

# **Pitt County Schools Early College High School**

## **2018-2019 Student/Parent Handbook**

### **Pitt County Schools MISSION STATEMENT**

Pitt County Schools will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st Century.

*A Partnership Between Pitt County Schools and Pitt Community College*



**Pitt County Schools Early College High School  
2065 Warren Drive  
Winterville, NC 28590  
(252) 493-7821**

<http://www.pitt.k12.nc.us/echs>

### Pitt County Schools Early College High School Mission Statement

PCSECHS is a school of highly motivated individuals dedicated to fostering an environment of academic excellence and a community that cares.

**Mascot/School Colors**  
*Wolves/Turquoise and Black*

### Pitt County Schools Early College High School Family

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(To be signed and returned)

## Principal's Welcome

Thank you for selecting Pitt County Schools Early College High School. Your decision to attend is the first critical decision you have made for your future. The entire staff of Pitt County Schools Early College High School joins me in welcoming you to our family. We look forward to changing your life forever.

Different Breed...Same Pack... - Welcome to Pitt County Schools Early College High School!

W. Wynn Whittington

Principal

"Relationships with your students do not cost a thing and their value is immeasurable."

## Pitt County Schools Early College High School (PCSECHS)

PCSECHS provides students the opportunity to earn two years of college credit or an associates degree in four or five years at public expense while simultaneously earning a high school diploma. All PCSECHS students take honors level high school courses and college courses. PCSECHS is located on the campus of Pitt Community College (PCC). Each year, PCSECHS will enroll approximately 75 new freshmen with a maximum capacity of 375 students. PCSECHS strives to maintain a diverse student population representative of the student population of Pitt County.

**You can obtain more information about PCSECHS at our website,  
[www.pitt.k12.nc.us/echs](http://www.pitt.k12.nc.us/echs)**

## Hours of Operation

7:30a.m. - 4:30p.m. .... Office

9:00 a.m. – 4:00p.m. .... Students

\*9:00 a.m. – 2:00p.m.....Students

\* We will dismiss at 2:00 p.m. on Fridays for staff development. See school calendar for specific dates. The student hours will change each year, with specific start and end times varying according to students' schedules.

Please be reminded that students should not be dropped off before 8:00 a.m. unless in a supervised situation, and should be picked up by 4:30 p.m. unless staying for a supervised activity. PCSECHS teaching team will be present between the hours of 8:30 a.m. and 4:30 p.m. to ensure that students are in a supervised setting. We cannot guarantee supervision outside of that time frame.

## Note

**This handbook is published for the purpose of providing information about PCSECHS and its programs, policies, and procedures. Announcements contained herein are**

**subject to change without notice and may not be regarded in the nature of binding obligations on the school, PCC, or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina Legislature, the North Carolina Community College System, the North Carolina Department of Public Instruction, or by local...**

**conditions may make some alterations in curricula, fees, etc., necessary. Each student will receive a copy of the Pitt County Schools Early College High School Student/Parent Handbook and a copy of the Pitt County Schools Student Code of Conduct. It is the student's responsibility to share these handbooks with his/her parents. It is also the responsibility of students and parents to read and familiarize themselves with the information contained in both handbooks.**

## **Family Involvement**

The staff of Pitt County Schools Early College High School believes that parental involvement is essential for maximizing student success. We are committed to continuous improvement and raising student success. Our expectation is for families of PCSECHS students to be actively involved in their students' education as well as to be fully engaged in school events and activities. At least one parent/guardian per family is expected to join us at each of the following:

- Open House –shortly before the first week of classes: meet PCSECHS staff, receive student's schedule and learn about student expectations, general policies and procedures, and provide input into student activities and programs.
- Student–Led Parent Conferences – twice each year during the middle of each semester.
- Volunteer hours – provide service to the school's ongoing projects, including host/hostess duties at Student-Led Conferences, chaperoning trips and events, assisting with supervision and test proctoring during exams, assisting with student extracurricular activities, etc.
- Committees – all school committees will include volunteer parent representatives along with student and teacher representatives.

PCSECHS gathers information through parent/guardian surveys Our school seeks your feedback through various means. Members of our school family are encouraged to respond to surveys and evaluations.

## Home-School Communication

It is our goal to improve our communication and increase our family involvement. We offer several lines of communication so that parents may stay involved in their student's educational process. We will utilize our website, Twitter, Facebook, Blackboard Connect 5, REMIND, and local media as appropriate. REMIND Codes are as follows: @PCECSC (All students), @PCSECHS20 (Seniors), @PCSECHS21 (Juniors), @PCSECHS22 (Sophomores), @PCSECHS23 (Freshmen).

### Family-Teacher Communication

- > Each teacher has a phone in his/her classroom with voicemail. Teacher's cannot answer calls during class time and will only be able to return calls during their planning period or after school.
- > All teachers have active email accounts through Pitt County Schools and are required to check and respond to email daily. All staff email addresses are listed on the second page of the book. Email is the most effective means of communicating with your student's teachers.
- > In addition, teacher webpages or course Canvas pages can be accessed from our homepage to check assignments, due dates and information specific to subject areas. The school website is [pitt.k12.nc.us](http://pitt.k12.nc.us)
- > Parent-Teacher meetings can be scheduled with individual teachers. Meetings must be scheduled in advance. Teacher duties make it impossible to meet during the instructional day at an unscheduled time. To schedule a meeting contact school secretary Mrs. Anita Buck or contact the teacher directly through email or phone.

### Monitoring Academic Progress

- > Progress reports are sent out at the mid-point of the reporting period. See the School Calendar for exact dates. The dates are listed on the calendar as PR.
- > Report cards are given out at the end of each reporting period. See the School Calendar for exact dates. The dates are listed on the calendar as RC.
- > Parents should contact teachers through phone or email if additional academic progress monitoring is required.

### HomeBase/Powerschool

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by Pearson's PowerSchool application, helps to keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students. Using a single login, families with multiple students have the ability to set up their accounts to view all of their students at one time. Access to the parent portal is currently available for students of all grade levels, but it is most beneficial to students in grades 3-12.

## How do I get started?

### **Step 1: Complete the access request forms.**

Download the access request form, complete it, and return it to your child's school. You must deliver the form to your child's school. Forms sent through students will not be accepted. You may also pick up a copy of the access request form from your child's school.

### **Step 2: Wait for the access letter and instructions.**

After processing your request form, school officials will provide you with a letter that includes information about how to access the portal and your child's access ID and password. Please provide schools time to process your request.

### **Step 3: Create the Parent Portal account.**

Use the information provided in the letter to create your Parent Portal account. For help creating an account, download the directions. You can create the account by visiting <https://pitt.powerschool.com/public>. After you have created the account online, you can then download the Parent Portal application and access the information from your mobile phone by searching Pearson Powerschool for Parents in the app store.

### **Step 4: Link your students to your account.**

After creating your Parent Portal account, use your child's access ID and password provided on the letter from the school to view your child's data. If the access ID and password do not work, make sure you have created the Parent Portal account first. If you are still having issues, review the directions.

### **Step 5: Enjoy staying connected to your child's education.**

If you need help, please reference the frequently asked questions below before contacting your child's school.

## Transportation

### **Buses**

PCSECHS buses are provided by each traditional high school in district attendance zones. Students will be transported from home to the traditional high school in their attendance area and then via shuttle to Pitt Community College-PCSECHS. Students will return home directly from the school instead of via shuttle from the traditional high school. On days when Pitt County Schools are not in session, buses will pick students up from their home/bus stop and bring them directly to PCC-PCSECHS and return the same way. We have the capability to assign students to a bus and to give a more exact estimate of when the bus pick up and drop off times are scheduled. Transportation changes must be made in person by a parent or guardian. According to PCS policy, a student cannot change his/her bus pick-up/drop-off location, nor can it be changed through a phone call. All changes must be made in person by a parent or guardian. Pick up and drop off areas may not alternate, these locations must remain a permanent part of the route. The route, route times, stop locations, and bus drivers are directed by the Pitt County Schools Transportation Department and not PCSECHS administration.

## **Bus Safety**

Student and driver safety are the highest priority. Students are expected to follow the rules of the bus and may be removed from the bus for misbehavior. The bus driver has the authority to assign seats. Any behavior that is disruptive, jeopardizes the safety of others, or is distracting to the driver, will not be tolerated. Riding the bus is a privilege, not a right.

## **Car Riders/Drivers**

Please be reminded that students should not be dropped off before 8:00 a.m. unless in a supervised situation, and should be picked up by 4:30 p.m., unless staying for a supervised activity. PCSECHS staff will be present between the hours of 8:30 a.m. and 4:30 p.m. to ensure students are in a supervised setting. We cannot guarantee supervision outside of that time frame.

**Please drop off all students in the parking lot located in front of the building that is facing Warren Drive. Please pick students up at the same location.**

PCSECHS students will be eligible to drive with a valid NC Driver's License. To be eligible to drive to school, students must:

- Provide evidence of their NCDL to the school
- Obtain a valid PCC parking permit once all student fees are paid.
- Locate and use a parking space in the designated lot adjacent to the early college building until the end of the school day

If a student does not follow the PSCECHS Driving procedures, then driving privileges could be revoked. Students are required to sign in at the office and leave their keys in the front office,, during the school day. If students are carpooling to and from school with other students, including siblings, a written consent from parents/guardians of both students must be on file in the front office. Otherwise, students will not be permitted to ride with other students. Only students approved for a modified schedule will be released before the end of the school day. Failure to comply with these guidelines will result in revocation of driving privileges.

## **Leaving Campus Prior to the End of the School Day**

PCSECHS students are not permitted to leave campus prior to the end of their school day. Students who have a modified course schedule, must have an early release form on file in the front office in order to leave campus before the normal dismissal times.

## **School Calendar**

Our school year is aligned with the Pitt Community College (PCC) two-semester academic calendar. **We are not aligned with the Pitt County Schools system's calendar.** This means that our start and end dates are very different from other schools; our holiday and other breaks



are also likely to be at different times throughout the year. Our students and parents must understand this and accept it, agreeing to follow our own calendar and to be in class when our classes are in session, even if other students in the family or neighborhood go to school on a different schedule. A copy of this year's calendar is available at [our website](#); please examine it closely.

**\*Please be aware that some Blackboard Connect 5 messages sent out for Pitt County Schools may not apply to the Early College due to differences in the calendars.**

## **Inclement Weather Procedures**

In the event of inclement weather, PCSECHS will follow Pitt County Schools announcements of school closures, i.e. we will close when the Pitt County School System is closed. Watch the TV news and listen to the radio in such cases. In addition, you may visit [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us) for the latest information on closings and delays. All PCSECHS closings for weather will be announced just as other institutions are announced. In addition, every effort will be made to contact students/parents through REMIND, Facebook and on Twitter @PCSECHS.

## **PCC Alerts & Messaging/Inclement Weather Plan for PCC**

**PCC ALERTS & MESSAGING:** All Pitt Community College students, faculty and staff receive emergency alerts and other notifications via their myPittCC email account. Users have the option of receiving the same messages on their mobile phones via text messaging. To receive text message notifications from Pitt Community College, including but not limited to Severe Weather announcements and other Emergency notifications, users will need to login into the my.pittcc.edu portal and click the "PCC Alerts & Messaging" icon located in the Launch Pad. Once you have logged in you will be prompted to add/or verify your contact information, including any additional email addresses you would like to add, your mobile phone number and mobile phone provider (carrier).

**INCLEMENT WEATHER:** The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on the following local radio and television stations: Radio Television WNCT-FM 107.9 WNCT-TV 9 WRNS-FM 95.1 WITN-TV 7 WRAL-FM 101.5 WCTI-TV 12 WRDU-FM 106.1 WRAL-TV 5 WAGO-FM 88.7 Internet PCC Campus Alert [www.pittcc.edu](http://www.pittcc.edu) [wcti12.com](http://wcti12.com) Text messages to [witntv.com](http://witntv.com) [reflector.com](http://reflector.com) your cell phone [wnct.com](http://wnct.com) PCC Telephone (252) 493-7200 Curriculum and continuing education classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by another alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration.

## Rules and Procedures

Students and faculty at PCSECHS are expected to follow the rules and procedures outlined in the Pitt County Schools' handbook that can be found online at the county website, [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us), along with the individual policies of PCSECHS indicated below. All Pitt County Schools policies apply to PCSECHS. Students are also required to follow the rules and procedures of Pitt Community College which can be found in their student handbook online at the PCC website, [www.pittcc.edu](http://www.pittcc.edu). If you do not have access to the Internet to view these handbooks, you may call and request a copy from our office during regular working hours.

### Personal Maturity and Responsibility

Students are accepted into PCSECHS with the understanding that they will adopt and exhibit a serious attitude towards their classes, their learning, and their academic preparation for college and the workplace. For that reason, PCSECHS students must assume a much greater level of personal responsibility for themselves, their safety, and the results of their decisions than other high school students are expected to demonstrate. Parents must support and encourage their student in this effort as well.

### Campus Movement: Monitoring and Supervision

The PCC campus is a very large and busy college campus with people coming and going all day at all times. Likewise, PCSECHS students must move around the campus from class to class and elsewhere as needed. During extended schedule breaks, meal times, and the occasional cancelled class, there are opportunities for students to be unsupervised directly. Students are not permitted to leave campus without permission. The PCSECHS and PCC faculty and staff will, of course, exercise reasonable levels of supervision and oversight, but specific continuous monitoring and supervision of all students like that found on typical high school campuses is impossible. Parents and guardians must understand this and must agree to hold their own children, not the PCSECHS/PCC staff or administration, responsible for their comings-and-goings on-and-off campus, including their decisions regarding association and transportation.

If students are carpooling to and from school with other students, a written consent from parents/guardians of both students must be on file in the front office. Otherwise, students will not be permitted to ride with other students or siblings. Only students approved for a modified schedule will be released before the end of the school day. All students are required to check out if they leave campus before the end of the day. Parents must agree that PCSECHS, the partner institution, and their agents and employees will not be held responsible for students' whereabouts or safety when they are not scheduled in class or school activity, or if they choose to leave campus illegally. Students who do not have a first period high school class will be required to sign in and out in the front office each day that they are on campus.

## PCSECHS Attendance Policy and Procedures

All students MUST report to homeroom by 9:00 a.m. Daily attendance will be taken each day at 9:00am. All students reporting to homeroom after 9:00 a.m. are tardy and must sign in with the front office before reporting to class. Parents are encouraged to contact the school at [252-493-7821](tel:252-493-7821) to notify office staff if their child will absent from school.

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to a college visit also require a signed statement by college admissions personnel on official stationery. Absences due to extended illnesses may also require a statement from a physician. If the parent or guardian knows in advance that the student will be absent for any reason, the excuse with the dates of the absences should be provided prior to the absence.

Pitt County Schools Policy 10.101-P states a student who is absent a total of 11 or more periods (after all make-ups are applied) per course shall fail that course. At the discretion of the principal, a student who is passing a course and has been absent between 11 and no more than 15 periods may be provided an opportunity to make up time missed. Each high school shall provide sufficient make-up opportunities to allow the make-up of three days (twelve class periods) per semester. A student who has missed a total of 11 or more periods and is passing a course may appeal to the principal for a waiver of his/her lawful absences. If waivers are granted, absences will be recalculated. Principals shall notify students of their right to appeal lawful absences and of the deadline by which to request an appeal for that semester. If a waiver for lawful absences is not granted, the principal shall notify the student of the denial and of his/her right to appeal the decision to the Pitt County Board of Education. There will be no school level appeal or option for students who remain absent more than 15 periods per course after waivers and make-up sessions have been applied. Appeals concerning a principal's denial of lawful absence waivers, or appeals concerning absences of more than 15 periods, shall be made to the Pitt County Board of Education at the conclusion of the semester in which the absences occurred. Requests for a Board hearing must be received in the Superintendent's office no later than the fifth business day after grades are reported. Permitted number of absences for PCC classes varies based on credit hours and course syllabus requirements. 3 missed classes from PCC will result in a PCS social work referral See the Pitt Community College General Catalog for information regarding the college attendance policy.

In order for a student to have an absence removed from his/her attendance, the student must meet three conditions:

1. **Absence Notes:** Acceptable documentation is required for an excused absence and should be given directly to the front office upon returning school. Notes must include student name, date and reason for the absence. In order to make up time for excused absences, the absence note must be for one of the ten lawful excuses defined in the Pitt County Schools Policy Manual. These are: **Illness or injury, quarantine, death in the immediate family, medical or dental**

**appointments, court or administrative proceedings, religious observances, pregnancy and related conditions or parenting, when medically necessary; deployment activities, college visits, or educational opportunity.** Educational field trips may be excused but **require approval by the principal one week prior to the trip.**

2. **Make Up Work:** Students are required to see all assigned teachers upon returning to school. All students are required to have all work made-up at the time it is due or when specified by each teacher unless prior arrangements are made between student and teacher.

3) **Make Up Documentation Form.** After the excused letter has been given to the homeroom teacher, students should pick up a form to document make up time and assignments from the office secretary.

- A student's first absence will remain on his/her attendance summary without option to be removed, denying him/her perfect attendance for the year.
- Students with 3 or more unexcused absences will be required to speak to the School Social Worker.
- If a student under the age of 16 accumulates 10 or more unexcused absences he/she is subject to being processed through the court's juvenile services for violation of the NC Compulsory Attendance Law.
- It is the student's responsibility to get notes to school, make up all work, schedule after-school make-up time and come by the office to pick up "Make-up Forms."
- All rules listed above apply when a student comes in late or leaves early. Students are considered absent from school when they arrive after 12:30 p.m. or when they leave prior to 12:30 p.m.. Class attendance is separate from daily attendance. Course credit is determined by class attendance.
- Students that arrive on campus after 9:00 a.m. must report to the Office to sign-in to be counted present for the school day. Students that leave campus before 4:00 p.m. must report to the Office to sign-out to not be considered "skipping" class(s).

## **SIGN-OUT PROCEDURES**

If a student plans to leave school, a permission note from the parent or guardian must be turned in to the office by 9am. Please include a contact number for that parent/guardian on the note.

**PCC ATTENDANCE** policy differs from the Pitt County Schools policy. 3 missed classes from PCC will result in a PCS social work referral. Permitted number of absences for PCC classes varies based on credit hours and course syllabus requirements. Regular and punctual

class attendance is expected of all students. Please refrain from checking students out early or scheduling appointments during college classes. Instructors will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for excessive absences. This will result in the student's name being removed from the class roster. A grade of "W" (unofficial withdrawal) will appear on the official PCC transcript. The "W" grade is included in computing grade point average (GPA) and will negatively impact the student's GPA. In addition, on the high school transcript, a grade of "0" will be given and calculated in the GPA. Please make sure you review the policy in the PCC General Catalog.

## PCSECHS Code of Conduct

PCSECHS students are required to follow the Pitt County Schools Code of Conduct (Board Policy 10.206) including the School Dress Code and Appearance Policy (Policy 4316) as applicable. **We will not have or require school uniforms but all other aspects of the policy apply.** Please refer to the Pitt County Schools Student Code of Conduct and the School Uniform and Appearance Policy located at [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us) for policy details. Additionally, PCSECHS students must also follow the Code of Conduct for Pitt Community College. **Early College students must understand that any behavior that might cause them to be dismissed from PCC's campus, such as fighting, weapons, or drugs and alcohol, may result in dismissal from the Early College program.** Please refer to PCC general catalog for a full list of the college expectations.

### Skipping

Early College students are expected to be on time and to attend **all high school and college classes**. Any student leaving a classroom without permission may be counted as skipping. Students are given many opportunities to use the restroom during the day, therefore are expected to not leave the classroom for that purpose unless there is some kind of emergency. **If there is a medical condition requiring that a student be allowed to use the restroom at a moment's notice, a doctor's note stating the medical condition and needs should be turned in to the office so the school can make accommodations. Consequences for skipping will be determined on a case by case basis.**

### Unexcused Tardies

Students are expected to be in class on time. Students are given enough time to transition between classes and have many opportunities to use the restroom during the day. The tardy policy has been implemented to reduce interruptions that may hinder the learning process for all students.

- |                |                        |
|----------------|------------------------|
| ● First Tardy  | Warning                |
| ● Second Tardy | Phone Call Home        |
| ● Third Tardy  | Phone Call Home        |
| ● Fourth Tardy | Parent Conference      |
| ● Fifth Tardy  | After School Detention |

- Sixth Tardy Referral to Administration

If tardies become excessive in several classes at one time, the consequences may be accelerated.

## **PCSECHS Make-Up Work Policy**

Students and/or parents or guardians are strongly encouraged to communicate with teachers in the event of prolonged absences.

If students are absent, it is their responsibility to check with their teacher the day they return to obtain missed assignments. Homework is to be turned in on the due date assigned by the teacher unless that teacher has made prior arrangements. If a student is absent any day prior to the due date, but present on the due date, he/she is still required to turn in the assignment on the due date unless the teacher makes prior arrangements based on the student's availability to complete the assignment. If the student is absent on the due date, the assignment is to be turned in on the day he/she returns unless the teacher makes prior arrangements based on the student's availability to complete the assignment. If absent on the day of a test or quiz, students will be expected to take the assessment the day they return unless other arrangements are made by the teacher. It is the student's responsibility to contact the teacher immediately upon return to schedule a time in which to take the test or quiz. Failure to do so may result in zero for the assignment.

## **Enrollment in College Classes**

PCC offers PCSECHS students enrollment opportunities under the *Career and College Promise Initiative*. Tuition is waived for students enrolled in this program, including textbooks\*, student activity and technology fees. College credits will be awarded upon successful completion of courses.

## **MyPittCC**

Students will need to access **myPittCC** to check their email, access MOODLE, and access the "PCC Services". Students may access the PCC portal by clicking on the link to **myPittCC** at the top right of all [www.pittcc.edu](http://www.pittcc.edu) web pages. One of the advantages of the **myPittCC** portal is easy access to email, Moodle and other online resources used by Pitt Community College - all from one page. Students should check this email account daily for updates and information from their instructors and the college.

## **College Class Registration Process**

Early College students are given a 5-year plan upon entering. The 5-year plan serves as an outline for course registration for students pursuing a College Transfer Program or an Associate Degree. Students may apply to take additional college classes after school hours or during

summer sessions with prior approval of Parents, Counselor, College Liaison, and Principal. There is no additional cost to the student.

## **Student Identification Badge**

All students and staff are required to wear an ID badge while on campus. These must be visible at all times. PCSECHS students must wear the appropriate color lanyard with their ID. **This is non-negotiable.** Failure to wear a student ID will result in the student's phone being taken for the day and returned at the end of the day. Students are strongly encouraged to buy a second badge for \$2 and keep it with their homeroom teacher. Replacement cost fee for student ID's & Lanyards are \$1.00 for plastic ID card holder only & 3.00 for lanyard only.

## **TUTORIAL AND ACADEMIC SUCCESS CENTER (TASC):**

TASC is a free tutoring service for students enrolled in traditional, online, evening, and weekend classes at PCC. Tutoring sessions are held with academically qualified peer tutors and professional tutors. TASC also assists students with time management, study skills, and test taking skills. The service is designed to increase the probability of academic success for students. The primary goal of tutoring is to assist students in becoming independent and confident learners. Students can schedule an appointment or walk-in for tutoring. Online tutoring is provided to PCC students through Smarthinking. Smarthinking can be accessed when students log into their myPittCC account under myLaunchPad. The Academic Skills Lab is a part of the Tutorial and Academic Success Center. The Lab is an open computer lab environment that offers academic skill-building using computerized tutorials. These tutorials offer extra practice needed to be successful in enrolled courses. Students can work independently and receive assistance with basic PC skills. Note: Students must present a valid PCC identification card. For more information, call (252) 493-7258.

## **PCC LIBRARY**

The PCC Library supports the mission of the College by providing a vibrant and innovative environment designed to inspire academic excellence and promote lifelong learning. The Library seeks to offer timely assistance in finding reliable information to all students, employees, and community members. Our knowledgeable staff of professional librarians, technical specialists, and library assistants is committed to providing excellent customer service in meeting this goal. The Library also offers 24/7 reference chat except for Saturday/Sunday, midnight - 8 a.m. through NCKnows. Library resources include print and audiovisual materials, as well as Internet access to the World Wide Web and to scholarly online documents not otherwise available without subscription. Print collections include books, journals, magazines, and newspapers appropriate for academic research as well as leisure-time reading. Audiovisual collections contain DVDs, CDs, and audio/videocassettes on various course-related topics and for recreational listening/viewing. More than 60 desktop computer stations with Internet access are available for public use. Additionally, 50-laptop computers are available for use in the Library. Wireless Internet access is available throughout the Library with Wi-Fi-enabled devices.

Most online Library resources, including the Library catalog, are available not only on campus but to distance learners and other off-campus users with Internet access. Some resources require a password for access from an off-campus location. Facilities are available for group and individual study, including six group study rooms and a 21-seat instruction lab. The Library is open Monday through Thursday from 7:45 a.m. until 9:30 p.m. and on Friday from 7:45 a.m. until 5:00 p.m. Saturday hours are 9:00 a.m. to 1 p.m. The Library is closed on Sundays and on PCC-observed holidays; hours may vary during semester breaks and summer semester. Located in the Clifton W. Everett building, the Library is arranged and furnished to provide a pleasant atmosphere conducive to study. More information may be found on the Library webpage at [www.pittcc.edu/academics/library](http://www.pittcc.edu/academics/library) or by phone at (252) 493-7350. Overdue fines will result in schedules being dropped.

## **COMPREHENSIVE ARTICULATION AGREEMENT BETWEEN THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM AND THE UNIVERSITY OF NORTH CAROLINA SYSTEM**

The Comprehensive Articulation Agreement between the University of North Carolina System and the North Carolina Community College System rests upon several assumptions common to successful statewide comprehensive articulation agreements. The primary assumption is that the institutions recognize the professional integrity of other public post-secondary institutions; which are regionally accredited for college transfer programs. All courses designated as approved for college transfer under this agreement will be taught by faculty who meet Southern Association of Colleges and Schools (SACS) Commission on Colleges credential requirements. A secondary assumption is that there is sufficient commonality in the lower-division general education requirements currently offered among all universities to develop a common general education component at the community colleges for the purpose of transfer. The general education transfer core is similar to each institution's lower-division general education requirements, but is not identical in that specific courses may differ. The underlying concept is that competencies and understandings developed by general education programs as a whole are more important than individual courses. Therefore, the block transfer of a core is important. The general education requirements of the receiving institutions remain in effect for all students not participating in this comprehensive articulation agreement; any upper-division general education requirements and graduation requirements remain unaffected by this plan. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower level courses required for each major are the subject of the pre-major transfer articulation agreements developed by joint discipline committees. The Comprehensive Articulation Agreement (CAA) addresses the transfer of credits between institutions in the North Carolina Community College system and from that system to constituent institutions of the University of North Carolina. It does not address admission to an institution nor to a specific major within an institution. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina.



## Academic Information

### Student Advisement

PCSECHS views student advisement as an important and ongoing process. Each degree-seeking student visits regularly with our college liaison and counselor who both assist each student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, and program requirements. Information can be obtained through the PCC website at [www.pittcc.edu](http://www.pittcc.edu) or through the PCC Course Catalog.

**\*\*All students are placed in a course of study that is based on student interest and academic advisement of the counselor and college liaison. Courses of Study include Associate in Science, Associate in Applied Science, Associate in Arts, and College Transfer.**

### Academics

- All students should maintain an unweighted GPA of 2.00 or higher. **Students failing to perform at an appropriate level in college classes may be placed on academic probation. Poor academic performance may also impact future financial aid and/or graduation with a high school diploma. See Satisfactory Progress, below.**
- All students receive an Individual College/Career Plan (ICP) based on their year of graduation, which includes courses necessary for admission to North Carolina institutions.
- All students must be enrolled in courses full time each semester.

### Student-led Conferences

PCSECHS students will participate in student-led conferences throughout the school year. During student led conferences, each PCSECHS student will present to his/her parent (s) or guardian (s) his/her showcase portfolio in each course, demonstrating knowledge and skills required over the course of the grading period. PCSECHS students must participate in every student-led conference date. Student-led conferences will be held each semester. Dates and times will be announced. Report cards are issued at the end of each grading period.

### Academic Support Systems

Service and support systems have been designed to give PCSECHS students as much help, advice, guidance, and support as possible. Each student will be assigned an AVID teacher. The AVID teacher is the student's first line of support, and also serves as the student's own personal and academic advisor. The AVID teacher is also the parents' first line of contact – parents are encouraged to stay in frequent contact with their students' AVID teacher. Students also have access to career advisors, counselors, tutors, and peer support groups. The Twilight Academic Program operates on Tuesday and Wednesday of each week from 4:00-5:30 p.m. Transportation is provided and students must sign up a week prior. Please be aware of the services and support systems available and take advantage of them when needed. We can accommodate students with small class size and a lot of individual attention. A school nurse,

social worker, English as a Second Language (ESL) teacher, and Exceptional Children's teacher will be available. Teachers will be available during Seminar and Tutoring sessions for additional academic assistance. The school guidance counselor, curriculum specialist, and principal will also be available for students. Each student will develop an Individual College/Career Plan (ICP) with the school counselor and liaison.

## **Satisfactory Progress**

PCSECHS students are required to maintain satisfactory progress for the duration of their enrollment at the high school and college. In order to maintain satisfactory progress, students must maintain a **COLLEGE GPA** (Grade Point Average) of a 2.0 per semester.

### **Academic Warning**

If a student does not meet satisfactory progress within the first semester, he/she will be placed on "Academic Warning" status and required to attend a mandatory conference with his/her parent(s)/guardian(s), high school counselor, college liaison & principal. The student will be placed in an assigned location for study hall and a referral will be made for course adjustments for the next semester.

### **Academic Probation**

If a student does not meet satisfactory progress during the second semester, he/she will be placed on "Academic Probation" status and required to attend a counseling session with a PCC Counselor. The student will also have another mandatory conference with parent(s)/guardian(s), high school counselor, college liaison & principal. At this point an action plan will be presented outlining how the student can improve in a timeline of two consecutive semesters to meet satisfactory progress. Students will also remain in their assigned location for study hall. **Academic Probation status will also cause a student to lose grade level privileges.**

### **Termination**

If after three consecutive semesters a student has not met satisfactory progress (2.0 GPA), that student will participate in a mandatory conference with parent(s), high school counselor, college liaison, and principal. A recommendation may be made for the student to return to his/her district high school to complete high school diploma requirements. We believe that all students are individuals and the committee will review each student as such.

## **Coursework and Graduation Requirements**

The requirements for graduation from PCSECHS include both high school and college coursework. Please note: graduation depends upon meeting both sets of requirements in full. Students who complete the high school requirements but not the PCC requirements will not graduate from PCC; likewise, students who complete the PCC requirements but not the high school requirements will not earn either the college transfer credit or the Associate's degree.

Full completion of both sets of requirements is absolutely required for both a high school diploma and a college degree. Students who enter PCSECHS but do not finish, instead returning to a traditional public high school, are then responsible for meeting all the graduation requirements of the school to which they transfer, including the 28-unit high school coursework requirement. In such cases, college courses taken for credit while enrolled at PCSECHS might not count toward requirements at the traditional high school, and students may be forced to take more credits than they took while at PCSECHS. It is entirely possible that a student in this position could end up going to high school one or more additional years past his/her original graduation date.

## **High School Grading System**

### **Grading Scale**

Final course grades for high school courses will be assigned according to the following 10-point grading scale:

<b>Letter Grade</b>	<b>Numeric Grade</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

· An incomplete (INC) will be given for a final grade only when circumstances justify additional time to complete the course. Students must contact the instructor to request a grade of "Incomplete." When an incomplete is granted, the course requirements must be completed by the date designated by the instructor. Incompletes (INC) not finalized within the appropriate time frame will convert to an "F." Exceptions may be made by the principal. This applies to high school courses only.

### **Receiving Credit for High School Classes**

To receive credit for a high school course a student must:

- have a final average of a 60 or higher;
- meet all teacher requirements;
- meet local school system requirements and expectations;
- maintain attendance in accordance with the Pitt County Schools Early College High School attendance policy.

## **Pitt County Schools' Promotion Standards GRADES 9–12**

To earn credit in a course, students must: have a passing final average score at a proficient level on the End-of-Course test (if applicable) and have no more than ten absences in a course (per semester). Promotion requirements are as follows: grade 10 requires 6 units of credit; promotion to grade 11 requires 13 units of credit – which must include English I; promotion to grade 12 requires 20 units of credit – which must include English II. Graduates must earn 87.5% of credits attempted or 28 credits--whichever is greater.

Students are required to earn 28 units of credit, including 4 units of English (I, II, III, and IV) 4 units of Mathematics I, Mathematics II, Mathematics III, and a 4th Math Course to be aligned with the student's post high school plans, 3 units of Science (Biology, an earth/environmental science course, a physical science course), 4 units of Social Studies (World History, Civics and Economics, US History A & B), 1 unit of Health and Physical Education, 1 unit of Art Education, 4 units of concentration credits, and 7 units of elective credits (excludes concentration).

### **Dropped College Classes**

A North Carolina high school diploma requires 28 credits. At PCSECHS, some of those credits will be obtained as dual credit courses taken through PCC. Withdrawing or dropping a college class may result in failure to receive a high school diploma within 5 years. Students **may not** drop a college class without administrative approval. A parent-administrator meeting must occur before administrative approval to drop a class will be granted. Students are not allowed to reenroll in a failed or dropped college class the following consecutive semester unless approved by the principal.

**\*Any college class dropped after the official PCC drop/add period and required as a high school elective credit or other graduation requirement will be calculated as a "0" on the student's high school transcript and will permanently affect the student's GPA and class rank.**

### **Graduation Distinctions**

In order to report college letter grades as numerical grades on high school transcripts, the grade conversion as seen above is necessary. As a result, high school grade point averages are not consistent with grade point calculations in traditional high schools and will not always reflect the exact amount of quality points a student would have earned if all grades were reported numerically.

Pitt County Schools Early College High School strives to be consistent and accurate in reporting graduation superlatives and honors. Accordingly, PCSECHS will use a Cording System in place of a valedictorian and salutatorian designation. PCSECHS graduation designations are seen below.

<b>GPA Range</b>	<b>Designation</b>
3.50 - 3.69	Teal Cord - Cum Laude
3.70 – 3.99	White Cord - Summa Cum Laude
4.00 - 5.00	Gold Cord - Magna Cum Laude

### **Student Participation in Extracurricular Activities**

Student interests drive our student extracurricular activities program strictly; we do not know from year to year which clubs, groups, special-interest activities, or events will be offered. We try to provide events and activities that we can adequately fund, schedule, supervise, and support. Many of these require active parent involvement. We cannot guarantee that any particular activity or event will be available to students in any given year, although we do promise to try to provide those specific activities and events for which we have sufficient numbers of interested, committed students. Students participating in any school-sponsored extracurricular activity must maintain appropriate academic progress or they will not be permitted to participate until they have improved. Participation in extracurricular activities is important to the total education and personal development of PCSECHS students.

Occasionally, a student may be required to miss a class session in order to participate in PCSECHS sponsored activities such as Student Government Association, competitions, etc. The advisors of these activities will inform their colleagues in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences, provided participating students are otherwise in good academic standing. If a faculty member believes that missing class due to student activity is detrimental to the academic success of a specific student, the faculty member may request that the principal review the overall academic and attendance records to determine if the student's absence warrants exemption from the school's regular attendance policy. PCSECHS will not offer organized sports teams or Band, but students will have the opportunity to participate in sports clubs, college intramurals, and PCC music ensembles/chorus.

### **Other Important Information**

#### **Technology Devices/One to One**

All students will be permitted access to a computer device. Students and parents will be required to complete and sign a contract for use of this device. If they wish to take the device home, they must pay a \$100 non-refundable/ but transferable deposit. Students who are day

users must sign a contract and are responsible for the care of devices while at school. If day users damage or lose their devices, they will be responsible for the cost of repairs or replacement of devices.

## **Textbooks**

Students are responsible for their high school and college books. Do not leave your books or personal possessions unattended. Students must pay for lost or damaged books. If a student takes the book of another student, that student may be subject to disciplinary action.

Textbooks are property of the Early College, not the student. They must be returned at the end of the semester. Students are responsible for their textbooks. If books are not returned, no new books will be issued for the next semester until returned or purchase price returned to the school. Any student attempting to sell his/her textbooks constitutes theft. Students may face loss of status, suspension, and criminal charges. Students must also replace the books or face other penalties such as not being allowed to attend any further college classes or being required purchase their own textbooks.

## **Goess Student Center Privileges**

Freshmen and Sophomore students will only be permitted to go to the center with a member of the school staff. Upperclassmen are allowed to attend events at Goess providing they notify the front office staff.

## **Parking**

Students must obtain a parking sticker from the Campus Police and display it in the lower left corner of the rear window of the car. PCSECHS students are only allowed to park in designated areas. Students that drive to school are expected to arrive on time to homeroom. Driving is a privilege and failure to follow regulations may result in the loss of driving privileges. (See Car Riders/Drivers P. 7)

## **Meals**

PCSECHS participates in the federal school breakfast/lunch program, so there is free breakfast/lunch available for all students. Meals will be delivered from South Central High School daily. Students have a lunch break each day, and they may bring lunch from home. Only Juniors and above will have access to the PCC Bulldog café as well. Students are not permitted to leave campus to eat lunch.

## **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. All personnel will be alerted. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building; students must remain with the class so that the teacher may take roll.

## **Tornado Drills**

Office staff will signal tornado drills. All personnel will congregate in the designated areas. Classes are to remain together and under the supervision of the teacher. Students are to sit in a crouched position. Students must sit close together and remain quiet.

## **Student Accidents**

All accidents must be reported and documented in the office. These reports are forwarded to Central Office.

## **Fees**

Fees will be charged for the following:

- Graduation (cap & gown)
- Lost or damaged books
- Lost or damaged materials, supplies, or equipment
- Field Trips as necessary
- One to One Device Contract
- Student Fees
- Library Fines
- Replacement ID Cards, Lanyards/ID Holders
- Technology Devices (take-home users only)

## **Student ID Cards**

Students will have a PCC ID. Students shall wear their ID at all times. If a student loses their ID, the replacement cost is \$2.00. ID cards are required for assemblies, library use, dining, and check in/out, at all times etc.

## **Visitors**

Parents are welcome to visit at any time. Please check in at the Early College Office before visiting any classes.

## **Cell Phones**

Students are not permitted to use phones during classes unless authorized by the instructor. Failure to comply will result in the phone being taken and returned at the end of the class. They are permitted to have phones during lunch and between class changes.

Consequences:

1st Offense: Item is taken and held in the administrative office until the end of the day.

2nd Offense: Item is taken and held in the administrative office until a parent picks it up from the office at the end of the school day.

## **Driver's Education**

Driver Education is required for all those students desiring to obtain a permit or license before the age of eighteen. The course is \$60 for public, private and home-schooled students residing in Pitt County. Students must be at least fourteen years and six months of age to enroll in the classroom phase. The course consists of thirty hours of classroom instruction and six hours of behind the wheel instruction. All classroom sessions are scheduled to allow for one day of absence. It is very important that the student attend the first day of class to reserve their space. Students will be advised of the dates and times during registration.

**REMEMBER: Driving is a privilege, not a right. It is NOT to be taken lightly.**

Students must be passing all classes to take Driver Education. Since you are students in a rigorous curriculum, adding another class to your schedule adds to your burden for studying. Students must be present EVERY day. Thirty hours of class time must be documented. Parents must provide reliable transportation for the child to the appropriate site.

## **PITT COUNTY SCHOOLS NOTICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

In compliance with federal law, the Pitt County Board of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, programs, activities, admissions or employment. Inquiries or complaints should be made to the Director of Student Services, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834; telephone (252) 830-4237. The Director of Student Services is the designated Title IX Coordinator and Section 504 Coordinator.

### **NOTICE OF RIGHTS CONCERNING STUDENT EDUCATION RECORDS**

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

Federal law gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

Parents or eligible students have the right to inspect and review the student's education record within 45 days of the day the School receives a request for access. A written request that identifies the record(s) they wish to inspect should be submitted to the school principal (or appropriate school official). The School official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. Parents or eligible students have the right to request the amendment of the student's education records that they believe to be inaccurate or misleading. They should make a written request to the School principal (or appropriate school official) that clearly identifies the part of the record they want changed and specify why it is inaccurate or



misleading. If the School decides not to amend the record as requested, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to the school officials with legitimate educational interests. A school official is: (1) a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); (2) a person serving on the School Board; (3) a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or (4) a volunteer or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Pitt County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school will make a reasonable attempt to notify the parent or eligible student of the records disclosure.
3. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C., 20202-8520.

## **NOTICE OF RIGHTS CONCERNING DIRECTORY INFORMATION**

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

Federal law gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Under the law, Pitt County Schools may disclose directory information about your child unless you notify your child's school in writing that you do not want such information disclosed. Directory information in Pitt County Schools is limited to the student's name, parents' names, address, telephone number, date and place of birth, major field of study, dates of attendance at Pitt County Schools, diplomas and awards, school most recently attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photographs of students.

The primary purpose of directory information is to allow Pitt County Schools to include information in school publications such as yearbooks, honor roll, or other recognition lists,

graduation programs and sports activity sheets. Directory information can also be disclosed to outside organizations.

If you are a parent or eligible student and do not want Pitt County Schools to disclose directory information without your prior written consent, you must notify the principal of the student's school in writing within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). If you have children in more than one school, you must notify the principal of each school that your children attend. That notification is valid for the current school year only.

**Note:** Parents or students, age 18 or older, who choose to opt out may:

1. write their own letter to the principal at their student's school, or
2. obtain a form for that purpose on the Pitt County Schools website under Board Policies and Procedures 10.901-X Opt Out Form or by contacting your school to request a paper copy.

## Parent and Student Acknowledgement Form

For the 2018-2019 Early College High School Handbook

Please complete this form and return to the school

Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_

I acknowledge receipt of this handbook and understand the responsibility of each student in the Pitt County Schools Early College High School to adhere to these policies and guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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