

# **Union County Early College**

## **Student Handbook**

**2017-2018**

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## **Policies of NOTE**

- Students will have Student Handbook on their Chromebook desktop at all times
- Change in Morning Routine for Students 9th - 12th - See Page 3
- Attendance Expectations During Exams for ALL students - See Page 4
- Students must have Hall Passes - See Page 5
- Afternoon Bus Departure Change Notification via Bulletin Board - See Page 5
- Canteen Privileges for 12th & 13th Grade ONLY - See top of Page 7
- Transcript Fee for Graduating Students - See Page 9
- On Campus Parking Registration and Regulations - See Pages 10 & 13
- Online Lab/Face-to-Face/Tutoring Expectations - See Page 12
- Anti-Bullying Procedures - See Pages 14-15
- Cell Phone Policy - See Page 16

## **Introduction**

Dear Students,

Welcome to the 2017-18 school year! I am anticipating this school year to be a year filled with many opportunities for challenge, learning, and excitement. Moving students toward being college ready and experiencing success in college courses is the mission of Union County Early College High School as part of the North Carolina Cooperative Innovative High Schools.

As we enter our twelfth year, we welcome approximately 90 new freshmen. We will have approximately 400 students this year, including our 13<sup>th</sup> grade students whom we refer to as Super Seniors. This fall, over 90% of our enrollment will be taking college courses. Each spring during graduation season, we honor our students who are graduating from high school and from the community college with an associates' degree. We are growing the number of high school graduates each year who also have the associates' degree. This is a tradition we want to continue!

All students at UCEC are valued as individuals. Students can be assured that administration, faculty, and staff will be available to assist and guide throughout the school year. In addition to academic excellence, community service, character development, and career awareness are components that create contributing citizens as well as college-ready students. Our faculty will coach and instruct you in these areas. . We are expecting great advancements from you, and we are here to guide your way to and through your high school diploma and, hopefully, first college degree.

Please use this handbook as a resource and a planner. The first section outlines new procedures at UCEC or new policies from UCPS. Please review and become familiar with these changes. The remaining pages outline most of our policies, procedures, regulations, and expectations. If you or your parents have questions or concerns, I encourage you to contact me or other staff members.

I am very excited about this opportunity to work with students, parents, faculty and staff, I know this school year will be a positive experience for all. Best wishes for a great new school year!

Stephanie McManus  
Principal

## Administrative Procedures

This handbook identifies the procedures relevant specifically to UCEC staff and students. It does not supersede the UCPS Student or Faculty handbook. For Board of Education and Union County Public School policies and procedures, always refer to UCPS Student Handbook located on the UCPS and/or UCEC website.

**Non-compliance.** Students will comply with all directions of administrators, teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any period in which they are subject to school authority. Under some circumstances, non-compliance may constitute grounds for additional detentions or out-of-school suspension to be determined by the administration.

### The Instructional Day

UCEC's instructional day begins at 9:30 a.m. and ends at 4:00 p.m. Tutoring is available each day during the tutoring/advisory block.

### Morning Routine

For safety and respect of the college learning environment, students are not allowed to gather in the hallways before school. Students that arrive before 9:30 a.m. will report to trailer 4 or the outside cafeteria area. They should not be in classrooms or mobile units without a teacher. **Please note: 9<sup>th</sup>–11<sup>th</sup> graders are not allowed to be in the grill/canteen. Twelfth and thirteenth graders are the only UCEC students allowed to buy lunch and/or eat in the grill/canteen. 9<sup>th</sup> - 12<sup>th</sup> graders that have open periods are to report to the Academic Support Center or study center (trailer 4). Ninth - 11<sup>th</sup> graders are not allowed to “hang out” in the grill/canteen.**

### Afternoon Routine

School dismissal is at 4:00 p.m. Buses leave campus at 4:05. Bus riders should make their way to the buses as quickly as possible. No one is allowed to stop in the canteen after school. Students are only allowed to stay in Building A after school to do school work. Administration needs to know in advance when students are staying after school. No students are allowed to stay in Building A after 5:00 p.m.

### High School Attendance

Attendance is an essential component to being academically successful in both high school and college courses; therefore, all students are expected to be in attendance each day school is in session. Students must be in class for 65 minutes to be counted present. All students are allowed up to seven absences in each high school class and generally three in a college course per semester. However, due to the rigorous curricula, any absence impacts student success. **If you are absent, you are required to present a written document from a parent or guardian stating the reason for the absence within three days of the absence.** All absences are coded unlawful in the computer until a written note is received from the parent or guardian. **Notes will not be accepted after the third day.** Students will not be counted absent from school when participating in school sponsored functions including scholarship interviews. All scholarship interviews, college campus visits and educational field trips must have **PRIOR** approval by the principal. When students miss classes for scholarship interviews, college visits or educational field trips, written documentation from the agency, committee, or college campus must be furnished to the attendance coordinator upon return to school. Any classes missed for a scholarship interview will not count as an absence toward *failure due to absences*.

UCPS policy allows students two days to make up missed work for each day absent. When arrangements are not made to make up work or if the make-up work is not completed in time, no credit will be given. UCPS policy regarding perfect attendance recognition is based upon a daily attendance record, not period attendance. If you miss more than half of the school day, it is considered a daily absence.

### Attendance During Exam Days

Every student is expected to remain in their testing location for the duration of the testing block. No students may leave a testing location early, even if the exam is completed. This is a process to meet the state mandate for exam attendance and completion. Students are also expected to remain at school during the review periods, unless a note from a parent/guardian has been received in the main office permitting student to leave school at the time of the review period. **THE NOTE TO LEAVE EARLY MUST BE BROUGHT IN TO THE OFFICE BEFORE THE EXAM PERIOD STARTS.** Students may NOT bring in a note to leave early from the exam period itself because of the attendance requirement.

### Waiver Process

Credit will not be granted for high school classes when absences reach eight (8) days. Parents will receive a letter informing them of their student's absences beginning with the third absence. After seven absences, a letter will be sent informing parents of failure status. Absences include those that are lawful, unlawful, and due to suspension. When students exceed the allowed absences and documentation is on file at the school that indicates some or all of the absences were

*beyond the control of the student and parent(s)*, an appeal may be made to the principal to waive absences. An appeal of the principal's decision may be made to the superintendent.

The waiver process begins approximately three weeks before the end of the semester to ensure ample time is available for students to complete recovery if necessary. Students will be notified if attendance recovery is necessary. **Students failing a class are not allowed to recover unexcused absences for that class.** The principal may waive the following absences:

1. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within 3 days after returning to school.
2. Death in immediate family—parents, grandparents, siblings—3 days total.
3. Court appearances—authentic note from court required.
4. Doctor's letter describing an ongoing problem regarding a chronic illness or injury.

## **Recovery**

Waived absences are subtracted from the total. If a student still has eight or more absences, he/she may be eligible for Recovery. **Students may recover a total of eight class periods, but no more than four class periods in each class.** Dates and times for recovery will be made available each semester. For specific details on the appeal process for non-exemption of days, refer to the UCPS handbook.

## **Semester Exams**

Fall and Spring semester high school exams are given to all students in grades 9-12 on designated last five days of each semester in the school calendar. Scores on these exams count 25% of the final semester grade. Students may not be exempt from exams for any reason. Students are expected to remain in the testing location for the ENTIRE DURATION of the testing block (4 hours). Students may leave AFTER the exam block IF a note from a parent/guardian has been brought in to the main office before the exam period begins. No parent calls authorizing dismissal will be taken.

## **College Attendance**

Students should read the attendance policy as outlined in SPCC's Catalog. Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor's syllabi. Instructors are responsible for discussing their syllabi at the first class meeting of a course.

## **UCEC Sign-In and Sign-Out Procedures**

Students who arrive late to school **must sign in and receive an admit slip to class.** Unexcused tardies build toward detentions.

Students wishing to check out early must have a note from the parent/guardian containing the reason, departure time, and a phone number where the parent can be reached. If the student returns to school the same day, he/she must check in at the office and be issued a admit slip to class. ***Please note: students are still required to provide a note for the absence within three days upon return to school.***

## **Tardy Policy**

Students are expected to report to each class on time. Tardiness is considered a disruption of the academic process. Students who accumulate three or more tardies may be required to serve lunch detention.

Any subsequent tardies will result in added detentions and parent/guardian notification for an administrative conference. Authorized tardies include a late bus or a note from a faculty or staff member.

## Hall Passes

Students should be in no place without permission other than those designated by teachers or school officials. Students who are not in class during regular class hours **MUST** have a "hall pass," issued by a teacher, guidance counselor, front office staff or administrator, and produce it upon request of an administrator or teacher. Even if students are going to the SPCC Library, students will need a pass from their teacher.

## Telephone (Office)

The telephone in the Main Office is for student use in case of an **emergency**. Students must have permission to use this phone. There is a sign-in sheet for phone use that students are required to complete. Students who receive personal calls at school will be given a message between classes or after school unless it is an emergency.

## Bus Transportation

UCEC provides bus transportation to and from school for those students who register. Students must be at their designated bus stop at least 10 minutes before it is scheduled to arrive. It is imperative students report to their afternoon bus immediately upon dismissal due to the length of time it takes to complete some of the routes. **Students are discouraged from purchasing food and drinks in the grill/canteen on the way to the bus. Buses will not be held for students. Students who miss their bus because of grill purchases may lose their bus riding privilege, grill privileges, and will need to call for alternate transportation.** Students must adhere to bus rules and follow the directions of the bus driver. For safety purposes, students are required to remain seated and keep noise to a minimum. Riding a bus is a privilege. Depending on the severity of the behavior, consequences for bus misbehavior may range from detention to bus suspension.

**Afternoon Bus Departure Changes:** Students must check the bulletin board outside the principal's office for bus change updates each afternoon. Students will be expected to read and be aware of their bus changes before reporting to the bus arrival/departure area. Students who do not check for bus changes and miss their bus must provide their own transportation home.

## Use of School Facilities

Individual students or groups of students must have permission to use classrooms for meetings or studying after school, along with supervision of a faculty member.

## Lost and Found

Articles found in and around the school should be turned in to the Main Office where the owners may claim their property by identifying it. Articles not claimed will be donated or thrown away.

## Visitors

Parents are welcome to visit Union County Early College. All visitors must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus. **Students are not to bring guests to school during instructional hours (including lunch)**, but may have guests attend extra-curricular functions such as prom with prior approval of the principal. Visitors not complying with this policy will be asked to leave campus.

## Announcements

Any announcement needing to be addressed to students or teachers must be submitted in writing to Dr. Pusser in order to be included in the weekly advisory announcements. Any items posted on the bulletin boards must be cleared with the principal before being displayed.

## Fund Raising Projects

All fund raising projects must meet the guidelines established by the Union County Board of Education and must further be approved by the principal.

### **Fire Drills**

A fire drill will be held routinely. When the teacher is notified, all students and staff should do the following:

1. Know the evacuation route from the occupied room.
2. Move quickly and quietly out of the building and approximately 500 feet away.
3. Always assume a fire drill is the real thing.
4. Wait outside until you are instructed to return to the building.

Other emergency procedure drills will be practiced throughout the year.

### **Delivery of Flowers and Gifts to Students**

Union County Early College does not accept delivery of flowers or balloons and will assume no responsibility for flowers, etc., that are delivered for students during the school day, either by florists or individuals.

### **Lunch**

1. UCPS lunch is sold in Trailer 4. **NO CHARGING IS ALLOWED.**
2. Students may eat in Trailer 4 or at picnic tables. If it is raining, other classrooms/trailers will be open.
3. No food from outside vendors, including the canteen, is allowed in Trailer 4 or at picnic tables. Parents should not bring fast food or other restaurant food to students during the day.
4. Each student is issued a cafeteria ID number to use when purchasing meals.
5. Each student is responsible for cleaning his/her trash, trays, etc.
6. No knives are to be brought to the cafeteria or loaned to students for any reason.
7. Only students making purchases are allowed in line. Food handled will have to be purchased.
8. **Only 12th & 13th graders are permitted to eat in the canteen during lunch. (12th graders are expected to be in the Academic Support Center or Study Center (trailer 4)).**
9. **If the outside lunch area is not kept clean, outside lunch privileges will be suspended.**

## **SPCC Library**

1. Students are responsible for following the policies and procedures of the SPCC Library.
2. A signed Internet permission form is required for any student accessing the Internet. Students must abide by the guidelines defined on the permission form.
3. No freshmen, sophomores, or juniors are allowed to go to the library anytime during the instructional hours without permission. UCEC teachers will coordinate library visits as necessary to meet the requirements of the curriculum. Any student in a college course or in transition between college and high school courses may use the library during that time.
4. **All students are required to sign-in and out at the library on the sign-in sheet provided at the front desk.**

## **Recognition Programs**

UCEC recognition programs follow UCPS guidelines.

### **National Honor Society Eligibility**

To be eligible for election to membership in the Union County Early College Chapter of the National Honor Society, students must meet the following requirements:

1. Students must be members of the junior or senior class.
2. Students must maintain a weighted 4.2 cumulative GPA.
3. Students must exhibit and maintain satisfactory conduct in ALL classes.
4. Students who meet the scholastic requirements will be informed that they are being considered for membership in NHS. For further consideration, the student must complete an information form for membership. This form must be turned into the chapter advisor by the stated deadline.
5. The Students under consideration for membership will be selected by the Faculty Council. Faculty Council will select those they feel exhibit the foundational qualities of character, leadership, and service. (See National Honor Society 15<sup>th</sup> Edition pages 27-29 for description.)
6. Any new student who has been a member of an NHS Chapter at a previous school may, upon presenting proper credentials and meeting chapter eligibility requirements, become a member of UCEC NHS.

## Academic Recognition

**Honor Roll** – Students making the “A” or “A/B” Honor Roll are recognized each semester.

**Junior Class Marshals** – Marshals (12<sup>th</sup> graders at Early College) participate in graduation activities. They are the top 5 of the “senior” class. This will be calculated at the end of the fifth grading period.

**Rank in Class** – Rank in Class is used for college transcripts, scholarship applications, and determining junior class marshals.

**Grade Point Average** – GPA is used for college transcripts and for calculating rank in class, junior class marshals, etc.

**Weighting of Grades and Class Rank** - At UCEC Regular Courses and Honors Courses are offered. College Courses count as Honors Courses. A system of weighting courses will be used when determining class rank. This system indicates the degree of difficulty of the course.

<i>Grade</i>	<i>Regular Classes</i>	<i>Honors Classes</i>
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

**Graduating Honors** – the following honors designations will be used for graduating students.

<i>Weighted GPA</i>	<i>Designation</i>
4.57 or higher	Summa Cum Laude
4.14 to 4.56	Magna Cum Laude
3.71 to 4.13	Cum Laude

## End of Year Awards

Each year, students are selected to receive awards from UCEC, SPCC, and UCPS based on their academic performance, leadership, community service, and character.

*SPCC's President Award—student is selected by the SPCC President and College Liaison based on GPA in college courses, community service, and character.*

*UCPS Academic Excellence Award—given to two students from each grade level who have the highest GPA. This includes a combination of college and high school courses.*

*UCPS Most Improved Award—given to a student who has demonstrated the greatest level of academic improvement throughout the current school year.*

*UCPS Principal Award—given to the student who is the most well rounded and diverse in his/her contributions to the school*

*UCPS Superintendent's Leadership Award—given to a student who exhibits strong leadership qualities.*

*UCPS Community Service Award— (two awards) one given to a senior and one given to a school-sponsored club that exhibits outstanding community service.*

*UCEC Coach Toxey Character Award—given to a student that embodies character traits that make a positive difference each day at UCEC.*

All UCPS and UCEC recipients are selected by the faculty and a student may only receive one of the UCPS awards.

## **Counseling Office**

### **Purpose**

The purpose of the school counseling program is to promote success in high school and college by addressing the academic, career, personal and social development of each student. The school counseling program helps to create opportunities and remove barriers for each student by accepting and valuing his or her strengths and initiative.

The Early College counselors' goals are to support each student in achieving optimal personal growth, acquiring positive social skills and values, developing independence, setting appropriate career goals, and realizing full academic potential in order to become productive citizens.

The counseling department is located in Room 341. Counseling appointments for students may be scheduled by visiting the main office and signing in at the sign-up sheet located on Ms. Coppedge's desk. Students will be called by the counselor at the earliest possible time. The counselors are always available in case of emergencies.

### **Parent/Student Conferences**

Parents and students requesting a conference with a teacher can schedule an appointment through the counselors. Conferences are usually scheduled before school as early as 8:00 or after school until 4:30. Counselors make every effort to accommodate the schedules of all involved so that all involved in the educational service to the student are present for the conference.

### **Schedule Changes**

Due to class sizes and maximum allowable teacher-student ratios, schedule changes at the beginning of the semester may not be possible. Students who wish to change classes after the semester has begun must obtain permission from the principal. **Students are not allowed to withdraw from college courses.** Students may not drop classes simply due to poor grades. After the first 10 days of the semester, **no student may drop a course for which a state End-of-Course test is given.**

## Transcripts

Transcripts of academic work are issued by the data manager in the main office. Transcripts will be issued only upon written request from the individual student. There will be a yearly fee for all graduating students of \$5.00 to take care of all expenses related to unlimited delivery of transcripts to requested institutions.

## High School Graduation Requirements

**Future-Ready Core** (for students entering 9<sup>th</sup> grade in 2009-10 or later)

- **English – 4 Credits** – English I, II, III, IV
- **Mathematics – 4 Credits** – Math I, Math II, Math III, and a 4<sup>th</sup> Math (AFM or Math 171/172)
- **Science – 3 Credits** – a Physical Science course, Biology, Earth/Environmental
- **Social Studies – 4 Credits** – World History, Civics and Economics, American History I American History II or AP US History
- **World Language** – Not required for graduation. Two Required to meet minimum application requirements for UNC system schools.
- **Health and Physical Education- 1 Credit** -Health/Physical Education
- **Electives – 6 Credits** – 12 credits in Union County

## North Carolina Academic Scholars Program Requirements

Students must have an overall **unweighted grade point average of 3.5**, complete all requirements for NC high school diploma, and complete all the program requirements listed below.

- **English – 4 Credits** – English I, II, III, IV
- **Mathematics – 4 Credits** – Math I, Math II, Math III., and a 4<sup>th</sup> Math which requires Math III as a prerequisite (AFM, MAT 171/172 or MAT 151)
- **Science – 3 Credits** – A Physical Science course, Biology, Earth/Environmental Science
- **Social Studies – 4 Credits** – World History, American History: Founding Principles, Civics and Economics, American History I, American History II or AP US History
- **Second Language** - Not required for graduation. Two Required to meet minimum application requirements for UNC system schools.
- **Health and Physical Education- 1 Credit** -Health/Physical Education
- **Academic Electives - 6 Credits** - 2 Any combination from :CTE (CIS 110 or other CIS course), Arts Education, World Languages. Four concentration recommended from: CTE, JROTC, Arts Education (College ART or MUS course), or other academic subject area (math, science, social studies, or English)
- **Additional Electives - 3 Credits** - Higher level courses taken during junior and/or senior years which carry 5 quality points such as: AP/IB/Career and College Promise Courses/Advanced CTE/CTE Credentialing courses. Includes dual credit college course.

**Grades** - Grade reports are distributed each three weeks. Progress reports contain specific assignments and performance. The Report Card contains a number grade for class achievement, a conduct comment for each class, and a listing of the number of days absent in each class period.

## Driving Eligibility Certificate

When students have completed the Driver's Education course, including classroom and driving instruction, they must obtain a Driving Eligibility Certificate (D.E.C.) from the main office. The student should bring the following items: a)original or certified copy of his/her birth certificate; b) a valid social security number (card or tax form); and c) a Driver's Education completion certificate. A parent has to sign this form.

To receive and keep a driver's license, a student must maintain academic progress, which means passing 70% or more of his/her classes. If a students does not pass 70% or more of his/her classes each semester, his/her driver's license will be revoked. After the fall and spring semesters, students can have their license returned if they meet the academic requirements. Dual college courses count toward driver's eligibility. The "Lose Control, Lose Your License" guidelines are in effect. This law directs schools to report to the North Carolina Department of Motor Vehicles any expulsions, long-term suspensions and assignments to alternative schools for offenses such as sale or possession of alcohol or illegal controlled substances, weapons or firearms on school property, or physical assault on any school personnel. The license or permit may be revoked for these students for one year.

## UCEC Parking Passes

Students who wish to drive to school and park on the SPCC campus must fill out the appropriate Parking Permit Application, available on the UCEC website or in the front office. Along with the application, students must provide a copy of their driver license, proof of insurance, copy of registration and pay the \$10.00 registration fee.

## **Medication**

Students who must take medication of any kind (prescription or OTC) during school hours must obtain a “Request for Medication to be Given During School Hours” form from the main office. This form must be completed and signed by a physician and parent. The completed form and the medication is given to the school nurse. Dispensing is provided by the nurse or office staff.

## **Dual Enrollment Courses**

Each college course taken through SPCC is counted as a dual enrollment course. These courses count for both high school and college credit. All college courses are placed on the high school transcript and count toward the high school GPA. College courses are also placed on the college transcript and count towards the college GPA. Early College students cannot earn their high school diploma without taking college courses because the majority of college courses count toward the needed high school elective credits.

## **Student Transfer Requests**

Students are not allowed to transfer from UCEC to their district school during the school year. Students may elect to return to their district school at the end of the school year. This request must be completed prior to the start of the UCEC fall semester. Forms for transfer requests are located on the UCPS website and in the main office. **Mid-year transfers are not permitted.**

It will be recommended that students return to a traditional high school setting if they are at risk for not receiving a high school diploma at UCEC. In order for students to meet high school graduation requirements at UCEC, students must be successful in honors-level high school courses and college courses. Students who are asked to return to a traditional high school setting will receive advanced notice through written communication and student/parent conferences. **To remain at UCEC, students must remain on grade level at the conclusion of each academic year. If students do not meet these minimum requirements, they must return to their district school. Below is UCEC’s protocol outlining academic requirements to remain at UCEC:**

### **Protocol for Students to Leave Early College and Return to District School or Graduate Early**

#### **9<sup>th</sup> Grade (end of 9<sup>th</sup> grade year)**

- Students who are not on grade level starting their 10<sup>th</sup> grade year (6 credits, including English I) must return to their district school.
- Students who are promoted to the 10<sup>th</sup> grade but do not have a minimum unweighted high school GPA of at least 2.0 must return to their district school.

#### **10<sup>th</sup> Grade (end of 10<sup>th</sup> grade year)**

- Students who are not on grade level starting their 11<sup>th</sup> grade year (13 credits, including English II) must return to their district school.
- Students who are promoted to the 11<sup>th</sup> grade but do not have a minimum unweighted high school GPA of at least 2.0 must return to their district school.
- Students who have not passed the Reading Comprehension and Sentence Skills portion of the Accuplacer with the minimum score required to take ENG 111 or do not qualify for the highest Developmental Reading class must return to their district school.
  - Students who have not passed the Accuplacer may choose to remediate on their own time and expense. Students must retest by Aug. 1<sup>st</sup> at the SPCC testing center. Students must schedule and pay for testing on their own. After retesting, students must meet the above criteria to continue at the Early College.
  - 10<sup>th</sup> grade students are only allowed to take Developmental Reading one time during the regular school schedule. Students who do not pass Developmental Reading (making a C or higher) must retake and pass the course at their own expense by the start of the following school year. Students may not retake the Accuplacer or any other placement test after they have taken a Developmental Course.

Students who fail college courses may be recommended to leave the Early College.

#### **11<sup>th</sup> Grade (end of 11<sup>th</sup> grade year)**

- Students who are not on grade level starting their 12<sup>th</sup> grade year (20 credits, including English III) must return to their district school.

- 11<sup>th</sup> grade students that are taking Developmental Reading for the first time must pass the course (making a C or higher). Students who do not pass will be asked to return to their district school at the end of their 11<sup>th</sup> grade year.
- Students who are promoted to the 12<sup>th</sup> grade but do not have a minimum unweighted high school GPA of at least 2.0 and a college GPA of at least 2.0 must return to their district school.
- Students who may not receive their high school diploma by meeting the UCPS graduation requirements must return to their district school.

#### **12<sup>th</sup> Grade (at the end of the 12<sup>th</sup> grade year)**

- Students who are eligible for their high school diploma at the end of the 12<sup>th</sup> grade year will only be allowed to continue at the Early College and register for college courses with a minimum college GPA of 2.0.

#### **Summer Credit Recovery for High School Courses**

It is an expectation of the Early College that students who fail a high school course that is offered through credit recovery must take and pass the course over the summer to continue at UCEC. If this is not possible, students are to return to their district school.

#### **Academic Concerns**

Students who receive a failing grade in a high school course during any 6-week grading period will receive a UCEC Parent Alert Letter. Students who receive a failing semester grade will receive a UCEC Warning Letter. These letters must be signed by a parent and a conference with the student and parent will be recommended. When a student demonstrates poor academic performance in a college course, it will be reviewed by the counseling and administrative staff to determine if the student should be enrolled in additional college courses. A conference with the student, parent, counselor, and administration will be recommended.

### **Student Academic Support Programs**

To ensure student success, UCEC has established the Online Lab, Face-to-Face classes, Tutorial Time, Morning Tutoring, Junior Seminar, Senior Class Meetings, and Advisory. While no grades are awarded for these programs, **attendance is mandatory** and the responsibility of the student. Attendance is maintained by the facilitator.

**Online Lab:** Students enrolled in online high school or college courses are required to be in the lab for the entire scheduled time in order to meet the required seat time regulation to receive credit. All students must submit a copy of the course syllabus and progress reports signed by a parent to the lab facilitator in three week increments. The principal is the only person who may give you a waiver for this requirement.

**Face-to-Face:** Students enrolled in seated college courses are assigned to a face-to-face on the days they are not in the college class. **Attendance is required** unless the student has earned the right to opt out. The principal is the only person who may give you a waiver for this requirement.

**Tutorial Time:** Four days a week, tutorial time is scheduled into the school day. If a student needs additional help, he or she must arrange additional tutoring in another class that is not scheduled for that day's tutorial. Arrangements must be made with both teachers involved. Students may also take advantage of the Academic Support Center with the approval of their assigned teacher.

**Junior Seminar:** During the spring semester, all Juniors are required to attend Junior Seminar. It is held once a week on Friday and focuses on topics that prepare students for high school graduation, completion of an associates degree, and transition to a four-year university.

**Senior Class Meetings:** Class meetings for 4<sup>th</sup> and 5<sup>th</sup> year students take place once a month. Meeting dates are set ahead of time and students must make arrangements to attend. These meetings are designed to maintain communication with 4<sup>th</sup> and 5<sup>th</sup> year students. School announcements, college information, life skills, and other topics specifically geared towards upperclassmen are addressed.

**Advisory Groups:** All 9<sup>th</sup>–11<sup>th</sup> grade students are assigned to an advisory group. The purpose is to provide peer and educator connections to each student. Students participate in team building, character building, goal setting, academic counseling, problem solving, self assessment, and school-wide activities during advisory.

### College Liaison

The College Liaison provides student support with college classes. The College Liaison is the only person who may communicate with college instructors concerning UCEC students. The College Liaison meets with students regularly to discuss their progress towards earning an associates degree within the five-year period and schedules college classes accordingly. The College Liaison issues college textbooks each semester. To receive a textbook for an enrolled course, students must sign a textbook contract and understand that they are responsible for the return of said book. Should a textbook not be returned, students will be responsible for the replacement cost of the book, may not receive books for the next semester classes and may have their high school report card withheld. UCEC students may enroll for summer classes at SPCC; however, the tuition for such classes will be the responsibility of the student. UCEC will provide books for summer semester. **All college textbooks must be returned or reimbursement to UCEC must be made before any student can participate in graduation ceremonies.**

### Parking Rules and Regulations

Parking a vehicle on campus is considered a privilege for students. **Students who desire to park on campus must register and purchase a parking permit (\$10) for their vehicle by completing Parking Permit Registration (located on the UCEC website and in the front office) and returning it to the school with the requested documentation.** The school or school system does not assume any responsibility for damage to private vehicles brought onto campus. Student drivers must have appropriate auto insurance.

1. Student vehicles parked on school grounds are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
2. Once students arrive on campus they may not leave without using the proper check-out procedures. **Students are not allowed to loiter in the parking lot. Students must obtain administrative permission to return to the parking lot once school has begun.**
3. Students may not park in any other area for any reason unless approved by an administrator which includes the front entrance of the UCEC campus. Violators will lose their parking privilege for five school days for the first offense, ten school days for the second offense, and the remainder of the school year for subsequent offenses.
4. Students who are persistently late to school may lose their parking privileges as part of the penalty for this behavior after other interventions and consequences have failed to change the behavior.
5. Skipping school, removing any student from campus without proper authorization, helping others skip school, or violation of other school rules including parking regulations may result in the suspension of parking privileges, up to and including the entire year, to be determined by administration. Students are also subject to the consequences for skipping school which can range from 1-3 days OSS depending on the severity of the incident.
6. SPCC has specific policies for safe driving on campus. Students who are identified by SPCC security for reckless driving, including speeding, spinning tires, etc., will lose parking privileges. The first offense will result in parking privileges being suspended for 10 school days. The second offense, 20 school days, and third offense, privilege suspended for remainder of school year.
7. Students who park vehicles on campus during the time in which their parking privileges are suspended will have their vehicles subject to towing and consequences for non-compliance.

NOTE: SPCC security reserves the right to tow any vehicle if necessary.

### Student Discipline

## Statement of Purpose

As written in UCPS Board Policy regarding student conduct, the school is an agent of the public that created it and has a basic responsibility to help parents educate, lead, and when necessary, discipline the child. The ultimate responsibility, however, rests with the parents and if they fail, then with the State. The school should never be reluctant to insist that the parents accept this responsibility. As educators we pledge to parents and students that we will conduct ourselves in a manner that will set a positive example and encourage appropriate student behavior.

All students have a right to be free from fear, harm, and violence while in attendance at school, on buses, and at school-sponsored activities. A student shall not by use of violence, force, noise, threat, intimidation, passive resistance or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. "School sponsored event or function" includes events in which any Union County School participates to any extent, whether in or out of the school district.

"School property" includes any school property in the district, and any outside the district where the Board of Education exercises any of its duties. "The district" is all of Union County and any property outside the county where the Board of Education exercises any of its duties.

## Bullying

Bullying is a form of harassment. Under North Carolina Law, bullying is "any **pattern** of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property\* reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics." Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats.

\*School property is the physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and Activity Buses), school sponsored curricular and extracurricular activities, regardless of where they occur. The administration may also impose consequences for conduct which occurs off campus if it results in a disruption on school property.

Cyber Bullying: Remember that if you create, write, post something off campus and it impacts the school in any way it becomes a discipline issue at school. See UCPS Code of Student Conduct for additional information..

### **Reporting Bullying:**

If you witness a bullying situation, report the incident immediately.

#### **-Teacher Procedures for Reporting Bullying:**

1. Stop the bullying if you see it.
2. Report incident to the counselors.
3. Submit a written discipline slip to the administration.

#### **-Parents**

1. Talk with student and get as many details as possible. Find out if this behavior is a pattern. Support your student
2. Report incident to the counselors or administration.

#### **-Students**

1. Report the bullying behavior to an adult in the school (a teacher, a counselor, an administrator)
2. Report bullying by filling out a bullying form and returning it to the bullying box in the counseling office.
3. Do not participate in any role of bullying (bystander, onlooker, bully)

Administrators / Counselors will address all reported bullying incidents in a timely manner. Bullying will not be tolerated at Union County Early College.

In the event a student of Union County Public Schools becomes the victim of violence while on school property during the school day or while attending school sponsored events outside the school day or while attending a school sponsored event not held on school property, the parents of the victim will be notified as soon as possible. The parents will be informed of the nature of the violence, the physical condition of the student, where the student is located, and the care being given the student.

UCEC seeks alternative consequences for inappropriate behaviors/actions, which offer our students and parents other methods for correcting behavior problems other than the traditional out-of-school suspension. UCEC has lunch detention and Saturday School. Any out-of-school suspensions will be determined by the severity and number of times of inappropriate or disruptive behavior.

**The following inappropriate behaviors may receive one(1) lunch detention and parent contact:**

1. Out of specified area without permission. No student shall be in any place other than those designated by their schedule, a teacher or administration. Students must have a pass to be out of class at any time.
2. Violation of classroom policies. Students shall follow any rules and regulations not addressed in this policy which are established by the administration or the classroom teacher.
3. Intimate behavior. Students shall not engage in behavior such as kissing, hugging, bodies pressed together, or other actions which may be considered inappropriate for the public school setting.
4. Dress Code: The administration recognizes that the First Amendment to the Constitution of the United States respects a student's right to choose his or her style of dress or appearance. However, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it disrupts the learning environment, the student may be required to change the offending dress or appearance. Clothing that attracts undue attention to the body's form or contour is inappropriate for school. Students are responsible, therefore, for exercising good judgement in dress and grooming. The following are guidelines for UCEC students' dress:
  - Shorts, skirts, dresses, etc. must not be three inches or more above the knees; this applies regardless if leggings are worn underneath.
  - Shoulder straps must be over 2" wide.
  - No mesh tops, strapless tops, cut-off shirts, halters, racer back tops, skintight clothes, **bare midriff**. No profane words, drug and/or alcohol advertising, sexual innuendos or other unacceptable graphics should be on the clothes.
  - No undergarments showing.
  - Workout pants and tight fitting yoga-type pants are discouraged and you might be asked to change.
  - No body parts showing to include tops of breasts and posterior.
  - **No holes in jeans above the knees.**
  - No see-through lace tops.
  - No undershirt/tank tops for males.
  - No hats, hoods, toboggans, women's knit hats, ear muffs or sweat bands worn inside buildings.
  - No bandanas, wave caps, doo-rags, etc., worn inside building with exception of hair accessories.
  - No known gang colors, paraphernalia, signs on clothes to include hanging out of pockets.
  - No pants worn below the waist.
  - No sunglasses worn inside unless medically necessary.
  - No gloves worn inside the building.
  - Students must wear shoes at all times.
  - **No pajamas, bedroom slippers, lounge pants, etc.**
  - **No blankets are to be used at school. Students are encouraged to use a jacket or shirt if they need an extra layer for a particular classroom setting.**

***Please note: Dress code violations result in missing instructional time while awaiting change of clothes or other consequences. Ongoing dress code violations will be considered insubordination.***

5. Cell Phones (per UCPS Code of Student Conduct) Students will not use cellular phones or electronic/media devices during instructional time except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. Students may use cellular phones or electronic/media devices during non-instructional times, including class change and lunch, so long as the use is no disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner. The district and school is not responsible for loss or damage of these items brought on campus. Consequences Include:
  - a. First Offense - Confiscate item and return to the student at the end of the academic day. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.
  - b. Second Offense - Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School.
  - c. Third Offense - Confiscate item and return only to parents. Parent conference required and may include one day of in-school suspension, after school detention, or Saturday School and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal.

6. Bus misbehavior. Students may be issued bus referrals. Students shall not display any type of behavior which interferes with the safe and efficient operation of the school bus. Students may be denied the privilege of riding a bus to school. (Refer to “Bus Transportation”)
7. Non-compliance. Students will comply with all directions of administrators, teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any period in which they are subject to school authority. Under some circumstances, non-compliance may constitute grounds for additional detentions or out-of-school suspension to be determined by the administration.

**The following inappropriate behaviors may receive two (2) lunch detentions and parent contact:**

1. Out of class or out of school for any part of the day without permission. No student shall be out of class or miss any part of the school day that violates local school policy on attendance (skipping). **State regulations do not allow parents to give students permission to miss any school time for unlawful reasons.** All students must sign out in the main office prior to leaving campus before the end of the normal instructional day.
2. Cheating/plagiarism. UCEC has a strict honor code that all students are required to uphold. Each teacher may require students to attach a statement—*I pledge, on my honor, that I have neither given nor received unauthorized aid on this work.*— authenticating that the work turned in is indeed their own. Students will refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on tests/examinations, copy the work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Students will be given a grade of zero (0) on the work for the first offense, and a parent contact will be made by the teacher. A discipline referral to the administration will occur for subsequent offenses.
3. Gambling. Students shall not participate in any form of gambling or games of chance/skill for money and/or other items of value.
4. Forgery. Students shall not provide school personnel or parents/guardians with false information by making changes in written paper or other genuine documents or use school documents inappropriately including signing another person’s name or initials.
5. Misuse of computers/Internet Use of Computers/Internet. The use of computers at school is a privilege and should be used for educational purposes. The misuse of computers/Internet will result in disciplinary action that could include suspension and/or limitations placed on student Internet access. Though students take the laptop computers home, the computers remain the property of Union County Public Schools and students/parents are responsible for damage or loss. Examples include, but are not limited to the following:
  - a. inappropriate use of the internet
  - b. sending messages across the network
  - c. any tampering with any hardware or software
6. Classroom Disruptions. Classroom disruptions will not be tolerated. UCEC provides a stringent academic environment where teachers have the right to teach and students have the right to learn. Students will not engage in behavior that inhibits the learning process or is disrespectful to the teacher or other students.

**Disruptive Behavior:** This is any act clearly intended to disrupt the lawful function of the school or its special activities, events, trips, or performances. No student shall impair the teaching/learning process. No student shall engage in behavior which is detrimental to the progress, function, or purpose of any school activity or event, or infringe on the rights of other students, faculty, spectators, or public.

**Consequences for the following disruptive behaviors include but are not limited to the following depending on severity of offense:**

- **First offense: teacher/student conference, parent contact, administrative conference, detention determined by administration**
  - **Second offense: teacher/student conference, parent contact, administrative conference, detention determined by administration**
  - **Third offense and subsequent offense consequences will depend on severity of disruption:**
    - **1- 6 days Out-of-School Suspension up to recommendation for long-term suspension.**
1. Reckless or belligerent behavior which might result in injury or bodily harm. No student shall engage in any behavior which is so careless, reckless, or belligerent it may result in bodily harm or injury to oneself or others.
  2. Any major act clearly intended to disrupt school. No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process.

3. Use of profanity. Profanity or vulgar language is not consistent with an academic environment and will not be tolerated. Certain words, expressions, or phrases are considered offensive enough to result in out-of-school suspension. (Includes, but not limited to the “n” word and the “f” word.)
4. Weapons (not including firearms and explosives). Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. All weapons will be confiscated immediately and turned over to law enforcement. Weapons include all of the following: knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete (when blade is 2.5” or greater, student will be charged); slingshot; leaded cane; blackjack; metal knuckles or nunchuks; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; ice pick; defensive sprays; razor or razor blade (except solely for personal shaving); fireworks; and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
5. Illegal/Unauthorized Substance: The following are prohibited on school property or buses, in a private vehicle in a school parking lot, or at any school function wherever held. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.
  - a. **Over-the-Counter Medication:** outside of the routine, normal usage of medication.
  - b. **Prescription Medication** (students with legal drugs *prescribed for them* in their possession must follow school guidelines to avoid consequences under this policy.)
  - c. **Alcohol** (includes wines, beer, liquor, non-alcoholic beer, and energy drinks containing alcohol)
  - d. **Illegal Drugs, Counterfeit or Synthetic Drugs, Huffing** (or misuse of inhalants), and/or **Drug Paraphernalia** (including but not limited to rolling papers and scales) and misuse of chemical/material (organic or otherwise) that causes or is purported to cause a hallucinogenic/mind altering effect.
  - e. **Tobacco Products:** Students will not possess or use tobacco products on school property (as defined above). For rolling papers, see drug paraphernalia above.
  - f. All tobacco products will be confiscated.

**\*Consequences for violation of the above policy may be found in the UCPS Student Handbook.**

6. Fighting. Any physical violence directed towards another student will not be tolerated and an out-of-school suspension will occur (Refer to page 29 of the UCPS Student Handbook for specific details.)
7. Violation of school policy not specifically addressed. The faculty, administration, and staff of Union County Early College have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior which detracts from the safe and orderly environment even if not specifically mentioned in these guidelines.

**Extended information on the Board of Education policies are contained in the UCPS Handbook that was provided (electronically or print) to each student and is available on the UCPS website.**

A student shall be given an opportunity to seek clarification of information which may lead to disciplinary action or contest the appropriateness of the sanction imposed by a disciplinary authority. Copies of handbooks are available on the UCPS website. Questions or interpretations will be readily given on request by the principal or the principal’s designee. **Students are presumed to know the offenses and discipline/consequences set out in the handbook for both UCEC and UCPS.**

Any student, parent, or guardian who is aggrieved by simple disciplinary action shall have the right to an informal conference with the principal or his/her designee for such matters, and after exhausting this remedy, shall have the right to make a formal protest in writing or in person to the Superintendent of Schools. Appeals of the decision of the Superintendent shall be in person to the Union County Board of Education. The Appeal Process is detailed in the **UCPS Handbook**.

## **Summary**

1. Short-Term Suspension. The principal of a school or her designee shall have authority to suspend for a period of six days or less any student who willfully violates policies of conduct established by the Union County Board of Education, provided that a student suspended pursuant to this subsection shall be provided examinations missed during the suspension. Students who have an out-of-school suspension and students with unexcused absences and tardies are encouraged to make up all missed work **but are only allowed to make up major tests or projects for credit and take semester exams.** Teachers will record zeros on daily work for out-of-school suspension only when the entire class was required to do work for which a grade was recorded.

2. Long-Term Suspension. The principal of a school with the prior approval of the Superintendent, shall have the authority to suspend for periods of times in excess of 6 school days, but not exceeding the time remaining in the school year, any pupil who willfully violates the policies of conduct established by the local Board of Education. The student or his/her parent(s) may appeal the decision of the principal to the Board of Education.

3. Expulsions. The Board of Education may, upon recommendation of the Principal and Superintendent, expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety and health of other students or employees.

Any student facing possible suspension or expulsion from a Union County public school is guaranteed procedural due process fairly and equally applied. The following are the basic elements of this procedural due process:

- The student is presumed to have prior knowledge of the conduct which is required of and prohibited to him/her (Code of Conduct).
- The student will be informed of the specific matters giving rise to any of the proposed penalties or disciplines.
- The student will have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident.
- The decision-making authority will base its decision on the incidents or matters about which the student has been appraised as indicated above.

Students suspended or expelled from school are not to return to any Union County Public Schools campus at any time during the period of suspension/expulsion. Students who violate this provision are subject to trespassing charges being filed against them.

## Union County Early College High School 2017-2018 Daily Schedule

	Monday – Friday
Teacher Planning	8:30 – 9:20
1 <sup>st</sup> Block	9:30 – 10:50
2 <sup>nd</sup> Block	10:55 – 12:15
Lunch A Tutoring/Advisory	12:15 – 12:40
Lunch B Tutoring/Advisory	12:45 – 1:10
3 <sup>rd</sup> Block	1:15 – 2:35
4 <sup>th</sup> Block	2:40 – 4:00
<b>Students will attend classes from 9:30 AM – 4:00 PM</b>	

## **UCEC Student Handbook Signature**

**I have read the rules and procedures in the 2017-2018 *Union County Early College Student Handbook*. I understand I must follow the guidelines and policies.**

**Student Signature\_\_\_\_\_Date\_\_\_\_\_**