorization for Medication Administration - continued

Student Name:_____DOB:_____

Self-Administration Section (Limited to asthma inhalers, epinephrine auto injectors, and diabetes supplies/medications)

Parent Section

I give my consent for my child to possess and self-administer medication at school. I agree that my child is knowledgeable of his/her treatment and is capable of self-administering the prescribed medication. I release the Caswell County Board of Education and their agents and employees from any liability whatsoever related to any condition that may result from my child self-administering the prescribed medication.

Parent Signature:_____Date:_____

Student Section

I am capable of taking this emergency medication as recommended, and I accept the responsibility. I agree to use this medication as prescribed and to notify my teacher/bus driver/coach or other supervising adult as outlined in my treatment plan. I understand that it is my responsibility to keep my medication accessible at all times including transportation to and from school and at school sponsored events. I understand that I am subject to disciplinary action according to the Student Code of Conduct if I abuse this privilege.

Student Signature:_____Date:_____

Self-Carry Check Off

_____Emergency Action Plan complete and on file at school
_____Demonstrates correct use/administration
_____Verbalizes proper and prescribed timing for medication
_____Agrees to carry medication
_____Can describe own health condition well
_____Keeps a second labeled container in health office/main office
_____Will not share medication or equipment with others

School Nurse Section

The student has demonstrated proper use of the medication and recognizes the indications for its use.

School Nurse Signature

_____
Date

Nurse Notes

Date	

Request For Notification Before Non-Exempt Pesticide Applications - OPTIONAL

(If needed, Release Form to be completed and turned in to the school)

I am writing to request notification of non-exempt pesticide applications at Bartlett Yancey Senior High School and/or other sites where I am a 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 require 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

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: **Bartlett Yancey Senior High School**

_____ _____

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 - OPTIONAL

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

CASWELL COUNTY SCHOOLS

Title I - Parent Compact - REQUIRED

We know that learning is a process that entails a combination of effort, interest, and motivation by students, parents, and staff. We are committed to supporting your child's progress in school and we pledge to do our best to encourage his/her achievement. This is an agreement to work in partnership so as to achieve our mutual goals. This compact outlines how the parents, school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's academic standards.

STUDENT SECTION: As a student, I will…

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

Student Signature Date

PARENT SECTION: As a parent/guardian, I will…

- Provide ample, quiet study time at home;
- Talk to my child about his/her school activities every day;
- Make certain my child attends school regularly for the entire instructional day, is well-rested and on time;
- Reinforce the Student Code of Conduct (school rules/guidelines);
- Monitor my child's homework;
- Encourage my child to read;
- Read, sign, and return my child's progress reports;
- Communicate regularly with my child's teacher; and
- Attend parent conferences/meetings as requested.

Parent Signature Date

SCHOOL SECTION: As a school, we will…

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

Ms. Decolia Carter 8-1-25

Principal's Signature Date

Parent or Guardian Consent for Google Workspace for Education - REQUIRED

Dear Parent/Guardian,

Caswell County Schools uses **Google Workspace for Education** to support student learning. This set of tools—such as Gmail, Calendar, Docs, Drive, Classroom, and Meet—is used globally by students and teachers. Your child will use their Google Workspace account to complete assignments, communicate with teachers, access their Chromebook, and learn digital citizenship.

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

🔍 What You Need to Know

What tools will students use?

- Students will have access to Google's **Core Services**:Gmail, Calendar, Docs, Drive, Classroom, Meet, Sites, Tasks, Assignments [Full list: https://workspace.google.com/terms/user_features.html]
- They may also use **Additional Services** and **third-party apps** approved by the school. [More info: https://support.google.com/a/answer/635644]

🔐 What Information Google Collects

- **From Caswell County Schools:** Student's name, email address, password.
- **From student activity:** Usage data, device/browser details, IP address, crash reports, and location (via GPS or IP).
- **From Additional Services (e.g., YouTube):** Search terms, videos watched, interaction with content/ads, voice/audio inputs, and third-party app activity.

📎 **How Google Uses This Information:**

- To provide, maintain, and improve services / To ensure safety and security / To comply with legal obligations / **Not used for advertising** within Core Services

🔄 **Data Sharing and Privacy:** Google **does NOT share personal information** outside Google, except:

- With Caswell County Schools (admin access)
- With your consent
- With affiliates for secure processing
- As required by law or legal processes

👥 **Sharing by Students:** Students can share documents, sites, and other content with peers or publicly.

- Please note: Shared items may remain accessible even after deletion if copied by others.

✅ **Parent/Guardian Consent :** I give permission for Caswell County Schools to create and manage a Google Workspace for Education account for my child and for Google to collect, use, and disclose information only as described above.

Student Full Name: _____

Parent/Guardian Name (Print): _____

Signature: _____ **Date:** _____

Confirmation of Receipt of the Student Handbook - REQUIRED

Information for the 2025-2026 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
  - Publication/Video Release Opt-Out Information
    - **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 Grade Level