

Vance Charter High School

Student/Parent Supplemental Handbook



2025-2026

Approved 7-14-2025

INTRODUCTION

The Vance Charter High School Student/Parent Handbook includes procedures that will be used during the 2025-2026 school year. It is a companion to the K-8 Student/Parent Handbook. Students and parents in high school are expected to comply with the provisions of both handbooks.

ARRIVAL AND DISMISSAL

Arrival for high school students is between 8:00am and 8:25am. High School students who arrive to school with their younger siblings should report to the high school cafe. HS Students arriving by parent driver after 8:00am, should be dropped off at the front door of the high school building and report to the high school cafe. All high school carpool, coming from Lowe's direction, should turn in the first school entrance and make the first right in front of the high school (Note: This is a one-way traffic pattern). Students are dismissed at 3:30pm. All students in grades 9th-12th will be dismissed at 3:30pm from the back of the high school building, with the exception of student drivers. Student drivers will be dismissed from the student parking lot in front of the high school building. Student drivers who are transporting younger siblings will pick them up from the high school cafe at 3:30pm, then report to the student parking lot. Parents picking up high school students with younger siblings should not plan to arrive before 3:25pm. If you arrive before 3:25pm, you will mix in with K-8th dismissal. Any high school student who remains in the building after 3:45pm must be participating in tutoring, athletics, the after-school program, or another after school activity with adult supervision. Parents will pay for the cost of the after-school program.

DAILY BELL SCHEDULE

1st Period	8:30-10:05
2nd Period	10:10-11:45
3rd Period	11:50-1:50
1st Lunch	11:45-12:15
2nd Lunch	12:20-12:50
4th Period	1:55-3:30

ATTENDANCE

All students are at risk of failing a class if the student misses over 8 days in a specific course. The parent/student must bring documentation identifying the reason for the student's absence. If a student misses over 8 days in one or more courses, the student MUST complete an attendance waiver and turn into the principal by a time to be determined. Upon review of the attendance waiver, the principal has the authority to approve or deny the waiver. Students not receiving credit for a course due to excessive absences will receive a letter grade of "FF" on their report card/transcript.

Attendance waiver approval will include review of excused and unexcused absences. Excused absences include the following: illness or injury verified by parent notes or medical documentation; quarantine; death in the immediate family; medical or dental appointments; court proceedings; religious observance; or educational opportunities that were previously approved by the Principal will receive an excused absence.

When a student is absent we are requiring students to **submit a note within 3 days**. This is for excused and unexcused absences. The note should document the reason for the absence and any medical, court, or parental documentation that should accompany the note. We have two ways that you can turn in the note for the absence:

1. Email the reason absent to hsattendance@vancecharter.org

OR

0. Turn in a hard copy note. You can write a note or complete a form that we have available in the high school office. The form can also be found by clicking this link: [ABSENCE FORM](#)

If a note is not received within 3 days, the student will serve detention during lunch, or at the end of their class time if they don't have lunch on campus. If a student obtains prior approval from the principal for an educational opportunity, this absence will be coded as such in Infinite Campus. If you have questions about attendance codes, please let us know. Joining the parent portal will help you monitor your student's attendance. **Our goal is not for students to serve detention, our goal is to properly document absences as excused or unexcused.**

Students who have more than 8 absences per semester, excused and/or unexcused, will be required to submit an appeal form at the end of the semester. The appeal form will be available in the High School office, or you can print it by using this link: [25-26 Waiver/Appeal Form](#)

These students will then be given an appointment time during exam week to come before the attendance panel to share the reasons for their excessive absences. This is **required** and part of the decision if the student will receive credit for the course or if the student will receive a FF for the course.

Our goal is to have our students in class each and every day. We do understand that students get sick, have appointments, and other important obligations come up. Communicating these absences is vital to ensuring your student's absences are documented correctly and to help hold students accountable for their absences. Missing instruction is detrimental to academic success, and we only want students missing class if there is an important reason to miss school. Please note that when students are sick, students should follow the fever policy that states students can return after being 24 hours fever free without medication. If you have questions, please notify our school nurse.

Please continue to remind your student(s) that, as high school students, it is their responsibility to talk with their teachers to get their makeup assignments. In addition to getting with each teacher to get

assignments, students must meet the expectation of turning work in within the stated guidelines, which is outlined in our handbook:

Students with absences will have two (2) days per each day of absence to turn in work missed during the absence. Teachers may afford students additional time in making up assignments per their discretion. This may include accepting work with partial credit.

LUNCH

High school students may not leave the campus of Vance Charter School at any time during the day unless they are enrolled in a Career and College Promise course at Vance-Granville Community College or they are signed out by a parent. Students are not allowed to leave school for lunch. If students have parents or guardians deliver lunch to school for students, they will only be able to get it during their scheduled lunch time. Lunch service deliveries are not allowed (i.e. grub hub, door dash, etc.)

STUDENT PARKING

Students with valid driver's licenses may park in the parking lot directly in front of the high school building. Students are not allowed to park in any other parking area on campus. All students who park at school must display a parking pass, which may be purchased at the school office. Passes are available for \$50.00 at the beginning of the year. Passes purchased after school starts will be priced at a prorated cost; \$25 per semester. Students are expected to obey all traffic rules designated on campus. The principal may suspend or revoke student driving privileges for any of the following behaviors: failure to park in a student designated area, speeding on campus, reckless driving, not obeying traffic laws on campus.

STUDENT COURSE LOADS

High school students will take a full load of courses (8). They will be enrolled in four courses in the fall semester and four courses in the spring semester. Students whose schedules include online classes will have a designated period during their schedule to work on those courses at school. Juniors and Seniors with an online class may work at home with administrative and parental permission.

RECOMMENDATIONS FOR HONORS AND AP COURSES

Students who are interested in taking honors and Advanced Placement courses must have a minimum of one teacher's recommendation. Documentation of the necessary recommendation must be provided to the School Counselor.

CAREER AND COLLEGE PROMISE

Eligible high school students may enroll in Career and College Promise courses at Vance-Granville Community College. Vance Charter School is not responsible for any costs, including fees and textbooks associated with these courses.

COURSE WEIGHTS AND GRADING

Vance Charter High School uses the state-mandated 10-point grading scale. The grading scale and points for grade point averages in standard academic courses are:

A	90-100	4 grade points
B	80-89	3 grade points
C	70-79	2 grade points
D	60-69	1 grade point
F	Below 60	0 grade points

Courses designated as honors courses have an additional 0.5 grade point added for grade point calculation. AP and dual enrollment community college courses have an additional 1.0 grade point added for grade point calculation.

LATE WORK ACCEPTANCE

Students with absences will have two(2) days per each day of absence to turn in work missed during the absence. Teachers may afford students additional time in making up assignments per their discretion. This may include accepting work with partial credit.

GRADING POLICY

Quarterly high school course grades are computed using the following proportions:

Major	40%
Minor	60%

SUCCESSFUL COURSE COMPLETION

Students must complete courses with a final average grade of 60 or higher to earn credit for the course. Averages will be calculated with the final exam or EOC (Math I, Math III, Biology, English II) factored as 20% of the final grade. A student who misses over 16 days of an individual year-long class or over 8 days of a one semester class will be in jeopardy of not receiving academic credit for that class. If a student misses over 8 days in a specific class, an attendance waiver MUST be completed and turned in to the Principal.

EXAMS

All high school courses will include a final exam or EOC, as required by the NC Department of Public Instruction. Students who participate in online courses through NC Virtual will take all required exams as stated in the Virtual Public School's policies.

COURSE OVERLOADS

High School students who wish to enroll in over eight credits in an academic year (including summer) must have permission from their parents and the Guidance Counselor. No overload requests will be approved for the fall semester in ninth grade or the fall semester for students entering VCS for the first time at grades 10-12. The following restrictions will apply.

1. The student must be in good academic standing.
2. The student must have a cumulative GPA of 3.5 or better.
3. Overload requests to enroll in North Carolina Virtual (NCV) courses will be approved in the order they are received, provided funds are available.

The Academic Overload Application is available from the School Counselor.

STUDENT CLASS AND GRADE DESIGNATION

Students at Vance Charter High School must have earned the following number of academic credits in order to be considered at the grade and classes from 10th through 12th grades:

10th Grade/Sophomore: 6 credits

11th Grade/Junior: 12 credits

12th Grade/Senior: 20 credits

SUMMER SCHOOL

Students at Vance Charter High School will be allowed to take summer school courses through NCV under the following conditions:

1. To promote to the next grade level
2. To meet graduation requirements for that current school year

DIPLOMA REQUIREMENTS

All students at Vance Charter High School are expected to complete and exceed the minimum requirements for graduation as established by the state of North Carolina. VCHS Students must complete 28 credits to earn a Future-Ready Diploma and 22 credits to earn a Future Ready Occupational Course of Study Diploma unless extenuating circumstances are present and the Principal approves a diploma for fewer credits that meet, as a minimum, the number of credits required by the North Carolina Department of Public Instruction to fulfill the graduation requirements of the state. Graduation requirements are summarized in the following table.

Future-Ready Core Diploma Requirements		
Content Area	Course Name	Credits
English	English I, II, III, IV	4
Mathematics	Math I, II, III; and a 4th Math Course to be aligned with the student's post high school plans.	4
Science	Earth/ Environmental Science, a Physical Science (Physics or Chemistry); and Biology	3
Social Studies	Any student entering 9th grade school year 2020-2021 or after- World History, Civics, American History, Personal Finance	4
Health & Physical Education	Health & PE	1
Electives	2 Elective credits of any combination from either: • Career and Technical Education (CTE) • Arts Education, 1 credit required • Second Languages 4 Elective credits, (including a 4-course concentration) strongly recommended from one of the following: • Career and Technical Education • Arts Education • Any other subject area (e.g., social studies, science, math, English, foreign language)	12
Total Credits		28
Future-Ready Occupational Course of Study Diploma Requirements		
Content Area	Course Name	Credits
English	OCS Pathway English I, II, III, and IV	4
Mathematics	Introduction to Mathematics, OCS Pathway Math I, and Financial Management	3
Science	Applied Science, OCS Pathway Biology	2
Social Studies	OCS Pathway American History I and II	2
Second Language	Not Required	
Health & Physical Education	Health & PE	1
Electives or Other Requirements	Occupational Preparation I, II, III, and IV	6
	Career and Technical Education (CTE)	4
Total Credits		22

N.C.G.S. 115C-81(b) allows exceptions for students who have an IEP (Individualized Education Plan) that identifies them as Learning Disabled in math and states that the disability will prevent them from mastering Math I and above.

*If a student fails an honors level course, the student will take the academic level course to meet graduation requirements.

LATIN HONORS

A Latin Honors system will be applied to recognize graduates of Vance Charter School with outstanding academic achievement. The following recognitions will be available:

- *cum laude* recognition will be awarded to graduates who earn cumulative grade point averages between 3.65 and 3.99.
- *magna cum laude* recognition will be awarded to graduates who earn cumulative grade point averages between 4.0 and 4.249.
- *summa cum laude* recognition will be awarded to graduates who earn cumulative grade point averages of 4.25 or better.

ATHLETICS

Vance Charter School complies with the North Carolina High School Athletic Association (NCHSAA) regulations. At VCS, athletic eligibility for each semester is determined by students' grades during the previous semester. In order to participate in interscholastic athletics, high school students must pass 3 courses each semester. Students must meet the standards for promotion each year to maintain athletic eligibility the following year. Students must also follow and meet the guidelines outlined in the Vance Charter School Athletic Handbook. The NCHSAA regulations may be found at nchsaa.org.

ARTIFICIAL INTELLIGENCE (AI)

Generative Artificial Intelligence (generative AI) tools like ChatGPT are a significant technological advancement that has the potential to support your learning. But with any new technology, there are significant limitations and risks associated with its use, misuse, and overuse. To support appropriate, responsible use of generative AI in your learning, these steps should be taken when determining if, how, and when to use generative AI tools. If these steps are not followed, your use of generative AI tools will be considered an academic integrity violation.

Step 1 Check with your teacher to find out if the assignment, homework, project, or assessment can be completed with the support of a generative AI tool, and if so, the level of generative AI support that is allowed (School and district leaders may wish to utilize or modify the Generative AI Acceptable Use Scale here to build common understanding and language about accepted level of use). **Step 2** If generative AI is allowed and used, share your conversations with the tool by adding the share link to the chat on your final product or works cited page so that your teacher can evaluate your learning process and how you partnered with the generative AI model, as well as your final product. As this area of technology is continually evolving, future additions to this procedure will be forthcoming.

PLAGIARISM

Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own. Plagiarism may result in a grade of 0 for the assignment. Per teacher discretion, students may have the opportunity to submit work for partial credit. Plagiarism is also a Level 2 disciplinary offense (see disciplinary policy).

CELL PHONES/AIRPODS/ELECTRONIC DEVICES

High School students may bring cell phones, airpods or other electronic devices to school. High School students may use cell phones, airpods or other electronic devices during lunch and class change ONLY. Students may not use their cell phone, airpods, or electronic devices during scheduled class time in the classroom, the hallway, or the bathroom. If a student needs to use their cell phones during class time to contact a parent, students must come to the high school office to do so. Cell phones, airpods, and electronic devices must be kept turned off, secured, and out of sight during class time. When the bell rings between classes, students may use their cell phones, airpods, or electronic devices until the next bell rings. Students that have cell phones, airpods, or other electronic devices that are out or used during class time (classroom, hallway or bathroom) will follow these consequences:

- 1st offense: cell phone/air pods/electronic devices will be confiscated and held in the office until the end of the school day.
- 2nd offense: cell phone/air pods/electronic devices will be confiscated and held in the office until the end of the school day. Additionally, students will serve lunch detention.
- 3rd offense and subsequent offenses: cell phone/air pods/electronic devices will be confiscated and held in the office until the end of the school day. Students will be required to bring cell phone/air pods/electronic devices to the high school office at 8:30 am each morning and office personnel will hold devices until 3:30 pm each day for one week.

Any student that fails to comply with the teacher/administrator in regards to the cell phone/airpod/electronic device policy, a level 2 offences will be given.

Vance Charter School is not responsible for any lost, stolen, or damaged personal electronic devices.

DISCIPLINE POLICY AND PROCEDURES

The Vance Charter High School Discipline policy is dedicated to the principle that teachers have the right to teach and students have the right to learn. The entire school community is responsible for ensuring that the best possible learning environment is established and maintained. The discipline program is in effect for the regular school day and for any school sponsored functions that occur before and after school and off campus. Such activities include athletic contests, field trips, dances, proms, and any bus travel.

VANCE CHARTER HIGH SCHOOL CODE OF CONDUCT & DISCIPLINE POLICY

LEVEL 1 OFFENSES – The following behaviors are to be enforced by all school personnel school-wide:

- Violation of classroom rules (as determined by the teacher)
- Minor horseplay
- Littering
- Excessive displays of affection

Penalty Sequence for Level 1 Offenses:

First Offense: Staff/Student conference with documentation

Second Offense: Staff/Parent contact by phone, face-to-face conference, or email with documentation
Third Offense: Referral to administrator for student/parent conference
Four or more: Administrator assigned consequence (ie: after school detention, ISS, lunch detention)

LEVEL 2 OFFENSES – The following behaviors are to be referred to school administration for disciplinary action:

- Acting as a lookout for smokers/vapors
- Cell phones out and/or used during class time (Cell phones can only be used during class changes and lunch)
- Violation of Policy on Use of Technology (cell phones, tablets, apple watches, air pods, etc.)
- Forgery, Cheating, Plagiarism and/or Inappropriate Use of Artificial Intelligence (AI)
- Defiance of authority
- Not following instructions
- Being rude, discourteous, or disrespectful to a school employee and/or student
- Vandalizing school property (student will be required to pay for damages)
- Gambling
- Leaving class/campus without permission
- Major class disturbance
- Excessive Horseplay
- Skipping class or school; student in unauthorized area
- Stealing/theft (criminal charges may be filed)
- Inacceptable use of the internet, email, cell phones, or electronic devices
- Profanity or vulgar language
- Posturing and arguing with another student
- Failure to report to administrator assigned consequences
- Pictures/Videos taken of other students or deemed as a school disruption
- Dangerous behavior to self or others
- Possession of inappropriate items

Penalty Sequence for Level 2 offenses:

First Offense: Administrator assigned consequence (ie: parent conference, lunch detention, after school detention, up to 3 days ISS)
Second Offense: Administrator assigned consequence
Third Offense: Administrator assigned consequence
Fourth Offense: 3 days OSS, student is placed on probationary status
Fifth Offense: 5 days OSS
Sixth Offense: Up to 10 days of OSS and Executive Director may either long-term suspend or exclude the student from VCS based on recommendation from the principal.

LEVEL 3 OFFENSES – The following behaviors require immediate referral to Principal/designee:

- Extreme disrespect, threatening actions, verbal threats to school employee and/or student*
- Possession and/or use of tobacco products or vaping devices
- Possessing lighters or matches

- Fighting*
- Hitting or striking another student out of anger*
- Smoking/Vaping
- Sexual Harassment*
- Sexual impropriety*
- Gang related activities/paraphernalia
- Bullying and cyberbullying* (repeated unwanted, aggressive behavior)
 - * Offenders are subject to criminal prosecution
- Vandalizing school property (students will be required to pay for damages)
- Pictures taken/videoing in the bathroom deemed a school disruption
- Dangerous behavior to self or others
- Possession of inappropriate items on campus

Penalty Sequence for Level 3 Offenses:

First Offense: 5 days OSS, student immediately placed on probationary status

Second Offense: 10 days of OSS and Executive Director may either long-term suspend or exclude the student from VCS based on recommendation from the principal; the Executive Director may also recommend expulsion to the Board of Directors **

LEVEL 4 OFFENSES – The following behaviors require immediate referral to the Executive

Director/Principal/designee:

- Assault on a student/employee*
- Sexual Assault*
- Consensual Sexual Contact*
- Possession of or sharing pornographic material, including by electronic means; other communication of a sexual nature that a reasonable recipient would find threatening or that is seriously disruptive to the learning environment; any use at any time of school devices, email, school sponsored communication applications, or other methods of communication that disseminate such material or communications, by, on or through school owned, licensed, or managed platforms.
- Possession of a weapon*
- Possession of, being under the influence of, and/or transmitting of; narcotics, alcoholic beverages, prescription drugs, marijuana
- Disruption of school, when the disruption is caused by threat, fear, intimidation, force, or violence (includes bomb threats, pulling of fire alarm) *
- Assault, injury, when the student causes or attempts to cause physical injury to a school employee*
- Assault, injury, when two or more students' assault or attack or cause or attempt to cause physical injury to or behave in such a way as could reasonably cause physical injury to another student*
- Threatening acts, when the threatening or abusive actions of a student or students are intended to extort money, other personal property, or personal services from any other student, or when any student intimidates or coerces any school employee or other student by any language which threatens force or violence or by any acts which constitutes a threat of force of violence. *

- Theft, damage to property, when a student intentionally damages or attempts to damage any school property or private property while under school jurisdiction. *
- A student under the influence of, or in possession of, a substance containing THC. This includes, but not limited to, vaping devices/paraphernalia, edibles such as gummies/candy.

*Offenders are subject to criminal prosecution

Penalty Sequence for Level 4 Offenses:

1st Offense: 10 days of OSS and Executive Director may either long-term suspend or exclude the student from VCS based on recommendation from the principal; the Executive Director may also recommend expulsion to the Board of Directors.**

LEVEL 5 OFFENSES – The following behaviors require immediate referral to the Executive Director/Principal/designee:

- Assault, injury, when the assault involves the use of a weapon or other object that could reasonably be considered a weapon pursuant to Board Policy.
 - o **Penalty Sequence:**
 - First Offense: 1st Offense: 10 days of OSS and Executive Director may either long-term suspend or exclude the student from VCS based on recommendation from the principal; the Executive Director may also recommend expulsion to the Board of Directors. Offenders are subject to criminal prosecution.
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- Possession of a firearm or destructive device on campus or at a school-sponsored event off educational property.
 - o **Penalty Sequence:**
 - First Offense: 10 days of OSS and Executive Director shall recommend 365-day suspension; the Executive Director also may either long-term suspend or exclude the student from VCS based on recommendation from the principal; the Executive Director may recommend expulsion to the Board of Directors. Offenders are subject to criminal prosecution.
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**In accordance with G.S. 115C-390.2(g), the Executive Director may consider the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend or impose long-term suspension or exclusion.

Pursuant to G.S. 115C-390.11, only students ages 14 or older may be recommended for expulsion if the Executive Director confirms due to the nature of the violation, the presence of the student constitutes a clear threat to the safety of other students or school staff. In accordance with G.S. 115C-218.60, VCS may exclude a student from school and return that student to another school in the local school administrative unit. A student recommended for expulsion or exclusion will be given the same due process as long-term suspensions and such other due

process as may be required under applicable law. In the event of a decision to exclude a student from school, the student will be automatically disenrolled from school; however, the student may reapply and seek to reenroll in accordance with G.S. 115C-218.45.

Note: Any discipline infraction resulting in suspension/ISS can result in suspension/ISS into the next school year.

VCHS DRESS CODE

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our student dress code prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- hoods
- head coverings
 - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets). Hats/caps may be worn inside the building, but are at teacher discretion in classrooms. Any hats are subject to censorship/confiscation as determined by administration, if deemed a substantial disruption.
- chains, spikes, fish hooks or other accessories that could be perceived as or used as a weapon
- clothing that may cause a disruption to the learning environment

Dress Code Violations

Infractions will result in the student's removal from the classroom. The student may return to class when he/she has changed into clothing that complies with the dress code.

TARDY/LATE POLICY

To protect instructional time, students must arrive at school consistently before 8:30am and report to class in a timely manner throughout the day, before the tardy bell rings to begin class. If students are chronically late to school/class, their academic well-being will be compromised. To encourage prompt arrival to school/class and to discourage chronic tardiness, VCHS will have a tardy policy in place. The following actions will occur when needed:

3rd Unexcused Tardy to school/class: Teacher/school personnel/student conference with documentation

5th Unexcused Tardy to school/class: Parent contact via phone, email, face to face, with documentation

6th Unexcused Tardy and all other subsequent tardiness to school/class: Referral to administration for lunch detention

***EXCUSED TARDINESS TO SCHOOL WILL NOT RESULT IN A REFERRAL. PARENTS MUST PROVIDE A VALID EXCUSE FOR THEIR CHILD'S TARDINESS.**

**** Students who do not have a 3rd period class will serve detention at another time as specified by administration.***

SENIOR DUES

All seniors are required to pay \$50 to help fund senior activities and the senior class gift. This must be paid prior to graduation practice. **If any senior has outstanding fees/fines, all must be reconciled before graduation practice or the senior will not be able to participate in commencement.**

SMOKING/VAPING/TOBACCO USE

Smoking, vaping, and the use of smokeless tobacco is a health and/or a fire hazard. Vance Charter School has been designated as a “smoking, vaping, and smokeless tobacco free zone.” Any student found smoking, vaping, or using smokeless tobacco will be subject to appropriate disciplinary action. Parents and volunteers are expected to comply with this policy while on campus.

STUDENT HEALTH IMMUNIZATIONS

A record of immunizations is required by law within 30 days from the start of the school year. Failure to provide a complete immunization record within that time frame will result in the student being suspended from school. This action will continue until such a time as the immunizations are complete, or a schedule authorized by a physician is presented for the completion of the required immunizations. If you should have any questions or are unsure if your child’s health record is up-to-date, please contact the main office.

Meningococcal Vaccine - A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020. If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine.

FEVER POLICY

Although variations occur, an elevation of the body's temperature to **100.4 degrees Fahrenheit** or above is generally considered a fever and a possible sign of illness. Students, faculty, or staff should remain at home as long as the following conditions are present:

1. Temperature of **100.4 degrees or higher** with no other symptoms.
2. Temperature of 100 degrees or higher when accompanied by other indicators of beginning ill, such as:
 - Known exposure to communicable disease(s)
 - Extreme malaise
 - Headache
 - Nausea, vomiting, and/or abdominal pain
 - Symptoms of upper respiratory infections

Students, faculty, or staff with a fever should keep away from others as much as possible, stay home, and not attend school **for at least 24 hours fever-free without the use of fever reducing medications.**

Health Information				
Disease	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Chickenpox	14-21 days. Vesicular lesions come up in crops; after lesions rupture, crusts form. First appears on back & chest, spreads to face & extremities	Person to person by direct contact, droplet or airborne spread of secretions; indirectly by articles contaminated with vesicular secretions	5 days before to 5 days after first crop of vesicles; usually 1-2 days before onset of rash	Exclude from school; may return when all sores are crusted over and fever-free
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management

Common Cold	12-72 hours. Runny nose, itchy eyes, sneezing, mild fever, achiness, fatigue	Direct contact or inhalation of airborne droplets; indirectly by hands and articles contaminated by secretions	24 hours before onset until 5 days after onset	Not necessary to exclude from school unless febrile; practice good hand washing & hygiene
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Conjunctivitis	24-72 hours (bacterial); 5-12 days (viral). Symptoms vary depending upon cause. Red, watery, itchy eyes, sometimes with discharge	Contact with discharge from eye, nose or mouth of infected person, or by contaminated fingers, clothing or other articles	Bacterial - contagious until after 24 hours of antibiotic treatment; Viral - up to one week	Exclude from school until appropriate treatment has started.
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Coxsackie Virus	2-10 days. Fever, aches, blisters in mouth, hands, feet, sore throat, nausea	Direct contact with droplets sprayed with cough or sneeze	3-5 days	Exclude until fever-free for 24 hours; check on blisters
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management

Fifth Disease	4-20 days. Red rash (slapped cheek) on face followed by lacy rash on trunk and extremities; rash is often itchy, can last 5-10 days	Primarily through contact with respiratory secretions and nasal discharge of infected person	Before onset of rash	Remain in school unless febrile. Alert any pregnant staff or parents.
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Impetigo	4-10 days. Blistery, thick honey-colored, oozing sores; most common on face, arms and legs	Direct contact with person who has draining, purulent lesions	Until all lesions have healed or person has been treated with antibiotic for 24 hours	Exclude from school until 24 hours of antibiotic treatment; confirm treatment with parent
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Influenza	1-5 days. Fever, headache, fatigue, runny eyes, sore throat, cough	Direct contact through droplet spread, probably airborne	3-7 days from onset of illness	Exclude from school until 24 hour fever-free; practice good hand washing & hygiene
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Lice	7 days for eggs to hatch. Severe itching of scalp or	Direct contact with infected person on indirectly by	Until live lice & nits are removed	Child may stay at school.

	body; eggs (nits) or lice in hair.	contact with contaminated articles		
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Mononucleosis	4-7 weeks. Fever, sore throat, swollen lymph nodes	Direct contact with saliva of infected person	Unknown; mild communicability may last up to one year	Return to school when fever-free, following physician guidelines
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Pinworms	Severe itching around anus; pregnant female pinworm deposits eggs in skin folds of anus	Direct by transfer of infective eggs by hand from anus to mouth; indirectly through articles contaminated with eggs	1-2 days after start of treatment	Practice good hand washing
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Ringworm	10-14 days. Scalp - scaly patches of temporary baldness; skin-flat, inflamed, ringlike sores that itch & burn	Direct contact with sores; indirect contact with contaminated surfaces or materials	As long as there are untreated sores	Return to school after onset of treatment
	Incubation Period and	Mode of Transition	Period of Communicability	School Management

	Symptoms			
Scabies	2-6 weeks before onset of itching for 1st exposure; 1-4 days after re-exposure. Tiny white bump that itches intensely, particularly at night; linear scab appears from itching	Direct skin to skin contact with infected person; indirectly by immediate contact with contaminated personal articles	Until 1st treatment, usually 1-2 courses, one week apart.	Exclude from school; may return after 1st treatment.
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Strep Throat	1-3 days. Fever, sore throat, difficulty swallowing, tender lymph nodes in neck, extreme redness or swelling of throat	Direct contact with patient or carrier; rarely by indirect contact through objects or hands	Untreated: 10-21 days; Treated: 24-48 hours after onset of antibiotics	Return to school after onset of treatment and 24 hours fever-free
	Incubation Period and Symptoms	Mode of Transition	Period of Communicability	School Management
Fever	Any fever 100.4 or above or fever with other symptoms	Direct contact with an infected person.		May return to school when fever free for twenty four hours without use of anti-fever

				medications.
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BRING YOUR OWN DEVICE

Approved: November 9, 2020

BOARD POLICY:4022

Revised:

The goal for Vance Charter School's BYOD policy is to help expand the learning opportunities for the students while also practicing smart and safe online usage of the school network services. Bringing your own device is optional; not required. When classroom instruction necessitates using a device, a device will be provided for students who do not have their own. The following policy has been drafted to support the use of personally-owned technology devices within the classrooms at VCS.

Permitted Devices:

- Laptops
- Tablets (i.e., Apple, Samsung, Google)

Guidelines:

- Use the device or devices properly and carefully
- Use the device for educational purposes only
- Students will use their device under teacher discretion
- Exhibit good digital citizenship and exercise safe online practices
- Misuse of any device, by any student, could result in temporary or permanent suspension from the program depending on severity.
- Students are prohibited from processing or accessing information on school property related to "hacking", altering or bypassing network security policies.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- School devices must be used for standardized testing. Personal devices may not be used in any way for school testing.
- Personal devices must be charged prior to school and run on battery power while at school.
- Each user is responsible for his or her own device and should use it responsibly and appropriately. Vance Charter School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Damage/Inspection/Theft or Loss of Device:

- VCS will not be held responsible for any damage or data loss, including losses resulting from connecting devices to the school's wireless network.
- VCS staff, including technology staff, will not configure, troubleshoot, or repair student devices.
- School administrators may read, examine, or inspect the contents of any personal device in accordance with Vance Charter School's Search and Seizure policy upon reasonable suspicion that the contents or recent, utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.
- VCS will not be held financially responsible for lost or stolen devices.

- All devices should be taken home at the end of each school day. They should never be left within a classroom or locker.

*This policy will be distributed electronically via Vance Charter School notification system.