

J.P. Knapp  
Early College High School



2019-2020  
Student-Parent Handbook

*"Discovering Excellence Within"*

Bridging the Gap between High School and College  
Within a Personalized Learning Environment  
Through Rigorous and Relevant Instruction,  
Building Relationships, and Developing Leaders

2966 Caratoke Highway, Currituck, N.C. 27929 - (252) 232-3107

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This handbook provides a general overview of the policies and procedures established by J.P. Knapp Early College High School as a part of Currituck County Schools and in accordance with the Currituck County Board of Education's policies and procedures. It is not designed to be a complete nor comprehensive guide. All state and federal policies supersede any rule, policy, or procedure that may be printed in this handbook.

For more detailed information, to review the policies and procedures as outlined in the Currituck County Parent-Student Handbook, or to review Board of Education policies and procedures, you may call the Currituck County School's Board of Education office (252-232-2223) or view the complete policy manual online at [www.currituck.k12.nc.us](http://www.currituck.k12.nc.us).

## Introduction

To our Students:

On behalf of the faculty and staff, we are all excited to welcome you to a new year at J. P. Knapp Early College! We are honored to have you as a member of the J. P. Knapp Early College High School family. As many of you already know, we are proud of our strong relationships, our student-centered personalized learning environment, and the rigorous and relevant instruction provided to you by our highly recognized instructors.

This school handbook has been prepared to help answer many questions you may have concerning the activities, procedures, and policies for the daily operations of J.P. Knapp Early College both at the beginning and throughout the year. We expect you and your parent/guardian to take the time to read and review the items contained in the school handbook.

As Spartans, we value the contributions and opinions of each member of our staff, student-body, and parents. You may hear a phrase, “That’s not what we do here” or something similar, regularly. That is because we respect each other and believe that in the right nurturing, supportive environment, everyone one will be successful. “Every Student! Every Day! No Exceptions!” This is much more than a slogan; it is our goal!

We pledge to you, that we will make decisions based on what we believe to be in the best interest of each of you, individually. Fair is not always equal. We recognize what works for one, may not work for someone else or what worked this time, may not work the next time. We promise you we will hold ourselves to the highest ethical standards of honesty, equity, and respect in an effort to promote success in each and every one of you. We will expect you to do the same.

Parents, the reason we believe we are here is to provide the highest quality educational experience for every student. If you have a question or concern, please feel free to stop by and see us or you may contact us by phone or email. You are always welcome at J. P. Knapp Early College. **Our office hours are from 8:00am to 4:00pm.**

Sincerely,

*Denise Fallon*

Denise Fallon, Principal

## History

J.P. Knapp Early College High School opened its doors to its first students for the 2008-2009 school year. The campus on which J. P. Knapp Early College sits has a long and rich in history. Since its construction (circa 1929), our building and campus have served Currituck County as a high school, junior high, elementary, and now as an Early College.

Our school is named for philanthropist Joseph Palmer Knapp, an advocate and strong financial supporter of early educational opportunity in the Currituck County region. Our campus consists of five buildings: A Building, B Building, C Building, a cafeteria, and a gym that sit adjacent to the former Knapp Teacherage, an early version of teacher housing. Mr. Knapp and his wife, who were laid to rest in the cemetery in Moyock, N. C., still cast an endearing shadow over our school and district.

Today, his relatives and descendants are continuing to provide financial support for Currituck County students in the form of the J. P. Knapp Foundation Scholarships given each year to students from both J. P. Knapp Early College and Currituck County High School. J.P. Knapp Early College is honored to be housed in this location as we pioneer the unique concept of the early college and strongly advocate for our students' future successes in the 21<sup>st</sup> Century.

## Mission Statement:

*"Discovering Excellence Within..."*

## Vision Statement:

*To provide every child with everything they need to succeed and move on into their lives beyond high school. Helping them individually answer the question: "What's Next?"*

**Every Student! Every Day! No Excuses!**

## J. P. Knapp Early College High School Faculty and Staff

Administration		
Denise Fallon	Principal	<a href="mailto:dfallon@currituck.k12.nc.us">dfallon@currituck.k12.nc.us</a>
Christina Bowyer	Assistant Principal	<a href="mailto:cbowyer@currituck.k12.nc.us">cbowyer@currituck.k12.nc.us</a>
Administrative Support		
Sue Walker Boone	Counselor, College Liaison	<a href="mailto:sboone@currituck.k12.nc.us">sboone@currituck.k12.nc.us</a>
Annette Samborski	Secretary/Bookkeeper/Finance Officer	<a href="mailto:asamborski@currituck.k12.nc.us">asamborski@currituck.k12.nc.us</a>
Spartan Café		
Jerry Welch	Café Manager	<a href="mailto:jwelch@currituck.k12.nc.us">jwelch@currituck.k12.nc.us</a>
Liz Blakenship	Café Staff	<a href="mailto:eblankenship@currituck.k12.nc.us">eblankenship@currituck.k12.nc.us</a>
Custodial Staff		
Waitman Moore	Custodian (Evening)	<a href="mailto:wmoore@currituck.k12.nc.us">wmoore@currituck.k12.nc.us</a>
Rose Gutierrez	Custodian (Morning)	<a href="mailto:rgutierrez@currituck.k12.nc.us">rgutierrez@currituck.k12.nc.us</a>
School Nurse		
Kim Morris	School Nurse	<a href="mailto:kmorris@currituck.k12.nc.us">kmorris@currituck.k12.nc.us</a>
Exceptional Children		
Alison Boolba	Exceptional Children's Teacher	<a href="mailto:aboolba@currituck.k12.nc.us">aboolba@currituck.k12.nc.us</a>
Media/Technology		
Dr. Donna Corbo	Media Specialist/Technology Coordinator	<a href="mailto:dcorbo@currituck.k12.nc.us">dcorbo@currituck.k12.nc.us</a>
MTSS/AIG Facilitator		
Administration	MTSS/AIG	<a href="mailto:dfallon@currituck.k12.nc.us">dfallon@currituck.k12.nc.us</a> <a href="mailto:cbowyer@currituck.k12.nc.us">cbowyer@currituck.k12.nc.us</a>
Teachers		
Bo Davenport	Healthful Living/Physical Education & Fitness	<a href="mailto:bdavenport@currituck.k12.nc.us">bdavenport@currituck.k12.nc.us</a>
Diane Davenport	Foundations of Math & Math I	<a href="mailto:ddavenport@currituck.k12.nc.us">ddavenport@currituck.k12.nc.us</a>
Brittany Jennings	Math II & Math III	<a href="mailto:bjennings@currituck.k12.nc.us">bjennings@currituck.k12.nc.us</a>
Melissa Sawyer	Math III & Pre-Calculus	<a href="mailto:melissasawyer@currituck.k12.nc.us">melissasawyer@currituck.k12.nc.us</a>
Charles Martin	American History II, English II, & English III	<a href="mailto:charlesmartin@currituck.k12.nc.us">charlesmartin@currituck.k12.nc.us</a>
Bernice Crowther	American History I, Civics & Economics, World History	<a href="mailto:bcrowther@currituck.k12.nc.us">bcrowther@currituck.k12.nc.us</a>
Crystal Schultz	Chemistry & Physical Science	<a href="mailto:cschultz@currituck.k12.nc.us">cschultz@currituck.k12.nc.us</a>
Virginia Schwalen	Biology, Earth & Environmental Science & Physical Science	<a href="mailto:vschwalen@currituck.k12.nc.us">vschwalen@currituck.k12.nc.us</a>
Anna Thomas	English I, English IV, & Yearbook	<a href="mailto:athomas@currituck.k12.nc.us">athomas@currituck.k12.nc.us</a>
Julie West	CTE Teacher	<a href="mailto:juliewest@currituck.k12.nc.us">juliewest@currituck.k12.nc.us</a>
Facilitators		
Diane Diedrich	Distance Learning Lab Facilitator	<a href="mailto:ddiedrich@currituck.k12.nc.us">ddiedrich@currituck.k12.nc.us</a>
Aaron Young	Distance Learning Lab Facilitator	<a href="mailto:ayoung@currituck.k12.nc.us">ayoung@currituck.k12.nc.us</a>

## 2019-2020 J.P. Knapp Early College High School Calendars and Important Dates

**Use the links below to access calendars and important events:**

J.P. Knapp Early College High School [2019-2020 School Calendar](#)

J.P. Knapp Early College High School [Monthly Calendar](#)

Every Sunday, a detailed weekly calendar (the JPK Weekly Reminders and Updates) is emailed to all students and posted on the [J.P. Knapp Facebook](#) page. The JPK Weekly Reminders and Updates includes all activities, events and meetings, including those sponsored by J.P. Knapp clubs and organizations.

**Students will receive progress report no later than Friday of the following weeks:**

The Week of September 9-13

The Week of November 12-15

The Week of February 10-14

The Week of April 20-24

**Grading Period End Dates:**

October 11, 2019

December 20, 2019

March 11, 2020

May 22, 2020

**Conferences & Report Card Pick-Up Dates:**

October 22, 2019 (5-7 P.M.)

March 18, 2020 (5-7 P.M.)

## 2019-2020 College of the Albemarle Academic Calendar

[Click HERE](#) or visit <https://www.albemarle.edu/>

## Admission to J.P. Knapp Early College High School

Any rising 9<sup>th</sup> grade student who resides in Currituck County may apply to JP Knapp Early College. Applications are released each spring around the month of February for the following school year and are accepted through a set deadline date in March. Candidates interested in applying are invited to apply for admission using the online J.P. Knapp Early College High School Application found on our school's webpage. The application is only available during our recruitment period each Spring Semester.

Applications must be completed in entirety and submitted by the assigned deadline date. ***Late applications are not accepted.***

Students new to the district, who are rising 9<sup>th</sup> graders, may apply over the summer for admission to the early college if there are still unfilled enrollment slots available. New students will follow the same application process complete with an interview. New enrollments will not be taken after the official start date of J.P. Knapp Early College High School.

A selection committee reviews each application and all documentation. Each student must be genuinely interested in the pursuit of this rigorous program. The J.P. Knapp Early College has the following admission criteria:

### J.P. Knapp Early College Application

- Clear responses written by student
- Student portion of the application fully completed
- Parent portion of the application fully completed

### Students who may be either:

- First-generation college students
- "At-Risk" population
- Members of low socio-economic families
- Minorities or English as a Second Language students are given first priority

### Other criteria considered by the selection committee include the students' demonstrated:

- Ability to work independently, collaboratively, and as part of a team
- Enthusiasm for non-traditional approaches to learning
- Eagerness to accept rigorous coursework
- Leadership ability or potential, and
- Motivation and desire to succeed

### Parent/Legal Guardian Commitment

- The parent/legal guardian and family commitment to the early college concept is essential.



Selected applicants will be required to interview. The main office notifies applicants of specific interview dates, times and location.

Final selection of applicants is made after the interview process. Applicants granted admission to J.P. Knapp Early College High School receive acceptance letters by mail.

Once admitted to the early college, students may not transfer to the comprehensive high school *except* at the end of a school year. **Mid-year transfers will not be allowed** unless in *extreme* circumstances and with the consent/approval from the administrations of both high schools.

Questions regarding the admission process should be referred to the J. P. Knapp Early College administrative team.

## Enrollment Requirements

### REQUIRED DOCUMENTS:

- \* Birth Certificate (Original or Certified Copy)
- \* Proof of Residence (Lease or Contract on home or utility bill in parent/guardian's name)
- \* Official court paperwork detailing custody placement and conditions

### TO ENSURE PROPER PLACEMENT, WE RECOMMEND YOU SUPPLY:

- \* IEP/504 Plan if applicable
- \* Transcript from previous school
- \* Name, Phone, Fax, and Address of previous school
- \* Immunization Record

### IMPORTANT NOTE:

Due to the nature of our school, our early calendar, and the lengthy admissions process previously outlined, J.P. Knapp Early College High School does not accept students outside the regular admission dates.

### APPOINTMENTS:

Please call (252) 232-3107 to schedule an appointment to enroll.

## Academic Policies and Requirements

### HONOR CODE

J.P. Knapp Early College High School students are always expected to follow the Honor Code.

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions specifically are prohibited:

1. **Cheating**, including the giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work;
2. **Plagiarism**, including the copying of the language, structure, ideas and/or thought of another and representing it as one's own original work; and
3. **Falsification**, including a verbal or written statement that is knowingly untrue but is represented as the truth.

### J. P. Knapp Early College High School Honor Code

*As a member of the Spartan family,  
I will endeavor to create a spirit of integrity and honor  
at J. P. Knapp Early College High School.  
I pledge truthfulness and absolute honesty at all times  
in the performance of all academic work.  
I pledge to treat others with respect, to respect the property of others,  
and to adhere to school policies.  
I will conduct myself both honorably and responsibly in all my activities  
as a J. P. Knapp Early College student.  
Accepting both the privileges and responsibilities of adhering  
to this Code of Honor,  
I resolve to uphold this code and not tolerate any violations of its spirit or principles.*

*It is the responsibility of each student to also become familiar with and adhere to the honor  
code of the College of the Albemarle, our higher education partner.*

## GRADUATION REQUIREMENTS

It is important that parents and students choose the proper courses at the time of registration. It is each student's responsibility to meet graduation requirements. Students should be aware of prerequisites and special provisions for certain courses and be sure they are eligible for each course for which they register.

For most J. P. Knapp Early College students, twenty-eight (28) credits (high school and/or college) are required for graduation.

Please note that students enrolled in JP Knapp Early College High School will not be allowed to graduate earlier than the traditional fourth year. It is the intent of the program that students earn as much transferrable college credit as possible upon graduation.

## NC GRADUATION REQUIREMENTS

Parents and students may visit North Carolina Department of Instruction website (<http://www.ncpublicschools.org/gradrequirements/>) for complete information about graduation requirements.

Click [HERE](#) to access the NC DPI Graduation Requirements Chart.

## HIGH SCHOOL EXIT STANDARDS

In lieu of the graduation project, students at JP Knapp Early College will complete the requirements of a Senior Seminar in the year they intend to graduate, 4<sup>th</sup> or 5<sup>th</sup> year. For some students, that will be year four, but for those students who wish to complete a fifth year as a Super Senior, the Senior Seminar will be taken during that fifth year.

## PROMOTION POLICIES

The schedule of a J.P. Knapp Early College Student is most often different and unique to that of a traditional high school student. The chart below indicates the basic North Carolina high school requirements for grade promotion:

Promotion to Year 2	Promotion to Year 3	Promotion to Year 4
A student must earn at least six (6) high school credits including:  ENGLISH I	A student must earn a cumulative total of at least thirteen (13) high school credits including:  ENGLISH I & II One Math One Science One Social Studies	A student must earn a cumulative total of at least twenty (20) high school credits including:  ENGLISH I, II, III Two Maths Two Sciences Two Social Studies

## GRADE POINT AVERAGE CALCULATION

Grade Point Average (GPA) is the primary means of ranking and honoring students at J.P. Knapp Early College High School. GPA is determined by converting the traditional 100 point scale (85, 91, 78, etc.) into a “4.0 Scale”.

A **cumulative GPA** includes all semester grades a student earns beginning with semester one of grade nine and continuing through high school.

Weighted courses change the above equation. With the weighted course system, a student can have a GPA of greater than 4.0 on the 4.0 scale. With a weighted course, the conversion is made to the 4.0 scale first. Then, ADDITIONAL POINTS ARE ADDED TO THE CONVERTED GRADE.

### Grades and Weighting Used to Calculate GPA

90 – 100	4.0
80-89	3.0
70-79	2.0
60-69	1.0
>59	0

## WEIGHTED GRADE POLICY

*All students will have their grade point average computed using the same weighted credit criteria. The following courses will receive weighted grades when calculating grade point averages:*

### 2016-2017 Grades 11-13

<i>Course</i>	<i>Added Weight</i>	<i>Course</i>	<i>Added Weight</i>
<i>Honors Level High School Courses</i>	<i>1</i>	<i>COA/UNCG College Courses Levels 100 and 200</i>	<i>1</i>
<i>Honors NCVPS Courses</i>	<i>1</i>	<i>COA/UNCG College Courses Levels 300 and 400</i>	<i>2</i>
<i>Advanced Placement Courses</i>	<i>2</i>	<i>NCVPS Level III &amp; IV Foreign Language Courses</i>	<i>1</i>

### 2016-2017 Grades 9 & 10

<i>Course</i>	<i>Added Weight</i>	<i>Course</i>	<i>Added Weight</i>
<i>Honors Level High School Courses</i>	<i>.5</i>	<i>COA/UNCG College Courses Levels 100 and 200</i>	<i>1</i>
<i>Honors NCVPS Courses</i>	<i>.5</i>	<i>COA/UNCG College Courses Levels 300 and 400</i>	<i>1</i>
<i>Advanced Placement Courses</i>	<i>1</i>	<i>NCVPS Level III &amp; IV Foreign Language Courses</i>	<i>1</i>

## CLASS RANK and GRADE POINT AVERAGE

*Class Rank is determined at the end of the fourth nine weeks. Final Class Rank is only determined for the graduates of the graduating class for that year. Class Rank will be communicated after all final grades have been calculated, finalized, and entered. This will occur approximately 2 – 3 days before the actual advertised date of graduation ceremony. Student Class Rank will be determined/calculated for participation in the Graduation Ceremony from the total group of graduates from that particular year, this would include both 4<sup>th</sup> and 5<sup>th</sup> year seniors. The students achieving the top eight grade point averages (GPAs) from that group will be recognized by having seats on the stage and will have speaking roles in the graduation ceremony.*

## VALEDICTORIAN

1. Must have the highest cumulative weighted grade point average through the fourth nine-week grading period of the senior year.
2. Must pass no fewer than two units of credit less than the total maximum potential available for the four years in high school.
3. A student who is a transfer student from another early college must have attended JPKECHS for the final 3 semesters.
4. A student considered for this honor may only have a maximum of two college course withdrawals. This information will be verified based on the student's college transcript.

## SALUTATORIAN

1. Must have the second highest weighted cumulative average through the fourth nine-week grading period of the senior year.
2. All other requirements are the same as for valedictorian.
3. A student who is a transfer student from another early college must have attended JPKECHS for the final 3 semesters.
4. A student considered for this honor may only have a maximum of two college course withdrawals. This information will be verified based on the student's college transcript.

## HONOR GRADUATES

### Requirements:

1. Honor graduates must have a weighted GPA of 3.5.
2. Must pass each of the following courses: Honors English I & II, Math I or Honors Algebra I, Math II or Honors Geometry, and Math III or Honors Algebra II.

## GRADUATION MARSHALS

Graduation Marshals are defined as follows:

1. The top two (2) students from the Freshman, Sophomore, and Junior classes with the highest weighted GPA through the third nine week grading period.
2. The Year Three (Junior Class) student with the highest weighted GPA through the third nine weeks grading period will be designated *Chief Marshal*.
3. Only those students who agree to participate in Senior Recognition and Commencement Exercises will be recognized as marshals.

## PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE

Requirements:

1. Must successfully complete twelve (12) core (Honors) courses.
2. Achieve an overall average weighted GPA of 3.5 or above (through the third nine-week grading period of Year Four).
3. Receive a score at or above the 85th percentile on any nationally recognized standardized achievement test or college admissions examination such as the SAT. If levels are or were offered in any of the courses required in this program, the students must have taken academic level or above.

## NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

In March, 1983, the State Board of Education approved the North Carolina Scholars Program to begin with the 1983-1984 school year. In March 1990, the State Board of Education revised the program and re-designated it the North Carolina Academic Scholars Program. Again, the State Board of Education revised program requirements in August 2002 to make it more consistent with graduation requirements and to promote rigorous academic study. The revised plan is effective for students who enter the ninth grade for the first time in or after 2003-2004. Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition:

- Will be designated by the State Board of Education as North Carolina Academic Scholars.
- Will receive a seal of recognition attached to their diplomas.
- May receive special recognition at graduation exercises and other community events.

Please refer to the chart listed on the next page for the specific requirements for the North Carolina Academic Scholars Program.

The following revised plan is for students who enter Year One in or after 2009-2010.	
Students must:	
<ul style="list-style-type: none"> <li>• Begin planning for the program before entering Year One to ensure they obtain the most flexibility in their courses.</li> <li>• Complete all the requirements of this North Carolina Academic Scholars Program</li> <li>• Have an overall four-year unweighted GPA of 3.5</li> <li>• Complete all requirements for a North Carolina high school diploma</li> </ul>	
Credits	The following designated number of credits per subject area listed below <u>must</u> be taken in Years One-Four:
4	Honors English I, II, III & IV
4	Mathematics (Honors Alg. I, Honors Alg. II, Honors Geometry & a higher level math course with Alg. II as a prerequisite)
3	Science (an Honors Physics or Honors Chemistry, Honors Biology & Honors Earth/Environmental Science)
3	Social Studies (Honors World History, Honors Civics & Economics & Honors U.S. History)
2	Languages other than English (two consecutive credits of the same language)
1	Healthful Living
2	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses And Completion of The North Carolina Graduation Project
4	Elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area
23	Note: Adopted by the State Board of Education in August 2002, the above is a single plan applicable to students who enter Year One for the first time in or after 2003-2004.

## DROP/ADD POLICY

Students should consider course selections very carefully. Select alternate courses for electives since schedule conflicts or class overloads may prohibit admission into a course. Per school policy, students who withdraw from a course after the drop/add period within a semester will receive a “WF” (Withdrawal Failing) grade, which will be calculated into their GPA as an “F” grade.

Students enrolled in community college courses must pay strict attention to drop dates. Students who drop a course or who are dropped from a course will receive a “W” or “WF” by the college instructor.

Students who choose to drop a college course must replace that course with a high school course or study hall when appropriate. **There will be no waivers issued for these dropped courses!**

*According to the North Carolina State Board of Education policy for end-of-course tests, effective with the 1999-2000 school year, students may not drop a course with an end-of-course test after 10 days in a semester long course, or 20 days in a year-long course.*

## ACADEMIC SUPPORT

Students with a Grade Point Average below a 3.5 will have an Academic Support period(s) scheduled for maximum support of the number of courses they are enrolled in. This may include multiple days, multiple bells, Fridays, or after 12:40 P.M. dismissal.

Students with a Grade Point Average above a 3.5 will have an Academic Support period scheduled on a case by case basis, when/where needed and as their schedule permits.

## COLLEGE PREPARATION

Individual constituent institutions of the UNC System listed below may require other courses in addition to the minimum requirements; therefore, prospective students should refer to the catalogs and contact the admissions offices of any institutions to which they plan to apply. In determining the admissibility of each applicant, institutions also consider factors other than courses completed, such as high school grades, rank in class, scores on college entrance examinations, and recommendations.

The University of North Carolina system is composed of the following constituent institutions:			
1.	Appalachian State University	9.	University of NC at Pembroke
2.	East Carolina University	10.	University of NC at Asheville
3.	Elizabeth City State University	11.	University of NC at Chapel Hill
4.	Fayetteville State University	12.	University of NC at Charlotte
5.	NC Agricultural & Technical State University	13.	University of NC at Greensboro
6.	NC School of the Arts	14.	University of NC at Wilmington
7.	North Carolina Central University	15.	Western Carolina University
8.	North Carolina State University	16.	Winston Salem State University

Some students may decide, for many different reasons, to follow a College Transfer Program, completing their first two years in a community college transfer curriculum and transferring to complete their last two years at a public or private four-year institution.



## 5<sup>th</sup> YEAR POLICY

All students who want to stay the 5th year must submit a letter to the Principal requesting to be considered as a Super Senior (5<sup>th</sup> Year). Students who want to stay the 5th year need to qualify based on the following criteria.

1) Students intending to work towards their Associate in Arts Degree Diploma must have a weighted GPA of a 2.75 at the end of their Spring semester of their Junior year. Those not meeting the GPA requirement may go through the appeal process.

2) Students intending to work towards their Associate in Applied Science Degree, Associate in Fine Arts Degree must have a weighted GPA of a 2.5 at the end of their Spring semester of their Junior year. Those not meeting the GPA requirement may go through the appeal process. This includes the following programs:

- Theatre
- Visual Arts
- Music
- Business Administration
- Computer Engineering Technology
- Computer Information Technology
- Computer Programming
- Early Childhood Education
- Mechanical Engineering Technology

3) Students intending to work towards their Career and Technical Certificates must have a GPA of a 2.25 at the end of their Spring semester of their Junior year. Those not meeting the GPA requirement may go through the appeal process. This includes the following

- Aviation Systems Technology
- Computer Integrated Machining
- Welding Technology

4) Students intending to work towards their Associate in Science or Associate Degree in Nursing degrees must have an overall GPA of a 2.75 at the end of their Spring semester of their Junior year. Due to the intense Science and Mathematics requirements for the AS and ADN programs students interested in these programs must have a 3.0 GPA in their high school and college level Mathematics and Science courses. Those not meeting both of these GPA requirements may go through the appeal process.

5) Any student intending on staying for the 5th year must be making Good Academic Progress with the College of the Albemarle (COA) as defined by COA. This policy states: *“The criteria for maintaining Academic Progress are a semester and cumulative grade point average (GPA) of at least a 2.0.”* If students are not making Good Academic Progress or are on Academic Probation or Suspension by COA they must complete COA’s appeal process before they can stay for JP Knapp Early College’s 5th year. Please contact your school counselor for more information on this process.

## APPEALS PROCESS

A) Submit a letter to the Principal requesting the appeal and specifying why the applicant believes their particular situation should be considered. (Reference Letter B below.)

B) If a student does not meet the GPA requirement they may appeal by writing a letter detailing their academic and career goals and why they should be allowed to stay the 5th year. Students may also write about any obstacles they may have been facing that would explain certain grades. This letter and their academic transcript will be sent to a review committee that will make the final decision.

C) If after the review process the student is selected to stay the 5th year an academic contingency plan will be created for that student.

## *Comprehensive Articulation Agreement*

See link for further details on the J.P. Knapp Early College Website for details regarding this agreement.

## STUDENT RECOGNITION

### HONOR ROLL & PRINCIPAL'S LIST

An **Honor Roll** and **Principal's List** are generated at the end of each semester.

Students qualifying for **Honor Roll** must have earned no grade below an 80 for a 9 week marking period.

To qualify for **Principal's List**, a student must have earned all "A"s (no grade below a 90).

### SEMESTER RECOGNITION CEREMONIES

J.P. Knapp Early College believes it is important to celebrate our students' successes. Therefore, each semester the J.P. Knapp faculty and staff will host a ceremony to recognize our Spartans who have demonstrated excellence in academic performance and other areas. Parents and guardians and other family members are strongly encouraged to attend. Ceremonies are held in the Gym.

Ceremony dates and times will be announced via the automated phone system.

## TESTING

### End-of-Course Tests and NC Final Exams

End-of-Course Tests and NC Final Exams are used as final examination grades; **scores will count as 20% of the course grade** in accordance with testing regulations established by the North Carolina State Board of Education and the Currituck County Board of Education. The purpose of these tests is to measure whether students have mastered the objectives of the North Carolina Higher Academic Standards.

**Students cannot be exempt from an EOC test or NC Final Exams (NCFE).**

### Other Exams

All students are required to take final exams in all courses. Exam exemptions are not allowed for most high school courses. Students are required to take EOCs and NCFEs, unless exempted based on attendance and grades on rare occasions for certain courses. Please contact the instructor for clarification on this issue. Exams count 20% of the final grade.

## ADDITIONAL TESTING

### ACT (American College Testing)

Beginning in the 2011-12 school year, all juniors in the state of North Carolina will take the ACT test. The American College Testing (ACT) is a college entrance examination required by most colleges and universities for admission and placement purposes. The ACT contains multiple choice tests in English, Math, Reading, and Science. ACT Plus Writing offers an optional writing test.

**Juniors will take the ACT on the J.P. Knapp Early College Campus in the 2020 Spring Semester. More information will be shared with students via email, phone calls, and announcements.**

More information and registration are available at [www.actstudent.org](http://www.actstudent.org).

### C.O.A. General Placement Test

A series of short placement tests of basic skills in writing, reading, and numerical reasoning plus more advanced tests in algebra and geometry will be administered to students prior to enrollment in COA courses. These tests will be used along with other indicators for placement into College of the Albemarle courses.

### ASVAB - Armed Services Vocational Aptitude Battery

This test is administered to juniors and seniors who request permission to take the test. This test indicates vocational strengths and assists guidance counselors in helping students make sound

career choices. It also serves as a qualifying test for those students interested in enlisting in the military service.

<http://www.military.com/ASVAB>

### **IMS Testing (Instructional Management Systems)**

The North Carolina State Board of Education requires that each student enrolled in Career and Technical Education (CTE) classes take post-tests in each of these courses. Post-tests will be administered as final exams for each of the vocational/career courses. Post-tests count as 20% of the final grade for the course. Students cannot be exempt from an IMS test.

### **PSAT (Preliminary Scholastic Aptitude Test)**

The PSAT is a practice test to prepare for the SAT. The purposes of this test are to provide practice for taking the SAT and to serve as a qualifying test for the National Merit Scholarship competition. All students planning to attend college are encouraged to take the PSAT.

Score reports, answer sheets, and test books are returned to the students in mid-December. More information and registration is available in the guidance office. This test is given to Juniors.

See the J.P. Knapp Early College calendar for PSAT date.

### **SAT (Scholastic Aptitude Test)**

The Scholastic Aptitude Test (SAT) and the American College Testing (ACT) are college entrance examinations required by most colleges and universities for admission and placement purposes. Students who plan to attend college need to take the SAT. Many students take the test multiple times in their high school career. The SAT is given at Currituck County High School in October, November, and May. The SAT contains multiple choice tests in math and critical reading in addition to a required written essay. Students must complete and mail a registration form or register on-line at least six weeks prior to the test date. Materials for registration and preparation are available in the Guidance Office. Students are encouraged to register online.

More information and registration is available at [www.collegeboard.com](http://www.collegeboard.com).

## Student Rights, Regulations and Responsibilities

### STUDENT CONDUCT

*Information regarding Student Code of Conduct may be further reviewed under Currituck County Board of Education **Policy Section: 4000***

J. P. Knapp Early College High School must be a safe and disciplined environment. Students are expected to conduct themselves with pride and respect for themselves, as well as others. This includes use of proper language, respect for the building and its furnishing, respect for school rules and policies, responsibility for schoolwork, and the willingness to treat faculty, staff, and fellow students with respect. Behavior that detracts from a student's ability to learn or infringes upon the rights of others warrants disciplinary action. The intent of any disciplinary action is to bring about a positive change in the student's behavior.

This Code of Student Conduct applies to:

- (1) Any student in any school building or on any school premises before, during or after school hours;
- (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity;
- (3) Any student during any school function, activity or event;
- (4) Any student at any time when the student is subject to the authority of school personnel;
- (5) Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the general health and welfare of members of the school community.

J.P. Knapp School Code of Conduct should be followed by students while on the campuses or any higher education partner, such as the College of the Albemarle.

Violations of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspension or expulsion of the student.

#### Rule 1: Weapons and Dangerous Instruments

The Currituck County Board of Education practices zero tolerance with respect to weapons on school property.

1. No student shall possess, handle, or transmit any weapon or dangerous instrument. The term weapon includes, but is not limited to, a loaded or unloaded firearm, including a gun, pistol, rifle or other firearm of any kind, or any ammunition for any firearm; an incendiary device or explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting caps, detonators or fuses for the detonation of the foregoing; any knife, slingshot, slungshot, leaded cane, metallic knuckles, BB gun, pellet gun, stun gun, ice pick, mace, pepper spray, razor or razor blade (except solely for personal shaving), or any sharp-pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, for instruction, or for maintenance.

2. Items that are not weapons but are presented or used as such will be considered weapons in violation of this policy.
3. A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.
4. This section shall not apply to students who are members of the Reserve Officer Training Corps to the extent that they are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in school-approved instruction or ceremonies. The principal must grant advance approval for any use or display of weapons.

### Penalties

Any student who brings onto school property any firearm, including any gun, pistol, rifle or other firearm, or any powerful explosive including dynamite, nitroglycerin, trinitrotoluene, blasting caps, detonators or fuses therefore, shall be suspended for 365 calendar days, and may be subject to expulsion. Upon recommendation of the Superintendent, the Board may modify the suspension on a case-by-case basis, or approve alternate educational services for the student.

Any student who possesses a firearm or other weapon shall be subject to suspension for the remainder of the school year or expulsion.

### Rule 2: Compliance with Directions of School Personnel

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions, during any period of time when students are subject to the authority of such personnel.

All students on any school grounds or at school events must, upon request by school authorities, identify themselves.

### Rule 3: Disruption

1. No student shall engage in or urge, aid or abet any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of the school to which he is assigned or any other school in the Currituck County Public School System.

2. While the following list is not inclusive, the following acts, when causing a substantial and material disruption or obstruction of any school, illustrate the kinds of conduct addressed by this rule:

- a. occupying any school building, school grounds, school bus, or part thereof, maliciously or willfully depriving others of its use;

- b. blocking the entrance or exit of any school building, corridor or room, and thus depriving others of lawful access to or from, or use of, the building, corridor or room;
- c. setting fire to or otherwise purposely damaging any school building or property;
- d. threatening use of firearms, explosives, knives or other weapons on school property, including anonymous bomb threats;
- e. maliciously or willfully preventing students from attending class or school activity;
- f. blocking normal pedestrian or vehicle traffic on a school campus;
- g. maliciously or willfully acting in any manner that interferes with a teacher's ability to conduct a class or school activity; and
- h. activating fire alarms

Rule 4: Damage, Destruction or Theft of School Property

No student shall steal or attempt to steal, or damage or attempt to damage, any school property.

Rule 5: Damage, Destruction or Theft of Private Property

No student shall steal or attempt to steal, or damage or attempt to damage, any private property either on the school grounds or during a school activity off school grounds.

Rule 6: Assault or Fighting

No student shall assault, cause or attempt to cause physical injury, or intentionally behave in such a way as could reasonably cause injury to any other person. This rule also prohibits sexual assault.

No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or any other person. No student shall take any action or make any communication intended to cause others to fight or which might reasonably be expected to result in a fight. A student who is attacked may use reasonable force in self defense but only to get free of the attack and notify school authorities. A student who exceeds this reasonable force will be disciplined even if not the aggressor.

Rule 7: Hazing

No student shall participate in hazing. Examples of hazing include requiring a student to wear abnormal dress or undertake dangerous or ridiculous activities, frightening, scolding, swearing, harassing, or subjecting another to personal indignity.

Rule 8: Sexual Harassment

No student shall sexually harass another student, a school employee or a school visitor. Sexual harassment is defined and addressed in policies:

[1510/4200/7270](#) School Safety

[1710/4021/7230](#) Prohibition Against Discrimination, Harassment, and Bullying  
[1720/4015/7225](#) Discrimination, Harassment and Bullying Complain Procedure

Additional references are included in Section 4000.

Rule 9: Threatening, Harassing, Bullying, or Abusive Language and/or Actions (Policy 1710/4021/7230)

No student shall direct toward any school employee, student, or other person any language, sign or action which threatens force or violence, or which is abusive, insulting, harassing, bullying, seriously disrespectful, profane, obscene, or insulting and which disrupts the learning process for any student or which demeans or degrades another person. In addition, any act of retaliation against an individual for reporting such conduct is expressly prohibited.

Rule 10: Possession or Use of Alcohol or Other Drugs

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, or any other controlled substance, or any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student possess, use or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Proper use of a drug authorized by a medical prescription from a licensed physician will not be considered a violation of this rule.

Penalty

For a first offense of buying, using or possessing a controlled substance or alcohol, a student may be suspended for up to ten (10) days and will be required to attend rehabilitative counseling or group sessions. The details and severity of each individual's punishment will be at the discretion of the principal after consulting with the Superintendent.

For a first offense of selling a controlled substance or alcohol, or a second offense of buying, using or possessing a controlled substance or alcohol, a student will be suspended from school for the remainder of the school year and may be excluded from participation in extra-curricular activities for up to 180 school days. Punishment may be reduced at the discretion of the principal after consulting with the Superintendent if the guilty student successfully participates in a rehabilitative program.

During a period in which a student is excluded from extracurricular activities, the student is prohibited from going on the premises of all county schools, unless a school principal has authorized the student to be on the grounds of a particular school for a specified time or activity. Where unusual circumstances arise relative to enforcement of this policy, the school principal may consult with the Superintendent to determine the most equitable resolution of the matter.



Rule 11: Tobacco Products

Student use, possession or transmission of tobacco products is prohibited on school property or while participating in school-sponsored activities.

Rule 12: Integrity

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions specifically are prohibited:

1. cheating, including the giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work;
2. plagiarism, including the copying of the language, structure, ideas and/or thought of another and representing it as one's own original work; and
3. falsification, including a verbal or written statement that is knowingly untrue but is represented as the truth.

Rule 13: Parking Regulations

Students must follow all parking and traffic rules while driving on campus. A speed limit of 10 mph must be observed on all school grounds.

Rule 14: Student Dress Code

The Board of Education believes it is the responsibility of the school to foster good habits of dress and grooming. The Board believes a pupil's dress, including hair style and length, is primarily the responsibility of the student and the student's parent or guardian. However, a pupil's dress may not be vulgar, immodest or disruptive.

Each school principal is responsible for formulating reasonable rules relative to student dress. Dress for special school-sponsored activities that occur outside of the regular school day may also be regulated by the school principal.

Legal References: G.S. 115C-112, [-276](#), [-288\(e\)](#), [-289](#), [-307](#), [-390](#), [-391](#); [G.S. 14-269.2](#); and 20 U.S.C. 8921

## J. P. Knapp Early College Discipline Referral Process

- 1st Offense: Utilize classroom management strategies and/or verbal warning
- 2nd Offense: Teacher and Student Conference
- 3rd Offense: Parent Contact (Phone or Email)
- 4<sup>th</sup> Offense: Write Referral to Office using educator's handbook for staff

Behavior which is determined by staff as a serious offense will be immediately referred to administration.

The J. P. Knapp Early College is implementing the Multi-Tiered System of Supports (MTSS) /Positive Behavior Intervention Support (PBIS) system as a proactive approach to school-wide discipline. The system is designed to be responsive to current staff and student social and educational challenges through the development of effective academic and social interventions. PBIS is a collaborative process that focuses on prevention and instruction.

### Consequences

Consequences for disciplinary infractions may range from teacher interventions to administrative actions. Disciplinary interventions may include, but are not limited to, lunch detention, after school detention, or out-of-school suspension. If a student commits an offense related to safety (fighting, weapons, drugs, etc.), or respect to staff, the principal will contact the student's parent(s) or guardian(s) to schedule a conference to ensure the offense is not repeated.

*\* More information regarding suspensions, including the appeals procedure is found in the Currituck County Student-Parent Handbook.*

### Random Drug Testing

According to Currituck County Policy Code [4326](#), under Section D, "Scope of the Random Drug Testing Program, "All students in grades 9-12 who participate in interscholastic athletics, other voluntary extracurricular activities or wish to have campus parking privileges must agree to participate in the random drug testing program."

### North Carolina Safe Haven Law

General Statutes 7B-500; 14-322.3

You can leave your baby, up to 7 days old, with an employee on duty at any hospital, health care center, local or district health department or at a nonprofit community health center. Also, with an on-duty employee at social services agency, emergency medical services provider, law enforcement agency, fire station or any responsible adult in North Carolina.

## J. P. Knapp Early College Protocols for College of the Albemarle Courses

### Protocol for students with a D or F in COA classes:

Students in the 11th grade who earn D(s) in COA classes will be placed on Academic Probation. They will be required to retake the class that they earned the D for grade replacement. They will not be eligible for Academic Waivers the next semester. Additional Academic Support with a lab instructor will be implemented if schedule permits. The student's progress will be monitored and reviewed at the end of the semester for further action if necessary.

Students in the 11th grade who earn 1 or more F (s) in COA classes may have their 4-5 year plan changed from degree program to High School Graduation only. Students will be scheduled for the classes they need to graduate high school for their senior year. They will not be eligible for Academic Waivers the next semester. The student's progress will be monitored and reviewed at the end of the first semester of 12th grade. Should their academic performance improve significantly, administration may review to determine if addition of COA classes would be appropriate for second semester 12th grade.

Progress of 2nd semester 12th grade will be monitored and a decision by administration will be made as to whether the student is eligible to stay for a 5th year to complete the degree program.

Students in 12th grade who earn D(s) first semester of 12th grade, who are planning to stay a 5th year, will be evaluated by administration to determine if they will be eligible to stay a 5th year. They will be informed by the beginning of 2nd semester 12th grade.

Students in 12th grade who earn F(s) first semester 12th grade, who are planning to stay a 5th year will be reviewed by administration and in most cases will not be allowed to stay a 5th year. Exceptions may be made in the following circumstances (hospitalization, death in immediate family).

Students in grade 13 who earn D(s) in first semester will be reviewed by administration to determine if they will be eligible to take COA classes 2nd semester grade 13. If not, the student will be graduated in December and walk in the May graduation ceremony.

Students in grade 13 who earn F(s) in first semester will be graduated in December and not eligible to continue to take COA classes under the JPK program. These students will be able to walk in the May graduation ceremony.

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**Student Signature**

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**Date**

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**Parent Signature**

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**Date**

## Lunch for J. P. Knapp Students Taking Courses Off-Campus

J. P. Knapp Early College students who are taking classes at the Regional Aviation Technical Training Center may ride the return bus back to the J. P. Knapp campus and eat lunch in the cafeteria. An after-lunch bus will return them to the Regional Aviation Technical Training Center for afternoon classes.

## College of the Albemarle- Attendance and Academic Policies

### Class Attendance Policy Traditional (on-campus) Classes:

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be dis-enrolled from that course. Some programs may follow a more rigid attendance policy because of regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.).

Exceptions to this must be cleared with the appropriate program coordinator or department chair. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, or other similar areas. Pets are not permitted inside any college building.

### Conduct at COA and RATTC:

Students are expected to act in a professional manner while attending classes at the Regional Aviation Technical Training Center and the College of the Albemarle and/or while on their campuses. All rules and regulations regarding appropriate language, behavior, and/or dress code on the J. P. Knapp campus, also apply on any of The College of the Albemarle campuses.

### Distance Education (Internet Classes):

As students in distance education do not physically attend classes, it is important that faculty have a plan to document attendance. The method of tracking attendance will be contained in the course syllabus and students must familiarize themselves with the course expectations. In the event of any situation which prevents a student from logging into Moodle or Campus Cruiser it is the student's responsibility to contact the instructor. Failure to communicate with class instructor(s) will result in withdrawal from the class(es). Instructors may provide options for entry into a course, but these options must be noted in the course syllabus and on the Announcements page for Internet courses.

### Academic Progress Policy

Any full-time or part-time curriculum student, including distance education, who does not meet the Academic Progress standards after his/her first semester may be placed on Academic Alert or Conditional Status, leading to possible academic suspension.

A student's academic progress is evaluated at the end of each Fall and Spring academic semester. The criteria for maintaining Academic Progress are a semester and cumulative grade point average (GPA) of at least 2.0. Students must attain at least a 2.0 GPA to graduate and receive a degree, diploma, or certificate.

To impress upon students the necessity of maintaining a good academic record, the college has established the following methods for informing students about Academic concerns:

### Academic Alert

Students will be placed on Academic Alert if they have less than an overall 2.0 GPA for any one semester, but have a cumulative GPA at or above 2.0.

This is a non-punitive intervention with the purpose of alerting students, counselors, and instructors to potential academic problems. Students placed on Academic Alert will receive notification of their status and should meet with their advisor. Advisors will suggest ways for students to improve, and may recommend alternative programs better suited to the students' abilities.

### Conditional Status

Students will be placed on Conditional Status if they have less than a 2.0 cumulative GPA at the conclusion of any academic semester. Students who are placed on Conditional Status must adhere to the following:

1. May enroll for a maximum of 9 credit hours.
2. Should meet with their advisors who will suggest ways for students to improve, and may recommend alternative programs better suited to the students' abilities.

Students who have not met the standards for Academic Progress after the second semester will be placed on academic suspension.

### Academic Suspension

Students will be placed on academic suspension if they are unable to attain and maintain a cumulative GPA of 2.0 after two consecutive semesters. The Vice President for Student Success and Enrollment Management may give a student permission to stay on Conditional Status for one additional semester if that student's semester GPA was 2.5 or higher.

Students will be placed on academic suspension for one year. Students may be readmitted but will be assigned to an advisor who they must see before registering. Students who reenroll will be placed on Conditional Status and may be required to enroll in courses designed to facilitate their academic success.

### Appeals of Academic Suspension

Students wishing to appeal their academic progress suspension must submit a written appeal to the Vice President, Student Success and Enrollment Management. The appeal must include their home address, telephone number, College of The Albemarle email address, and justification for the suspension to be overturned. The appeal must be received no later than one week prior to

the first day of classes for the appropriate semester. The appeal will be heard by the Academic Progress Appeals Committee which will consist of the Vice President for Student Success and Enrollment Management, the Registrar, and one faculty member. The student will be notified of the committee's decision by mail.

## EXEMPTION STATUS FOR SEAT ATTENDANCE FOR ONLINE LEARNING COURSES (GRADES 11-12)

As an incentive for hard work and dedication, students in grades 11-12, who are capable of maintaining an "A" or better average, may be exempted from physically attending their scheduled online course(s). Students must adhere to the following policy:

- 1) All students enrolled in online courses will report to their assigned lab until the first progress reports are issued each semester.
- 2) When progress reports are issued, students who meet the criteria for seat time exemption will receive written notice of their exemption. This written notice must be signed by a parent and returned to school by the specified date.
- 3) Students who are exempt from seat time have the following options:
  - a. Students will report to the Media Center during their scheduled lab time.
  - b. Students who have permission from their parents (by the written notice) may leave campus during their scheduled lab time.

Students who fail a course will be considered to be on probation and may not earn a seat waiver for a course in the subsequent semester. (e.g. A student fails any course in the Spring '19 semester, he/she is not eligible to earn a seat waiver for the Fall '19 semester.)

### Guidelines for Exemption Status

- 1) If at any grade reporting period a student's grade in an online course drops below the minimum requirement of "A" average the student will be required to attend his/her scheduled lab for the remainder of the semester. **No exceptions.**
- 2) Any student who is dropped from a college course is not eligible for a seat waiver or will lose any existing seat waiver. A student can appeal this decision to the administration for further review.
- 3) A student must be given parental permission to leave campus if exempted from seat time. **At no time is a student allowed to leave campus with another student.** Students who leave campus with permission must sign out in the main office and sign back in upon their return. **Failure to comply with these guidelines will result in immediate loss of exemption status.**
- 4) Failure to behave appropriately will result in loss of exemption privileges.
- 5) Students must remain in the media center during their exempted period. Students may not roam campus or visit other classrooms.
- 6) Parents will be contacted if and when any student loses exemption status. Students will return Exemption Cards and report to their scheduled lab effectively immediately.

Note: Students that fail a course at COA are not eligible to attend classes on the COA campus the following semester. In addition, the ability to obtain a seat waiver the following semester is also revoked if a student fails a course. Decisions of this nature may be appealed to the school administration for review.

## ATTENDANCE POLICIES & PROCEDURES

*Detailed attendance policy information, including legal references, can be found in the Currituck County Board of Education Policy Code: 4400.*

**Student Attendance Policy (#4400):** Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

**ATTENDANCE RECORDS:** To be counted present, a student must be in attendance at least one-half of the school day, which may include attendance at official school activities at a place other than the school when approved by the principal. A student must be in his or her assigned area at the beginning of the school day and the beginning of each class or the student will be recorded as tardy. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

**EXCUSED ABSENCES:** When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher within two days after the student returns from an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school.
2. isolation ordered by the State Board of Health.
3. death in the immediate family.
4. medical or dental appointment.
5. participation under subpoena as a witness in a court proceeding.
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with approval by the principal. The approval of an absence of more than two cumulative days may be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the student's educational program. The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.
8. pregnancy and related conditions or parenting, when medically necessary.
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 for the failure to submit a school health assessment form within 30 days of entering 5 school the student will be permitted to make up his or her work (See policy 4351 Short-Term Suspension & 4110 Immunization and Health Requirements for School Admission).

The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

**EXCESSIVE ABSENCES:** Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be subject to in-school disciplinary action. In situations where excessive absence is having a negative impact on student performance, teachers will implement the MTSS (Multi-Tiered System of Supports) problem solving process after the student has accrued 5 consecutive absences or accumulated 10 absences, in order to identify strategies and interventions needed to improve both attendance and academic performance. A parent is responsible for remaining aware of the number of absences a student has accumulated. At the conclusion of each nine-week grading period, a student's report card will indicate the number of absences. However, the principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to in-school disciplinary action for truancy. At the end of the semester or school year, the principal will convene an attendance advisory committee of licensed personnel to hear the individual appeals of students who have failed to meet the minimum attendance requirements. An appeal may be initiated by a parent or student. Written notice must be made to the school principal no later than the last school day of the year. The committee shall review measures of academic achievement, the circumstances of the absences, including the general health of the student or extended illnesses, level of parental support, the number of absences, and the extent to which the student completed missed work. After hearing the appeal, the committee will make a recommendation to the principal regarding the award of credit or promotion. The principal has the final authority regarding credit and promotion decisions. Students with excused absences due to documented chronic health problems are exempt from this policy. Excessive absences may impact eligibility for participation in interscholastic athletics. Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, - 407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, 003, NCAC-6E.0104

### **Compulsory Attendance**

Parents are responsible for remaining aware of the number of absences their child has accumulated. At the conclusion of each nine-week grading period, the report card will indicate the number of days the student has been absent. As required by state statute, parents of students under age 16 will be notified when their child has accumulated three, six, and ten unexcused absences.

### **Reporting Unexcused Absences under the Compulsory Attendance Law**

The principal or his/her designee shall notify the parent, guardian or custodian of any child under age 16 of his/her child's excessive absences after the child has accumulated three (3) unexcused absences in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy. Once the parent, guardian or custodian is notified, the designated school employee shall work with the child and his/her family to analyze the cause of the absences and determine steps to eliminate the problem. After ten (10) accumulated



unexcused absences in a school year the principal or his/her designee shall review any report or investigation concerning absences and shall confer with the student and his/her parent, guardian or custodian if possible to determine whether the parent, guardian or custodian has received notification of the absences and made a good faith effort to comply with the law. If the principal determines that the parent, guardian or custodian has not made a good faith effort, he/she shall notify the district attorney. If the principal determines that the parent, guardian or custodian has made a good faith effort to get the child in school, he/she may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid cause.

Any parent, guardian or other person violating the Compulsory Attendance Law shall be guilty of a misdemeanor and upon conviction shall be fined, imprisoned or both at the discretion of the court.

## College Attendance

### Traditional (on-campus) Classes

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be dis-enrolled from that course. Some programs may follow a more rigid attendance policy because of regulations set by state and federal licensing agencies.

### Distance Education (Internet Classes)

As students in distance education do not physically attend classes, it is important that faculty have a plan to document attendance. The method of tracking attendance will be contained in the course syllabus and students must familiarize themselves with the course expectations. In the event of any situation which prevents a student from logging into Blackboard or Campus Cruiser it is the student's responsibility to contact the instructor. Failure to communicate with class instructor(s) will result in withdrawal from the class(es).

## Excused Absences Defined

Absences are classified as **excused** or **unexcused**. The following shall constitute valid excuses for the temporary absence of a child from school if satisfactory evidence of the excuse is provided to the appropriate school official.

1. **Illness or Injury**. An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
2. **Quarantine**. An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family**. An absence is excused when it results from the death of a member of the immediate family of the child.
4. **Medical or Dental Appointments**. An absence is excused when it results from a medical or dental appointment of a child.

5. **Court or Administrative Proceedings.** An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
6. **Religious Observances.** An absence may be excused with advance approval of the principal if the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event. The approval of the absence should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the child.
7. **Educational Opportunity.** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval must be obtained from the principal prior to the absence.
8. **Absences of Less than One-Half Day.** For good reason and in compliance with State law and regulation, the principal of each school is authorized to excuse temporary or occasional absences when a student has been in attendance for at least one-half of the school day.
9. **Children of Military Families.** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting shall be granted additional excused absences at the discretion of the Superintendent to visit with his or her parent or guardian relative to such leave or deployment.

### **Make Up Work Guidelines**

Students returning to school following an absence must initiate a request to make up any work missed. Teachers will provide the requested work. Students are expected to make up work assigned during the lawful absence(s) within three school days of the student's return to school. The actual grade earned will be recorded. ***Work not submitted by the third day will be recorded as a zero. The ultimate responsibility for make-up work lies with the student.*** Students participating in school-sponsored activities will not be considered absent for the purposes of this policy, but will be expected to make up any work missed.

Students are encouraged to notify teachers in advance (more than 24 hours) if they have an upcoming, planned absence.

### **School Tardy Policy – Signing In**

Students who arrive after the official beginning of school (8:20 a.m.) should report to and sign in at the main office. Students should be accompanied by their parent/guardian or have a written note, signed by their parent or guardian, explaining the reason for being late. The main office will provide students with a pass to be admitted to class. School personnel will determine if the tardy is excused or unexcused.

## Classroom Tardy Policy

Students arriving to individual classes tardy a total of three (3) times throughout a grading period will be referred to the main office. Students are expected to arrive on time and prepared for class.

Students arriving to class tardy due to being held over for another class must report with a note to be admitted.

## Leaving School Grounds

Students are required to remain on school grounds after arriving on campus. Leaving campus without permission will result in disciplinary action.

Students, regardless of age, who request to leave school during the school day must present a note from a parent or guardian and present it to a member of the administrative staff for approval before school.

***\*Please note, only written forms of communication (i.e. Emails, faxes, notes) will be accepted as means of permitting a student to leave campus early.***

Students leaving school prior to the end of the school day (3:30 p.m.) must be properly signed out in the main office. Students will be released to parents, guardians or adults previously designated and approved by a parent or guardian (and on file with the school). Individuals picking up a student must be prepared to present photo identification at the time of pick up. Students may be dismissed to older siblings with prior authorization from the parent/guardian.

Parents/guardians will be asked to sign approval forms for students attending activities which require them to leave school grounds (i.e. field trips, job shadowing, etc.)

## Visitors during School Days

Parents and other adults are welcome at all times. Students are not permitted to have friends accompany them to class. **All visitors must report to the office to receive a visitor's pass before going beyond the main office.** *Visitors are asked to use the identification system, Lobby Guard, in the main office to sign in and sign out during their visit.* Neither students nor teachers shall be disturbed by visitors during class time unless there is an emergency. Violators may be prosecuted for trespassing.

## Emergency Drills

Regular emergency drills are conducted at the direction of school staff. Emergency evacuation routes for drills are posted near the door of each classroom and other areas throughout the campus. Students will be trained on the policies and procedures of drills during the first week of school. Students will continue to receive reinforcement about the policies, procedures and importance of drills throughout the school year.

Students will participate in drills such as fire drills, tornado drills and school lockdown drills. These drills serve an important purpose as drills aid faculty, staff and students in being prepared for potential threats and emergencies. Drills are treated very seriously. Students are expected to follow all staff directions and remain quiet during drills and evacuations.

## DRESS CODE

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a disruptive factor in the school, the principal or his/her designee may require the student and the student's parents or guardians to take appropriate action to remedy the situation. This may include the student being required to change his/her dress or appearance before being allowed to attend classes.

If there is a question as to whether an item of clothing is appropriate, do not wear it to school before consulting with an administrator.

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to;

1. exposed undergarments;
2. saggy pants;
3. excessively short (applying the "finger tip" test for some schools) or tight garments;
4. bare midriff shirts;
5. strapless, spaghetti string strapped, or halter style shirts or tank tops;
6. attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors;
7. head covering of any kind;
8. see-through clothing
9. attire that exposes cleavage;
10. any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon;
11. any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups;
12. any symbols, styles, or attire about which students at a particular school have been notified.

Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy. Any additional restrictions will be noted in the school's student handbook.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second violation of this policy may result in disciplinary action.

## 1:1 Initiative Overview

J. P. Knapp Early College is proud to offer our students Dell Latitude 2100 netbook computers for use at school and home. The 1 to 1 Laptop Initiative, which provides mobile, wireless technology to all of our students, has been designed to enhance our instructional delivery within our early college instructional framework.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of use and care related to receiving a Latitude netbook computer.

- Students will receive instruction in the proper use of the Latitude netbook computer.
- Students will be able to take the computer home during the school year if the Student Internet/Website Acceptable Use Agreement & Consent Form is signed. In order to take laptops home, insurance premiums must be paid.
- Students are expected to treat the Latitude netbook computer as a valuable piece of equipment.
- Students must take all precautions to prevent theft, for example, do not leave the netbook computer unattended or in the passenger area of a car.
- Students must take precautions to prevent damage, for example, do not leave the computer where there is danger of coming in contact with moisture or excessive heat. The computer should also be protected from inclement weather conditions.
- The netbook comes with preloaded software. Students must not load any other software on the netbook.
- Students are to use the netbook to access only appropriate materials and websites.
- Parents are responsible for monitoring computer use when students are off campus.
- Students must not purchase goods or services via the internet. Parents/Students accept full responsibility for any financial obligations incurred from the inappropriate use of the netbook computer.
- Insurance coverage is required for each laptop.
- Students are to use the netbook in accordance with the Currituck County Schools Board of Education Policies, including the acceptable use policy, and to maintain the netbook in accordance with the procedures and the information provided during student training.
- Netbooks are the property of Currituck County Schools and must be returned at the end of the academic year, upon withdrawal from JP Knapp Early College, or at the request of a teacher or administrator. Willful failure to return the netbook in accordance with the stated conditions will result in criminal prosecution.

## 1:1/Technology Policies and Procedures

### Section 1: Receiving Your Laptop

Netbooks will be distributed during the “netbook orientation” presented as a part of all students’ Academic Seminar classes. Parents and students must attend a yearly parent information session. Before receiving the netbook, students and parents must sign and return the following forms and agreements:

1. Currituck County Schools Student Internet/Website Acceptable Use Agreement
2. Consent Form

Any student who needs assistance with laptop insurance fees can be placed on a payment plan by administration. Students will not be issued a netbook until insurance fees are paid in full, or payment arrangements are approved by the principal.

Netbooks will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at the early college.

### Section 2: Taking Care of Your Laptop

#### **General Precautions**

- No food or drink next to your laptop while in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry the laptop while the screen is open.
- Laptops should be shut down or placed in “sleep mode” before moving between classes to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Currituck County Schools.
- Laptops should never be left in a car or any other unsupervised area.
- **Students are responsible for charging their laptop’s battery for each school day. Students should also bring their laptop charger to school each day.**
- Do not expose your laptop to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

#### **Carrying Laptops**

The protective cases provided with laptops have sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops and power supplies should always be within the protective case when carried.
- Other items should not be stored in the carrying case to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.

### Screen Care

The laptop screen can be damaged if subjected to rough treatment.

- Do not lean on the top of the laptop nor place objects on top of it when closed.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid on the laptop.**

### Section 3: Using Your Laptop at School

- Laptops are intended for use at school each day. Students are responsible for bringing their laptops to all classes, unless specifically advised not to do so by their teacher. If a student repeatedly fails to bring his/her laptop to school then administrative consequences may occur.

### Laptops Undergoing Repair

- Laptops undergoing repair must be submitted to the Instructional Technologist immediately upon noticing an issue. Every effort will be made to repair and return laptops within 24 hours.
- In the event a laptop encounters a hardware failure, which is deemed to be incidental and not abuse related, the laptop may be replaced with another laptop.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Instructional Technologist.
- Students must return the loaner laptop by the end of the school day to the Instructional Technologist.
- In the event a laptop is physically damaged due to misuse or neglect by the student, the student will be responsible for any costs associated with the repair, which are not covered by their insurance.

### Charging Your Laptop's Battery

- Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.
- **Students should bring the laptop charger in the laptop bag each day.**

### **Screensavers and Backgrounds**

- Only school approved backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary actions.
- The Principal reserves the right to check a student's laptop screensaver at anytime.

### **Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Printing**

- Students may use printers in the school with teacher permission. However, printing will be limited to only those things needed directly for instruction.
- Printing stations will be available at school. Students should also use their Dropbox account or a USB-type thumb drive inserted into a home computer (if available) for printing out assignments that are due the next day.

## **Section 4: Managing Your Files and Saving Your Work**

### **Saving Your Work**

- Students will not have network access at home; therefore, work should be saved to a flash drive or saved to the student's Dropbox that will be installed on each laptop. The Dropbox will be accessible whenever the student uses his/her laptop computer.
- During maintenance and imaging, all work saved outside the Dropbox will be lost.
- Students should save all of their work daily. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
- Dropbox space is limited to 2 GB of storage. The Dropbox should only be used to save school assignments and files necessary for the completion of school work.
- Both the Dropbox and any USB flash drives used in school computers are subject to inspection by the principal at any time.

## **Section 5: Laptop Software**

### **Originally Installed Software**

- The software originally installed by the Knapp Early College must remain on the laptop in usable condition and be easily accessible at all times.
- It is the responsibility of the Instructional Technologist to install additional software programs and files.



### **Additional Software**

- Students are not allowed to install anything on school laptops.
- Violent games and computer images containing obscene or pornographic material are banned.
- From time to time the school may add software applications for use in a particular course.

### **Inspection**

- Students may be selected at random to provide their laptops for inspection without notice.

### **Laptop Identification**

- Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels!**

### **Password Protection**

- Students are expected to password protect their laptops.

### **Laptops Left in Unsupervised Areas**

- Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.
- Unsupervised laptops will be confiscated by staff and taken to the office. Disciplinary actions may be taken for leaving your laptop in an unsupervised location. Each student is responsible for their laptop once it has been issued.
- Students are expected to “lock” their laptop when they step away from it so as to prevent unauthorized use.

## **Section 6: Acceptable Use Guidelines**

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of Knapp Early College.
- Students are responsible for the ethical and educational use of the technology resources of Knapp Early College.
- Access to the J.P. Knapp Early College’s technology resources is a privilege not a right. Each employee, student, and/or parent will be required to follow the Currituck County Schools acceptable use policy as well as the J.P. Knapp Early College discipline policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the principal or instructional technologist, will be considered an act of vandalism and subject to disciplinary action.

### **Integrity and Civility**

In addition to any standards or rules established by the school, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws

### **Privacy and Safety**

Privacy and safety of all students is our top concern. Please review the tips below:

- Do not open, use, or change computer files belonging to others.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be confidential.
- **If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or administrator immediately so that such sites can be blocked from further access.**

### **Email**

Students will have email accounts through Currituck County Schools and/or College of the Albemarle. Please note that emails are not private and access is open. The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- **No private chatting in class without permission.**

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated Currituck County Schools or JP Knapp Early College staff to insure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Section 7: Personal Laptop Use**

Students who wish to use a personal laptop instead of a school issued laptop may do so under the following conditions:

- All policies, rules and procedures for using a school computer apply to the use of a personal computer while on school property or connected to a school network.
- All software loaded on school computers must also be loaded on personal computers. All software being used are open-source and available free of charge.
- Remote monitoring/remote control software must be installed on personal laptops. Students shall make no attempt to tamper with, disable, or circumvent this software.
- The host name of the personal computer will need to be changed. This will not impact functionality, but will change the way the computer is identified on the network.
- Installation and configuration of these software packages is to be completed by the Instructional Technologist.
- Personal Laptops nor Netbooks will be used in the computer labs. Students taking an online course in one of our labs will use the desktop computers.

### **Section 8: Consequences for Laptop Infractions/Violations**

Students found to be in violation of the policies, rules and procedures as outlined in Sections 1-7 are subject to disciplinary actions including, but not limited to, verbal warning(s), parent notification, discipline referral(s), revocation of 1:1 privileges and/or out-of-school suspension. Major infractions will be reviewed by the principal and Instructional Technologist on an individual basis.

In the classroom, students are expected to report to class each day with their assigned laptop and equipment accessories. Students' laptops should be charged and ready for use. Additionally, students should refrain from accessing their laptops, unless instructed to do so by a staff member.

J.P. Knapp faculty and staff will follow the discipline guidelines below when handling minor infractions such as students reporting to class without their 1:1 technology materials, reporting to class unprepared with an uncharged laptop or accessing laptop at an unauthorized time.

First Offense:	Verbal Warning
Second Offense:	Parent Notification
Third Offense:	Referral to Office

### **Acceptable Use Policy for Computers, Networks, and Internet**

*Complete guidelines are included in Currituck County Board of Education Policy Code [#3225/4312/7320](#).*

Electronic Information resources, such as the Internet, are a valuable educational resource. Currituck Schools use Internet filtering to minimize the possibility of accessing inappropriate sites. No filter is perfect so it is important that students use the Internet appropriately. Students are granted access to the Internet automatically. However, Internet access is considered a

privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form. Student use of electronic resources must be related to teacher-approved educational purposes.

The following guidelines apply:

- Streaming video, audio, or online games can only be used with the teacher's permission.
- It is an infraction to use another person's username or password to login.
- Cyber-bullying is prohibited.
- Any attempt to harm or destroy the operating system, hardware, application software, or data is considered vandalism. Bypassing, or attempting to bypass, network filters or security features is a violation.
- Students are responsible for reporting security violations to appropriate personnel. Students should not demonstrate suspected security violations to other users.
- No software may be installed on school computers without the permission of the Technology Director.
- Currituck County Board of Education electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using electronic information resources at school. The Currituck County Board of Education reserves the right to search data or e-mail stored on all school-owned or -leased computers or other electronic information resources at any time for any reason.
- The Currituck County Board of Education network may not be used for downloading entertainment software or other files not related to the mission and objectives of Currituck County Board of Education.
- Disciplinary action, if any, for students or other users shall be consistent with the Currituck County Board of Education's standard policies and practices, including the Code of Student Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to Currituck County Board of Education computers, other disciplinary action, and/or appropriate legal action.
- Users may be held responsible for any damage caused by intentional or negligent acts in caring for Currituck County Board of Education computers while under their control.
- Personal computers may only be used on the school network with the permission of school technology personnel.

## Electronic Devices

Students may not use electronic devices (cell phones, iPods, MP3 Players, CD Players, Games, etc.) during class unless authorized by an early college staff member. Failure to comply with this policy will result in confiscation of the electronic device. Parents will be required to pick the device up from the office.

## TRANSPORTATION

### School Bus Policies

Safe transportation of students is a responsibility of the Currituck County Schools. Under North Carolina Law, the driver of a school bus shall have complete authority and responsibility for the operations of the bus and maintaining of good order and conduct on the bus. Refer to the Currituck County Student-Parent Handbook for specific rules and policies related to school buses. The Knotts Island ferry is a part of the school transportation system therefore the same rules and policies apply.

### Knotts Island Ferry Regulations

The Knotts Island ferry is a part of the transportation system. Students suspended from riding the bus are not allowed to ride the ferry during their suspension without prior permission of the principal.

1. Students will be subject to all rules and regulations governing school buses.
2. Students driving private vehicles to the high school are subject to all school and bus regulations while on the ferry. They may stay in their cars or go into the waiting room. Except for going to the restroom, students entering the waiting room must remain there until the bus is loaded to leave the ferry.
3. Students riding the bus are not allowed to wait in private vehicles or to leave the ferry in a private vehicle.
4. The bus driver has complete authority over students and the responsibility to maintain good order and conduct on the ferry.
5. Students are not allowed to remain on the bus while it is parked on the ferry.

### Driver's Education

Driver's Education is offered at J. P. Knapp Early College once in the Fall and once again during the Spring semesters.

### Driver's License

The North Carolina legislature passed a law that revokes a student's license if the student is not making satisfactory progress in school, drops out of school, or commits specific infractions outlined in the law. Infractions for which the principal will have to turn the student in to the Department of Motor Vehicles (DMV) include: having been expelled or suspended for more than 10 consecutive days; possessing or selling alcoholic beverages or illegal substances on school property; possessing or using a weapon or firearm on school property; and physically assaulting a teacher or other school personnel on school property. The school is responsible for reporting these students to the DMV. The DMV will actually revoke the license. If the license is revoked for academic reasons, it may be reinstated at the end of the next semester if the student makes satisfactory progress and pays the reinstatement fee. Complete information is available in the office.

### Driving Eligibility

State law requires the revocation of a student's driving permit or license if a student is unable to maintain adequate academic progress or drops out of school. This law applies to all North Carolina students under the age of 18 who receive a driving permit or license after 12/1/1997.

Students who drop out of school lose their driving eligibility immediately. **Adequate academic progress will be evaluated at the end of each semester for enrolled students. Students must pass seventy five (75) percent of courses attempted (ex. 3 full credit courses out of 4 credit courses) each semester in order to keep their driving permit or license or to receive a driving eligibility certificate. Students who do not meet these requirements will be reported to the Department of Motor Vehicles and will have their permit or license revoked.**

### Student Parking

Students must apply for and obtain an official parking pass from the main office in order to park in the designated student parking area.

Students must have their JPKECHS Parking Permit displayed prominently in their vehicle each day. Failure to comply may result in the loss of parking privileges.

Parking on campus is a privilege. Inappropriate behavior in the student parking lot will not be tolerated! Students are expected to maintain appropriate speed (10 mph) when entering and leaving school grounds. In addition, students are not permitted, at any time, to return to their vehicles once the school day has started. Should a student need access to their vehicle, they must be escorted to and from the parking lot by an administrator. In addition, students must be aware that the same policies and procedures that govern school property apply to vehicles parked on school grounds. Therefore, no weapons, illegal substances, or other banned items per school policy should be in a student's vehicle. Failure to comply with parking policies will result in loss of driving privileges on school grounds.

## STUDENT ACTIVITIES

It is our belief that students who are engaged in extracurricular activities have a more well-rounded high school experience. We encourage all students to participate in student activities that interest them the most, but it should be remembered that participation in these activities is a privilege, not a right. Therefore, to participate in any of these activities, students must follow school rules and be in good standing. Students who do not follow the student code of conduct may have their privileges withheld.

### After-School Programs

After School Studies, Driver's Education, and many clubs are held after school hours. For the 2019-2020 school year, **NO LATE BUSES** will run. Students staying after school for any activity must make arrangements for transportation. **After-school activities are a privilege; therefore, students must be on their best behavior to participate.** If you leave campus, you are **not allowed** to return to campus.

All students who stay after school **must** be involved in a supervised activity while they are on campus. Those students not supervised are required to leave the campus by 3:30 p.m. Students waiting for a ride **must** stay near the front doors of the main lobby.

Students who are involved in collaborative activities with Currituck County High School must acknowledge the following guidelines:

- 1) Students must be passing all courses at any reporting period including progress reports.
- 2) Students may not miss any JP Knapp class time (including college courses).
- 3) Students' first responsibility is to JP Knapp Early College should any scheduling conflicts arise.

## Required Office Hours Remedial Program

Any student dropping below a seventy (70) average in a course will be required to attend tutoring sessions two days per week during school for tutoring assistance. In addition, students may be required to **attend mandatory tutoring sessions after the 12:40 release on Friday**. Transportation is provided for students that are required to attend tutoring on Friday afternoon.

## Student Curricular Clubs

Some of the clubs and activities available to students are listed below:

Animal Club

Bee Club

BETA Club

Book Club

F.B.L.A. (Future Business Leaders of America)

Math Club/Competitions

Prom Committee

S.A.D.D. (Students Against Destructive Decisions)

S.G.O. (Student Government Organization)

Science Olympiad

Yearbook

## OTHER IMPORTANT INFORMATION

### Lockers

The school furnishes each student with locker space. Students are to keep their lockers locked at all times. Only school locks will be allowed. The school does not assume responsibility for articles lost or stolen from the lockers. **The school has the right to search lockers at any time.**

### Search

*For more information on Search and Seizure, including philosophy and specific policies on personal searches, locker searches and automobile searches, as well as the seizure of illegal materials, please refer to Currituck County Board of Education Policy Code [4342](#): Student Searches.*

School authorities may search a student, the student's possessions, locker, and automobile whenever school authorities have "reasonable suspicion" that the student is in possession of illegal or unauthorized materials. **A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.**

### **Media Center**

The Media Center is for study, research, and recreational reading. All students are encouraged to use the Media Center and to borrow books and materials. To help us know who is using the Media Center, we ask that you sign in when you enter the Media Center and check out materials before you leave. When you have a project, please let the Media staff know if you are in need of specific materials. They will assist you with your search for appropriate materials.

#### *Before School Access*

The Media Center is open to all students each morning from 7:50 a.m. – 8:15 a.m. for the purpose of completing work or participating in scheduled activity. Students utilizing the Media Center in the morning are expected to sign in.

#### *During School Access*

Students may access the Media Center throughout the school day with faculty and/or staff permission.

#### *After School Access*

The Media Center will be open each afternoon to students needing to study, research or complete other work assigned.

### **Café**

The Café is open to all students for breakfast from 7:50 a.m. – 8:15 a.m. and again during assigned lunch times. Please refer to the district website for pricing.

### **Gym**

Students are expected to report to the Gym when arriving on campus each morning. Exceptions to this rule are as follows:

- Students arriving at or after 7:50 a.m. wishing to purchase breakfast in the Café
- Students arriving at or after 7:50 a.m. in need of working at the Media Center
- Students reporting to a faculty or staff member



## Fees

The following fees apply for the 2019-2020 school year:	
Lock Replacement	\$ 6.00
Textbook Replacement	Fees vary based on textbook
Workbook Replacement	Fees vary based on workbook
Media Center Materials	Fees vary based on materials
1:1 Insurance Premium	\$ 40.00
1:1 Insurance Deductible	\$ 50.00
Laptop Replacement	\$ 439.00
Laptop Bag Replacement	\$ 25.00
Laptop Charger Replacement	\$ 25.00
Breakfast Paid	\$ 1.25
Breakfast Reduced	Free
Lunch Paid	\$ 3.00
Lunch Reduced	\$ .40

**PLEASE NOTE:** Students are required to pay for meals, or have money on their accounts, when they are served.

## Medication Policy

The primary responsibility for administration of medical care rests with the student's parent or guardian. School employees may administer drugs or medication prescribed by a doctor only upon written request of the parents and if necessary to protect the health of the student. The purpose of the policy is:

- 1) **Safety:** The assurance that the right drug in the right amount is given to the right person, at the right time.
- 2) **Efficiency:** To keep the time spent administering medications to a minimum, without affecting accuracy.

If a physician decides it is necessary for a student to receive a drug or medication during the school day:

- 1) A Permission to Administer Drug or Medication form must be completed by both the physician and the parent or guardian and be filed with the school. This includes Tylenol and other over-the-counter medications. This form is located in the back of the Currituck County Schools' Student-Parent Handbook and the nurse's office at the school.
- 2) A copy of this policy and a form on which to record the necessary information will be provided to parents or guardians who request administration of a drug or medication during the same day.

- 3) The parent or guardian must take responsibility for supplying the drug or medication to the school. The drug or medication must be in a container labeled by the pharmacist, and the first dose must be given at home to help prevent an allergic reaction at school.
- 4) The school retains the right to reject a request for the administration of a drug or medication.
- 5) The only responsibility or liability assumed by the school system or its personnel is to comply with the instructions forwarded by the student's parent or guardian and physician.
- 6) A high school student may be responsible for taking his or her own drug or medication provided approval from the school nurse or designee is obtained. **Additionally, the parent or guardian shall provide a written statement relieving the school of such responsibility.** It is understood that the school bears no responsibility for safeguarding the drug or medication or assuring it is taken.
- 7) Only the principal's designee will administer drugs and medications.
- 8) Students using drugs without a signed permission form will receive appropriate discipline.

## Advising & the Spartan College and Career Development Center

### Guidance and Counseling Program (On Campus)

Each high school offers a comprehensive and developmental counseling program that is an integral part of the total educational program designed to promote the academic, social, and career development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success. A Certified school counselor provides a variety of services, including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers, and administrators, and coordination of services with outside agencies.

### Guidance and Counseling Program (Off-Campus)

Students are encouraged to be familiar with and utilize the advising services offered by our Higher Education partners, such as College of the Albemarle.

## Work Permits

For information about student work permits, please visit:

<https://www.nc.gov/youth-work-permit>

Students may apply online at: <https://www.labor.nc.gov/workplace-rights/youth-employment-rules/youth-employment-certificate>

## **Inclement Weather and School Closings**

Notification will be sent by phone via the school's AlertNow system in the case of school delays, closings and/or early dismissals. Updated information will also be posted on the Currituck County Schools website homepage. Information is often also available through local radio and television stations.

Students are encouraged to sign up for the Emergency Alert System offered by College of the Albemarle to stay up-to-date and informed regarding important information on the college campus.

## **Family Educational Rights and Privacy Act (FERPA)**

Please visit the following website for information on FERPA:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **Parent Right-To-Know**

Under the guidelines of The No Child Left Behind Act of 2001 (NCLB) parents may request, and the agency will provide the parents on request, information regarding the professional qualifications of the student's classroom teacher or teacher assistant, including State qualifications and licensing for the grade levels and subject areas in which the teacher or teacher assistant provides instruction. In addition, a school that receives funds under NCLB will provide parents information on the level of achievement of the parent's child in each of the State required academic assessments and timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Currituck County Schools' discipline and suspension policies for students with disabilities follow the North Carolina Procedures Governing Programs and Services for Children with Disabilities. Existing Currituck County Board of Education policies that support information produced in this handbook, or policies being considered for adoption by the Currituck County Board of Education, can be obtained by contacting the Currituck County Schools Administrative Office at (252) 232-2223.

Policies can also be viewed or downloaded by visiting our website, [www.currituck.k12.nc.us](http://www.currituck.k12.nc.us) and clicking on the Board Policy Manual on the homepage.

## Signature Page for Handbook

(Required to be signed and returned by all students.)



Parents and students are required to read through the J.P. Knapp E.C.H.S. Handbook. The J.P. Knapp Early College Handbook and Course Directory are available online and for download at the school website (<https://www.currituck.k12.nc.us/Domain/180>).

*Parents and students may also make a request for a paper copy in the main office as needed.*

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By my signature on this page, I acknowledge the school policies and procedures of the J.P. Knapp Early College Student-Parent Handbook. I understand that I may contact the school main office with any questions regarding any policies or procedures outlined within the handbooks.

Print Student First and Last Name: \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only:

Request for printed copy received: \_\_\_\_\_

Printed copy sent to parent on \_\_\_\_\_

via: ☐ student  
☐ mail  
☐ office pick-up

## Student Directory Information Release Form (Signature Below)

The United States Congress passed legislation in January 2002 that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act and the National Defense Authorization Act reflect these requirements.

In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Student directory information will be used specifically for armed services recruiting purposes and for informing students of scholarship opportunities offered through the armed services. Currituck County Schools routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without prior written consent.

In accordance with the Family Educational Rights and Privacy Act and the No Child Left Behind Act a secondary school student or the parent(s) of the student may request that the student's name, address and telephone listing not be released without prior written parental consent. Currituck County Schools hereby provides notification to you of your right to "opt out" of the release of directory information, for your child, to the public including military recruiters, postsecondary institutions and other employers.

If you would like to opt out of the release of directory information for your child, you must sign this form and return it to the Guidance Department of J.P. Knapp Early College High School no later than September 6, 2019. After that date, directory information for your child will be released upon request unless you have specified otherwise by completing this form and returning it to J.P. Knapp Early College High School.

*A copy of Public Law 107110, Section 9528 which relates to this issue may be obtained upon request in the Career Center of Currituck County High School.*

I request that information for my child (please provide student's first and last name) \_\_\_\_\_, not be disclosed to the public, during the 2019-2020 school year.

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