**Haywood Early College**

**2017-2018 Student Handbook**

**TABLE OF CONTENTS**

Contact Information 2

Faculty and Staff 2

Early College Mascot and School Colors 2

Discipline Responsibilities and Consequences 3

School Safety 3

Types of Misbehavior and Responsibilities 3-4

Attendance 5

Tardy Policy 6

Transportation 6

Textbooks and Technology 7

Grades 7

Food and Drinks 8

Driver’s Education 8

Communication 8

Inclement Weather Procedures 8

Community College Campus Map and Boundaries 9

Daily and Delay Schedule 10

Haywood Early college School Calendar

Community College Inclement Weather Schedule

**CONTACT INFORMATION**

Office Hours………………………………………………………………………………………… Monday - Friday 7:30AM-3:30PM

Summer Office Hours………………………………………………………… Monday – Thursday 7:00AM-5:00PM

Mailing address………………………………………….................................. 185 Freedlander Drive, Clyde, NC 28721

Telephone ......................................................................................................... 828.565.4000(Main Office)

FAX .......................................................................................................................................... 828.627.4555

Web site: <http://hec.haywood.k12.nc.us>

Haywood Early College is located at Haywood Community College in Clyde, NC. All offices and classrooms for the high school are located in building 400. All visitors to the Early College should report to the main office for help, tours of the school, or to drop off or pick up students during the school day.

**Welcome –**

Welcome to Haywood Early College. HEC is a non-traditional Haywood County high school that works in partnership with Haywood Community College. The academic schedule is balanced and rigorous. It combines high school and community college classes into the students’ daily class schedules. As we enter into the 2017-18 school year together, remember that a positive attitude will carry you through the school day and make things more pleasant for yourself and everyone around you.

**FACULTY AND STAFF**

Principal Mrs. Lori Fox

HEC Liaison Mrs. Andi Lawing

Data Manager/Bookkeeper Mrs. Angie Ballance

Guidance Counselor Ms. Jan Denton

Classroom Teachers Mrs. DJ Kerby Social Studies/Civics

Ms. Deb Jones Math I

Mr. Ryan Brumfield Math III/ACT Prep

Mrs. Beth Hooper English I/Yearbook

Ms. Margret Stiles Math II/STEM

Mr. Doug Hanson Lead Teacher/English II & IV

Assistant Teacher Mrs. Sherri Tew NCVPS

**MASCOT AND SCHOOL COLORS**

Mascot: Wolfpack Colors: Purple and Grey 

**DISCIPLINE RESPONSIBILITIES AND CONSEQUENCES**

Each student is expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are expected to be courteous, polite and contribute to a positive school climate. Haywood County School Board Policy 4000 (located on the Haywood County Schools website) is available for parents and students. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Haywood County Public Schools determined to be necessary for the safe and effective operation of the schools. Regulations addressing the Student Grievance Procedure are outlined within these policies as well.

**SCHOOL SAFETY**

Students are expected to make choices that do not jeopardize their own safety, the safety of others or their academic careers. In addition to this handbook, students are expected to follow the code of conduct in the Early College agenda book as well as the rules for Haywood Community College. Concerns about safety or anything that might place a student or staff member at risk should be reported immediately to the principal, any staff member, or campus security (828-734-5410).

**TYPES OF MISBEHAVIOR AND RESPONSIBILITIES**

**\*Disruption of class or school:** Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. The following behaviors will be dealt with according to individual classroom policies. Repeated or constant violations of the classroom policies will be dealt with through the office. Other offenses will be subject to the appropriate disciplinary action.

**\*Profanity, vulgar or abusive language** including remarks which demean a person’s race, religion, sex, national origin, disability or intellectual ability.

**\*Discrimination, Harassment and Bullying:** The Haywood County School System and Haywood Community College is committed to non-discrimination in all educational and employment activities. Discrimination means any act that unreasonably and unfavorably differentiates treatment of others based on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age or disability. Discrimination may be intentional or unintentional. Any form (personal or electronic) of harassment, discrimination or bullying will not be tolerated. Concerns or suspicions should be reported to the principal, a staff member or to campus security (828-734-5410).

**\*Public display of affection** inappropriate for school or that may offend others.

**\*Student Appearance:** (Board Policy 4316) Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Clothing, including accessories, displaying language or symbols related to tobacco, drugs and alcohol are not permitted, as well as language or symbols of an offensive nature are not permitted. Disciplinary actions for a student who fails to comply after being offered the opportunity shall be consistent with Section D of Policy 4300 (Consequences for Violations). Clothing should completely cover all undergarments.

STUDENTS WILL NOT BE PERMITTED TO WEAR SWEATSHIRT HOODS INSIDE ANY BUILDING.

**\*Plagiarism:** Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one’s own original work. It is regarded as a very serious offense. Many institutions expel students found guilty of plagiarism. Teachers may use plagiarism detection websites or conduct an internet search to ensure students are following proper protocol.

**\*Use/possession of tobacco** in any form or paraphernalia including imitations or substitutes is prohibited. (HCS Board Policy #4320) Haywood Community College is a tobacco-free campus and any student in violation of the tobacco-free rules will be subject to discipline form both the early college and community college.

**\*Possession/Under the Influence:** No student shall possess, use, transmit or be under the influence of any narcotic drug, alcoholic beverage, or intoxicant of any kind. By law, these are reportable offenses and may result in school suspension, loss of school privileges, and further criminal investigation.

\*Search and seizure: By law, Haywood Early College, with reasonable suspicion, reserves the right to search the vehicle, backpack, locker and/or person of any student under the guidelines of HCS Board Policy #4342. Any illegal material or materials not permitted according to campus regulations or board policy will be seized and disciplinary action taken when appropriate. When necessary, proper authorities will be notified. Random searches of lockers and automobiles may be conducted when deemed appropriate by the principal. Students who fail to comply with such searches can be subject to disciplinary action and/or referred to law enforcement.

**\*Random Student Drug Testing:** Under Haywood County Schools Board Policy 4326, students who desire to participate in voluntary competitive school activities or privileges must agree to participate in the random student drug testing program. This includes campus parking privileges. This participation is a privilege, not a right.

**\*Medication:** All medicines, prescriptions and over-the-counter medications such as aspirin, acetaminophen, ibuprofen, cold medication, cough drops, vitamins, etc. are required to be registered with the office. Official permission forms obtaining parent and physician signatures are required to authorize the use or distribution of any medicine. Medications must be brought to school in their original containers by a parent. Medications are kept in the main office and administered by office personnel, counselor or nurse. Students must take the prescribed dosage while in the presence of the authorized personnel. Possession of any medicine by a student may result in suspension.

**STUDENTS WHO HAVE CHRONIC ILLNESSES SUCH ASTHMA, SEIZURES, OR DIABETES SHOULD PROVIDE THE SCHOOL WITH DOCUMENTATION OF THE ILLNESS, PROCEDURES TO FOLLOW IF THEY EXPERIENCE ATTACKS DUE TO THEIR ILLNESS, AND EMERGENCY CONTACTS TO ASSURE THE PORPER MEDICAL ATTENTION IS GIVEN.**

**\*Theft or damage to property:** Students are responsible for the care of school property. Those who

willfully destroy school or private property will be required to pay for the damages incurred, and disciplinary action will be taken. No student shall steal or attempt to steal or knowingly be in possession of stolen property.

**\*Weapons:** Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following: firearms (loaded/unloaded), destructive devices, explosives, knives (pocket knives, switchblades, box cutters, icepicks, razor blades), slingshots, metal knuckles, air rifles/pistols, stun guns, tasers, fireworks, ammunition or bullets, and any sharp pointed or edged instruments.

**\*Threats:** A threat is communication (written, verbal, or otherwise) that implies bodily harm to self or others or to destruction of property. Every threat will be handled immediately by school administration for the safety of all students/staff. Both law enforcement and school board will be notified.

**ATTENDANCE**

Attendance is important for academic success and students are encouraged to attend their classes on a regular basis. All appointments should be scheduled before or after school hours when possible. Attendance will be taken in each class. Documentation is expected to provide for reasons of absence and will remain on file in the main office for reference if questions arise. The following absences will be excused: personal sickness (illness or injury), quarantine, death in immediate family, medical or dental appointments, religious observance, a prior approved educational opportunity, court, or administrative proceedings.

A student with 10+ absences in a class period during a semester will not receive credit for the class unless the student attends make-up sessions for the seventh, eight, and ninth absence. The make-up sessions are determined by the teacher. Students with 10+ absences must file a formal appeal to the principal and the Attendance Appeals Committee to request course credit. These forms are available in the office. IF A STUDENT IS FAILING A CLASS IN WHICH THEY HAVE 10+ ABSENCES, THEY CANNOT APPEAL FOR COURSE CREDIT.

HEC Students who are taking ONLY college classes are expected to attend only the days they have college classes throughout the semester. These students are expected to ***sign in AND out*** in the HEC main office.

**ATTENDANCE PROCEDURES**

**\* Three Days:** When a student misses 3 days, excused or unexcused, the teacher must make a parent contact to inform the parent of the student’s attendance.

**\*Ten or More Days:** It is the teacher’s responsibility to notify the student when their credit is in jeopardy due to attendance. Students granted an appeal will receive the grade earned in the class if they have made up the time for their absences. Appeals can be denied and given a grade of 55 for the semester. Students who do not make-up time will be given a grade of 55 for the semester.

**\*School Related Absences:** Field trips and approved school functions will NOT be counted as an absence. Third, Fourth and Fifth year students may take two (2) Code 6 days during the school year for a college day. Verification of college campus visit is required. All school work missed due to a Code 6 must be made up within two (2) days following the absence per school guidelines.

**\*Missed Assignments:** Students have the responsibility to make up missed assignments due to absences. Students have two (2) days per absence to complete missed assignments. Long-term assignments are exempt from the make-up guideline and are due as originally assigned.

**\*Late Arrivals/Early Departures:** Students are expected to sign in and sign out at the front desk in the HEC office when arriving late or leaving early due to medical, dental, or other issues. Documentation must be on file in the main office for future reference in case questions arise. A Late Arrival/Early Dismissal Form is available for students who have schedules that vary from the regular school day or can check in/check out without parents being notified. If a note is turned in to the office allowing permission for a student to leave early, parent will be called for a verbal consent before the student can leave the campus. There will be NO checkouts during lunch unless the student has a break in schedule for more than one hour. The expectation is that once a student is on campus for school, they remain on campus until their last class is finished for the day.

NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS WITH ANOTHER STUDENT WITHOUT WRITTEN PERMISSION BY A PARENT UNLESS THE OTHER STUDENT IS THE CURRENT TRANSPORTATION ON FILE IN THE MAIN OFFICE.

**TARDY POLICY:** There are no bells at HEC and classes begin at the scheduled times. Students should report to class on time. Tardy students are disruptive to the learning environment. Tardies accumulate during the semester. Three tardies convert to one absence. It is the responsibility of the student and parent to be on time to school. LATE BUSES CONSTITUTE AS AN EXCUSED TARDY TO SCHOOL. If a student misses the bus, the students must make alternate arrangements to school. Missing the bus is NOT an excused tardy or absence.

**TRANSPORTATION**

**\*Buses:** Students can ride their district school bus from their home to either Pisgah or Tuscola and load the designated bus to the Early College. There are two buses that depart HEC in the afternoon to Pisgah, Tuscola and Central Haywood High Schools. Students will then load their district bus to take them home. Morning buses unload students at the Sunrise Café where students can eat breakfast or walk to their first class. Afternoon buses will leave the campus no later than 2:30 PM from the front of the 400 (HEC) building. Students needing to ride the bus for special circumstances (going home with a friend, to work, or to another residence) must present a note to the office and the parent will be called for verbal permission. Bus drivers will not deliver a student to a different or new location without a Bus Permission Slip from the HEC office.

**\*Car Riders:** Parents/guardians may choose to drive students to campus. Students may be dropped off at the Sunrise Café for breakfast or in front of the 400 building. Morning supervision is provided in the Sunrise Café from 8:00AM-8:25AM. School begins promptly at 8:30AM and dismisses at 2:20PM. Parents who come before 2:30PM are asked to find a parking space near the 400 building in order not to block bus loading at 2:20PM. Once buses have departed, do not block other parked cars in front of the building. If student transportation is different than normal arrangements, parents are responsible for providing a note that explains the change and can expect a call from the office for a verbal consent. If an unexpected change arises parents must call the office as soon as possible so that the student can be located and informed before dismissal. Once dismissed, it is nearly impossible to locate the students and there will be no guarantee.

**\*Student Vehicle and Parking Regulations:** Operation of a vehicle to and from HEC is a privilege and not a right. HCC provides designated parking areas for both faculty/staff and students. HCC Security regularly patrols the parking areas and will issue citations if rules are not followed. Parking passes are required and available for purchase in the HCC Bookstore in the 1500 Building. **Students who drive to school are not allowed to take other students off campus without the written permission of both the driver’s parents/guardian and the other students parents/guardian.** Arrangements will be kept on file in the main office if students who drive are the regular transportation for other students. Students are expected to obey all traffic rules and regulations designed for the safe operation of vehicles on campus. HEC and HCC cannot assume responsibility for any damage done to automobiles or any acts of vandalism while parked on school property. Students park cars at their own risk.

**TEXTBOOKS AND TECHNOLOGY**

**\*Textbooks and technology:** Textbooks for both high school and college courses are assigned to students by HEC and students are required to sign a Book Contract. Students will be assigned a graphing calculator to help support their academic success for the semester in which they have a math course. It is the responsibility of the student and their family to protect and maintain their textbooks and technology. All books, CDs, calculators, and laptops are the property of Haywood Early College and Haywood County Schools. All textbooks and technology are expected to be returned in good condition each semester. Lost or damage books, CDs, calculators and laptops may require parents/students to pay for replacement.

**\*Electronic Devices:** Electronic devices may be used during the school day preferably during lunch, breaks and class changes. Teachers retain the right to administer different electronic device policies within their classrooms. Inappropriate use of electronic devices will not be tolerated. Cyber bullying and inappropriate content contained in or distributed through any electronic device will not be tolerated. By law, these are reportable offenses and may result in school suspension and further criminal investigation. As with other personal property, cell phone, voice messages, emails, photographs, and text messages can be searched if the principal has reasonable suspicion that they have been used in a disruptive or harmful manner. HEC and HCC faculty and staff are not liable for the damage, loss or theft of personal property belonging to students.

**\*Internet Use:** Students are allowed to use an HEC laptop for educational and research purposes. The principal has the authority to review the archives and search documents, picture, artwork and other files created or stored on the laptop if sufficient suspicion exists to indicate inappropriate use of technology or the internet. Abusing the privilege of using HEC laptops can result in the denial of use for specific students. HEC students are allowed to use their personal laptops and/or tablets for school purposes.

(Board Policy 3225/4312/7320)

**GRADES**

High school grades are assigned using the NC 10 Point Scale. All grades are recorded and updated by each teacher on Fridays and available in Power School. Students can ask their teacher for a list of the work they have (or have not) completed. Report cards are available at the end of each 9-week grading period. Parents have access to view grades and progress by utilizing the Parent Portal. Parents may obtain the password and information from the HEC office. A copy of NCDL or photo ID and application is required. Teacher/parent/student conferences can be arranged as needed to support the academic success of each student.

Students will earn 28 credits for their high school diploma. Some of the required credits and electives will be college courses. **Early College students must meet all exit standards for graduation.** Each college instructor provides a syllabus which includes the instructor’s grading scale which may or may not be the same as the HEC grading scale. Transfer credit is **not** earned for a *college* course when a student earns a D or an F. These courses must be retaken to meet the college credit requirements for an Associate in Arts degree or Associate in Science degree.

**Before a student can drop a high school or college course, he or she and the student’s parent will need to have a conference with the principal and a college liaison.**

**FOOD AND DRINKS**

Lunch is provided through Haywood County Schools Child Nutrition Department in the Sunrise Cafe. The cafeteria is located in the 200 Building and serves breakfast and lunch daily. All students have an assigned lunch ID number. Money may be put on their account balance online or by check or cash payable to the Sunrise Café. Students may qualify for free and reduced meals if the appropriate forms are submitted to the Child Nutrition Department. Forms are available in the HEC office. Breakfast at the Sunrise Café is available from 8:00AM-9:00AM. Lunch is available from 11:00AM-1:00PM. Vending machines are available in the 200 Building in the Sunrise Café and in the 300 Building at all times during campus hours. **COST OF BREAKFAST = $1.25/LUNCH = $2.80**

**DRIVERS EDUCATION**

Early College students can complete Driver’s Education when it is offered at their district high school or during the summer. Parents/Students should contact the district school (Tuscola or Pisgah) to request information about the dates driving classes and course work will be offered. All NC rules and regulations related to Driver’s Ed apply to Early College students.

Students under the age of 18 must have a Driving Eligibility Certificate in order to receive a North Carolina Driver’s permit or license. Once a student has completed the driving portion of driver’s education, he/she must take the Driver’s Education Certificate to the office to ask for a Driver’s Eligibility Certificate. To receive this certificate, the student must be enrolled in school and have adequate academic progress approved by the principal.

**COMMUNICATION**

Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school. There are several ways we communicate with parents and students:

\*Alert-Now phone system: Please make sure your phone number is current and on file.

\*Website: <http://hec.haywood.k12.nc.us>

\*Follow us on Twitter: hcshaywoodearly

\*Remind text messaging service

\*Parent Portal

\*Written communication

\*Conferences

**CAMPUS MAP AND BOUNDARIES**

During the school day, students are expected to remain within the boundary of the dotted line unless the following exceptions apply:

\*Entering or Exiting Campus

\*Class in the 7000 Creative Arts Building

\*Permission from the HEC Office to walk to Student Services or Book Store in the 1500 Building

**STUDENTS ARE NOT ALLOWED TO DRIVE ON CAMPUS DURING THE SCHOOL DAY UNLESS ENTERING OR EXITING THE CAMPUS. THIS INCLUDES MOVING FROM PARKING SPACE TO PARKING SPACE AND DURING TIMES OF INCLEMENT WEATHER.**



**DAILY AND DELAYED SCHEDULES**

**\*Haywood Early College Regular Daily Schedule**

1st Period 8:30AM – 9:50AM

2nd Period 10:00AM – 11:50AM

Lunch 11:50AM – 12:30PM

3rd Period 12:30 PM – 2:20PM

Dismissal 2:20PM

|  |  |
| --- | --- |
| Both HCC & HEC on 2-Hr. Delay |  |
| HEC Regular Schedule | HEC Delay Class Time |
| 8:30-9:50 | 10:20-11:20 |
| 10:00-11:50 | 11:30-12:20 |
| 12:30-2:20 | 1:20-2:20 |
|  | HCC delayed schedule last page of handbook |
|  |  |
| HEC 2-Hour Delay | (College Classes Regular Time) |
| NO 1st Period Class (NO 8:30 Class) | |

\*Haywood Early College follows the Haywood County Schools Inclement Weather Schedules.