Fall 2020 – Spring 2021

Vision: We aspire to graduate students who possess a growth mindset, who are empowered to succeed in college, careers, and life, and who are prepared to positively impact the global community.

Mission: At DECHS students are supported in achieving their personal best through an individualized, student-centered learning environment and a caring school.

Davidson Early College High School
Mailing Address: PO Box 1287,
Lexington, NC 27293-1287
Physical Address: 297 DCCC Road, Reich Hall
Thomasville, NC 27360
Office Phone 336.242.5686
Fax Phone 336.242.5688
Student Handbook &
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*Note: Students are subject to the procedures, requirements and standards of Davidson County Schools, DCCC as well as NCDPI and state law. Requirements frequently change and students are strongly*
encouraged to consult with school leaders for updates and changes. In addition, please be mindful that beyond expectations laid out in this handbook, students must be aware of all Davidson County Schools Board of Education, NCDPI, and DCCC policies found in policy manuals and the code of conduct. All can be downloaded from websites for each organization – links are provided in this handbook
## School Assignments 2020 - 2021

<table>
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<th>Name</th>
<th>Title/Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Maria McGhee</td>
<td>Principal</td>
<td><a href="mailto:mmcghee@davidson.k12.nc.us">mmcghee@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Terri Wilson</td>
<td>School Counselor</td>
<td><a href="mailto:jwilson@davidson.k12.nc.us">jwilson@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Christine Edly</td>
<td>Data Manager/Treasurer</td>
<td><a href="mailto:christineedly@davidson.k12.nc.us">christineedly@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Emily Callicutt</td>
<td>English Teacher</td>
<td><a href="mailto:ecallicutt@davidson.k12.nc.us">ecallicutt@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mr. Shane Greene</td>
<td>Social Studies Teacher</td>
<td><a href="mailto:sgreene1@davidson.k12.nc.us">sgreene1@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Georgina Greer</td>
<td>Math Teacher</td>
<td><a href="mailto:georginagreer@davidson.k12.nc.us">georginagreer@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mr. Scott Pettit</td>
<td>Math Teacher</td>
<td><a href="mailto:spettit@davidson.k12.nc.us">spettit@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Ruth Powers</td>
<td>Science Teacher</td>
<td><a href="mailto:rpowers@davidson.k12.nc.us">rpowers@davidson.k12.nc.us</a></td>
</tr>
<tr>
<td>Mrs. Linda Key</td>
<td>ETS</td>
<td><a href="mailto:lkey@davidson.k12.nc.us">lkey@davidson.k12.nc.us</a></td>
</tr>
</tbody>
</table>

## Faculty/Staff Location

- Reich 117: Mrs. Maria McGhee
- Reich 113/118: Mr. Georgina Greer
- Reich 125: Mrs. Terri Wilson
- Reich 128: Mrs. Christine Edly
- Reich 126: Mrs. Linda Key
- Reich 106/120: Mrs. Emily Callicutt
- Reich 104/123: Mr. Shane Greene
- Reich 110/118: Mr. Scott Pettit
- Reich 122/112: Mrs. Ruth Powers

### Davidson County Schools Website:

http://www.davidson.k12.nc.us
All expectations for student conduct and behavior as well as specific guidelines outlining operations, procedures, graduation requirements, etc. for DCCC, NCDPI, and the Davidson County School system can be identified in the DCCC Code of Conduct as well as the Davidson County Schools Board of Education Policy Manual. These documents can be found on the websites listed above and are frequently updated. You are expected to be aware of the contents and expectations laid out in these documents.
Welcome!
DECHS Students and Parents:

Welcome to Davidson Early College High School. We are excited about the upcoming school year and we look forward to another productive year with many successes. We are extremely proud of our school, and we hope that you will join us in that pride.

As you know, all organized groups and institutions require rules and procedures. This handbook outlines various expectations and consequences for students that will insure that our school day runs smoothly and our students receive the best education with both DECHS and DCCC. Our purpose is to maximize time on task for learning. By following the material outlined in the handbook, we believe that success is inevitable.

Please take the time to review this handbook carefully. Both students and parents/guardians will be asked to sign a Memorandum of Agreement stating a commitment to following the procedures described in the handbook, as well as DCCC Conduct Codes and the Davidson County Schools Board Policy Manual.

If you have any questions or need clarification about the information outlined in the handbook, please do not hesitate to call the school with your concerns.

Sincerely,

Davidson Early College High School
Administration, Faculty and Staff

Davidson Early College High School Beliefs:

Davidson Early College High School prepares students to compete in the ever-changing collegiate and societal environment, while working to allow students the opportunity to set themselves apart by acquiring both a high school diploma and an Associate’s Degree through our partnership with Davidson County Community College. Student success is our first and foremost priority.

*Davidson Early College High School also works to:*
• Forge relationships with Davidson County community members and college faculty.
• Enable students to be technologically equipped to tackle real world problems.
• Provide students with strong and competent faculty that will inspire educational excellence.
• Prepare students for academically rigorous programs at a four-year institution upon graduation.
• Encourage strong character through the integration of respect, responsibility, relationships, relevance, and rigor.
• Motivate students to attain the knowledge and 21st century skills they need to reach their potential and become productive members of a global society.

Motto: One Degree Different! Mascot: The Owl

The Five Pillars of Success:
Rigor, Relevance, Relationships, Respect, Responsibility

School-Wide Student Learning Outcomes
• Communicate effectively and confidently in oral and written contexts by reading, writing, talking and thinking in every class every day.
• Identify, evaluate and utilize resources for research-based inquiry and engaging/purposeful technology integration;
• Use problem solving and critical thinking skills inherent in the design cycle to interpret, analyze and make inferences for real world applications;
• Collectively and individually increase responsibility in academic and personal contexts

At DECHS, we SOAR: Student Oriented; Academically Rigorous
DECHS Regular Schedule

Monday – Thursday

7:30-8:00 Building Opens
7:30-8:00 Faculty/Staff Arrive
8:00-11:00 College Block (9th/10th)

Teachers in the morning: planning, meetings & conferences, support classes, supplemental instruction, Math I, RISE support, etc. Freshmen and sophomore are expected to arrive on campus no later than 8:00 am Monday-Friday, and remain on campus until the end of the regular school day.

High School Sessions (9th and 10th grade)

11:00–11:45 Seminar
11:45-12:25 Lunch
12:25-1:55 Block 1 HS
2:00-3:30 Block 2 HS

Friday Schedule

* Same Schedule as Mon-Thurs. 8am – 11am *

11:00–11:30 Zero Make up
11:20–11:50 Lunch
11:55–1:25 1st Block
1:30 – 3:00 2nd Block

Please Note:
*You will be notified of schedule changes for special events including exams, etc.
*A special opening schedule will be in effect August 5, 2020- August 14, 2021
*Juniors and seniors have a variety of different schedules based on college courses.
*College block and morning block time will vary by student
School Office Hours:
8:00am – 4:00pm
(Mon – Fri)

General Information

Arrivals and Departures
Our high school requires that students be on campus from the beginning of their scheduled class day to the end of their daily class schedule unless approved by the principal. This includes juniors and seniors. DECHS reserves the right to modify the school day based upon college or high school events. All students must adhere to the schedule modifications when they are in place.

Students are expected to check in daily (via the bar code scanner in the main office) and sign out through the office if leaving before the end of their scheduled day.

Students are reminded that once they arrive on campus they are not allowed to leave without a parent/guardian signing them out in the Main Office. This includes leaving for prearranged reasons, which involves a note from parents including the name of the doctor (when applicable), the time of dismissal, the reason for dismissal, and a number at which the parent can be contacted if needed. In no case will anyone be allowed to leave school outside of their regular schedule without a note signed by the Office Staff or Principal and a phone call to the parents or relatives. If a student leaves campus without signing out through the office, it will be considered a skip/cut and consequences according to DCS Board Policy shall be applied:

1st Offense: Parent/Guardian Contact
2nd Offense: One day OSS
3rd Offense: Two days OSS
4th Offense: Referral back to home school

Likewise, if a student enables another student to leave campus without permission by providing transportation, the consequence for skipping/cutting will also be enforced.

Students arriving late must sign in with the main office. The individual classroom teacher will document students who are tardy to class. Tardiness will not be tolerated. After three unexcused tardies or early
dismissal in any class, students will accumulate an absence for that class. Administration has the right to require doctor notes from a student as a result of excessive tardiness or abuse of arrival and departure procedures. These notes need to be pre-approved in the office. *Absences are covered under the Attendance Policy found later in this handbook.

Students are expected to leave the school building and/or parking lot by 4:00 each day. On Fridays, students are expected to leave by 3:30. Faculty supervision will not be available after 4:00PM on Monday – Thursday and after 3:30PM on Friday. Students are required to go to the Student Union, Library, or the Reich Lobby after 4:00PM. The only exception to this guideline is if the student will be under direct supervision of a faculty member.

**DECHS Fees**

<table>
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<th>Fee</th>
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<tbody>
<tr>
<td>Technology Fee</td>
<td>$35.00</td>
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The student laptop usage fee is due at the beginning of each school year. The fee must be received prior to the release of the student laptop. Students will be charged the proper amount

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>School Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Emergencies**

Each classroom contains an emergency evacuation plan that is posted for the area where the students should relocate. In addition, procedures for various emergencies (lockdowns, fire drills, etc.) are practiced throughout the year. Please follow the instructions of your teacher in case of an emergency.

**First Aid and Safety**

Basic First-aid supplies are available in the Main Office and also to students in all shops and laboratories, and in the Enrollment and Career Services Center located in the Mendenhall Building. **The phone number for Campus Security is 336 240 4215 and the main DCCC switchboard is 336 249 8186.**
School Nurse
The School Nurse is available at DECHS on Wednesday mornings. The School Nurse can be reached at 336 249 8186 Ext 6111. Students and parents have a responsibility to communicate medical issues to the nurse and principal.

Food Services
Students are eligible to purchase school breakfast for $1.50 and school lunch for $3.00 per day any day that the Davidson County Schools are in session. Students can order lunch with a Lunch Order Form available via email from the DCS Child Nutrition office. Students will need to pay for lunch using the prepaid option on the DCS/DECHS website or through our school office. A lunch menu and schedule will be posted on the Davidson County Schools website as well. All lunch orders are due each Wednesday. Free and Reduced lunch services are also available for eligible students. This form will be distributed to students at the beginning of each school year and is available online. Lunch can be picked up in a designated area in the Reich Building. Only the students that ordered lunch can pick up a lunch. In addition, students can bring their lunch or purchase lunch from the Storm Cellar located on the first floor of the J. Bryan Brooks Student Center. Students are NOT allowed to leave campus for lunch unless their classes for that day are over and they are headed home. The principal must approve a written request in advance.

Inclement Weather
Davidson Early College High School will follow the policy of the Davidson County Schools in regard to HIGH SCHOOL classes and Davidson County Community College in regard to COLLEGE CLASSES when inclement weather arises.

Information on the closing or delaying of school (either DCCC or DECHS classes) can be found in the following places:

- http://echs.davidson.k12.nc.us
- http://www.davidsonccc.edu
- http://davidson.k12.nc.us
- WGHP-TV
- WXII-TV
WFMY-TV  
WLXV-TV

In the event that a closing or delay is necessary, every effort will be made to air announcements by 6:30am. In the absence of any announcements, the college and high school will open as usual. DECHS will also strive to use SchoolMessenger, as well as student email, the website, Facebook and Twitter to relay information.

Announcements concerning night classes at the college will be made by 4:00pm by the college. Cancellation of day classes will not necessarily mean that night classes are also cancelled.

**Students and employees should use their personal judgment in deciding if weather conditions are unsafe for traveling to class or work.** On occasions when the college is open, but students miss class because of exercising their judgment about road conditions, faculty may work with students in making up their work. However, it is the student’s responsibility for making immediate contact with the instructor and adhering to the instructor’s decisions.

**Parking**
North Carolina General Statute 115D-19 authorizes and empowers the Trustees of the college to establish rules and regulations for the operation of motor vehicles on the college campus.

- **Campus speed limit is 15 miles per hour.**
- **There is no parking fee.**

**Posters**
Any announcements or publications for display must be approved by an administrator prior to being displayed. It is the responsibility of the party who displayed the material to remove it in a timely fashion. Prior administrative approval is also required to survey faculty and students.

**Progress Reports & Report Cards**
As parents and students have access to PowerSchool Parent Portal, DECHS will no longer print individual progress reports; however, parents/guardians of students achieving below standard (60%) in high school courses will be contacted. Report cards will be issued at the conclusion of the 9-week grading period. **Questions or concerns about**
grades should be directed by the student to the teacher and/or college instructor. High School student transcripts will be issued upon request of the student. Mrs. Terri Wilson, School Counselor, will process transcript requests. DCCC transcripts are $5 and must be requested by the student from the office in the Mendenhall Building. Students and parents are advised to access and use the Parent Portal in PowerSchool to access high school grades. In addition, college grade information can be accessed via Moodle and StormTrac managed by DCCC.

Student Services
The school counselor will be available to provide assistance in academic planning, career choices, scholarships, and other personal or social issues. Students who wish to speak with the school counselor should schedule an appointment when appropriate. Parents who desire a conference with an individual teacher and/or school counselor should call the school and leave a message with the office staff requesting that a conference be scheduled.

*Please note that all faculty and staff have email addresses listed in the front of this handbook. This is the easiest and preferred method of communication for faculty and staff.*

Telephones
A telephone for student use is located in the main office. Students must obtain permission from a teacher to leave class to use the telephone. Students should keep phone conversations brief and appropriate.

Please do not have parents, friends, or employers call the school to leave a message unless it is an emergency. We will not interrupt classes or attempt to locate students to deliver messages unless it is an emergency. If a student is expecting to receive a message, the student should check with the main office to pick up the message.
Visitors
Student safety comes first; therefore, ALL visitors need to report to the main office to sign-in upon entering the campus. Parents are advised and are requested to call and arrange an appointment before they come to school to insure that the person they wish to see is available.

Academic Information

Grading Scale
* High School Classes *
All high school classes at the Davidson Early College are Honors level classes. The grading scale for high school classes is as follows:

- **A:** 90 – 100
- **B:** 80 – 89
- **C:** 70 – 79
- **D:** 60 – 69
- **F:** Below 60

Specific guidelines for grading in Davidson County Schools will also be made available for HIGH SCHOOL courses by teachers at DECHS.

College Classes
Final college grades are issued as numerical grades on the high school report card/transcript and as numerical and/or letter grades on the college transcript. Final grades for college classes are only provided at the end of an academic semester. Grading scales for college classes vary and can be found in the college course syllabus.

Beginning with the Class of 2023, or students entering DECHS in the fall of 2019:
- Students will only be eligible to take college courses sequenced with the Associates of Arts or Associates of Science degree.
- Students will not be eligible for summer coursework

DCCC reserves the right of refusal to allow students in the Class of 2021, and 2022 to take courses outside the initial degree requirements. However, students may elect to take courses in a CTE pathway in order
to earn an additional certification. Addition coursework in based on individual student needs and will be assessed accordingly, and DECHS has the right of refusal for students to enroll in CTE programs. Students earning below a 3.5 unweighted GPA will not be allowed to take coursework outside the prescribed degree requirement. Students entering DECHS in the fall of 2018 will be limited to one summer course, and only if all criteria for summer courses are met:

- Students must have earned a 3.5 unweighted GPA in the year proceeding summer course;
- Students who previously scored below a 70 on a previous summer course will not be allowed to take future summer coursework;
- DECHS does not pay for cost incurred with summer course work (i.e., books, fee’s, calculators, etc.).

**Early College Graduation Marshals**
Students are selected by the faculty based upon a number of factors including, but not limited to, academic achievement, evidence of the 5 R’s, character development and improvement in overall performance. The top four juniors (GPA) will be Graduation Marshals, with the 5th chosen by the faculty.

**Dean’s List**
For the purpose of honoring students for outstanding scholastic achievement, the College publishes a Dean’s List shortly after the end of each semester. A student who has completed at least twelve semester hours of college-level course credit in a given semester and who has achieved a grade point average of at least 3.50 on all work attempted with no grade lower than a “C” in the same semester are placed on the Dean’s List. Please refer to the DCCC General Catalog Student Handbook for more information.

**Academic Alerts, Probation & Suspension**
In order to graduate with an AA/AS from Davidson County Community College, students must maintain a grade point average (GPA) of 2.0 (C) or higher. Any student earning below a 2.0 (C) in a college course, will be required to participate in additional tutoring or other
**Intervention until all college course grades return to a minimum of a 2.0 (C).** If performance in college courses continues to decline, students can be placed on contract or asked to return to their home/residential high school. The college will also require interventions and issue Academic Alerts, Probation and/or Suspension. Students and parents should also consult the MOA and the Academic Standing – Academic Alert, Probation and Suspension section in the DCCC General Catalog Student Handbook.

**Tutorial Services**
The college offers a tutoring program free of charge contingent upon the availability of a tutor. Any student wishing tutoring help in one or more college classes, as well as any student referred by an instructor, should contact the instructor and Learning Resource Center. Tutoring is provided by professional tutors in a lab setting with designated hours, as well as one-on-one by trained peer tutors. Please contact the Learning Assistance Center or Davidson Early College School Counselor for more information. The Writing Center is a free, non-credit service located in the Learning Assistance Center that is open to all students enrolled in college courses. The center’s mission is to provide a setting where students can receive assistance with classroom writing assignments from any college class. Please contact the Learning Assistance Center or Davidson Early College’s school counselor for more information.

**Plagiarism/Cheating Statement**
Academic dishonesty in the form of plagiarism and/or cheating will not be tolerated by DECHS (and could be grounds for dismissal from DCCC). If a student is suspected of ANY academic misconduct at DECHS, they will be required to redo the assignment or assessment at a time convenient to the instructor. If a student has been caught, proven, witnessed, admitted to or otherwise evidenced, to be involved in academic misconduct, they will receive a grade of ZERO on the assignment/assessment. Parents will be contacted in either situation and the student will have, at minimum, a documented conference with the teacher and administrator. Further incidents will lead to more punitive action and could result in dismissal from the program and DCCC.
College instructors have clear statements about academic dishonesty and plagiarism in each syllabus.

**Request for Schedule Changes (High School and College Courses)**

Students must make course selections carefully. It is often impossible to make changes during the summer and after school has begun. **Once the registration period ends, changes in student schedules will be made only for administrative purposes or when the student has any of the following:**

- Failed a required course
- Failed a course that is a prerequisite for another course that the student has selected for the next school year.
- Been placed in the wrong course.
- Failed the identical course under the same college instructor (if possible).

Any change in student schedules will also be covered in the Dropping Courses section of the handbook.

**Dropping Courses (College)**

Davidson Early College High School students are required to sign the **Community College Course Agreement** which states the following:

- Students who wish to drop a community college class must do so within the first 2 weeks of the DCCC semester.
- If a student drops a course after the first two weeks of the semester, the students will receive the grade of (0) for the dropped course.
- Students will be assigned to an on-campus learning lab for the remainder of the semester and must attend to avoid consequences as outlined in the DECHS skipping policy.

Their high school transcript will always reflect the initial grade for the course.

- English 111, 112, 231/232, 241/ 242
- History 131, 132
- Communications 231
- Math 143, 152, 171, 172
• Biology 111, 112
• Spanish 111, 112
• Sociology 210
• PED 121 or an acceptable substitute
• Class of 2021 and beyond will be required to take HEA 110

**Textbook Financial Obligations**

All students will be issued textbooks for high school and college courses. At the conclusion of each semester students are **required** to return all textbooks to the high school and the college. Students failing to return textbooks will be expected to pay for the books. DECHS does not provide books and/or supplies for summer course work; nor does DECHS pay any fees related to summer course work.

**If the textbooks are not returned, students will be required to pay the textbook fee.** The fee amount for high school textbooks can be obtained from the school secretary. However, the student will need to speak with a Bookstore cashier about the fee for college textbooks. Report cards along with the issuing of new textbooks will be held until all obligations are satisfied. All fines and/or fee’s must be paid prior to a student’s participation in the Davidson Early College graduation ceremony.

**DCCC Textbook Instructions**

- **DO NOT** unwrap new books until the instructor confirms use of the book on the first day of class or in Moodle. If a book will not be used, please return to Mr. Pettit immediately.
- **DO NOT** access an online code until the instructor confirms use of the code on the first day of class or in Moodle. Please make sure you are not able to use the same code from a prior class before using a new code. Return any unused codes to Mr. Pettit immediately.
- Place your name on a sticky note inside the cover of your book.
- All books and materials must be returned in GOOD condition at the end of the semester to not be charged for the full amount of the textbook.
- Make sure to keep any online access codes and account information, as they may be used in future courses. Codes will
only be issued once for those that may be used in multiple classes.

- If you received an incorrect textbook or need other materials, let Mr. Pettit know immediately.
- **It is your responsibility to confirm you have the correct materials for each class.**
- **If book/code are lost, you are responsible for the cost of book/code prior to participating in graduation.**

**College Financial Obligations**

Davidson Early College High School students who owe fines to the college will not be allowed to register for college classes. Fines owed to the college could also prevent the student from participating in the commencement ceremony for the college. If the college has financial business with a student, a notice will be mailed to the address that the college has on record. Students should keep their mailing address and phone number up to date.

**Email Etiquette and Technology Practices**

Students and teachers will use email and other electronic forms of communication at both the high school and college level.

Email Etiquette **MUST** be followed at all times. Failure to follow email etiquette is a violation of acceptable use policies.

**SYLLABUS**

Each teacher will prepare and provide to students a syllabus laying out information for the course. Syllabi shall outline key areas of study, assignments, grading procedures and weights, late/missed work policy as well as materials used/needed and clear contact information for the teacher.

**LATE WORK**

In general, late work **WILL NOT BE ACCEPTED** for full value unless under extenuating circumstances. **Work not turned in on time** (aside from absences or specific directives) **will be penalized and parents will be notified if work is not made up or if late work becomes habitual.**
THERE IS NO OPTION AT DECHS FOR A 0% in HS classes. Rarely if ever is late work even accepted at the college level.

HOMEWORK:

Students should expect nightly assignments that support instruction during the school day.

For DCCC courses, be advised that the expectation is equivalent work for credit hours in class. For example, if you are taking a class that meets three hours a week, you should prepare for three hours a week of homework outside of classwork in that college class. In order to support juniors as they transition into full time DCCC students, mandatory learning lab will be instituted beginning with the 2019-2020 school year. Failure to report to assigned learning lab will be treated as part of the skipping policy for DECHS. Grades will be assessed at the 6, 9, and 12 week mark to determine if additional learning lab time will be required. Students earning an 80 or above in ALL DCCC course work will have a reduction in learning lab time. Grade checks will occur on the following dates:

**First Semester:** September 28, October 26, and November 16, 2019.

**Second Semester:** February 22, March 22, and April 12, 2020.

In high school classes, time to complete work as well as review and prepare content will most likely account for an average of 90-120 minutes each night.

Students should plan for their work as many long-term projects and reading assignments will need to be handled in both college and high school classes.

Students should also plan for flexible options within the school day to help complete work. Using time wisely and planning ahead are essential tools for success!

Note that these are averages…there may be days with more and days with less…planning, keeping up with assignments and due dates, and finding best practices for studying and completing work are all extremely important!

POLICIES OF DECHS, DCCC, DCS, NCDPI AND STATE LAW ARE OFTEN CHANGING. CORRECTIONS, ADDITIONS, DELETIONS
WILL BE MADE TO THIS HANDBOOK AND POSTED/COMMUNICATED THROUGHOUT THE YEAR. PLEASE BE MINDFUL OF THESE CHANGES IN EXPECTATIONS AND PROCEDURES.
AHERA (Asbestos Hazard Emergency Response Act) Notification
As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Davidson County Schools complied with this mandate.

The Davidson County Board of County Commissioners hired a certified and accredited firm to conduct inspections of public school buildings. A thorough inspection of all schools has been completed and a written plan for the management of any detected asbestos is in place. Those management plans are on file at each school and the administrative office. Necessary measures have been taken to repair or to remove any damaged asbestos, and the management plans outline the ongoing maintenance program at each location.

It is also required that at least once every six months after a management plan is in effect, each LEA shall conduct periodic surveillance in each building that it owns, record any changes in the condition of the materials, and make those records a part of the management plan. Those requirements have been met by the Davidson County Schools.

It is further required that every three years after a management plan is in effect, each LEA shall conduct a thorough re-inspection of every building for the presence of asbestos. Those requirements have also been met by the Davidson County Schools.

ANTI-DISCRIMINATION POLICY
The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and
expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law, and also prohibits retaliation for reporting such violations. Policy violation is serious; appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

Title IX coordinator: Lowell Rogers, Assistant Superintendent of Human Resources
Section 504 Coordinator: Tamera Holcomb, Coordinator for Student Services
ADA coordinator: Deana Coley, Assistant Superintendent of Curriculum Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182

All school board policies are available on the DCS Web site: www.davidson.k12.nc.us.
Questions may be directed to the DCS Office of Public Information 336-249-8181.

ATTENDANCE
Maximum Number of Absences
There will be a maximum of eight (8) absences allowed for students participating in semester length programs (all high schools). Students who exceed these absence limits for any reason shall not receive grade/course credit or be promoted (if applicable) to the next grade level unless they are granted a waiver (See Waiver Procedures). It is important to note that an excused absence is not a waived absence. All absences are calculated and count toward a student’s maximum number of allowable absences unless formally waived.

Excused Absences
When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Documentation to excuse an absence will not be
accepted after 3 school days. An absence may be excused for any of the following reasons:

- Illness or injury which prevents the student from being physically able to attend school;
- Quarantine which is isolation ordered by local health officer or the State Board of Health;
- Death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student;
- Medical or dental appointments with appropriate documentation provided to the school;
- Court or administrative proceedings if the student is a party to the action or under subpoena as a witness;
- Religious observance (school principals are required to authorize a minimum of two excused absences each academic year for religious observances required by the faith of a student or a student’s parents. The student shall be given the opportunity to make any tests or other missed due to these excused absences.);
- Educational opportunity, such as travel or service as a legislative or Governor’s page with prior approval from the principal/designee not to exceed 5 days per year;
- Child care for illness or medical appointment during school hours of a child of whom the student is the custodial parent;
- Deployment activities such as visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy, 6.39.6, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

**Important Note:** The high school attendance policy will serve as the minimum attendance requirement for all students in all classes. For example, if a college class allows unlimited absences, students will still be expected to miss no more than eight (8) classes per semester. This is due to the granting of dual credit for college classes. If a college class allows for fewer than eight (8) absences per semester,
students are expected to adhere to the more rigorous requirement of that class. Students must be in attendance for 2/3 of a class period AT THE HIGH SCHOOL to be counted present for the class. DCCC policies for attendance are laid out in each course syllabus.

School-Related Activities
The following school-related activities will not be counted as absences from either class or school:

• Field trips sponsored by the school;
• Job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
• School-initiated and scheduled activities;
• Athletic events requiring early dismissal from school;
• Career and Technical Education student organization activities approved in advance by the principal; and
• In-school suspension.

Unlawful Absences
Unlawful absences will be defined as the following:

• A student’s willful absence from school with or without the knowledge of the parent;
• A student’s absence for any reason other than those listed in the Excused or School-Related Absences;
• When students are not allowed to attend school because they lack proper immunization;
• When students are not allowed to attend school for lack of a required health assessment.

Make-up Work for All Absences:
Students are permitted to make up all work missed during an absence. All work must be made up within five (5) days following the student's return to school unless the principal/designee determines that extenuating circumstances might support an extension of this time restriction.
**Excessive Absences**
Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

When a student’s absences exceed twelve (12) days in the same academic term for illness or injury and documentation from a medical professional has not previously been provided, further absences will be coded as unlawful unless documentation from a medical professional is provided to the school within three (3) days of the absence.

Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness, school officials must consider issues related to the student’s homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardiness.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

**Waiver Procedures:**
A student may apply to the principal for a waiver for lawful absences due to extenuating circumstances to include the following:
- Hospitalization or extended illness for which documentation of the dates of hospitalization or absences related to an illness identified in the student’s school care plan;
- Court or administrative proceedings for which the student is subpoenaed or serving as a witness;
- Observance of an established religious holiday not incorporated
into the school calendar for which the student has received prior approval from the principal;

- Death in the immediate family (considered to be parent, sibling, or grandparent) which should not exceed three (3) days;
- College visitation or military days not to exceed two days each year during a student’s 11th grade year and during a student’s 12th grade year. These absences will not affect exam exemption status for a student.

This request shall be submitted in writing on the Davidson County Schools Waiver Request form and must be submitted to the principal during the same semester in which the absence(s) occurs. Appropriate documentation as suggested on the Davidson County Schools Attendance Waiver Request is required. In the event the absence(s) occur at the end of the semester, said waiver request must be submitted within five (5) days of the absence(s).

The principal/designee will review waiver requests and provide written notification to the student of the decision. If the request is denied, school personnel will make contact with the parent/guardian with notice of the denial. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request. If the waiver is denied at the school level, the parent and student may appeal to a district-wide committee within three (3) days of receiving notification of the denial. Parent and student may appeal any such final decision of the district-wide committee pursuant to N.C.G.S. 115C-45©.

HIGH SCHOOL DIPLOMA REQUIREMENTS

DRIVER’S LICENSE: ACADEMIC REQUIREMENTS
NC law requires that schools provide the NC Division of Motor Vehicles (DMV), at the end of each semester, the names of students under age 18 who failed to pass a minimum of 70% of their course work. The licenses/permits of these students are then revoked by DMV until the students have met the academic standards for maintaining a license/permit as prescribed by DMV.

HONORS COURSES
To be successful in college, all students who intend to further their education at a four-year college/university, a community college, or a technical institute are urged to select rigorous academic courses.

Before registering for honors courses, students and parents should consider seriously the expectations for these classes and decide if they are able and willing to commit to these requirements:

- Honors students must have a strong work ethic and be responsible and disciplined learners.
- Honors students must be able to read independently for comprehension, to analyze, and to evaluate material. They must be able to organize their thoughts for both written and oral expression (essays, research, speeches, etc.).
- Honors students must realize that they will be required to spend a great deal of time working outside of class. Some courses require independent projects, community service, and other activities that must be completed outside the regular school day.
- Once students enroll in an honors course, they may not drop the course after the first school day in May.

PROMOTION STANDARDS
Promotion standards for high school students will be determined based on maximum potential of credits earned. Maximum potential is defined as the total number of high school credits a student has had opportunity to earn. To earn credits students must meet teacher standards and attendance standards for each course.

- To be promoted to grade 10 a student must earn no less than his/her maximum potential minus two (2) credits.
- To be promoted to grade 11 a student must earn no less than
his/her maximum potential minus three (3) credits.

- To be promoted to grade 12 a student must earn no less than the number of credits required for a diploma minus eight (8).
- A student who is on the 4 X 4 Block for grades 9, 10 and 11 would need 28 credits to earn a diploma. As an 11th grader that student would need 20 credits to be promoted to 12th grade.
- High schools will promote once at the end of the academic year.

**GRADING GUIDELINES**
The following outlines adopted grading practices for all Davidson County Schools high schools:

- Homework may be graded for accuracy and/or for participation.
- Academic contracts will include due dates for demonstrating achievement of skills. If a due date is missed, the contract becomes null and void and the student will maintain the average as reported on the report card.
- All weekly grades shall be entered into PowerSchool within 7 days from assignment due date. The exception will be lengthy written assignments.
- For Standard and Honors courses, grades shall be comprised with one of the following choices:
  - 60% Major works, 30% Minor works, 10% Class/Homework, or 60% Major works, 40% Minor works
  - Performance based courses may count a weekly participation grade as minor grades
- For AP and AP combination courses, grades shall be comprised of the following percentages:
  - 70% Major works, 30% Minor works
- There shall be a minimum number of grades in the following categories each grading period:
  - Major works (tests, projects, labs, presentations, research papers, etc.) - 3
  - Minor works (quizzes, classwork, homework, journals, notebooks, small scale labs, projects, group work, etc.) - 10
GRADE POINT AVERAGE AND CLASS RANK CALCULATION
All high school students in North Carolina will be graded on a 10-point scale approved by the State Board of Education. A 4.0 scale is used to determine Grade Point Average (GPA). Class rank is cumulative over four years and includes the weighted course grades. Class ranks are calculated at the end of each semester once final grades are available.

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CLASS RANK AND GRADE POINT AVERAGES (GPA)
The following is effective for the graduating class of 2019. Beyond the graduating class of 2018, a valedictorian and salutatorian will no longer be identified.

• Junior Class Marshals, who serve during commencement exercises and during the Senior Awards Day Program, are chosen on the basis of their cumulative class ranks. All grades continuing through the third grading period of the junior year are included in determining cumulative class rank.

• Honor Graduates:

• Summa Cum Laude-Students with a weighted GPA of 4.4 and greater
• Magna Cum Laude-Students with a weighted GPA of 4.18-4.39
• Cum Laude-Students with a weighted GPA of 3.93-4.17

NORTH CAROLINA ACADEMIC DIPLOMA ENDORSEMENTS
Students may earn the following endorsements as additional recognitions to their high school diploma: Career Endorsement, College Endorsement, College/UNC Endorsement, North Carolina Academic Scholars Endorsement, and Global Languages Endorsement.
Students may earn more than one endorsement. The requirements for earning these endorsements are defined below:

**Career Endorsement**
- Except as limited by N.C.G.S. §115C-81(b), the student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth mathematics course aligned with the student’s post-secondary plans. Acceptable fourth math courses for the Career Endorsement include any math course that may be used to meet NC high school graduation requirements, including applied math courses found in the Career and Technical Education (CTE) domain.
- The student shall earn an unweighted grade point average of at least 2.6.
- The student shall earn at least one industry-recognized credential. Earned credentials can include Career Readiness Certificates (CRC) at the Silver level or above from WorkKeys assessments OR another appropriate industry credential/certification.

**College Endorsement**
- The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III; and a fourth mathematics course aligned with the students post-secondary plans. The fourth math course must meet University of North Carolina system Minimum Admission Requirements or be acceptable for earning placement in a credit bearing college math
class under the North Carolina Community College System’s Multiple Measures Placement policy.

- The student shall earn an unweighted grade point average of at least 2.6.

**College/UNC Endorsement**

- The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth mathematics course that meets University of North Carolina system Minimum Admission Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a pre-requisite.
- The student shall complete three units of science including at least one physical science, one biological science and one laboratory science course that must include either physics or chemistry.
- The student shall complete two units of a world language (other than English).
- The student shall earn a weighted grade point average of at least 2.5.

**North Carolina Academic Scholars Endorsement**

- The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth mathematics course that meets University of North Carolina system Minimum Admission Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a pre-requisite.
- The student shall complete three units of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry.
- For students entering 9th grade in 2010-11 or 2011-12, the student shall complete three units of Social Studies including US History, World History and Civics and Economics. For students entering 9th grade in 2012-13 or later the student shall complete four units of social studies including World History; American History: Founding Principles, Civics and Economics; and American History I and American History II.
The student shall complete two units of a world language (other than English).

The student shall complete four elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area.

The student shall have taken three higher level courses during junior and/or senior years which carry quality points such as Advanced Placement; International Baccalaureate; Dual or college equivalent courses; Advanced CTE and CTE credentialing courses; Online courses; Honors level courses OR two higher level courses during junior and/or senior years which carry quality points such as Advanced Placement; International Baccalaureate; Dual or college equivalent courses; Advanced CTE and CTE credentialing courses; Online courses; Honors level courses and a Graduation Project.

The student shall earn an unweighted grade point average of at least 3.50.

Global Languages Endorsement

The student shall earn a combined 2.5 GPA for the four English Language Arts courses required for graduation.

The student shall establish proficiency in one or more languages in addition to English, using one of the options outlined below and in accordance with the guidelines developed by the North Carolina Department of Public Instruction.

- Pass an external exam approved by the North Carolina Department of Public Instruction establishing “Intermediate Low” proficiency or higher per the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale.
- Complete a four-course sequence of study in the same world language, earning an overall GPA of 2.5 or above in those courses. iii. Establish “Intermediate Low” proficiency or higher per the ACTFL proficiency scale using the Credit by Demonstrated Mastery policy described in GCS-M-001.
- Limited English Proficiency students shall complete all the requirements of sections A and B above and reach “Developing”
proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

TESTING
Students enrolled in classes with an End-of-Course (EOC), or CTE Post Assessment, must take the exam which will count as 20% of the final course average. Students must meet the local performance standards to receive credit for a course. These standards are (1) achieving an overall final class average of 60 or above, and (2) meeting the county attendance requirement. A student who passes a final exam but fails to meet the overall average of at least 60 will not receive credit for the course.

FERPA
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students’ education records. FERPA gives parents/guardians the right to refuse release of directory information by filing a note of “Don’t Release” in the school’s office at the beginning of the school year. Parents/guardians (or eligible students) have the right to inspect their child(ren)’s records. These rights transfer to the student when the student becomes 18 years of age. Parents/eligible students have the right to request a correction to records. If the parents/eligible students do not feel the school’s response is adequate, a formal hearing may be requested. A rebuttal statement by the parents/eligible student(s) may be placed within the record. FERPA protects the release of directory information except in the following circumstances:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation
- Appropriate parties offering financial aid to a student
- Approved agencies conducting research in DCS
- Accrediting organizations
- Judicial order or subpoena compliance
- Health, safety, court and law enforcement officials

INTERNET USE POLICY
DCS respects parents’ rights to decide whether or not to grant permission for their child(ren) to use the internet. The district does provide schools with filtering services to create a safer and more productive Internet for students. Teachers attempt to monitor and direct student activity; however, students may find ways to access other materials. Students are ultimately responsible for appropriate behavior on the school’s computer network, just as they are responsible for appropriate behavior on the school campus. A Permission Form for Internet Use must be signed by the student and parent/guardian before Internet use is permitted.

**POWER SCHOOL PARENT PORTAL**
Parents are encouraged to establish an account for their student if they have not already done so. Power School’s Parent Portal allows parents access to their child’s most current grades and attendance data. This is essential as all teachers are not required to print and distribute progress reports.

**SCHOLASTIC ACCIDENT INSURANCE**
DCS carries basic/excess accident coverage for all students. This policy is secondary to insurance carried by parents and primary if there is no insurance carried by parents. This policy does not cover sport-related injuries and is only for basic medical services.

It is strongly recommended that parents review the voluntary scholastic accident insurance program available to students at a nominal cost. The voluntary scholastic insurance program offers coverage for both school-time activities and for extra-curricular activities (excluding varsity football) for a nominal charge. An informative brochure on the recommended insurance carrier is available at each school.

**STUDENT FEES**
All high school students will pay a base fee of $40. Any fees may be waived or reduced for students who qualify for fee waiver or reduction. Additional fees for band, parking, and special programs may be assessed according to policies established by the Davidson County Board of Education.
MEDICATION
Standards for Administering Medicines
School employees are authorized to administer drugs or medication when all of the following conditions have been met:

• The student’s parent or legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered. All prescription medication should be kept in the original Rx bottle with the student’s name and dosage clearly displayed on the bottle; the parent/guardian is responsible for delivering the medication to school. No medication except Emergency or Diabetic medication to be transported on bus.
• A physician has prescribed the prescription drug or medication for use by the student;
• A physician has certified that administration of the prescription drug or medication to the student during the school day is necessary;
• For over-the-counter medications the parent provides written permission. A district form is required and is available in the administrative office.
• The employee administers the drug or medication pursuant to the written instructions provided by the student’s parent or legal custodian.

Over-The-Counter Medication
High school students may possess only the recommended dosage sufficient for a single school day of over-the-counter medication, and the medication must be kept in the original container. Otherwise, over-the-counter medications will only be given during school hours by school personnel if medication sheet is complete with instructions and parent signature. Parents who want school personnel to administer over-the-counter medication must provide and deliver the medication to school personnel pursuant to the requirements of this policy.

Emergency Medication
Students who are at risk for medical emergencies, such as those with diabetes, asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine. Students must meet the requirements of subsection A.1, in the
policy, including providing authorization and instructions from the health care practitioner and written consent of the parent or guardian in order for emergency medication to be administered by school personnel while the student is at school, at a school-sponsored activity, and/or while in transit to or from school or a school-sponsored event. Any emergency medication should be stored in a secure, but unlocked, and easily accessible location.

**Student Self-Administering Asthma Medications and Epinephrine Auto-Injectors**

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer asthma medication on school property in accordance with their individualized health care plan or emergency health care plan. As used in this section of the policy, “medication” refers to a medicine prescribed for the treatment of diabetes, asthma or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler or a prescribed epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school sponsored events.

Before a student will be allowed to self-administer medicine pursuant to this section, the student’s parent or guardian must provide to the principal or designee all of the documents listed below.

- Written authorization from the student’s parent or guardian for the student to possess and self-administer asthma medication;
- A written statement from the student’s health care practitioner verifying: 1) that the student has asthma and/or an allergy that could result in an anaphylactic reaction; 2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school sponsored events; and 3) that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
• A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student’s asthma or anaphylaxis episodes and for medication use by the student;
• A statement provided by the school system and signed by the student’s parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student’s possession and self-administration of asthma medication; and
• Any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse’s designee, the skill level necessary to use the medication and any accompanying device.

Finally, the student's parent or guardian must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student’s parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be reviewed each school year.

Students may not distribute, purchase, or sell any medication prescription or non-prescription.

USE OF WIRELESS COMMUNICATION DEVICES
The Board recognizes that cell phones and similar wireless communication devices (hereinafter may be referred to as "devices") have become important tools through which people communicate with their children. Therefore, students are permitted to possess devices on school property as long as such devices are not “in use” (turned on, beeping, sounding, etc.) displayed, or visible during the instructional day.
or as otherwise directed by local school rules or school personnel. The Board also recognizes student ability and responsibility for care and use of cell phones and similar wireless communication is often age appropriate and by choice of parents. Elementary schools may adopt policies and procedures which reflect the use of such devices based on the premise of age appropriateness. The appropriate use of cell phones and other wireless devices on all yellow school buses and activity buses during the instructional day should be monitored by supervising adults. Appropriate use is generally defined as for communication, texting or talking with parents, and/or listening to recorded music. Inappropriate use is generally defined as distracting behavior to driver and others in safety transporting students; for example, listening to music without earphones, taking pictures and/or videos of others, and wearing earphones boarding and departing of bus. Students are allowed to use devices on yellow buses during transit from home to school or school to home and activity buses being operated in connection with extracurricular activities such as student organizations, band participation, and interscholastic athletics. In the event the driver and/or faculty member responsible for the supervision and safe operation of the activity bus determines that these devices are being used inappropriately, in violation of this policy or in such a way that the noise or the use of such devices may interfere with the safe operation of the activity bus, said use may be prohibited for the duration of the trip. Administrators, faculty, and supervising staff may authorize individual students to use devices for personal purposes when there is reasonable need for such communication. Wireless communication devices include, but are not limited to, cell phones, paging devices, iPods, iPads, tablets, mp3 players, bluetooth devices, smart watches, and other similar devices.

Use During School Hours: Grades 9 – 12
Students may possess these devices on school premises but must have them turned off and out of sight during the academic day unless otherwise directed by school personnel. Administrators and school personnel may allow students to use devices for instructional purposes during the academic day. Alternatively, administrators and school personnel may ban the use of devices during the academic day or during individual class times or activities. Students may only use devices during
the academic day with the direct permission of administration or school personnel. At the beginning of the school year, the administration will clearly communicate expectations regarding possession or use of devices in common areas, and teachers will clearly communicate expectations to students regarding use of devices in their classroom. Additionally, the following information must be communicated and enforced:

- If a student elects to use his/her personal device, the Davidson County Schools network cannot be accessed and the student must use the personal phone data plan for access to the internet. Neither the individual school nor the Davidson County Board of Education shall be responsible for any data charges, costs or expenses associated with such use.

- If the student’s personal device has a “Hot Spot” capability, this function cannot be turned on or used while on Davidson County School property.

- If social media is used as an instructional tool, staff members must use a professional account, not a personal account, to communicate with students.

If a student is found to be using a device during the academic day in a location or at a time that has not been approved by administration or by a staff member, the following consequences will apply:

- First offense: The device is confiscated and returned at the end of the school day to the student.

- Second offense: The device is confiscated and returned directly to the parent.

- Third offense: The device is confiscated and returned at the end of seven (7) days to the parent.

- Fourth offense and thereafter: The student is suspended for a day and the device is confiscated for another week. Student will be transferred back to their domiciled school (DECHS).
Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. A student found in violation of the expectations outlined by the administration or school staff may also lose the privilege of using the personal device for instructional purposes. Examples of such aggravating factors include, but are not limited to using wireless communication devices:

1. to reproduce images of tests, to access unauthorized 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; and

2. to take, send, share, view or possess illicit photographs, text messages, emails or other material of a sexual nature.

Student cell phones and other wireless communication devices may be searched pursuant to school board policy 6.12, Investigations.

**Dress Code:**
Inappropriate Dress or Appearance for Secondary Students (Grades 6-12):

- Clothing or attachments that are disruptive to the teaching learning process or are revealing, indecent, vulgar or obscene.
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols, or is of a disruptive nature.
- Hats, sweatbands, bandannas, or sunglasses inside school buildings. Shorts, skirts, and dresses shorter than mid-thigh.
- Shirts and blouses that do not cover the waist, midriff or go past the waistline.
- Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols.
- Clothing that is sheer or mesh.
- Undergarments that are visible
- Pants worn in such a manner that underwear is exposed to view or which are generally revealing in nature
• Grooming accessories worn in the hair.
• Skin-tight clothing such as athletic/dance/exercise attire.
• Footwear that may present a hazard to health and safety.

The principal/administration may enforce additional guidelines for appropriate dress in their school.

**TOBACCO POSSESSION/USE CONSEQUENCES**

All offenses require that students forfeit all tobacco products in their possession.

For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, snuff, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, or vapor products or vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

All offenses require that students forfeit all tobacco products as defined by this policy in their possession. A student shall not use or possess matches or lighters while on school property, while under the direct supervision of school personnel on or off school grounds, on field trips, or while on school buses of any kind. Students who violate this provision will be subject to school-imposed penalties at the discretion of the principal. Parent contact/notification and conference and completion of Tobacco Cessation program and…

**For High School Grades (9-12):**

Possession and/or Use:

First Offense: One day assignment to In-School Suspension, completion of district approved education program, and parent contact

Second Offense: One day assignment to Out-of-School Suspension and referral to a student assistance team
Third Offense: Two days assignment to Out-of-School Suspension and development of interventions by a student assistance team. Student will be referred back to their domiciled school (DECHS).

Fourth Offense: Five days assignment to Out-of-School Suspension

Fifth Offense: Principal or designee may recommend Long Term Out-of-School Suspension.

Revised: June 27, 2019

Please see the Davidson County Schools website www.davidson.k12.nc.us for the Board Policy listings below:
• DCS Board of Education Policy 1.7 Prohibition Against Discrimination, Harassment, and Bullying
• DCS Board of Education Policy 4.19 Prohibition Against Discrimination, Harassment, and Bullying
• DCS Board of Education Policy 6.39 Student and Parent Grievance Procedure
Davidson Early College
High School
Acceptable Use Policy and
Technology Handbook

Davidson Early College High School 1:1 Initiative

Davidson Early College High School (DECHS) is proud to continue their participation in a unique and exciting venture that will give every enrolled student access to a laptop for academic purposes.

At DECHS, we believe these resources will enable us to better provide all students with the technological tools to enhance their learning and achievement and afford them greater opportunities to be productive students and citizens in a global environment that will require greater technology, collaboration and teamwork. The students' academic and career options will be drastically improved and our community and state can reap the benefits. As we continue this implementation, we welcome input into the process about these new and exciting technologies.
As we engage in an undertaking of such significance, there are policies and procedures that must be established to protect not only the laptops, but also, and most importantly, the students involved. This manual is not intended to be comprehensive, because it isn’t possible to foresee all situations and circumstances that will arise. However, this document outlines the more common policies and procedures that will govern day-to-day usage of the laptops. **Additions or deviations to these guidelines will be implemented by the administration as needed.**

Please be reminded that computers are simply one more tool available to help educate students. Misconduct or inappropriate behavior will not be tolerated, electronic or otherwise.

Please stop by the school’s website, http://echs.davidson.k12.nc.us, to get up-to-date information on this and other initiatives within the Early College. If you have any questions, please contact us at the Early College at 336.242.5686.

**Equipment Provided**

Every student will be issued a laptop with a power cord and a computer bag. The laptop, its contents, and the bag remain the property of Davidson County Schools/Davidson Early College while in your possession and are loaned to you during your enrollment in the DECHS. If you withdraw from the school, it is your responsibility to turn in the computer, power cord, and bag as well as other books/materials.

Each student will pay a YEARLY, non-refundable use and maintenance fee of $25.00. This fee can be waived in the presence of financial hardships. Please contact the administration about options for waiving this fee.

**Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary. Students are provided access to Google Drive and are encouraged to use it for long-term storage of data.

**Device Use and Conduct**

While teachers and staff make every attempt to monitor Internet access, and the district provides filtering services, students are ultimately responsible for appropriate behavior. The District also monitors Internet usage on each computer.
The Internet is to be used for academic purpose and as a means of obtaining needed educational information. **Students are responsible for all content that is downloaded or saved to their assigned computer, including media accessed on the laptop via the Internet at home.** Content found in violation of the Acceptable Use Policy can result in loss of laptop usage.

At all times, you must comply with the Davidson County Schools Internet Acceptable Use Policy, found online at http://echs.davidson.k12.nc.us. Failure to follow this policy may result in the loss of your privilege to use a laptop.

Every student will be given a district issued e-mail account. E-mail is to be used for legitimate and responsible communication between students and others. Inappropriate use of e-mail will be dealt with through the school’s discipline policy.

**Students will:**

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyberbullying.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).
- Return the Devices to DECHS at the end of the school year for system updates and re-imaging of the Device, unless the student has been given permission by DECHS to use the device during the summer session for online courses.

**Students may not use network resources:**

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or sharing material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- To download, stream or listen to Internet-based music, video and large image files for non-instructional purposes, as this slows the performance of the network for all users. DCS will monitor the network for violations.
- To access websites or other content blocked by the District, via codes, extensions or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use.
• To conduct any commercial or domestic business that is not directly related to a course offered by DECHS in which the student is enrolled, (e.g. Marketing).
• To conduct any activity that violates school rules, DCS Board Policy, or the law (this includes adhering to copyright laws).
• To access the data or account of another user (altering files of another user is considered vandalism).
• To install any non-approved software onto DECHS Devices.
• To copy DECHS school software (copying school-owned software programs is considered theft).

In addition, students may not:

• Bring in their own laptops from home to use at school.
• Attempt to change any DECHS network or laptop configuration.
• Change or alter usernames or passwords that are assigned by DECHS.
• Use inappropriate language.
• Use DECHS email for anything that is not school related.
• Record staff or students without their consent and knowledge, this includes (but is not limited to):
  ○ Webcams
  ○ Laptops
  ○ Cameras
  ○ Cell phones
  ○ or any other digital devices
• Knowingly forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email” to any and all DCS staff and students.
• Emailing large groups of students for anything other than school-related purposes; school-related mass emails must be approved by a staff member or administrator.
• Using any online chat, group forum, or online communication such as iMessage or Skype during the school day unless related to academic expectations set forth by the instructor.

District Monitoring
DECHS has the right, not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing email. The administration and staff shall have both the authority and the right to review or monitor, with or without prior notice,
the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. DECHS also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, share or receive on DECHS’s computers and computer network systems, including the Internet.

Users may not engage in unauthorized activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Disclaimer / No Warranties:

DECHS account holders take full responsibility for their access to DECHS’s network resources and the Internet. Specifically, DECHS makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the Internet.
- Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason.

Security:

Students are responsible for the laptop, power charger, and computer bag assigned to them. **Keep your laptop with you or secure at all times.** Please keep your computer in the issued computer bag not your backpack, as placing it in a backpack with other books can cause damage. Do not loan your laptop to another student; you are responsible for any damage to or information on your computer. Keep your username and password information secret.

Digital Citizenship

Individuals who utilize DECHS’s technology resources are expected to abide by the
principles of digital citizenship, which are part of the DECHS curriculum. **Users must respect the intellectual property of others by crediting sources and following all copyright laws.**

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student must notify supervisory personnel or other appropriate personnel of what occurred.

When students work in a collaborative, online environment, tampering with other students’ work will be considered vandalism and will be subject to disciplinary action as it would be in the physical world. If work is deleted or altered in a way that is disrespectful or detrimental to the assignment, the offending student will face disciplinary consequences.

**Use Outside of School:**

Students may take their computers home to use, but all Davidson County School guidelines and Acceptable Use Policies apply. You may connect to the Internet, but be reminded that the Acceptable Use Policy remains in effect **wherever** you connect to the Internet.

**Bringing the Device to School**

- It is essential that students bring their Device and charging unit to school each day for their learning. Teachers will be designing lessons and classrooms based on students having access to their Device.
- The Device must be kept in the bag provided by DECHS at all times.
- The Device should not be put in a different bag or holder for transporting ie: backpack, athletic bag, etc.

**Charging of Devices**

- It is the students’ responsibility to have their Devices charged each day before they come to school.
- It is the students’ responsibility to maintain the power adapter and cord in good condition.
- The Device should only be charged with the issued charger.
- Any charger issues should be reported to the technology facilitator or administrator immediately as it could pose a safety risk for the student and
his/her household.

**Downloading Programs & Personalizing the Device**

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Approved applications will be installed by the DECHS Technology Coordinator or will be made available for student download through internal resources on student Devices.
- All personal items must be appropriate and not violate any DCS/DECHS policy or rule.
- **Stickers or other markings on the outside of the Device are not allowed.** Each Device is easily identified by a specific numbering system (“Fixed Asset Tag”) that is placed on the Device by the Technology Coordinator. The fixed asset tag needs to be plainly visible at all times.
- Do not remove the protective cases
- Marking on the laptop with pen or pencil is not allowed

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**Device Damages and Consequences**

**Device Damages**

If a Device is damaged (either accidental or intentional), the school must be notified immediately. DECHS administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. **The examples listed include but are not limited to the following:**

a. Leaving equipment unattended. This includes damage or loss resulting from an unattended device in or outside of the DECHS campus.

b. Lending equipment to others.

c. Using equipment in an unsafe environment.

d. Using the equipment in an unsafe manner.

e. Not adhering to general care reminders

A student whose Device is being repaired may have access to a classroom or loaner device if the damage was accidental in nature. If intentional incidences occur, a loaner device may not be issued and the **student will be required to pay for the damages.** Whether the student is issued a replacement device, or maintains any Device privileges
for the remainder of the school year will be determined by the Administrator and/or the Instructional Technology Facilitator based on the severity of the incident.

If the student leaves the school district and does not turn in the Device, DECHS will make a reasonable effort to obtain the device. If those efforts are unsuccessful, DECHS will treat it like a stolen Device and will notify the appropriate authorities.

Davidson County Schools has insurance on each laptop. If a computer is dropped, has liquid spilled or is otherwise accidentally damaged, this insurance will cover the cost of repairing, rebuilding, or replacing the machine with another of like quality. Any intentional damage will be dealt with as a part of the school’s discipline plan. Although accidental damage insurance coverage is provided, you must still exercise great caution with the laptops. Multiple "accidents" by one student will be investigated as a discipline issue. Students are responsible for completing a Damage Form within 24 hours of an incident and submit the laptop for repair(s).

Theft and fire protection are NOT covered, regardless of where the loss occurs (including students’ homes.) In the case of theft outside the school, a police report should be filed immediately.

**Discipline**

Any student who violates the rules and expectations relative to this Handbook and/or Acceptable Use Policy will be subject to disciplinary action. If there is evidence that a violation has occurred, then a DECHS administrator or designee will decide appropriate consequences in accordance with school policy and the law.

**Loss of Privileges:**

Violation of procedures outlined in this handbook or misuse of the computer will result in disciplinary action. Disciplinary action may include:

- **First Offense:** Warning and conference. Parent Notification.
- **Second Offense:** Day user only (5 days…computer is not allowed off school grounds)
- **Third Offense:** Loss of computer for 5 school days
- **Fourth Offense:** Permanent loss of computer and referral back to home/residential school (1 day suspension).

**Fines for Damages/Loss**

Students MAY be required to pay for damage to their issued Device and its accessories. The amount of the fine and the consequences assigned will be the decision of the
administration. Fines may be UP TO the following amounts:

- Laptop Bag ($34.00 for replacement)
- Strap for Laptop Bag ($4.00 for replacement)
- Power Cord ($80.00 for replacement)
- Clear Protective Case ($25.00 for replacement)
- Keyboard Cover ($3.00 for replacement)
- Laptop Insurance Deductible ($50.00 if damage/loss is deemed intentional or negligent)

Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in limited use of the Device. Please refer to the Consequences for Damages section.

General Care

- Treat this equipment with as much or more care than you would your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic cover.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don’t eat or drink while using the Device. **Do not leave food or drink containers on or near the Device.** Do not store liquids or soft food in the same pouch as your laptop.
- Do not do anything to the Device that will permanently alter it in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- **Do not put stickers or use any type of writing utensils or paint on the Device.**
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.
• Do not toss or roughly place your DECHS computer bag containing your computer in any location.
• While vehicle transportation is occurring, laptops should be closed and secure in the computer bag.

Keep The Device in a Safe Place

• The Device and its charger should never be left on the floor where it might be stepped on, or within reach of small children or pets.
• The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
• Devices left unattended in classrooms or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student will be subject to consequences detailed in “Consequences for Damages.” Unattended equipment, if stolen – including at school – will be the student’s responsibility.
• Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it’s not excessively hot or cold.

Computer Bags

• Each student will be given a protective computer bag that they are required to use to carry their Device in during the school day and outside of school. The device should remain in the bag at all times, when not in use. It is important to keep the bag clean, and do not put any items like paper clips that can scratch the exterior of your Device in your book bag or any food or drink.

Device Problems

• If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must bring the laptop to the Instructional Technology Facilitator to report the issue. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
• Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
• When in doubt, ask for help.
Only One User

- NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student’s use or classwork; personal or business use of a Device by a parent or guardian is prohibited.
- If another student intentionally uses a device not issued to him/her, please notify an instructor or administrator immediately.
- Do not allow a fellow student, friend, or family member to ‘upgrade’ or ‘fix’ your computer. Leave this to your technology coordinators and instructors.

Cleaning the Device

- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Device. Never spray a cleaning solution directly on the device.
- Correct cleaning measures will be addressed during the rollout process at the beginning of the year.
- If you are not able to completely clean the machine using the above methods please contact the Technology Coordinator and s/he can assist with the cleaning.

Shutting Down the Device

- Fully shutdown the Device when it won't be used for an extended duration (over one hour). Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is a best practice to shutdown your computer at night, connect the charger, and then power on again in the morning when needed.

Carrying the Device

- The Device should remain in the protective computer bag at all times.
- **Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.**
- The Device bag should be fully zipped shut before transporting the device.
- No books or heavy objects should be placed on your Device.
- Never lift or carry your Device by the screen.
- Never lift or carry your Device with one hand.
- The Device should always be closed when moving, even a short distance.

This handbook must be read and signed by both student and parent/guardian and the acknowledgment page turned in to the administration before any equipment will be issued to a student.

Student Name___________________________          Grade Level__________

I read and understood the Davidson Early College Student Acceptable Use Policy and Technology Handbook for the 2020-2021 school year. I pledge to take care of the Device issued to me/my child. I understand that I may be required to pay for
any damages to my issued device due to negligence or inappropriate actions or care.

I agree to hold harmless Davidson Early College and Davidson County Community College, its officers and employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use by the student of the laptop which causes bodily injury, illness, death, or other damage to persons or property.

I further understand that:

Parent Init.  Student Init.
\\\________/\\\________ I will use this device and network resources in the manner outlined in this handbook. I understand that this device is for student use only.
\\\________/\\\________ DECHS and DCS can (and will) monitor this device for appropriate use.
\\\________/\\\________ I am aware of the policy for device damages and understand that I will notify school officials immediately if damage or loss occurs.
\\\________/\\\________ I will not leave my laptop unattended or use it in an unsafe manner or in an unsafe environment. I understand that this is negligent behavior and will result in loss of privileges as outlined in this handbook.
\\\________/\\\________ I will return the assigned device and accessories at the designated time undamaged or I may be assessed a fine as outlined in this handbook.

Student Printed Name:_________________________________________________
Student Signature: ____________________________________________________
Date: ______________________________________________________________

Parent/Guardian Printed Name:_________________________________________
Parent/Guardian Signature: ____________________________________________
Date:______________________________________________________________