**BARTLETT YANCEY HIGH SCHOOL**

**“Buccaneer Pride”**

****

**2017-2018 PARENT/STUDENT HANDBOOK**

466 E. Main Street, Yanceyville, NC 27379

(336) 694-4212 (Phone) ~ (336) 694-5285 (Fax)

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# Caswell County Board of Education

Gladys Garland, Board Chair

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Mel Battle

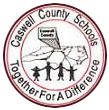
Ross Gwynn

Tracy Stanley

Gordon Satterfield

**Caswell County Schools Mission Statement**

Schools, parents, and communities working together to make a difference in our future...



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**Caswell County Public Schools- Mission Statement**

Schools, Parents, and Communities Working Together to Make a Difference in Our Future.

**BYHS- Mission Statement**

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

**BYHS- Vision Statement**

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

**Personal Responsibility of Each BYHS Student**

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

* **The Teaching/Learning Process**

***Each student at BYHS 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 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 BYHS Students**

Be Respectful

Use Your Time Wisely

Come to School Prepared

Be Safe

**Administrative Staff**

|  |  |
| --- | --- |
| Principal………………………………………… | Ms. JoAnna Gwynn |
| Assistant Principal………………………….. | Ms. Shannon Gammon |
| Assistant Principal…………………………... | Mr. Charlie Hudson |
| Office Receptionist…………………………... | Mrs. Kim Dail |
| Payroll/AD Secretary……………………….. | Ms. Gaye Poteat |
| Bookkeeper/Administrative Secretary………………………………………… | Mrs. Relisa Thomas |
| Powerschool Data Manager……….…....... | Mrs. Laquita Williamson |
|  |  |
| School Counselor…………………………. | Ms. Shari Manning |
| School Counselor…………………………. | Mrs. Jane Sartin |
| Guidance Secretary………………………….. | Ms. Cheryl Blackard |
| Media Specialist………………………………. | Mrs. Deborah Maxey |
| NCVPS/PCC Lab Coordinator…………… | Mrs. Tonya Millner |
|  |  |
| ISS Coordinator……………………………….. | Mr. Thomas Gunter |
| Testing Coordinator…………………………. | Ms. Shannon Gammon |
| School Nurse………………………………….... | Mrs. Amy Adkins |
| School Resource Officer…………………… | Ms. Bria Wilson |

**School Improvement Team**

Principal………………………………………..Ms. JoAnna Gwynn

Assistant Principal…………………………Ms. Shannon Gammon

Assistant Principal…………………………Mr. Charlie Hudson

Guidance Department…………………….Mrs. Jane Sartin

English Department……………………….Mrs. Deborah Watkins

Fine Arts Department…………………….Mr. Jared Terrell

Foreign Language Department….........Mrs. Carmen Pagan

Exceptional Children’s Department...Mrs. Andrea Anika

Science Department……………………….Mr. Michael Staats

Social Studies Department……………..Mrs. Michelle Inge

Math Department…………………………..Mr. Adam Moore

P.E. Department……………………………..Ms. Karen Godlock

CTE Department…………………………….Mr. Brian Totten

Parent…………………………………………...Ms. Charity James

**General Information- Caswell County Schools**

**District Code of Conduct Preamble**

The primary purpose of Caswell County Schools is to promote student achievement. Before this purpose can be adequately achieved, three (3) conditions must prevail. Students must be in school; teachers must be able to carry out their plans; and the classroom atmosphere must be such that learning can take place.

It is anticipated that every student will enter the Caswell County Schools each year with the intent and determination to take advantage of the educational opportunities in the schools. The administration and school staff are dedicated to assist the student in this endeavor.

Each school principal has the authority to modify the discipline recommended in the Code of Student Conduct for an offense when the facts and circumstances justify an alternative. Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. Any student who has violated one or more sections of the Code of Student Conduct may be subject to more severe disciplinary action than recommended in the Code of Student Conduct. The student must understand that his/her rights and responsibilities carry equal weight-each cannot exist without the other.

The school administrators have the right to call law enforcement officers to the schools to handle any student misconduct or violation which is believed to be in violation of a state or federal law, or to assist school officials in the exercise of their lawful authority to maintain order in the school.

**Note: Please refer to the district Code of Student Conduct for student discipline policies.**

**Alternative School Placement**

**Note: Student who violate the district Code of Student Conduct with serious infractions or offenses will be assigned to the alternative school. Please refer to the Code of Student Conduct on page 42 for placement information.**

**CASWELL COUNTY SCHOOLS MEDICATION ADMINISTRATION POLICY #422**

## **School Nurse Policies/Administration of Medication**

Caswell County offers school health services, which includes school nursing. These services are essential for the health and well-being for our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement. A ***Student Data and Health Information*** form should be maintained in the office or health room.

**Injuries at School**

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

**Dietary Considerations**

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

**Allergies/Anaphylaxis**

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

**Health Concerns/Illness**

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

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

**Head Lice**

* School staff has the right to inspect heads of students at any time to check for lice and/or nits.
* If a student is screened and found to have lice, parents of the student will be notified.
* If the student with lice has siblings in the school system, they will also be checked prior to contacting the parents by phone and/or letter explaining what needs to be done.
* It is not necessary for an entire classroom to be checked if a case of lice is found; it is only necessary for those children exhibiting symptoms of lice to be screened.
* If live lice are found, the student will be sent home for removal.
* If nits (lice eggs) are found, they will be shown to the parent and the student will be allowed to stay in school.
* A letter to all class members **WILL NOT** be sent unless 10% or more of the classroom has been found to have live head lice. It is up to the Health Director to determine if a letter home is necessary.
* It shall be the policy of the Caswell County Board of Public Education that students who had pediculosis capitis (live head lice only) must be kept out of school until they are effectively treated and released by their medical provider. Students will be allowed to return to school if nits remain after appropriate treatment and release by their medical provider.

**Health Screenings**

* Health screens will be conducted by the school nurse, hearing specialist, and dental hygienist selectively during the school year.
* Health screening could include height, weight, body mass index, vision, dental, hearing, and blood pressure.
* Information regarding results and any need for a referral will be sent to the parent/guardian.
* Should you choose for your child not to participate, please send a letter of refusal to the school nurse.

**Immunizations/Kindergarten Health Requirements**

* The North Carolina State Immunization Law places the responsibility on the parents to provide immunization records for their children within 30 calendar days after enrolling in a NC public school.
* Students must have the***North Carolina Kindergarten Health Assessment Form*** turned in by the 30th calendar day from school enrollment or they will be suspended. The form must be completed by a licensed medical provider within the past 12 months of the first day of school.

**Medications at School: CCS Medication Administration Policy #422**

It is the policy of CCS to discourage the administration of medications during the school day.

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

**Garrett’s Law**

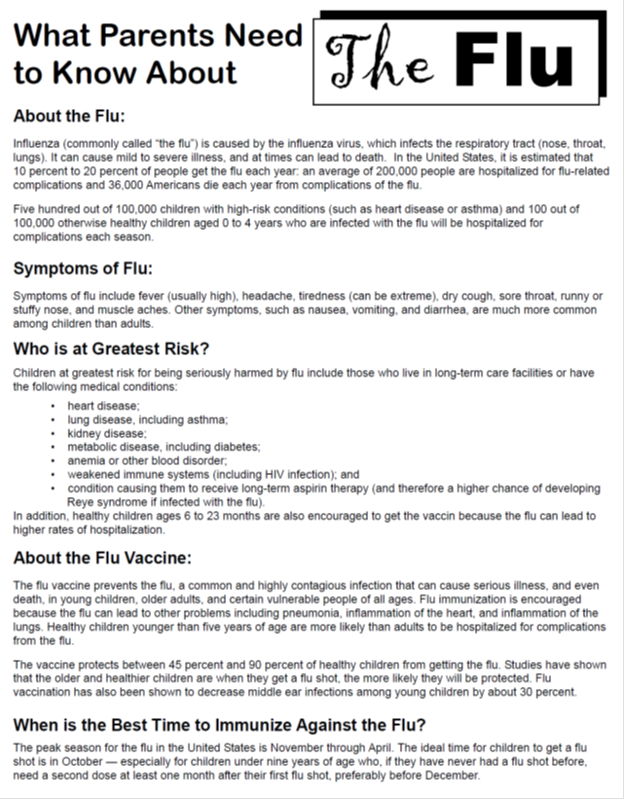
[Garrett’s law](ftp://www.ncga.state.nc.us/Bills/2003/Bills/Senate/HTML/S444v5.html) was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 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:

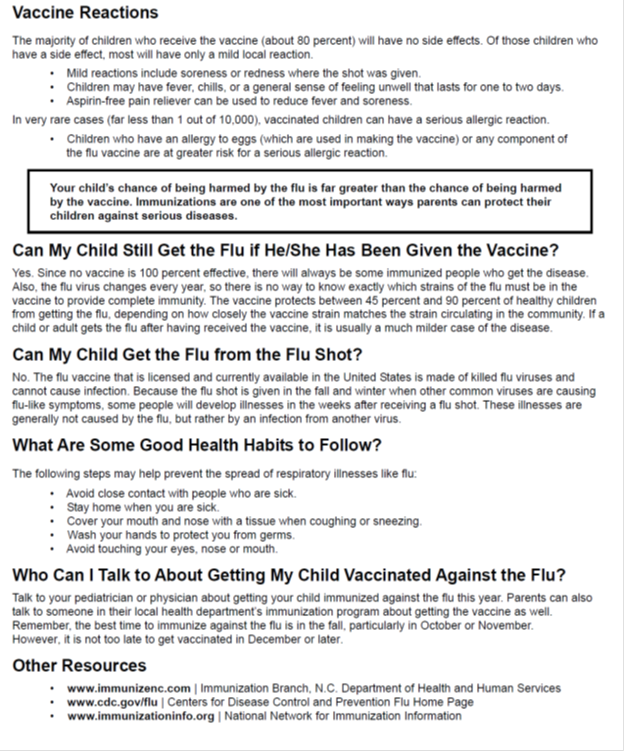
* *Meningococcal Disease Fact Sheet*
* *The Flu Fact Sheet*
* *HPV-Get Vaccinated Sheet*

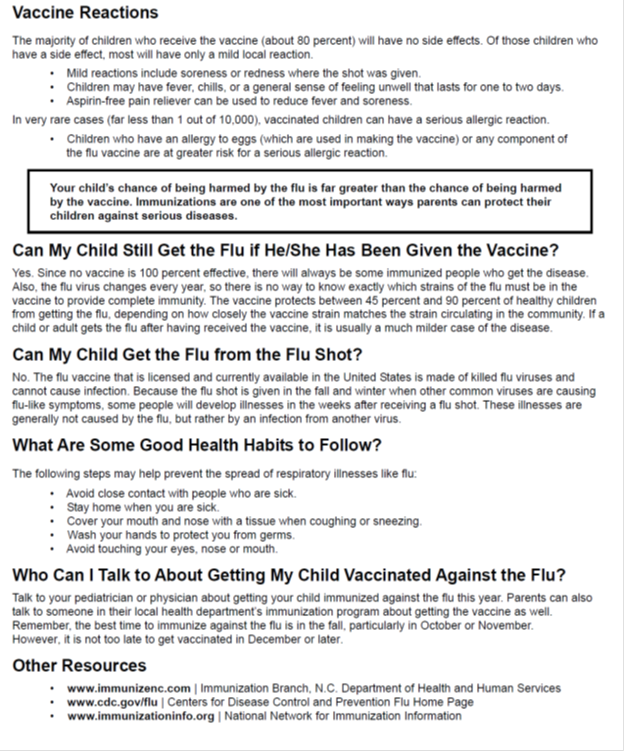


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**Caswell County Schools Medical Policies**

**Administration of Medicine Form**

**Caswell County Schools**

**Authorization for Medication Administration**

**PHYSICIAN: COMPLETE ALL ITEMS IN BOLD**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dosage:\_\_\_\_\_\_\_\_\_\_\_\_\_ Route:\_\_\_\_\_\_\_\_ Frequency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(No injection will be given except in extreme emergency, such as allergy to wasp or bee sting.)**

**Time(s) medication is to be given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates to be given from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**(Medication request will be in effect until the beginning of the next school year unless otherwise specified)**

**Type of medication: (circle) Tablet Capsule Liquid Inhalation Ointment Injection Other \_\_\_\_\_\_\_\_\_\_\_\_**

**Significant Information (side effect, adverse & omission reactions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contraindications for Administration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**a. Contact me at my office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. Take child immediately to the emergency room at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Physician’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**PARENT’S PERMISSION**

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

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

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

**Name and title of person to administer medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)**

**Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Nurse’s Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)**

**MEDICATION CHECK-IN & SIGN-OUT LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Medication** | **Amt. Rec’d** | **Received by (signature)** | **Received from (signature)** |
|  |  |  |  |  |
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**Notification of Pesticide Use**

Our school system may find it necessary to use pesticides to control pests at your school or other school system site. North Carolina state law gives you the right to be notified annually of our school system’s pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time. Please contact the school if you need additional information. A schedule will be included for your school on information sent from the school.

Exemptions: Certain relatively low-risk pesticides are exempted from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA’s Toxicity Class IV, “relatively nontoxic.” Your right to be notified extends to all non-exempt pesticide applications at your school or other non-school (office building, garage, workshop, etc), both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, or after sc

hool hours.

**General Information- Bartlett Yancey High School**

**Positive Behavior Intervention Supports**

Positive Behavior Intervention Supports (PBIS) is rooted in the behavioral or behavior analytical perspective in which it is assumed that behavior is learned; is related to immediate and social environmental factors, and can be changed. 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 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. The expectations for Bartlett Yancey High School are:

Be Respectful

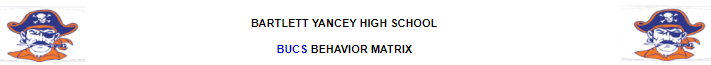
Use Our Time Wisely

Come to School Prepared

Safe School Environment

**PBIS Goals for Bartlett Yancey 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. It is important to concentrate on building a positive school community and maintaining a safe environment for everyone. As a result of implementing PBIS in our school, we have developed the following school BUCS matrix for our students:

****

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cafeteria** | **Hallways** | **Bathrooms** | **Athletic Events** | **Buses** | **Classrooms** | **Library** | **Front Lobby/**  **Office** |
| **BE**  **RE-**  **SPECT-**  **FUL** | **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** |
|  | **Cafeteria** | **Hallways** | **Bathrooms** | **Athletic Events** | **Buses** | **Classrooms** | **Library** | **Front Lobby/**  **Office** |
| **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** |

**Student Services**

**Future Ready Core**

All students are expected to meet the requirements outlined under the Future-Ready Core Course of Study. Students entering ninth grade in 2012-2013 or later must earn one additional credit in Social Studies.

* Students entering the ninth grade in 2012-2013 or later need a total of 22 credits to graduate

**Semester/Term/9 Weeks- Defined**

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|  |  |
| --- | --- |
| 1ST TERM (Semester) | Two nine-week grading periods |
| 2ND TERM (Semester) | Begins with the third nine-weeks’ grading period |
| MID-TERM | The end of the first nine-weeks’ grading period each term |
| PROGRESS REPORTS | Academic/Attendance updated issued at 4 ½ weeks of each grading period |
| REPORT CARD | Issued at the end of each nine-weeks’ grading period |
| SEMESTER | Completion of two nine-week grading periods and final exams |

**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 BYHS Course selection guide on-line for further requirements.

**Student Achievement and Recognition**

Students receive special recognition for academic performance and behavior expectations. Students are recognized throughout the school year for achievement through special awards ceremonies.

**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 be eligible for Free or Reduced Lunch. Once approved, the form will be maintained with the school treasurer.

**Guidance Counseling Procedures**

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

**College Advising**

Bartlett Yancey High School provides an opportunity for students and parents to discuss post-secondary options for students. There is a person who serves as a college advisor from Duke University in partnership with Bartlett Yancey High School to provide assistance for students who are interested in attending colleges and universities. This service is provided through the school’s counseling office during the school year. Students and parents are encouraged to use this resource for completing college applications, developing a comprehensive college timeline, financial aid and other college related services. This school year 2017-2018, the college advisor is Ms. Whitfield.

**PCC Coordinator/Coach**

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

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

**NC Graduation Requirements**

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| --- | --- |
| * English | 4 credits: English I, II, III, IV |
| * Mathematics | 4 credits: Algebra I, Geometry, Algebra II OR Integrated Math I, II, III |
| * Science | 3 credits: A physical science course, Biology, Environmental Science |
| * Social Studies | 4 credits: World History, Civic/Economics, American History 1 and 2 and US History AP |
| * Second Language | Not required for graduation, but two credits of the same language are required for admission to the College/University System |
| * Health and Physical Education | 1 credit |
| * Elective Credits | 6 credits required  2 electives credits of any combination from either (CTE, Arts Education, World Languages) |
| * Elective Credits | 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) |

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**BYHS Career Academy Process**

The Career Academy Program of Bartlett Yancey High School will provide flexibility for academic instruction, credit completion and repeat coursework. The purpose of this program is to offer students at-risk for dropping out of school an opportunity to complete the requirements for high school graduation.

**Career Academy Program of Bartlett Yancey High School Diploma Program Description**

1. The Career Academy Diploma is based on the Future Ready Common Core/Essential Standards Course of Study. The purpose for enrollment is to successfully complete high school by earning a Career Academy diploma within two years of entry. All NCDPI exit standards and local LEA course requirements must be met, including:

4 English credits (English I, II, III, IV)

4 Math credits (Math I, II, III and one other math course aligned with the student’s post high school plans.)

3 Science credits (Earth/Environmental Science, Biology, and Physical Science or Chemistry)

4 Social Studies credits (World History, Civics and Economics, American History I, II)

1 Health/PE credit and CPR instructional requirement for graduation

6 Elective credits: 2 elective credits of any combination from either

* Career and Technical Education (CTE)
* Arts Education
* World Languages

4 elective credits (four courses strongly recommended in concentration) from one of the following:

* Career and Technical Education (CTE)
* Arts Education (ex: music, visual arts)
* Any other subject area (ex: social studies, science, mathematics, or English)

1. Students must have completed 3 semesters and be 16 years old before admission to the program.
2. Priority in admissions will be given to students who meet the following criteria: students considering dropping out or previous dropouts, older students, students with a history of chronic absences, students with significant social or emotional needs, students experiencing extremely difficult life circumstances, and students needing fewer credits to graduate.
3. The program curriculum will focus heavily on graduation requirements and career-oriented courses.
4. Students will be allowed to attend classes on a flexible schedule (at least 2 blocks/day) to allow for internships, necessary employment, and childcare issues.

**Process**

1. Identification of students who display at-risk tendencies for dropping out of school.
2. Student either informs school staff that they are contemplating dropping out; student is exhibiting at-risk behaviors (increase in absences, failing classes at an increased rate, experiencing traumatic life situations), and/or has formally asked to withdraw from school.
3. Referral to guidance department of high school for student assistance.
4. In-house interventions to assist with student success and retention are implemented.
5. Student is informed about the alternative Career Academy Diploma Program.
6. If interested, student completes the application with the assistance of a guidance counselor or administrator (it is required that a student’s transcript be examined and a course checklist completed to include with the student application).
7. The application is submitted to the school guidance counselor.
8. The guidance counselor completes a Career Academy Program of Bartlett Yancey High School (CAPBYHS) Referral Form and submits it, along with the student’s transcript and student application to the Dropout Prevention Committee.
9. The Dropout Prevention Committee meets to determine if the student is recommended for entrance into the program.
10. The Dropout Prevention Committee recommends student’s entrance to the Central Office Administration.
11. Upon acceptance into the Career Academy Program of Bartlett Yancey High School (CAPBYHS), a meeting will be held with the student, parent(s)/guardian(s) and administration. At this time, the guidance counselor develops a Personalized Education Plan (PEP) to ensure that the processes for completion of the Career Academy Program of Bartlett Yancey High School (CAPBYHS) diploma graduation requirements are met.
12. The program requirements are discussed and the student and parents are required to sign a Contract of Commitment to the CAPBYHS program.
13. Upon completion of the CAPBYHS diploma graduation requirements, the student will receive a Career Academy Program of Bartlett Yancey High School (CAPBYHS) diploma during the graduation ceremony.

**Instruction**

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

**Career Academy of Bartlett Yancey High School**

**Caswell County Schools**

**Career Academy Diploma Program**

**2017-2018 Student Application**

**Complete the following information:**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of High School Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Career Academy diploma program is a highly structured and limited opportunity for a select number of students whose circumstances prevent graduation from high school. Students must complete 22 required and elective credits in order to receive a North Carolina high school diploma. The program is coordinated through Bartlett Yancey High School. The student application must be completed by the student and submitted to the school counselor and reviewed by the Dropout Prevention Committee. Referrals are submitted by the principal and/or guidance counselor and reviewed by the Dropout Prevention Committee and Central Office Administration. Only students who demonstrate a high degree of cooperation and motivation to graduate will be accepted into the program. The student application packet must be completed in order for the referral to be considered. The Dropout Prevention Committee will give strong consideration to each student’s application and responses in determining which students will be accepted. All applications must be signed by a parent/guardian. Students who are accepted and successfully complete the Career Academy Program of Bartlett Yancey High School will receive a diploma that states: Career Academy of Bartlett Yancey High School.

**Guidelines:**

1. Students must have completed 3 semesters and must no longer be obligated to attend school under the NC Compulsory Attendance Law before admission to the program.
2. A plan for graduation will be developed for every student admitted to the program.
3. The school principal will have the authority to dismiss any student from the diploma program who is disruptive, uncooperative, or not making progress toward graduation.
4. Only students displaying a significant hardship that will impede their ability to graduate from high school in the traditional fashion or who are strongly considering dropping out of school will be admitted.
5. The principal, the Dropout Prevention Committee and the Central Office Administration reserve the right to deny admission to any student who does not meet the set criteria.

\*\* I understand that submitting this application does not guarantee that I will be accepted to the program. I agree that, if accepted, I will comply with the guidelines outlined in this application as well as any and all expectations established for the Career Academy Program of Bartlett Yancey High School.\*\*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed)

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\* Please answer the following questions as completely as possible. Feel free to use the back side of this paper if additional space is needed. \*\*

1. Explain what factors are contributing to the possibility of you not graduating from high school (explain how you got to this point).
2. What are you going to change, either in your life or school habits, which will cause you to be successful? *Remember that only students who demonstrate a strong willingness to succeed will be accepted.*

**Student Assistance Team**

The S.A.T. TEAM is a group of counselors, teachers, support personnel, social worker and administrators who meet on a regular basis to formulate a plan of action for students who may be having problems with school, family, drugs, alcohol, depression or other concerns. It is a program based on a team approach to problem solving. *NO ONE IS ALONE WITH PROBLEMS; SOMEONE IS AVAILABLE TO LISTEN.*Students may be referred to the S.A.T. TEAM by teachers, other school personnel, parents, other students or students themselves. Once a referral is made the S.A.T. TEAM will meet, discuss possible solutions to the problem, look at available resources, and formulate a plan of action to assist the student.

**Schedule Changes and Transcripts**

All students registered in the spring (fall) will be given the opportunity before school begins to make any needed schedule adjustments. Courses will not be changed or dropped unless there are extraordinary circumstances such as a conflict. If a student wishes to request a schedule adjustment, the proposed change must be made in writing to their counselor. The counselor and principal will hold a conference with the student and parent and notify the student of the decision reached. A course dropped with a failing grade will be entered in the student's transcript as a course pursued and failed. **The principal has final authority on all such matters.**

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

**Early Graduation**

The Caswell County Board of Education authorizes the early graduation (**1 semester**) from high school of those students who have successfully met the school system's graduation requirements.

Procedures to follow to qualify for early graduation are as follows:

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

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

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**Junior Marshall 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 total 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.

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| --- | --- |
| *Note:* | *A student must be enrolled at Bartlett Yancey High School for at least one full semester prior to grade averaging cutoff to be considered for valedictorian, salutatorian, and marshal.* |

**Withdrawal or Transfer from BYHS**

Procedure:

1. The student must obtain a withdrawal form from the guidance office.
2. Parent/Guardian 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 BYHS School are expected be paid in full before the student's records are sent to any other school.

**Grades and Grading**

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

**90 - 100 = A**

**80 - 89 = B**

**70 - 79 = C**

**60 - 69 = D**

**59 or less = F**

**No Final Grade lower than a 50 will be recorded for any student for the first nine weeks in the 1st and 2nd semester for any class.** For the second 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.

**First Nine Weeks 37.5%**

**Second Nine Weeks 37.5%**

**Final Exam 25%**

**Homework Philosophy**

Bartlett Yancey High School believes that the main purpose of homework is to increase student academic achievement. We believe that homework assignments that are carefully structured by teachers and are meaningful to students will have a significant influence on student achievement and academic success. Homework will be a natural extension of the classroom experience and a major opportunity for students to practice and further develop all levels of thinking skills. The completion of homework will enhance student achievement, personal student study habits, and a sense of responsibility on the part of the student. The satisfactory completion of homework assignments, or lack thereof, will be a factor included in the calculation of student grades for each course. Students can expect one to two hours of homework on a daily basis depending on the class. Long-range assignments and/or projects are not to be considered in conflict with daily homework assignments.

**Exam Exemptions**

Students cannot earn exemptions from EOC exams, NC Final Exams, or CTE Post-Assessments. Exemption from a teacher-made exam requires an average of 93% or better. The state exams count for 25% of the student’s final grade for the semester.

**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:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. 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.
3. 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 and 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.

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| --- | --- |
| *Note:* | *Students who were issued a N. C. driver’s permit or license before 12/1/1997 or students who are 18 years old cannot be charged under this law. However, the year’s suspension can go beyond a student’s 18th birthday.* |

**What About Students Who Turn 18?**

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

**What Happens If the Parent Does Not Give Consent?**

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

**How Can a Student’s Driving Privileges Be Restored?**

Contact: Ms. Cheryl Blackard, BYHS Guidance Office, at 336-694-4212, ext 208

**JUNIOR SCHOLARSHIP INFORMATION FROM ARMED FORCES**

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

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

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Conferences**

Parents are encouraged to schedule frequent conferences with teachers, guidance, administrators and student services personnel to discuss the progress of students. Conferences are desirable since they are beneficial to all parties concerned. Conferences can be scheduled through the Guidance Office or with a teacher during the teacher's planning period or after school. ***Conferences with teachers will not be scheduled during instructional time.***

**General Student Information- Operations**

**Operating Schedule**

The buildings will open at 7:20 am for all students. Students are required to report to the cafeteria upon arrival to campus. The first bell will ring at 7:45 am for students to report to homeroom. Students will report to homeroom on an as needed basis, otherwise, students will report to first period after the 7:45 bell. The cafeteria will be open until 8:00 for late buses.

(*The principal may adjust the lunch schedule for a class or classes to prevent overcrowding during the lunch periods*).

|  |  |
| --- | --- |
| 7:45 | Dismiss from Cafeteria/Pick up Chromebooks |
| 7:52 | Homeroom begins |
| 8:00 | Dismiss to 1st Period |
| 8:03 | 2 Minute Warning |
| 8:05 | 1st Period Starts/ Tardy |
| 9:35 | End First Period |
| 9:38 | 2 Minute Warning |
| 9:40 | 2nd Period Tardy |
| 11:10 | End Second Period |
| 11:13 | 2 Minute Warning |
| 11:15 | Third Period Tardy/First Lunch Begins |
| 11:45 | End 1st Lunch |
| 11:48 | 2 Minute Warning |
| 11:50 | First Lunch Tardy Bell |
| 11:55 | Dismiss 2nd Lunch |
| 12:25 | 2nd Lunch Ends |
| 12:28 | 2 Minute Warning |
| 12:30 | Second Lunch Tardy Bell |
| 12:50 | 3rd Lunch Begins |
| 1:20 | Dismiss to 4th Period |
| 1:23 | 2 Minute Warning |
| 1:25 | 4th Period Tardy Bell |
| 3:05 | Release Announced |

**2 Hour Delay Schedule**

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| --- | --- |
| 9:45 | Students released from cafeteria |
| 10:03 | Two-minute warning for 1st period |
| 10:05 | Tardy bell for 1st period |
| 11:03 | Announcements |
| 11:08 | End of 1st period |
| 11:13 | Two-minute warning for 2nd period |
| 11:15 | Tardy bell for 2nd period |
| 12:15 | End of 2nd period |
| 12:20 | Two-minute warning for 3rd period |

|  |  |
| --- | --- |
| “1st Lunch” Classes | “2nd Lunch” Classes |
| **12:22 - 12:52 (at lunch)** | 12:22 - 1:05 (in class) |
| 12:57-1:58 (in class) | **1:05 - 1:35 (at lunch)** |
|  | 1:40-1:58 (in class) |
|  |  |

|  |  |
| --- | --- |
| 1:58 | End of 3rd period |
| 2:03 | Two-minute warning for 4th period |
| 2:05 | Tardy bell for 4th period |
| 3:05 | End of 4th period and school day |

**Early Release Schedule**

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|  |  |
| --- | --- |
| 7:45 | Students released from cafeteria |
| 8:03 | Two-minute warning for 1st period |
| 8:05 | Tardy bell for 1st period |
| 9:08 | End of 1st period |
| 9:13 | Two-minute warning for 2nd period |
| 9:15 | Tardy bell for 2nd period |
| 10:15 | End of 2nd period |
| 10:20 | Two-minute warning for 3rd period |
| 10:22 | Tardy bell for 3rd period |
| 11:17 | End of 3rd period |

|  |  |
| --- | --- |
| “1st Lunch” Classes | “2nd Lunch” Classes |
| **11:17 - 11:47 (at lunch)** | 12:22 - 1:05 (in class) |
| 11:52 - Dismissal (in class) | **11:52 - 12:22 (at lunch)** |
|  | 12:27 - Dismissal (in class) |
|  |  |

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**Attendance Policies and Procedures**

Every student is expected to be in attendance each day school's in session; however, circumstances may prevent a student from attending school. Students must be in attendance 80 days in all classes per semester. Students not meeting this requirement will not receive credit.

1. Students who have more than10 unexcused absences per semester course may fail that course (see validation procedure). Students who accumulate 3, 6 and 10 unexcused absences will be required to stay after school and make up the time missed. (this method will reduce the number of appeals at the end of each semester). Students will be allowed to make up missed work during the make up time however, it must be completed in a timely manner.
2. If a student is absent for 45 minutes of a class period, an absence will be recorded for that class.
3. 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.
4. 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.
5. Regular class work (including tests) must be made up within 3 (three) school days after the student returns to school unless other arrangements have been made with the teacher. Prior arrangements may be made to allow more time if the student has an extended absence. Parents may inquire about possible homebound services for a student who is medically unable to return to school for an extended period of time. Any student who misses a term exam 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 Policy**

1. **Excused Tardies (Code 1)**
   1. The student presents a doctor’s note.
   2. The student presents a dentist’s note.
   3. The student presents a court document
2. **Unexcused Tardies (Code 2)**

The following are the corrective actions for tardies to **school** or any **class**:

* 1. 1st offense: Warning by teacher.
  2. 2nd offense: After School Detention with ISS Coordinator after parental contact by the teacher
  3. 3rd offense: After School Detention with ISS Coordinator after parental contact by the teacher
  4. 4th Offense: In-School Suspension for 1 day
  5. **Excessive tardiness warrants Out-of-School Suspension**

|  |  |
| --- | --- |
| *Note:* | *Failure to attend any scheduled After School Detention will result in ISS.*  Please refer to page 12 of the Student Code of Conduct |

**Tutoring and Make-Up Time**

Subject teachers are available during specific days of the week for after school tutoring. Students are encouraged to stay after school for tutoring if they need extra help in their core subjects. Students are responsible for arranging transportation home after a tutoring session.Any student who needs additional tutoring services beyond the traditional tutoring schedule should contact the guidance office.

Note: Students who are tardy to school/class or accumulate 3, 6 and 10 unexcused absences will be required to stay after school and make up time for the specific classes where they were absent. Students will be expected to complete missed assignments during that time.

**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 code of conduct. Signing the student log sheet is required.***

**Cafeteria Prices and Charge Policy**

1. Lunch prices for the 2017-2018 school year will be…

Regular Paid Breakfast : $1.35 Regular Paid Lunch : $2.50

Reduced Breakfast: $.30 Reduced Lunch: $.40

Adult Breakfast: $1.60 Adult Lunch $3.30 (with milk) $3.45 (with tea)

**Bartlett Yancey High School Procedures for Lunch Charges:**

Students who pay full price or reduced price for lunches will be responsible for payment at the time of purchase. We understand that there are times when students forget to bring their lunches or other circumstances arise, therefore students will be able to charge up to only 3 meals. After 3 charged lunches, students will be given an alternate meal until they pay the debt owed to the cafeteria. **Accrued charges will roll over each school year**. Graduating Seniors who owe a lunch debt will be required to pay the debt before graduation. Parents will be contacted through the alert now system, and letters to inform them if their child owes money to the cafeteria.

We encourage all food purchased in restaurants be eaten prior to coming on campus. This includes breakfast and lunch at any time between the hours of 7:20 AM and 3:05 PM. Absolutely no eating lunch outside of the cafeteria or in classrooms without administrative approval. We have three lunches. All students who are at lunch will need to remain in the cafeteria. Students will not be permitted to congregate on the bus lot side of the Old Gym or in Senior Station. The Senior Station will be designated for Seniors during all three lunches.

**Media Center**

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

**Solicitation and Fundraising**

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

***\*\*\* No selling of items of fund raising, particularly candy or food items, can take place on the***

***school campus prior to 3:30 p.m.***

***\*\*\*No outside organizations, groups or individuals may conduct any type of fund raising on***

***the BYHS campus at any time during school hours.***

**Selling or Distribution of Material**

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

**Student Fees**

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| Locker (optional) | $5.00 (if locks are lost) |
| Agriculture (required) | $10.00 |
| PE Uniforms (required) | $20.00 |
| Parking (optional) | $50.00 |
| Prom (single) | $40.00 |
| Prom (couple) | $50.00 |

**Returned Checks**

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

**Textbooks**

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

**Student Lockers**

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

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

**Student Messages and Deliveries**

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

**Visitors**

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

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| *Note:* | *All visitors must wear a visitor’s pass prominently while on campus.*  *Bartlett Yancey High School is a closed campus during the instructional day.* |

**Volunteer Firefighting**

Students are not allowed to leave school during the day for any reason unless signed out by a parent. Students are not permitted to leave school upon receiving notice over a pager that a fire is in progress (pagers are not allowed on campus). It is recommended that parents not call to sign out a student for the purpose of a fire.

**Volunteer Information**

Parent volunteer opportunity information is available at Bartlett Yancey High School. All volunteers will be asked to complete an application and a volunteer profile sheet. Once an individual is approved to volunteer, he/she will receive a badge at his/her respective school. Individuals can be approved a two different levels. The level of volunteer screening will increase as the volunteer’s contact with student’s increases and the degree of staff supervision decreases. The required paperwork can be obtained at Bartlett Yancey High School in the main office.

**Student Pick-Up and Drop-Off Locations**

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

**Student Parking**

Students who wish to drive a vehicle to school are allowed to purchase a parking permit. Students are required to complete an application and have the application signed by a parent/guardian. Permits will be on sale until all spaces have been rented. The cost is $50.00. Students who plan to graduate early must purchase a parking permit for the entire year. Parking spaces are assigned by number and the student must park in this assigned space. ***All students must have a parking permit prior to driving to campus****.* Vehicles not parked in the assigned space or parked in any areas other than the Student Parking Lot will be towed at owner’s expense and the student may lose their parking privileges.

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

**WARNING**

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

**BYHS Athletics**

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

**Team Participation**

Students are encouraged to participate in the BYHS 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 and the principal must agree on the decision.

**Eligibility Requirements**

Please obtain a complete copy of rules and eligibility requirements from a Bartlett Yancey High School coach.

**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.

**Booster Clubs**

Positive parental and community involvement is encouraged with BYHS 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. Please refer to Board Policy # 330, which can be viewed via the County website at [www.caswell.k12.nc.us](http://www.caswell.k12.nc.us)

**Parent/Student Signature Page**

I have read the BYHS 2017-2018 Parent/Student Handbook.

I understand that I am responsible for adhering to all policies and procedures.

I also understand that I will be penalized if I fail to do so.

**Student Signature Date**

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I have read the BYHS 2017-2018 Parent/Student Handbook.

I understand that my child is responsible for adhering to all policies & procedures.

I also understand that he/she will be penalized if he/she fails to do so.

**Parent Signature Date**

**Please Note:**

An Addendum to the Student Handbook will be added to reflect

any additional laws or policies approved by the General Assembly.