



PATTON HIGH SCHOOL

STUDENT/PARENT HANDBOOK

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In compliance with federal law, Burke County Public Schools administers all educational programs, employment activities, and admissions without discrimination against any person based on gender, race, color, religion, national origin, age, or disability.

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ROBERT L PATTON HIGH SCHOOL

Mission Statement

To engage, equip, and empower all students through intentional relationships to reach their full potential.

Vision Statement

To build a culture where everyone collaborates and cares for each other, so students are ready to positively impact the world.



BCPS MISSION STATEMENT

The mission of Burke County Public Schools is to educate all learners, nurture their potential and empower them to be contributing members of our community.

BCPS VISION STATEMENT

Burke County Public Schools will be a model of exemplary education by inspiring all students to be life-long learners who will contribute to our community.

PHS BELL SCHEDULES

(Rev. 02/10/2026: This is a living document and is subject to change)

PHS Lunch Schedules

A Lunch - CTE/EC/Fine Arts

B Lunch - History/English/Math

C Lunch - Science/Math/PE/AP

Standard PRIDE Bell Schedule

7:50 – Report to 1st Period.
8:00-9:25 – 1st Period
9:30-10:05 – **PRIDE**
10:10-11:30 – 2nd Period
11:35-1:25 – 3rd Period
 11:35-12:00 – A Lunch
 12:15-12:40 – B Lunch
 1:00-1:25 – C Lunch
1:30-2:50 – 4th Period
2:50 – Dismissal

Early PRIDE Bell Schedule

7:50 - 1st Bell – Report to Homeroom.
8:00-8:35 – **PRIDE/Homeroom**
8:40-10:05 – 1st Period
10:10-11:30 – 2nd Period
11:35-1:25 – 3rd Period
 11:35-12:00 – A Lunch
 12:15-12:40 – B Lunch
 1:00-1:25 – C Lunch
1:30-2:50 – 4th Period

Late PRIDE Bell Schedule

7:50 – Report to 1st Period.
8:00-9:25 – 1st Period
9:30-10:50 – 2nd Period
10:55-12:45 – 3rd Period
 10:55-11:20 – A Lunch
 11:35-12:00 – B Lunch
 12:20-12:45 – C Lunch
12:50-2:10 – 4th Period
2:15-2:50 – **PRIDE**

4-Block - No PRIDE Bell Schedule

7:55 – Report to 1st Period.
8:00-9:30 – 1st Period
9:35-11:10 – 2nd Period
11:15-1:15 – 3rd Period
 11:15 - 11:40 – A Lunch
 12:00 - 12:25 – B Lunch
 12:45 - 1:15 – C Lunch
1:20 - 2:50 – 4th Period

Half-Day Bell Schedule

7:50 Report to 1st Period.
8:00-8:40 – 1st Period
8:45-9:25 – 2nd Period
9:30-10:10 – 3rd Period
10:15-11:00 – 4th Period
11:00-11:30 – Lunch
Car Riders Dismiss at 11:00
*All bus riders report to the cafeteria. Buses depart at 11:30

2-Hour Delay Bell Schedule

9:30 – Report to 1st Period.
10:00-10:55 – 1st Period
11:00-11:55 – 2nd Period
12:00-1:50 – 3rd Period
 12:00-12:25 – A Lunch
 12:40-1:05 – B Lunch
 1:20-1:50 – C Lunch
1:55-2:50 – 4th Period

3-Hour Delay Bell Schedule

10:30 – Report to 1st Period.
11:00-11:40 – 1st Period
11:45-12:25 – 2nd Period
12:30-2:00 – 3rd Period
 12:30-12:55 – A Lunch
 1:00-1:25 – B Lunch

CALENDAR

The Burke County Schools Calendar may be accessed via the Burke County Web Site - www.burke.k12.nc.us

** The school building opens for students at **7:30 a.m.** Students must exit the main building by **3:00 p.m.** unless working directly with a faculty member or participating in a school-sponsored activity.

ACADEMIC & GRADING INFORMATION

Subject	Number of Credits Required
English	4 Credits English I, English II, English III, & English IV
Mathematics	4 Credits Math I, Math II, Math III, and 4th Math
Science	3 Credits Biology, Earth/Environmental, and a Physical Science
Social Studies	4 Credits World History, American History, Economics & Personal Finance, Founding Principles of the United States of America & North Carolina: Civic Literacy
Health and Physical Education	1 Credit: Successful completion of CPR instruction
Career and Technical	1 Credit
Fine Arts	1 Credit
Other Electives	9 - Credits Class of 2016 and beyond
Total Required For Graduation	28 Credits
Total Possible	32+ Credits

PROMOTION REQUIREMENTS

- To become a sophomore, a student must have a total of 6 units in grade 9 and TWO TERMS OF RESIDENCY IN HIGH SCHOOL.
- To become a junior, a student must have a total of 13 units in grades 9 and 10 combined, passed Math 1 and English II, AND FOUR TERMS OF RESIDENCY IN HIGH SCHOOL.
- To become a senior, a student must have a total of 20 units in grades 9, 10, and 11 combined, passed Biology, AND SIX TERMS OF RESIDENCY IN HIGH SCHOOL.

HIGH SCHOOL ATHLETIC REQUIREMENTS

ALL student athletes are required to meet the following eligibility requirements:

- Pass three (3) courses or 75% in the preceding semester in order to be eligible for any sport.
- Be in attendance at least 85% of the preceding semester.
- Sign consent form for Random Drug Test.
- Be a full-time student in Burke County Public Schools.
- Students must be registered for at least 3 classes per semester to participate in athletics.

NCAA ATHLETIC REQUIREMENTS

NCAA requirements for students interested in athletics on the college level

Division I

If you want to participate in athletics or receive an athletics scholarship, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of math (Algebra I/Math I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math, or natural or physical science
 - 2 years of social science

- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- 10 core courses completed before the 7th semester
- Earn a minimum required grade-point average in your core courses; and earn a combined SAT or ACT cumulative score that matches your core-course grade-point average and test score sliding scale (for example, a 2.400 core-course grade-point average needs an 860 SAT or 17 ACT cumulative score).

Requirement to graduate with your high school class (with cohort)

- You must complete the 16 core-course requirement in eight semesters, which begins when you initially started high school with your ninth-grade class.

Division II

If you enroll in a Division II college, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 3 years of English
 - 2 years of math (Math I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 3 additional years of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a 2.200 grade-point average or better in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

Division III

Division III schools only offer academic scholarships.

ATTENDANCE POLICY

Burke County High Schools- Board Policy 4400

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Because students daily receive 90 minutes of instruction in each class, good attendance is crucial. Principals, teachers and staff will make reasonable efforts to provide appropriate opportunities for students to make up course work..

Only four hand written notes per semester are permitted within five school days.

Students must submit Doctor's notes after four handwritten notes.

ATTENDANCE REQUIREMENTS/ RELATING TO REGISTRATION

To meet attendance requirements of the Burke County Board of Education for graduation from high school, students must register for eight (8) courses per year: four (4) courses per semester. Students can earn a maximum of 12 credits per year with principal approval.

Students must earn two credits each semester to meet **residency requirements**. A student must be enrolled in high school courses for eight semesters (4 years). The principal may waive up to one semester of residency for a student if the student has completed 28 credits and meets all local and state requirements. This recommendation must be sent to the superintendent. Upon the superintendent's recommendation and School Board approval, a student may waive up to one year of residency if a student has completed 28 credits and meets all local and state requirements.

EARLY DISMISSAL AND PARTIAL PERIOD/DAY ATTENDANCE

- All persons must be listed in Infinite Campus as being able to check a student out.
- No student will be permitted to leave class to get an early dismissal.
- Students returning to school from an early dismissal must check in at the office and present their pass to the teacher upon entering class.
- Students must be in attendance until **11:40 a.m.** in order to be counted present for the school day unless they are out of school due to a school related activity.

- Students must be in attendance for **45 minutes of a class period** in order to be counted present for the class unless they are out of class due to a school related activity.
- Once a student has arrived on school property during the school day, whether or not the instructional time has begun, that student becomes the responsibility of the school. Any student who comes on the campus must have special permission from an administrator before leaving.

NOTE: Absences due to early dismissals will be coded lawful or unlawful (refer to attendance policy). Job applications, working on cars, trading cars, insurance appointments, and other reasons of this nature are NOT considered emergencies.'

*In order for a student to be released, a note must be turned in to the front office by 8:00am or a parent/someone on the contact list must come and check out the student, this includes student drivers. **Checking a student out to get food is not allowed.***

A STUDENT MUST HAVE A PROPER CHECKOUT SLIP FROM THE OFFICE BEFORE LEAVING. WHEN RETURNING TO SCHOOL, THE STUDENT MUST CHECK-IN AT THE FRONT DESK. Students should try to check out of school only between classes if possible.

MAKE-UP WORK

Make-up work is the responsibility of the student. Each case will be considered on an individual basis giving unusual circumstances due consideration. The student has a THREE-day time limit upon his/her return to school to arrange with the teacher to obtain missed assignments and schedule missed tests. Certain assignments, tests, projects, papers, etc. have due dates announced well in advance.

If a student is absent on a day when such a project/paper/assignment is due or on which a test or exam is scheduled, the student will be required to turn in the work or make up the test/exam on the first day back from absence.

EMERGENCY CHECKOUTS

In the event of an emergency, which requires the student to leave school during the school day, the student should follow these procedures:

- Report to the office, explain the emergency situation.
- The office will contact parent by phone to obtain permission to excuse student.
- No student will be allowed to checkout without proper approval from the administration.

The checkout procedure must be followed in order to comply with school board policy and legal responsibilities. These steps are not intended as a mistrust of students but rather as a safety precaution and communication line to parents. For example, it would be unwise for a student to check out sick, leave school, need medical attention, and no one be aware of the situation. Failure to comply with checkout procedures will be dealt with as a discipline issue.

TARDY POLICY

Tardy Protocol - Reset Every Nine Weeks

Students will be counted tardy if they are not inside the classroom when the tardy bell sounds. Accumulation of Tardies is done on a period by period basis. A student may be late (tardy) to each class one time and will technically have 4 accumulated tardies, but disciplinary action begins with the 2nd tardy to the same class. The actions specified below are for tardies to any single class or to advisement. **Students who are not in 1st period or who arrive at school after 8:05 AM must receive a tardy note from the office and be admitted to class.**

Tardy Protocol - Reset Every Nine Weeks

1st Tardy -

Warning from the classroom teacher. Document in IC/EH

2nd Tardy-

Teacher notifies parents with a personal contact (phone call or face to face conference; email is not acceptable unless other modes of communication are not

successful). Document in IC/EH.

3rd Tardy-

An additional notification by the teacher to the parent shall be made. Parents shall be made aware of subsequent consequences for 4th and 5th tardy. Document in IC/EH

4th Tardy-

Administrative Referral – 30 minutes of before or after school detention in office (extracurriculars do not preclude students from fulfilling the detention time);
Administrative conference is required. Document in PS/EH.

5th Tardy

Administrative Referral – Students accumulating five or more tardies will not be eligible for exam exemption for teacher made finals in the period in which the tardies are accumulated. A documented parent conference is required and shall include parent, administrator, school counselor. The team should review an attendance contract that includes the elimination of tardies to class.

****Subsequent Tardies will result in substantial additional consequences that include, but are not limited to revocation of parking privileges for the school year, loss of extracurricular privileges, Saturday school, transfer revocation and supervised transitions between classes.**

Other notes for administrators:

- ***Teachers should mark tardies in Infinite Campus so that tardy reports can be pulled each period by the designated person tracking tardies. If a student is more than 10 min. late (after period attendance is completed by the teacher), he/she should report to the office for a tardy slip to be admitted to class.***
- ***All schools should have a consistent definition of “tardy” by which all employees adhere.***
- ***This protocol should be followed for “unexcused tardies.” Students that arrive late with a doctor’s note or other verifiable excuse, should not be subject to this disciplinary protocol.***

HALL PASSES

Students are not allowed to leave class the first and last ten minutes of instructional time of any class period. A student MUST have a hall pass that is signed, dated and has the time leaving any time that he/she leaves a class or activity during class time.

BURKE MIDDLE COLLEGE

Burke Middle College (BMC) is a two-year educational program operated by Burke County Public Schools and Western Piedmont Community College (WPCC). Through this program, students complete their 11th and 12th grade years of high school on the campus of WPCC while also working toward an associate degree. All college courses completed during their enrollment in BMC are completely tuition-free. Students may complete their entire community college degree by the time they graduate from high school thereby giving them a two-year head start on achieving their goals.

The Application Process

- Students are invited to discuss the middle college program with staff at Burke Middle College. Parents and students determine if Burke Middle College is the appropriate academic setting. Students have to submit an application (co-signed by the parents) and two recommendations. Students must pass the reading and writing portion of the college placement test. Then students and parents meet with the principal and review team for an interview.
- Applications may be obtained on the Burke Middle College website or from the high school counselor.
- Applications are submitted during the student's 10th grade year.
[Prerequisites are Biology and Math II]

COLLEGE AND CAREER READY

It's not unusual for students to change their minds about a major decision that will affect the rest of their lives. Some students know early what they want to do after high school. Others may not make that decision until much later. That is why the courses students take in high school matter. High school is their best chance to prepare for whatever they decide to do as adults. The College and Career Ready Core was developed to provide students with a strong academic foundation so they will have as many options as possible after graduation from high school. By taking a balanced schedule of academic courses and electives, students will be ready for work and/or college.

CAREER AND COLLEGE PROMISE/COLLEGE COURSE CREDITS

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. This tuition-waived program is available to all students who maintain a 3.0 GPA and meet program eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus. The three pathways include:

1. College Transfer Pathways (CTP) which requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) which leads to a certificate or diploma aligned with a high school career cluster.
3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. An example includes Middle College High Schools.

College credits will be computed in the high school grade point average and class rank and will be displayed on the high school transcript. Many of the community college courses provide honors weight (those that articulate to the university level). All other community college courses receive no weight. (All college courses must be pre-approved by the principal/designee.) Students must be registered for at least two high school courses while taking classes at colleges. All college courses count one high school credit.

To maintain eligibility in the Career & College Promise program, students must maintain a 2.0 GPA in college coursework and continue progress toward high school graduation. Note: There is a fee of \$28 per credit hour taken through the CCP Program. Options to opt out need to be discussed with the WPCC Coordinator at Patton High School.

CREDIT BY DEMONSTRATED MASTERY

Credit by Demonstrated Mastery is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student

to complete classroom instruction for a certain amount of seat time. Students interested in challenging a course for credit should see the school counselor for information.

GRADING PROCEDURES

- Numeric grades are used for all FINAL grade reports and transcripts. Numeric grades will be used for Progress Reports AND nine-weeks Report cards.
- SUPERIOR: The grade "A" is earned by students who achieve a numerical average between 90 and 100.
- ABOVE AVERAGE: The grade "B" is earned by students who achieve a numerical average between 89 and 80.
- AVERAGE: The grade "C" is earned by students who achieve a numerical average between 79 and 70.
- BELOW AVERAGE: The grade "D" is earned by students who achieve a numerical average between 69 and 60.
- FAILURE: The grade "F" is earned by students whose numeric average is a 59 or below.
- Course grades are reported in two ways: unweighted (based on equal points for every class) and weighted (based on an extra point for selected rigorous courses). According to policy, weighted grades are used in determining class rank and subsequently Junior Marshal and Honor Graduate status.

FAILING GRADES

The freshman class of 2015-2016 and subsequent classes may repeat a failed class (F) and replace that failing grade (F) if the class is passed. Failing grades may be removed from a student's transcript or excluded from computing a student's grade-point average by repeating and passing the courses failed. All attempts made to pass courses will appear on the student's transcript. Students have the option of making up failed courses during the school year or by attending summer school.

INCOMPLETES

Incomplete grades must be made up within three weeks of the end of each nine weeks. Incomplete grades not made up by that time will become "F's". Following an absence from school, it is the student's responsibility to contact the teacher within three days concerning make-up work.

CLASS RANK PROCEDURE

Patton High School maintains a 4.0, unweighted, GPA/Class Rank and a weighted GPA/Class Rank to encourage students to take classes which can better prepare them for college and the demands of technology in the workplace. The following guidelines will govern class rank/GPA calculation and use:

- Course grades earned in grades 9, 10, 11, and 12 will be used in the calculation of grade point averages.
- Grade point averages will be calculated at the end of each semester and can be found on the student transcript.
- ***The grade point average calculated through the fourth nine weeks grading period of the second semester will be used to determine Honor Graduates. Students whose grade point average drops below a 4.0 during the fourth nine weeks may lose their honor graduate status; Junior Marshalls and Ushers through the third nine weeks.***
- The following process will be used to calculate grade point averages:
 - An unweighted (4.0) and weighted G.P.A./class rank system will be maintained by the official state (Infinite Campus) database. The transcript will have both the weighted and unweighted GPA and the class rank will be calculated using the weighted GPA. The unweighted (4.0) system will be used for all school records and school honors recognition. The weighted system will be maintained in order to select honor graduates, junior marshals, and to provide colleges with this information for admission and determination of scholarships.
- The guidance codes and the weighting for each code will be as follows:
 - College/University Preparatory: To prepare students for college entrance and the type of disciplined study required to succeed in the post-secondary academic setting.
 - A = 4; B = 3; C = 2; D = 1; F = 0

Advanced Academic/Pre-AP/Honors/STEAM/CCP: To require disciplined study of students who desire an academic challenge.

The following scales apply to courses

Letter Grade	(Unweighted) Standard Courses	(Weighted) AP, IB, and College Courses*	(Weighted) Honors Courses
A	4	5	4.5
B	3	4	3.5
C	2	3	2.5
D	1	2	1.5
F	0	0	0

*Includes PLTW, dual enrollment and NC Community College transfer courses per the Comprehensive Articulation Agreement .

****The BCPS High School Course Offerings can be found on the Burke County Public School's website or using this link: [BCPS High School Course Offerings Book](#)***

PROGRESS REPORT SCHEDULE

<u>Progress Report Issue Date</u>	<u>End of 9 Weeks</u>
September 22	October 16
November 24	December 18
February 16	March 12
April 27	June 4

SUMMER SCHOOL

Patton High School will contact parents if their student is eligible to attend summer school. All summer school courses are completed via Credit Recovery through APEX. Students will be expected to attend summer school daily and complete the course by the deadline determined each school year.

GRADUATION REQUIREMENTS

Refer to the [BCPS High School Course Offerings Book](#) for detailed information about graduation requirements and diploma programs.

GRADUATION POLICIES

No students may participate in graduation ceremonies unless they have earned a minimum of 28 credit requirements, as established by the Burke County Board of Education and the State of North Carolina at the time of graduation exercises. It is the intent and purpose of Patton High School that only students that qualify to receive diplomas be permitted to participate in the graduation ceremonies. In order to participate in the graduation exercise the student must attend all announced practices.

The administration may adopt other appropriate and reasonable restrictions, including dress restrictions, as conditions for participation in graduation ceremonies provided that such restrictions meet the following criteria:

- The restriction is properly and openly publicized or otherwise made known to pupils and parents.
- Where possible and practical procedures shall include ample warning to parents and students of possible loss of privilege. This policy is intended to preserve the dignity and prestige of the graduation ceremonies as they are designed to honor significant and culminating student achievement.
- All debts to the school must be paid before final exams in order to participate in the graduation ceremonies.
- The actual diploma certificate is the property of Patton High School and is awarded, as a gift, to students who meet all graduation requirements and who conduct themselves appropriately during the actual Graduation Ceremony.
- Students who violate stated or implied rules of decorum during the actual graduation ceremony will not receive their diplomas on graduation day. Any students whose diplomas are held for failure to abide by stated rules of behavior at the graduation ceremony will have to schedule an appointment with the principal to request release of diploma. It is the intent of Patton High School as well as the desire of the Burke County Board of Education that the Graduation Ceremony be a solemn event that is not marred by any student's desire to bring attention to himself/herself.

HONOR GRADUATES

Honor Graduates will be determined by using the weighted grade point system. Grades received during the ninth, tenth, eleventh, and twelfth through the fourth nine weeks grading period of the senior year will be used to determine Honor Graduates. The minimum GPA for Honor Graduates will be 4.0 on the weighted scale.

Summa cum laude	4.5+
Magna cum laude	4.25 - 4.49
Cum laude	4.00 - 4.24

GRADUATION SPEAKERS

Ten students in the senior class with the highest grade point averages on the weighted scale at the end of the fourth nine weeks will be offered the opportunity to participate in the graduation program. Students must attend all graduation practices to participate in the graduation ceremony. In the event that the senior class president is not ranked in the top 10, he or she will have the opportunity to announce the senior gift.

SENIOR FEES

Students are charged a one time fee of \$15.00 to cover the costs incurred from the awards program, graduation, Senior class party, Senior gift, and other expenses associated with Seniors. Students must pay this fee. The Senior fee should be paid prior to attending prom as a Junior, purchasing a parking sticker as a Senior, and/or participating in any extracurricular activities as a Senior.

JUNIOR MARSHALS/USHERS

Junior Marshals and Junior Ushers will be determined by using the weighted grade point system. Grades received during the freshman and sophomore years, and through the third nine weeks grading (N3) period of the junior year will be used to determine Junior Marshals (1-10) and Junior Ushers (11-20). Junior Marshals will be the top ten students of their class and Junior Ushers will be numbers eleven through twenty of their class.

PRESIDENTIAL ACADEMIC AWARDS

Presidential Academic Awards recognize students who have achieved academic excellence. To become a Presidential Academic Award recipient,

- Student must earn a grade point average of 3.5 on a 4.0 scale (unweighted)
- Score at least in the 85 percentile(620 verbal and/or 630 Math) or higher for college bound seniors on the SAT.
- Score at least 28+ on the ACT

NORTH CAROLINA ACADEMIC SCHOLARS

The State Board of Education has determined that students with an overall four-year unweighted GPA of 3.5 and have met the requirements for NC Academics Scholar Program can be identified as North Carolina Scholars. For more information on this program, see your counselor.

EXPECTATIONS FOR STUDENT PARTICIPATION AND EFFORT

It is the expectation of the faculty and staff of Patton High School that all students will make a good faith effort to do what is asked of them in all classes. We further accept that, if the student does make this good faith effort and still fails to make acceptable progress in a class, then the fault does not lie with the student, and the teacher and the school must rethink the approach that has been used with the student and find other means to enable that student to experience success. Certain expectations are part of making a “good faith effort” and these are:

- Coming to class on time every day and being prepared with materials and with any assignments that the teacher has said are to be completed for the specific class.
- Staying awake and alert in class and participating in discussions, group activities, or other instructional activities. If the student is not able to stay awake, he/she needs to stay home and get the rest needed in order to participate in class.
- Dressing out and participating in physical education. Students who fail to dress out for PE will lose points on their grade and will be made to walk laps while the other students participate in the planned activities.

STUDENT TRANSCRIPTS

Transcripts will be free for students needing transcripts for college applications or applying for scholarships. Please see your counselor if you need a copy of your transcript.

ACADEMIC DISHONESTY

In order to maintain the integrity of the teaching and learning process, as well as to validate all grades received by students, Patton High School requires that students abide by the following academic guidelines:

- Students may not work together on any projects unless specifically given approval by the teacher.
- Students may not copy another student's work and submit it as their own.
- Students may not use any aid on a test or exam without the specific approval of the teacher.
- Students are not to **give** other students aid or assistance - for example, a student who has taken a test in an earlier class or on a previous day is NOT to give information about that test to a student who has yet to take the test.
- When students use information from a source other than their textbook or teacher's lecture notes to complete a project or a paper, the source(s) must be cited in accordance with acceptable format as specified by the teacher.
- Parents are not to complete projects assigned to students. A teacher may allow parents to assist students in some particular fashion, but the project is designed to help the teacher determine what the **student** knows or can do.
- Students may utilize Artificial Intelligence (AI) to aid in developing ideas and research. Students may not submit any AI generated materials or content as their own work.
- Students may not utilize any technology based programs to generate work and submit it as their own work (i.e. AI, Photomath, etc).

Students who fail to abide by these guidelines will receive a grade of zero for the work in question and may face disciplinary action as well. This applies to students who provide unauthorized assistance as well as to students who seek or receive unauthorized assistance.

COMPUTER AND COMPUTER RESOURCE USE POLICY #3220 & 3225

Computers and computer resources are for educational use. All students must sign and have on file in their cumulative folder a Burke County Public Schools Acceptable Use Policy. Signed policies for returning students are still in effect. New enrollments must be sure to obtain, sign, and turn in an Acceptable Use Policy to the data manager, Mrs. Gibby. Students must be familiar with and follow the Burke County Public Schools Acceptable Use Policy. Students will be assigned a user name and a password. Students must use their own username and password to log on to the network. Passwords are to be kept private. Do not share your password.

Unacceptable use of computer resources may result in, but not limited to, of computers and computer resources. Examples of unacceptable uses are:

1. Accessing inappropriate websites. (i.e. accessing pornographic sites).
2. Using computers and computer resources for non-educational activities. (i.e. non-educational chat rooms, email, printing, digital imaging).
3. Logging in as anyone other than yourself.
4. Participating in non-educational activities, activities that are not teacher assigned.

Consequences:

Inappropriate or unethical use or failure to adhere to the guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

ANNUAL TECHNOLOGY (DEVICE) FEE

Students are required to pay \$25 each year for their device. Families with more than one student are required to pay \$50 total and are permitted to pay at any school in which they have a child attending. Any unpaid device fees will be added as a student debt.

SCHOOL COUNSELING GRADES 9-12

Student Last Names beginning A-L: Lauren Carlson

Student Last Names beginning in M -Z: Athena Johnson

Counselors are available to assist students as they deal with problems relating to school, family, friends, teachers, careers, college or other areas of concern. Students may express their concerns in a safe, confidential and non-judgmental environment.

If you have any questions or concerns, please see your counselor. They are here to help you examine your interests, aptitudes, job preferences and can help develop a program of study to prepare you for college and careers. Information about high school graduation, school credits and registration, college admissions or financial aid for college is available in the guidance office.

PROCEDURES FOR SEEING YOUR COUNSELOR OR OTHER SUPPORT PERSONNEL

Prior arrangements and approval must be made with your teacher when missing class time for counseling sessions. "Drop-in" visits by students with a counselor will not be accepted as an excuse for tardies to or absences from class. Counselors can initiate student contact. If the situation is such that a student needs to see a counselor immediately, the teacher will call the counselor. Parents are encouraged to communicate with the school counselor. Conflict Resolution should be utilized when needed. Administrators, teachers and students may fill out referrals.

SCHEDULE CHANGES

The Patton High School master schedule and course offerings are built on student requests. Therefore, there is limited overall flexibility available to accommodate changes. To request a schedule change, students must complete the Schedule Request Change Form located on the bottom of their schedule. **Students may not report to the office for a schedule change.** They should complete the form online and wait to be called to the office by Mrs. Holt. Schedule changes that are denied will be communicated via email. No schedule change will be allowed after the first 5 days of the school year.

Students register for both semesters of the school year. Schedule changes are permitted only for the following reasons:

Schedule Changes

1. Incomplete schedule/computer error
2. Graduation requirement for seniors
3. Failure of a pre-requisite course
4. Balance academic courses

All schedule changes must be approved by the administration or a counselor.

INFINITE CAMPUS PARENT PORTAL

Burke County Public Schools provide access to web-based portal that allows parents to view their student's schedule, classroom assignments, grades, attendance, demographic data, etc. This product is available to parents/guardians. In order to gain access to this important tool, please see the Data Manager, Mrs. Gibby, in the main office. Each parent must sign an acceptable use policy as well as receive log-on information.

EXAM POLICY

1. To earn credit, a student must complete an assessment consisting of either an End-of-Course Test or North Carolina Final Exam administered according to guidelines of North Carolina Annual Testing Program, a vocational competency test (VoCATS) or, in courses with no mandated test, a teacher-prepared cumulative final examination.
2. Exams can only be made up or taken early in certain cases where approved by the Principal.
3. A student must take the End-of-Course test or CTE State Assessments in any course requiring one in order to get credit for the course. The End of Course test and CTE State Assessments test will count as the final exam. The grade earned on the End-of-Course test will be made part of the student's permanent record.
4. **All AP students are required to take all AP exams, no exceptions.**
5. CTE completers are required to take the Workkeys Assessment.
6. Final assessments will count 20 percent of the final grade in the course.
7. Students may not take exams earlier than the scheduled exam period.

8. An exam schedule will be made available to students at the earliest possible date.
9. Exam exemptions are only allowed for teacher-prepared final exams, when eligibility is met.

EXEMPTION FROM EXAMS

A student may be exempt from an exam in any course where a state-mandated End-of-Course Test, or CTE State Assessment is not required if

1. The student has an “A” average in the course and no more than three (3) unexcused absences.
2. The student has a “B” average in the course and has no more than two (2) unexcused absences.
3. The student has a “C” average in the course and has no more than one (1) unexcused absence.
4. A student with 5 or more unexcused tardies for a class during the semester is NOT exempt from that class exam.

**** Any student has the option to take any exam from which the student is exempt. Students who have ISS or OSS are not eligible for exam exemption.**

[Tardy Policy -R.](#)

Driver Education Information

Students are invited (through their school email) to a driver education class based on their birthdate.

A few weeks before their 15th birthday, students need to begin checking their Burke County Public Schools email for information about an upcoming driver education class.

The Burke County Board of Education has approved a \$65 fee for Driver Education. The fee is non-refundable and non-transferrable to any school outside of Burke County. Students will pay this fee unless they are approved for a reduced-price waiver. Waivers may be picked up from the bookkeeper at the high schools. Students must PREPAY the \$65 driver education fee once they are emailed information about joining a class.

[Driver License Guidelines/ Requirements](#)

A student must have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. This certificate will be issued upon completion of the Driver's Education Course and with evidence of a student's **adequate academic progress**. The Division of Motor Vehicles (DMV) will not issue a driver's permit or license without a Driving Eligibility Certificate. Driving eligibility and driver's license are a function of the NC Division of Motor Vehicles and not Burke County Public Schools. Questions should be directed to the Driver's Education Coordinator, Tammy McNabb (828) 502-0984.

ADEQUATE ACADEMIC PROGRESS means that students must pass 3 out of 4 courses or 70% of courses each semester. ADEQUATE ACADEMIC PROGRESS is evaluated at the end of each semester. Students who do not meet this criterion or who drop out of school will be reported to the DMV and will have their permits or licenses revoked.

AUTOMATED EXTERNAL DEFIBRILLATOR

In the event of a cardiac emergency, there are three AED units on campus. The locations are placed strategically throughout the building or with predetermined individuals: School nurse, Mrs. Storie and Athletic Training Room.

BCPS STUDENT CODE OF CONDUCT

[Click Here](#)

TOBACCO PRODUCTS - STUDENTS

[BCPS Board Policy #4320](#)

Students shall not use or possess any type of tobacco/vape products on school property during the time school is open for the school day or for any supervised school activities, or when being transported to and from school in a school vehicle. (This includes school-sponsored events such as dances, field trips, athletic functions, etc. while participating or being under the direct supervision of a school staff member). This policy is in effect for any Burke County student on any campus of the Burke County Public Schools or attending any school sponsored functions off campus.

Possession/Use

- a. First Offense: Three (3) days in-school suspension with enrollment and successful completion of cessation program. Confiscate products.
- b. Second Offense: One (1) to three (3) days out-of-school suspension with continuation of cessation program. Confiscate products.
- c. Third Offense: Three (3) to five (5) days of out-of-school suspension. Confiscate products. Recommend students for intensive cessation program completion.
- d. Fourth Offense: Ten (10) days out-of-school suspension with recommendation for long term suspension. Confiscate products

Possession or Use of Marijuana, Narcotics, Stimulants, Depressants, Alcoholic Beverages, Vaping Devices with Illegal Substances, and any Other Unauthorized or Illegal Substance or Drug Paraphernalia, and Counterfeit Form of Said Substances

Students shall not possess, be under the influence of, or use marijuana, narcotics, stimulants, depressants, counterfeit form of an illegal substance, vaping devices with illegal substances, alcoholic beverages or any other unauthorized or illegal substance or drug paraphernalia. **Law enforcement and parents shall be notified.**

- **First Offense for Possession/Use:** Three (3) to five (5) days out-of-school suspension with enrollment and successful completion of cessation program and loss of extracurricular activities for duration of suspension. A parent conference with school administration will be required and products shall be confiscated.
- **Second Offense for Possession/Use:** Five (5) to seven (7) days of out-of-school suspension, loss of extracurricular activities for duration of suspension and continuation of cessation program. A parent conference with school administration will be required and products shall be confiscated.
- **Third Offense for Possession/Use:** Ten (10) days out-of-school suspension with recommendation for long term suspension. Recommend students for intensive cessation program completion. A parent conference with school administration will be required and products shall be confiscated.

CELL PHONES and other ELECTRONIC DEVICES

[BCPS Board Policy #4318](#)

These items will be allowed during class changes and lunch only. **Students are not permitted to use headphones/earbuds during the school day unless permitted by the classroom teacher. Students may listen during lunch only. Any students found taking inappropriate pictures or videos with a cell phone or other device will receive a minimum of 3 days OSS. Since the above items are prohibited at school, neither school officials nor the School Resource Officer will try to recover lost or missing items.** No external speaker systems can be used on campus. A student's device may be searched by a school administrator if the school official has reason to believe the search will provide evidence that the student is or has violated the law, school board policy, the student code of conduct or a school rule. Searches will be carried out in a manner consistent with school board policy.

Violation of this policy will have the following consequences:

- **First Offense:** The electronic device shall be confiscated by the teacher. Notification shall be sent to the parent by the teacher. Parents may pick it up at the end of the school day from the teacher.
- **Second Offense:** The electronic device shall be confiscated from the student and held in the office for parent pick up. The administration shall conference with the parent and student about appropriate use of devices and expectations of school procedures.
- **Third Offense(s):** The electronic device shall be confiscated from the student and held in the office for parent pickup. The administration shall conference with the parent and student about how repeated disregard for this procedure will lead to other discipline as appropriate. The student will no longer be allowed to bring an electronic device to school except as approved by a principal.
- **Subsequent offense(s):** The electronic device shall be confiscated, and the parent shall be notified by an administrator. The parent may pick up the electronic device from the school office, and the student may receive additional days of in-school or out-of-school suspension as deemed appropriate by school administration.

DRESS CODE

The items below are some of the main points of the Dress Code and are not intended to represent the entire document. **The entire Student Code of Conduct can be found on the BCPS web page. [BCPS Board Policy 4300R](#)**

- Female Dress: No exposed cleavage (tops may not plunge lower than 3 inches from the collarbone), no exposed undergarments/undergarment straps, minimum of 3 fingers worth of clothing on shoulders, no tops that dovetail inward in the back and expose the girl's back, no fishnet or see-through garments worn over other inappropriate garments, no leggings or tights unless a garment within the dress code length is worn over them, no shorts, skirts, or dresses that are mid thigh or shorter..
- Male Dress: No sagging or slacking pants, no garments w/alcohol, tobacco, drugs, racist images/words, or obscenity.
- Hats allowed - Teacher Discretion in the classroom
- Hoodies are not allowed to cover your head
- Males AND Females: No pajamas or pajama shoes.
- No blankets
- No bandanas

DISCRIMINATION, HARASSMENT, & BULLYING

Students shall not bully or intimidate other students. *Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm.*

These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 – Prohibition Against Discrimination, Harassment and Bullying and 4015 – Discrimination, Harassment, and Bullying Complaint Procedures).

- **First Offense:** Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.

- **Second Offense:** Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.
- **Third Offense:** Ten (10) days out-of-school suspension and cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.

RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

- Taking a seat. When a passenger enters the school bus, he should take a seat quickly and remain seated. He should refrain from moving around in the bus when it is in motion.
- Keeping Limbs inside. A passenger must keep his head, arms, and feet inside the bus at all times.
- Throwing Objects, Shouting, and Waving. Objects should never be thrown in the bus or out the windows. A passenger should not shout and wave to pedestrians or occupants of other vehicles from the bus windows.
- Keeping the Aisle Clear. Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
- Indecent Language, tobacco Use (vapes, jules, e-cigarettes,etc). Passengers must never use profane and indecent language, tobacco, or alcoholic beverages while riding a bus.
- Playing. Playing or scuffling on the school bus is not allowed.
- Care of the Bus. A passenger must never mar or deface the bus in any way.
- Emergency Door. Passengers must never tamper with the emergency door or any part of the bus. An open emergency door is very dangerous while the bus is in motion.
- Extension of School Day. Time spent on a bus is an extension of the school day; therefore, students fall under all school rules while on a bus.
- Students must have a note signed by an administrator to ride a bus other than their regular bus.

RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

DISCIPLINARY ACTION FOR BUS VIOLATIONS:

- 1st Offense - Warning and/or Bus Suspension.
- 2nd Offense - Up to 5 Day Bus Riding Suspension.
- 3rd Offense - Up to 10 Day Bus Riding Suspension.
- 4th Offense - Bus Riding Suspension For The Remainder Of The School Year.

CONDUCT AND DISCIPLINE

[BCPS Board Policy 4300R](#)

High school students should be mature enough to understand the importance of rules and regulations and why they are needed. The basic rule that we must all follow is the rule of good citizenship: honesty, respect for self and others, practicing the principles of good sportsmanship and conduct, conducting oneself in a manner befitting the dignity of a human and the dignity of the school.

Violations that may result in in-school suspension, and out-of-school suspension are listed here also.

- Excessive tardies
- Class cuts
- Class disturbances
- Profanity
- Forged notes
- Leaving school without permission
- Gambling
- Parking and driving violations
- Bus discipline problems
- Breaking lunch line
- Cutting assembly or misbehaving at assembly
- Dress code violations
- Cell phone violation

Some serious violations of school rules that result in immediate suspension ranging from one day to suspension for the remainder of the term are:

- Possession, use, or sale of any alcoholic beverage or narcotic without the

authorization of a medical prescription; or tobacco use

- Stealing;
- Possession or use of fireworks;
- Possession or use of weapons (including knives);
- Fighting;
- Tampering with fire-alarm systems;
- Insubordination (refusing to give your name to a school official, refusing to accompany school official to the office, refusing to follow established procedures of the classroom, school, county);
- Vandalism; defacing or destruction of school property.

Students are subject to disciplinary action for gathering and encouraging fighting or physical violence.

CONSEQUENCES FOR STUDENT CODE OF CONDUCT VIOLATIONS

Minor Violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- Parental involvement, such as conferences;
- Isolation or time-out for short periods of time;
- Behavior Contracts;
- Instruction in conflict resolution and anger management;
- Peer mediation;
- Individual or small group sessions with the school counselor;
- Academic intervention;
- In-school suspension;
- Detention before and/or after school or on Saturday;
- Community service;
- Exclusion from graduation ceremonies;
- Exclusion from extracurricular activities;
- Suspension from bus privileges; and

- Placement in an alternative school.

Serious Violations Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in BCPS Board Policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

Articles not allowed at school: Articles that interfere in any way with school procedures, disrupt instructing or become hazards to the safety of others are not allowed.

SEARCHES POLICY BCPS BOARD POLICY #4342

Teachers and administrators are charged with the responsibility of maintaining order at school and providing an equal opportunity for education to all students. In exercising this responsibility administrators on occasion may have to search an area or a person. The student has the right to be free from an unreasonable search of his or her person. However, school officials have the right to search a student's person or possessions if they have reasonable suspicion. In addition, Patton High School Administration may conduct random searches of vehicles, lockers, buses, and classrooms.

MEDIA CENTER

- Students may come to the media center to do schoolwork during the day **with a signed teacher pass.**
- Students may come to the media center before and after school. If students wish to come to the media center during their lunch, they must have a pass from a teacher or an administrator to leave the cafeteria.

- Students may come to the media center to do schoolwork, check out and return books, read or study quietly. Food is **not permitted**.
- It is the responsibility of the student to speak with a Media Specialist upon entering the media center during class time.
- According to BCPS Policy, all students must read, sign, and return the Acceptable Use Policy (AUP) before using any school-owned computers. Completed AUPs are kept on file in the media center.
- Books in the general collection may be checked out for ten days. Reference books do not circulate and may only be used in the media center or in a class if the teacher has requested them.
- **Any book not returned by the end of the semester will be charged to that student on the debt list. This will prevent the student from receiving his/her report card and schedule for the next semester.**
- Library use, including Internet access, will be lost if library and Internet privileges are abused.

LOCKERS

- Students may request a locker from Mr. Gregory.
- Each student is responsible for damage done to his/her locker/lock or school issued equipment/materials.
- Any malfunction or damage to a locker/lock should be immediately reported to administration.

CAFETERIA AND LUNCHROOM

- Students may eat in the school cafeteria or bring their lunch from home. They are not permitted to leave campus for lunch and are expected to eat only in the designated areas. Food should not be taken to the classrooms or other parts of the building.
- Students may eat in the school cafeteria or bring their lunch from home. **BCPS does not allow students to Doordash food to the school.** Students are not permitted to leave campus for lunch and are expected to eat only in the designated areas. Food should not be taken to the classrooms or other parts of the building.
- When finished with their meal, students are expected to place all trash in the proper receptacle. Failure to follow this guideline will result in disciplinary action.

Additionally, students are expected to leave a clean table as other students will eat after them. All students will remain in the cafeteria during lunch.

- Students should employ courtesy in lunch lines. Breaking line is considered an offense against your fellow students. Running to the cafeteria is not permitted.

SCHOOL DEBT

School debt could result in the loss of extracurricular privileges. This includes but is not limited to school dances, prom or a loss of parking privileges. Debt not paid by the last day of school to the cafeteria, is paid by the student's current school. Households will need to make arrangements with that school for payment. **The debt will become part of the student's file and will follow the student through all grade levels, until paid.** If debt is not paid this could affect student's participation in non-mandatory extracurricular activities as noted previously.

Cafeteria will allow students to charge school lunches under the following conditions:

- All money borrowed is expected to be paid back and is considered debt. Cafeteria will document all charges.
- Student with cafeteria debt may not be able to participate in extracurricular activities until the debt is paid in full.
- *Students with \$15 or more of debt will have their driving privileges suspended until debt is paid in full.*

MESSAGES AND DELIVERIES FOR STUDENTS

School staff will only take messages for students that can be delivered at the end of the day and will not be responsible for failure of students to get said messages. No student will be pulled from class and no class will be interrupted in order to deliver a message without Administrative approval. Parents may bring school-related items (school work, books, projects, athletic equipment, clothing, etc) to the front office for their children in rare situations but this will not be allowed to become a common occurrence. Deliveries from outside agencies are not allowed for students.

TELEPHONE USE

Students and teachers will not be pulled from academic/instructional classes to accept phone calls except in extreme cases of emergency.

PARENT AND SCHOOL PERSONNEL CONFERENCES

Due to the wide variety of teaching schedules, parents wishing to have a conference with a teacher must contact the teacher or leave a message with the student's counselor to arrange a conference.

PAYMENTS

Students who must make payment to the school of any amount \$50.00 and higher must make it in cash, check or money order made out to Patton High School. Any payment to any department or group affiliated with Patton High School should always be made out to Patton High School and not to the teacher in charge of collecting the money, nor to the company providing the service. Students will be given receipts for any money they pay to Patton High School.

A \$20.00 service charge will be applied to all return NSF check.

PROM GUIDELINES

Eligibility

- Juniors and Seniors are eligible to attend and may purchase a guest ticket. Guests may be any high school student or any person 20 years old or younger with an approved guest form. **Students can have no more than five unexcused absences for the semester and passing 3 out of 4 classes.** Students attending the PHS prom are not allowed to have any school debt. ***Guests who are freshmen or sophomores at PHS or who do not attend PHS must be approved by the Administration prior to purchasing a ticket. Guest application forms must be completed prior to ticket purchase. All student debt must be paid prior to purchasing a prom ticket.***
- **Disciplinary/attendance/behavior requirements within the current school year**
 - **OSS:** Students with any days of OSS may not attend the prom.
 - **ISS:** Students with more than three days of ISS may not attend the prom.

**Freshmen or sophomores with any OSS or more than three days of ISS may not attend the prom as a guest.*

Students who are ineligible to attend the prom may submit an appeal to the administration. Appeals are accepted from January through April prior to the prom. Students will be notified of the appeal decision within one week of the appeal's submission. **Freshmen, Sophomores and Guests are not able to appeal.*

Prom ticket prices will be announced in January at the start of second semester and when ticket sales will take place. Once a student is at the prom, he/she will NOT be allowed to leave and return. A prom King and Queen will be elected from the senior class. No canes will be allowed. **All students must be in attendance for the whole school day in order to attend PROM. Tickets will be distributed at the end of fourth period, the day before the Prom.**

Prom Attire/Conduct

This is a formal event and formal attire is required- suits and ties or tuxedos for men and long or short formal wear for ladies. Clothing should be tasteful, appropriate for a high school function and not excessively revealing.

Student conduct per the student handbook will be upheld at the prom. Students may be removed from the prom for non-compliance without reimbursement.

Prom King/Queen

Voting for the King and Queen will be held at the Prom and any PHS senior who attends will be eligible to win. Junior and Senior PHS students will be eligible to vote.

HOMECOMING DANCE

Guests may be any high school student or any person 20 years old or younger with an approved guest form. Guests who do not attend Patton High School must complete the guest application form and be approved at least one week prior to the dance. **Students attending the homecoming dance can have no more than five unexcused absences for the semester and passing all course work.** All school debt must be paid. Attendees must have a pre-sold ticket with their name on it. A photo ID along with the pre-sold ticket

will be required to gain entry into the dance. Guest application forms with due dates will be available at the front desk a few weeks prior to the date of the dance. All student debt must be paid before purchasing a homecoming dance ticket.

- **Disciplinary/behavior requirements within the current school year**
 - **OSS:** Students with any days of OSS may not attend the homecoming dance.
 - **ISS:** Students with more than three days of ISS (partial or whole) may not attend the homecoming dance..

HOMECOMING COURT AND ESCORT SELECTION

The purpose of the Homecoming Queen is to represent the student body of Patton High School by exemplifying the spirit and highest standards of the school.

Senior Selection Process/Procedure

The Homecoming Court shall be chosen from the senior class by the senior class. School administration will use the following procedures to compose the nomination ballot for the homecoming court:

- **A comprehensive list of all senior females will be ran from Infinite Campus**

After nomination based on senior class votes:

- **Students not eligible based on the Homecoming Queen eligibility requirements below will be excluded.**
- **Students will be able to “opt-out” if they wish not to be nominated for the court.**
- **A final list of eligible students will be used as the official Homecoming ballot.**
- **In the event of a tie, both students will have the opportunity to be on the official Homecoming ballot.**

Each senior may nominate 6 girls from the nomination ballot. The 12 girls who have the most nomination votes will comprise the Homecoming Court.

The Homecoming Queen shall be chosen from the 12 nominees by a school-wide election. She will be crowned during the halftime ceremony at the homecoming football game.

Homecoming Escorts

Homecoming escorts shall either be a parent of the homecoming court participant or a male from the senior class and meet the same guidelines as the 12 nominees chosen for the court. Each of the 12 escorts shall be chosen by the nominee. Due to game conflicts, varsity football players participating in the Homecoming game are not eligible to be escorts.

Academic Requirements

- Nominees must have a minimum 2.0 GPA, unweighted.
- Nominees can have no course failures or credit losses due to the attendance policy during her tenure in high school.

Homecoming Queen Eligibility Requirements

- Must have passed at least 20 credit hours, thus obtaining Senior class status.
- Must be enrolled at Patton High School.
- Must have no out-of-school suspension (OSS) violations during the current school year.
- Must have had no more than three (3) full days of in-school suspension (ISS) during the current school year.
- Must have no felony or misdemeanor criminal convictions.
- Must be present for the full 90 minutes for all on-campus classes the day of Homecoming.

Homecoming Queen Responsibilities

The Homecoming Queen will be expected to represent Patton High School in various school and community functions such as Christmas parades, school pageant events and other functions as assigned by the Homecoming advisor.

Homecoming Court Dress

Clothing should be tasteful, appropriate for a high school function, and not excessively revealing.

*****The School Administration shall have final approval of the Homecoming Court and have the right to remove any candidate which would not exemplify the highest standards of the school.*****

STUDENT DRIVING AND VEHICLE PARKING

Driving a vehicle is a privilege that carries with it much responsibility. Students who drive to school must at all times accept and carry out those responsibilities. Once a student arrives at school, the student may not leave campus without parental permission. Safety and compliance with driving regulations are the main concerns of the administration. **Failure to comply with standards of parking and driving will jeopardize the privilege of driving to school. Repeated offenses can result in loss of eligibility to purchase future parking passes. All vehicles must be registered by the student.** Registration forms are available at the front desk. Students must have a parking pass to park on campus visibly hanging in their vehicle while on campus. Parking passes for student parking cost **\$50.00 per year.** Registration forms must be presented with the parent's or guardian's signature when purchasing the pass. Upon completing the registration form, students and parents agree to the following:

- To operate the vehicles safely and in a courteous manner at all times.
- To park the vehicle in a marked place designated for students immediately upon arrival at school and leave the car immediately after parking. Students are not to park in the Teacher's Parking Lot.
- Students are expected to report to school immediately upon arriving on campus. They are not permitted to hang out or remain in cars before, during or after school hours.
- Students are not to go to the car anytime during the day (this includes the lunch period or between class). Any student in the parking lot during lunch without a note from the office should expect disciplinary action. Once the car is parked in the morning, it is to remain in the lot for the entire day. If a student has to leave school by vehicle, he or she must first obtain permission in the main office and follow the correct sign-out procedure which includes receipt of a check-out form.

- To operate only a vehicle that has been safety inspected according to the North Carolina law.
- To drive with extreme caution during the time other students are walking, riding bicycles, or riding motorized two-wheeled vehicles to and from school.
- To display the parking pass registration tag issued by the school in the designated location on the vehicle.
- Traffic violations, reckless driving of any type, overloading of vehicles or violation of the aforementioned points could result in suspension of a student's privilege to drive to school.
- Students who engage in reckless driving will be ticketed and lose driving privileges. Passing in the parking area, speeding, spinning tires, cutting across the parking lot, or driving in any fashion that is dangerous constitutes reckless driving.
- Students are not permitted to haul passengers in the bed of trucks.
- Students may not purchase parking tag if they have outstanding debts owed to Patton High School.
- Sophomores, juniors and seniors may purchase a parking tag and drive to school.
- Students will lose driving privileges for 9 weeks following a 10-day suspension.

The cost of a replacement DRIVER'S ELIGIBILITY CERTIFICATE due to loss or expiration is \$10.

PARKING FEE SCHEDULE

- \$50 - For Parking Passes purchased from August - December 31.
- \$25 - For Parking Passes purchased from January 1 - May 31.
- \$10 - Replacement Tag fee

PARKING TICKETS

Parking tickets will be issued for violation of parking and registration regulations. Failure to pay the fine will result in accumulation of student debt. A fine will be charged for the following:

- Failure to register vehicle (\$5.00)
- Failure to display parking pass (\$5.00)
- False registration of vehicle (\$5.00 and/or suspended driving

privileges/administrative decision; or loaning or using another student's registration tag)

- Parking in a restricted area (\$5.00)
- Parking in a no-parking zone or loading zone (\$5.00)
- Blocking other vehicles (\$5.00)
- Parking in the wrong parking lot (\$5.00, and/or suspended driving privileges)
- Parking in the wrong parking space (\$5.00)
- No parking on left-hand side or driver's side of the curb (\$5.00)
- Misuse of tag (\$5.00 and suspended driving privileges/administrative decision.
- Reckless driving (\$20.00 and suspended driving privileges)

WRITING AND COLLECTION OF PARKING FINES

Anyone found parked incorrectly, parked in more than one space, no display of parking pass, etc, will be fined. The student has five days to pay the ticket. Any ticket not paid within five days will result in a disciplinary referral to Administration. Any tickets written without a parking permit number will have the vehicle information referred to a SRO who will investigate ownership of the vehicle and disciplinary action will be taken. All parking fines are to be paid to the front desk. All fines must be paid prior to graduation.

TEMPORARY PARKING

- Temporary parking permits will be issued by the Administration before the beginning of the school day. A student who has a parking tag can obtain a temporary permit if for some reason he/she must drive a different car. The student must advise how long they will need the temporary tag and must provide their parking tag number.
- A student's vehicle is subject to search by proper school officials if there is reasonable suspicion to believe that drugs, alcohol, firearms, stolen property or other contraband might be present in the vehicle. If evidence to support criminal conduct is obtained, law enforcement officials will be called in to assist in the search.

VISITORS POLICY

Patton High School operates with a closed campus policy. All visitors must use the front entrance of the school and report to the receptionist's desk. Infants and children SHOULD NOT be brought to school during school hours. All parents and visitors are to sign in at the

receptionist's desk in the office and be issued a visitor's badge.

Computer and Computer Resource Use Policy #3220 & #3225

Computers and computer resources are for educational use. All students must sign and have on file in their cumulative folder a Burke County Public Schools Acceptable Use Policy. Signed policies for returning students are still in effect. New enrollments must be sure to obtain, sign, and turn in an Acceptable Use Policy to the Media Center. Students must be familiar with and follow the Burke County Public Schools Acceptable Use Policy. Students will be assigned a user name and a password. Students must use their own username and password to log on to the network. Passwords are to be kept private. Do not share your password.

Unacceptable use of computer resources may result in, but not limited to, of computers and computer resources. Examples of unacceptable uses are:

1. Accessing inappropriate websites. (i.e. accessing pornographic sites).
2. Using computers and computer resources for non-educational activities. (i.e. non-educational chat rooms, email, printing, digital imaging).
3. Logging in as anyone other than yourself.
4. Participating in non-educational activities, activities that are not teacher assigned.

Consequences:

Inappropriate or unethical use or failure to adhere to the guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Dear Parent or Guardian,

This letter is to notify you of your right of access to your child's record, which is located in the records room at Patton High School. If you would like to view your child's record, please contact your child's guidance counselor in order to fill out the appropriate form.

The school may, without the consent of parents or students, release data that is regarded as directory information (i.e. name and address of the parents or guardian, birth date, academic record, level of achievement, and attendance data) to:

1. Other school officials, including teachers, within the system who have a valid legitimate educational interest.
2. The state superintendent and his officers or subordinates so long as the intended use of the data is consistent with the superintendent's statutory powers and responsibilities.
3. Officials of other school systems in which the student intends to enroll.

It should also be noted that the names and mailing addresses of students at Patton High School may be released to local community colleges and Armed Forces recruiters unless parents or students have requested that such information not be released. If you request that such information not be released, please sign at the bottom of this form and have your child return it to the receptionist, by. If this form is not returned, your child's name and mailing address will be released. Thank you for your attention to this matter.

Sincerely,

Dr. Ross Rumbaugh
Principal, Patton High School

Student Name (Printed): _____

Parent Name (Printed): _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

PROJECT CHILD FIND

What is Project Child Find? An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

Who are the Children?

- Children and youth who have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance.

What Help is Available?

- A complete evaluation and, if appropriate,
- An Individualized Education Program for children with a disability beginning at age three,
- An Individual Family Service Plan for each child with a disability birth through 2, or
- A referral to other agencies when needed.