



Elizabeth City Pasquotank Early College Application

2019-2020 Prospective Students Information and Checklist for Applying

Thank you for interest in applying to the Elizabeth City Pasquotank Early College (ECPEC). The Elizabeth City Pasquotank Early College is located on the Elizabeth City campus of College of the Albemarle. It is exciting to begin the process that may join you with students who have committed themselves to rigorous academic work along with other College of the Albemarle students. Before completing the application which begins on page 4, please read the *Elizabeth City Pasquotank Early College High School General Information for Prospective Students and Families* section below (pp. 1-3). **Early Colleges are not like other high schools; please consider very carefully the commitments required and the way that the school functions before applying.** Each high school in the district serves students in excellent ways. ECP Early College is a non-traditional approach for students who may be at risk of dropping out, who may be first generation college students, or who want accelerated learning. Committing to the ECP Early College, if selected, also requires a family commitment. If, after you have read through this document, you believe this is the school that will help you achieve your goals, we invite you to apply.

Special Note: When you complete the form, the signature portion will ask for your commitment of at least one year to the school. It is extremely important to understand this is required to ensure your success and also because it is very difficult to fill that seat once claimed. It is therefore essential that students and parents understand students are here for the year once they are accepted.

Please complete all of the forms necessary to apply for early college admission, including:

- Parent/Guardian Information Form (Parents/Guardians complete this form) pp. 5-6
- Applicant Information Form (Student completes this form) pp. 7-8
- Signatures (Student and parent/guardian) p. 9
- Counselor Recommendation and Student Information (Counselor completes this form) pp. 11-12
- Recommendation Requests (two from Core teachers) pp. 13, 15
- Part of the application process is a brief interview with a small panel of ECP Early College staff members.

It is the student's responsibility to ask the teachers to complete the required recommendation forms and collaborate with them to meet the deadlines. All of the forms noted above must be completed and submitted to the middle school counselor no later than April 2, 2019. If you do not attend one of the middle schools in ECPPS, please contact the school to set up an interview.

The Elizabeth City-Pasquotank Public Schools does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship, status, age, or disability in any of its educational programs or activities.

Application Timeline

Application Process Begins	March 4, 2019
Completed Applications Due**	April 2, 2019
Student Interviews*	April 8 – 15, 2019
Accepted students contacted and all status letters mailed home to students.	April 17, 2019
Meeting for Accepted Students and at least One Parent/Guardian COA Room TBD	May 23, 2019
Students receive schedule for 2019-2020	June 2019

*These dates are subject to student availability in cooperation with the middle schools. If your student does not attend one of the middle schools in the district, please contact (252) 335-0821, ext. 2471 to set up an interview at the early college.

**Students who have been wait listed will be notified if accepted no later than the Friday before the first day of classes.

Elizabeth City Pasquotank Early College General Information for Prospective Students and Families

First year of operation: 2017-2018

School colors: Blue and Green

Mascot: The Gryphon – part panther/part eagle



Academic Calendar

The Early College High School Calendar is generally aligned with College of the Albemarle's academic calendar which begins and ends prior the district calendar. For Elizabeth City Pasquotank Early College High School, the school year will begin for students one week prior to the COA calendar. Most district workdays for teachers are honored, but students taking college level classes will need to continue to attend those classes regardless of whether high school is being held.

Acceptance Notification and Intake Session

Students who apply and selected are invited to enroll. Those students who are not selected may be put on a wait list. All students who apply are notified in writing whether they have been accepted, wait-listed, or not accepted. **All students who are invited to enroll are required to attend the intake session with at least one parent or legal guardian.** The acceptance letter will provide more information and will explain what to expect and bring to the meeting.

Parent Involvement -- As indicated throughout the information provided above, parents are partners in the Early College High School. With parent commitment and support, students will achieve better. A parent or guardian is expected to participate in the following activities:

- First year Intake Session,
- Open House before the Fall Semester begins,
- At least four student led parent meetings (one each 9 weeks at interim report time.)

School Day and Transportation

Regular school hours are 8:00 – 3:30. Parents/Guardians may provide students with drop off and pick up, but bus transportation is available to those who need it.

Meals

Elizabeth City Pasquotank Early College (ECPEC) High School offers breakfast and lunch each school day. The school will participate in the federal breakfast and school lunch program. Meals will be brought from another school in the district daily. Information about free and reduced lunch can be found on the district website or may be obtained from ECPEC.

Attendance

Students are expected to be in class every day that the class meets. Regardless of whether an absence is excused or unexcused, an absence hinders students' progress in school. Students taking college courses are allowed very few absences, so it becomes extremely important for students to be in class at every meeting. Similarly, arriving late and leaving early creates additional learning challenges for students and should be avoided completely.

Discipline

Elizabeth City Pasquotank Early College High School students are expected to conduct themselves as responsible young adults at all times while on or off campus. Certain infractions can result in serious consequences including suspension or enrollment termination. Students who are suspended out of school may not attend their college classes. There is no In School Suspension (ISS). The principal has the authority to impose disciplinary actions as necessary, but any Early College High School or College of the Albemarle teacher may impose consequences for inappropriate classroom behavior. Students are governed by both the Elizabeth City Pasquotank Public Schools' Student Code of Conduct as well as the College of the Albemarle Code of Conduct. It is, therefore, imperative for students to be on their best behavior at all times. Note that it is possible to incur a penalty that would result in termination of enrollment as an Elizabeth City Pasquotank Early College High School student at any point during the school year. This, in turn, could cause a loss of credit when transferring. Early College High School operates like a college, not a high school. College procedures are our standard way of doing things. Students are accepted with the understanding that they will adopt and exhibit a serious attitude toward their classes, their learning, and their academic preparation for college and the workplace. For that reason, students must assume a much greater level of personal responsibility for themselves, their safety, and the results of their decisions, than other high school students are expected to demonstrate. Parents must support and encourage this behavior as well.

Student Services and Advising for Success

The school staff recognizes that students will need assistance in maintaining appropriate behavior and navigating through the course work required of them. For this reason, in addition to the school counselor, all teachers will be able to assist every student toward accomplishing their goals. The early college expects all students to graduate in four years with both a high school diploma and an associate's degree or career credential. To expedite this process, many (but not all) college classes translate into high school requirements as well as college credits. It is essential, therefore, for students to have successful parent support and involvement, continued good standing, and successful completion of all college courses each semester.

Campus Movement

The Elizabeth City Pasquotank Early College High School is located on the very busy College of the Albemarle campus. There is constant movement without bells beginning and ending classes. Students in the Early College High School are expected to navigate from class to class without constant supervision. First year students will stay in the Early College locations most of the time. As students matriculate to the next level, they may be required to move about the campus to reach their classes. It would not be possible for staff members to monitor all of those locations. Students must, therefore exhibit strong personal responsibility.

Idea Exchange

As part of a college, the free exchange of ideas is absolutely expected. Censorship of ideas or opinions is not allowed or supported. For that reason, parents must understand that their children who come to the Early College High School will be exposed to, and will be expected to participate in, open exchanges of ideas, discussions, debates and even class assignments concerning every possible kind of subject matter that may differ from the ideas and teachings they and their parents are used to and believe. The free flow of ideas and discussions occurs at every level including both high school and college classrooms and throughout the college environment. Every effort is made to enforce civility, reasonable restraint, courtesy, and tolerance of all ideas, beliefs, and viewpoints, but challenge of values and beliefs at various times while enrolled in this program in an intellectual dialog is standard, and all students and parents must accept that and understand with agreement that the school cannot and will not, take any measure to censor ideas or opinions not in line with students' beliefs just because discussion or challenge makes the student and/or the parent uncomfortable.

Resources and Internet Access

Early college high schools are purposefully designed to provide students with a personalized, blended, and supportive program that introduces college-level skills and coursework. ECPEC will provide students with the necessary tools and skills that will prepare them for college, career and lifetime skills. As a part of the school district's 1:1 Chromebook Classroom initiative, students will be issued a Chromebook for assignments and instructional needs for both home and school use. Before a freshman is issued a Chromebook, the Technology Responsible Use form and the Parent & Student 1:1 Chromebook Classroom User Agreement must be completed and returned. Students will be held responsible for the device issued to them. Elizabeth City Pasquotank Public School filters will apply to both school and home use. However, students may be required to make occasional use of COA resources, including the Library and COA computers. These resources may not be blocked or filtered as our public school resources and devices are. In order to fulfill course requirements, students may come in contact from time to time with material that would have been filtered if they were in a traditional high school.

Student Activities

Because of the rigorous demands on a student's schedule, students will not be able to participate in a regular high school's band or sports activities. Students may, however, participate in many of the clubs and activities on campus. Any clubs or organizations which are begun through the Early College High School must be driven by student interest and parent support and only with principal approval.

Please detach and retain pages 1-3 of this packet for your information. Return the remainder of the application for consideration as an applicant.

Elizabeth City Pasquotank Early College High School

2018-2019 Student Application

This page and the next are to be completed by the Parent/Guardian.

Student Personal Data

Student Last Name: _____ Student First Name _____

Address: _____

Street

City

State

Zip Code

Phone Number: _____ (Home) _____ (Cell)

Birth Date: _____

Birthplace: _____

Sex: _____ M _____ F

Student resides with:

_____ Both Parents _____ Mother _____ Father _____ Grandparents _____ Other

Names of the adults indicated above-

Mother or Female Guardian:

Father or Male Guardian:

Education Data

Current Middle School: _____

_____ Student was home-schooled.* _____ Student Attended Private School.

*If your child was home-schooled, please give the name of the parent or teacher who operates the school.

Ethnic/Race Data Please check as appropriate for the student:

The information given on this page is confidential and is needed for federal and state reports.

	American Indian/Native American
	Hispanic
	Black/African American
	White (not Hispanic)
	Asian
	Multi-Racial
	Hawaiian/Pacific Islander
	Other (write in):

Education/Economic Data Please check as appropriate for the parent/guardian:

Father's Education (check the one that applies)		Mother's Education (check the one that applies)	
	Did not finish high school		Did not finish high school
	High school graduate		High school graduate
	Some education after high school but did not graduate		Some education after high school but did not graduate
	Trade or business school graduate		Trade or business school graduate
	4 Year College graduate		4 Year College graduate
	Graduate School Degree		Graduate School Degree

Do you plan to apply for Free/Reduced Lunch?		Yes		No
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This page and the next are to be completed by the Student

Student Name: _____ T-shirt size: _____

Directions: Students must respond in paragraph format to the following questions. You may attach a separate page if needed.

1. Why are you interested in attending Elizabeth City Pasquotank Early College High School and why should you be selected?

2. What are your strengths? What are your weaknesses?

3. What are your goals beyond high school?

4. Check the appropriate column (yes or no) to the following questions:

Yes

No

Are you willing to use a planner to stay organized?

Are you willing to participate in leadership development?

Are you willing to participate in volunteer work with classmates?

Are you willing to ask for help when needed?

*Are you presently involved in community organizations? If yes, please list them below.

Organizations:

Signatures

Please read and sign below prior to submitting your application

Agreements and Assurances

In signing below, applying students and their parents/guardians indicate that they understand the commitment of effort and time – one full school year – required of the students accepted into the Elizabeth City Pasquotank Early College High School and by signing, you indicate your acceptance if selected for the school.

Students will be expected to follow the Elizabeth City Pasquotank Public Schools' Code of Conduct for high school students, as well as the College of the Albemarle Code of Conduct.

At the end of any academic year the student may choose to continue studies at Elizabeth City Pasquotank Early College High School or be reassigned to the student's regular high school. In addition, any student who fails to meet the academic requirements of the Early College, having been provided appropriate academic support, or who violates the Elizabeth City Pasquotank Schools' Code of Conduct may be involuntarily transferred to the student's base school at the end of the academic school year.

Please note that any serious violation of the Elizabeth City Pasquotank Public Schools' Code of Conduct prior to admittance will be sufficient cause to rescind admission and permission to attend Elizabeth City Pasquotank Early College and the student will be reassigned to student's regular high school.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

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Counselor Recommendation form for Early College High School

Counselors may seek to collaborate with other school personnel in order to make a more informed recommendation.

Please use this form to communicate general student information regarding academic performance and other characteristics that would affect the success of the student. Your comments are confidential and will not be shared with the student or parents/guardians. Please return this form as part of the application packet.

Student's Full Name

Middle

Please complete the information in this box if you are not an employee of ECPPS

Phone # or email _____ How long you have known applicant: _____

Person Providing Student Reference: _____

EC/AIG/504 Status (check any that apply)

Identified as EC		Classification
Identified as Section 504		
Identified as LEP		
Identified as AIG		Reading <input type="checkbox"/> Math <input type="checkbox"/>
Student previously retained		

Disciplinary Status (check all that apply during middle school years)

	No history of infractions
	Minor infractions
	Continuous pattern of discipline infractions resulting multiple consequences including some OSS
	Serious history of OSS (more than 5 accumulated days)
	Long term suspension

Attendance or other information: Please attach the Power School student information – attendance, discipline, grades etc. and any other student information which will assist the ECPEC selection team make its decision.

Your recommendation for the student indicated above: Should you wish to add comments please do on the back of this page.

_____ I recommend this student for the Early College High School.

_____ I do not recommend this student for the Early College High School.

I certify that this information is correct to the best of my knowledge. Additional comments may be added on the back.

Counselor's Signature: _____

Date:

This page left for Counselor comments

Teacher Recommendation form (#1) for Early College High School

Recommendations must come from at least two core teachers are due in sealed envelopes along with the application. The third recommendation is included as part of counselor's information.

To the individual completing the recommendation: The student is applying for admission to the Early College High School. Please use this form to communicate information regarding academic performance and other characteristics that would affect the success of the student. Your comments are confidential and will not be shared with the student or parents/guardians. Please return this form to the student in a sealed envelope with your signature across the seal or mail to the counselor or to ECP Early College to be received no later than March 14, 2018. The form may also be scanned and emailed to the address of the ECP EC Counselor at the bottom of this page in lieu of a paper copy.

Student's Full Name: _____

Last

First

Middle

Person Providing Student Reference: _____ Position or Subject Taught: _____

How long you have known applicant: _____

Please complete the information in this box if you are not an employee of ECPPS.

Current School: _____ Phone # or email: _____

Describe the applicant's academic performance and intellectual curiosity.

How well does the applicant respond to personal setbacks and academic challenges?

Describe the applicant's level of involvement and success in class discussions and group projects.

Please check four (4) characteristics/skills from the chart below that best describe the applicant.

Creative	<input type="checkbox"/>	Responsible	<input type="checkbox"/>	Motivated	<input type="checkbox"/>
Good Time Management	<input type="checkbox"/>	Respect for self and others	<input type="checkbox"/>	Collaborative	<input type="checkbox"/>
Good Work Ethic	<input type="checkbox"/>	Positive Attitude	<input type="checkbox"/>	Works independently	<input type="checkbox"/>

Other information that would help the selection team:

Your recommendation for the student indicated above:

_____ I recommend this student for the Early College High School.

_____ I do not recommend this student for the Early College High School.

Recommender's Signature: _____

Date: _____

Please return this form to the student in an envelope sealed with your name written across the seal, to the counselor, or scan and email it to nhoward@ecpps.k12.nc.us.

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Teacher Recommendation form (#2) for Early College High School

Recommendations must come from at least two core teachers are due in sealed envelopes along with the application. The third recommendation is included as part of counselor's information.

To the individual completing the recommendation: The student is applying for admission to the Early College High School. Please use this form to communicate information regarding academic performance and other characteristics that would affect the success of the student. Your comments are confidential and will not be shared with the student or parents/guardians. Please return this form to the student in a sealed envelope with your signature across the seal or mail to the counselor or to ECP Early College to be received no later than March 14, 2018. The form may also be scanned and emailed to the address of the ECP EC Counselor at the bottom of this page in lieu of a paper copy.

Student's Full Name: _____

Last

First

Middle

Person Providing Student Reference: _____ Position or Subject Taught: _____

How long you have known applicant: _____

Please complete the information in this box if you are not an employee of ECPPS.

Current School: _____ Phone # or email: _____

Describe the applicant's academic performance and intellectual curiosity.

How well does the applicant respond to personal setbacks and academic challenges?

Describe the applicant's level of involvement and success in class discussions and group projects.

Please check four (4) characteristics/skills from the chart below that best describe the applicant.

Creative		Responsible		Motivated	
Good Time Management		Respect for self and others		Collaborative	
Good Work Ethic		Positive Attitude		Works independently	

Other information that would help the selection team:

Your recommendation for the student indicated above:

_____ I recommend this student for the Early College High School.

_____ I do not recommend this student for the Early College High School.

Recommender's Signature: _____

Date: _____

Please return this form to the student in an envelope sealed with your name written across the seal, to the counselor, or scan and email it to nhoward@ecpps.k12.nc.us.