



# Union County Early College

## Student Handbook

2020-2021

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<https://www.ucps.k12.nc.us/Domain/48>

## **Introduction and Welcome Back!**

Greetings to the wonderful students of Union County Early College. Welcome back to what will be an interesting, challenging, and exciting school year. We have been busy preparing all summer to make this opportunity and school fit your needs as a learner as well as preparing you for the world beyond High School.

Parents we thank you for recognizing the potential of our school in meeting the needs of your child. We understand that this is a partnership and together we will do all that needs to be done to ensure your child's success. Our staff takes pride in meeting the needs of your child, and together we will do what it takes to help them achieve their goals.

Please use this handbook as a resource and a planner. The first section outlines procedures at Union County Early College and 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.

Here at Union County Early College we are committed to do our part in order for you to have a meaningful high school experience and achieve success.

Thank you

Adrien D. Porter

Principal

## **AVID - Advancement Via Individual Determination**

We are excited to continue our AVID format of support for all of our students this year. As a community of learners, the educators who work with the UCEC students are always searching for ways to refine our support of students on their educational journeys. AVID is a structure of support for students toward completion of high school and college transfer credit here at UCEC and toward continued success in what comes next for students in college and career. AVID is an acronym for this system, and rightly so. The definition of the word "avid" includes words such as enthusiastic, engaged, interested and motivated. UCEC supports students in growing skills that will last a lifetime! #thisisAVID

## Table of Contents

|                             |        |          |                    |          |     |                             |
|-----------------------------|--------|----------|--------------------|----------|-----|-----------------------------|
| Union Schedules.....        | County | Early    | College            | Daily    | 4   |                             |
| Guidelines                  | While  | in       | the                | Building | and | on                          |
| Campus.....                 |        |          |                    |          |     | 5                           |
| Statement                   | of     |          | Non-Discrimination |          |     | and                         |
| FERPA.....                  |        |          |                    |          |     | 5                           |
| Union                       | County | Early    | College            | Mission  |     | and                         |
| Vision.....                 |        |          |                    |          |     | 5                           |
| Check                       |        | In       | -                  |          |     | Check                       |
| Out.....                    |        |          |                    |          |     | Out.....                    |
| .....6                      |        |          |                    |          |     |                             |
| Student                     |        | Absences |                    |          |     | (brief                      |
| review).....                |        |          |                    |          |     | review).....                |
| .....6                      |        |          |                    |          |     |                             |
| Student                     |        | use      | of                 |          |     | Telephone                   |
| (Office).....               |        |          |                    |          |     | (Office).....               |
| .....6                      |        |          |                    |          |     |                             |
| Use                         |        | of       |                    |          |     | School                      |
| Facilities.....             |        |          |                    |          |     | Facilities.....             |
| .....6                      |        |          |                    |          |     |                             |
| Physical                    |        |          |                    |          |     | Education                   |
| Expectations.....           |        |          |                    |          |     | Expectations.....           |
| .....6                      |        |          |                    |          |     |                             |
| Lost                        |        |          |                    |          |     | and                         |
| Found.....                  |        |          |                    |          |     | Found.....                  |
| .....6                      |        |          |                    |          |     |                             |
| Visitors/Commercial         |        |          |                    |          |     |                             |
| Food.....                   |        |          |                    |          |     | Food.....                   |
| .....6                      |        |          |                    |          |     |                             |
| Cameras                     |        | (Safety  |                    |          |     | and                         |
| Security).....              |        |          |                    |          |     | Cameras                     |
| .....6                      |        |          |                    |          |     | Security).....              |
| Daily                       |        |          |                    |          |     | Verbal                      |
| Announcements.....          |        |          |                    |          |     | Announcements.....          |
| .....7                      |        |          |                    |          |     |                             |
| Written                     |        |          |                    |          |     |                             |
| Announcements/Postings..... |        |          |                    |          |     | Announcements/Postings..... |
| .....7                      |        |          |                    |          |     |                             |
| Fundraising                 |        |          |                    |          |     | Projects                    |
| .....                       |        |          |                    |          |     | Fundraising                 |
| .....7                      |        |          |                    |          |     |                             |
| Fire                        |        | and      |                    |          |     | Safety                      |
| Drills.....                 |        |          |                    |          |     | Drills.....                 |
| .....7                      |        |          |                    |          |     |                             |
| Delivery                    | of     | Flowers  | and                | Gifts    |     | to                          |
| Students.....               |        |          |                    |          |     | Students.....               |
| Student                     |        |          |                    |          |     | Fines                       |
| .....                       |        |          |                    |          |     | Student                     |
| .....7                      |        |          |                    |          |     |                             |
| Medication.....             |        |          |                    |          |     | Medication.....             |
| .....7                      |        |          |                    |          |     |                             |

|                           |    |             |               |            |                 |
|---------------------------|----|-------------|---------------|------------|-----------------|
| Bus Transportation.....   | 8  |             |               |            |                 |
| Cafeteria.....            | 8  |             |               |            |                 |
| Guidance Counseling.....  | 8  |             |               |            | and             |
| Class Registration.....   | 9  |             |               |            |                 |
| Schedule Changes.....     | 9  |             |               |            |                 |
| Transcripts.....          | 9  |             |               |            |                 |
| Driver's Education.....   | 9  |             |               |            |                 |
| Grades.....               | 9  |             |               |            |                 |
| Grading Scale.....        | 9  |             |               |            |                 |
| Homework Assignments..... | 9  | and         |               |            | Class           |
| Semester.....             | 10 |             |               |            | Exams           |
| Student Clubs.....        | 11 | Recognition |               |            | Programs        |
| Extracurricular.....      | 11 | and         | Co-curricular | Activities | UCPS Guidelines |
| Skippping.....            | 12 |             |               |            | Truancy         |
| Tardy Policy.....         | 12 |             |               |            |                 |
| Hall.....                 | 13 |             |               |            | Passes          |
| Student Disruptive.....   | 13 |             |               |            | Discipline      |
| Dress Violation.....      | 13 |             |               |            | Code            |
| Violation.....            | 13 | of          | Classroom     |            | Policies        |

|  |           |            |
|--|-----------|------------|
| Other  | Specified | Behavioral |
| Expectations.....                            |           | 13-15      |
| Excerpt of UCPS Attendance                   |           |            |
| Policy.....                                  |           | 15-16      |
| Protocol for students to leave Early College |           |            |
| .....  |           | 16-17      |

**Union County Public Schools High School Student Handbook 2020-21**

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/137/High%20School%20English%20Handbook%202020-21%20Aug%202019.pdf>

**Union County Early College Instructional Schedules**

**Plan A Schedule**

Student Hours: 9:20 a.m. – 4:20 p.m

|                       |                     |
|-----------------------|---------------------|
| Teacher Planning      | 8:50 - 9:40         |
| <b>CYCLONE TIME</b>   | <b>9:40 - 10:05</b> |
| Morning Announcements | 10:05-10:10         |
| 1st Block             | 10:10 - 11:30       |
| 2nd Block             | 11:35 - 12:55       |
| Lunch                 | 12:55 - 1:30        |
| 3rd Block             | 1:35 - 2:55         |
| 4th Block             | 3:00 - 4:20         |

**Virtual Plan D Schedule**

| Time          | Monday                            | Tuesday                           | Wednesday                         | Thursday                          | Friday                         |
|---------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------------|
| 8:30 - 9:30   | Canvas Check in                   | Canvas Check in                   | Canvas Check in                   | Canvas Check in                   | OFFICE HOURS & Remote Learning |
| 9:30 - 10:00  | Coffee with Counselors            | Coffee with Counselors            | Coffee with Counselors            | Coffee with Counselors            |                                |
| 10:05 - 10:10 | Morning Announcements             | Morning Announcements             | Morning Announcements             | Morning Announcements             |                                |
| 10:20 - 11:20 | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) |                                |

|                                |                                   |                                   |                                   |                                   |  |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|
| <b>1st BLOCK</b>               |                                   |                                   |                                   |                                   |  |
| <b>11:45 - 12:45 2nd BLOCK</b> | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) |  |
| <b>12:45 - 1:45</b>            | LUNCH                             | LUNCH                             | LUNCH                             | LUNCH                             |  |
| <b>1:50 - 2:50 3rd BLOCK</b>   | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) |  |
| <b>3:00 - 4:00 4th BLOCK</b>   | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) | LIVE synchronous instruction (MW) | LIVE synchronous instruction (TR) |  |
| <b>4:00 - 4:20</b>             | Canvas Check in                   | Canvas Check in                   | Canvas Check in                   | Canvas Check in                   |  |

**GUIDELINES WHILE IN THE BUILDING:**

- No student shall be in any place other than those designated by school staff without permission.
- UCEC front doors open at 9:20 a.m. for student arrival. Students must report to the cafeteria trailer or eating area upon arrival at school and remain there until the first bell.
- Students may not go to classroom wings during their lunch unless they present a written pass *from their teacher* to the staff member on lunch duty.
- Students must exit the building at the dismissal unless under the supervision of a staff member.
- Announcements will be displayed on the television monitor

**Statement of Non-Discrimination and FERPA**

**Nondiscrimination**

Union County Early College does not practice or condone discrimination in any form against students, employees, or applicants on the basis of race, color, sex, national origin, religion, age or handicap. For more information regarding sex discrimination or service for the handicapped please contact:

Union County Public Schools  
400 N. Church Street

Monroe, NC 28112  
(704) 296-9898

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

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- Provide a parent access to their child’s educational records.
- Provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.
- With some exceptions, obtain the written permission of a parent before disclosing information contained in the student’s education record.

**Union County Early College Vision and Mission**

**VISION STATEMENT**

Union County Early College will provide a diverse educational experience which will empower our students to succeed as citizens in a changing global community.

### **MISSION STATEMENT**

The mission of Union County Early College is to educate all students in a safe, inspiring, and globally aware environment that promotes respect for diversity, lifelong learning, challenging athletics, and extracurricular experiences that foster successful living.

### **Academic Seal, MASCOT AND COLORS**

The UCEC seal symbolizes our ideal for a world-class school that is based on Rigor, Relevance and Relationships that are vital in the educational process. Our mascot is the cyclone, which symbolizes gathering students from all over the county, and taking the world by storm. Our school colors are Royal Blue and White. Those colors have the following meanings.

- **Royal Blue - truth and loyalty**
- **White - peace and sincerity**

### **Administrative Procedures**

#### **CHECK IN – CHECK OUT**

- Students who arrive late to school must check in at the front office.
- Students wishing to check out early must bring a note written and signed by a parent to the front office/attendance counselor before school. The note must be from the student's custodial parent and contain the reason, departure time, parent signature and a phone number where the parent can be reached. The student will be given an early dismissal pass, which they will show to their teacher in order to leave class. The student is to bring this early leave pass to the office at his/her departure time. If the student returns to school the same day, he/she must check in at the office and be issued a pass to class.
- Students who need to leave school due to illness must have their teacher send them to the office with a hall or health room pass. Parent contact will be made for student pick-up if needed.

### **STUDENT ABSENCES**

- Students must turn in absence excuse notes to the Data Manager **BEFORE** the start of the school day.
- Students are allowed **THREE** days after being absent to bring a parental note to document the reason for the absence. The note must be signed by a parent or guardian with a work and home telephone number for further clarification.
  - After **THREE** days the absence is recorded as **unexcused/unlawful**.
  - Students are not permitted to leave campus for lunch.
  - Please refer to the UCPS attendance policy in its entirety.

#### **STUDENT USE OF TELEPHONE (OFFICE)**

There is one phone designated for student use in the front office.

#### **USE OF SCHOOL FACILITIES**

Individual students or groups of students must have the supervision of a faculty member when using the school buildings and/or facilities before or after school hours.

#### **PHYSICAL EDUCATION EXPECTATIONS**

All students who will be taking a fitness class through the Health & Physical Education Department will be required to dress out for PE activities at UCEC. Students will receive information about appropriate dress for PE in their syllabus for the course.

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it. Articles not claimed will be donated to a charitable cause. UCEC will donate unclaimed clothes at the end of each semester.

## **VISITORS/COMMERCIAL FOOD**

Parents are welcome to visit Union County Early College. All visitors, however, must report to the main office, sign the visitor's register, and obtain a visitor's badge immediately upon arrival on campus. Visitors meeting with teachers should do so by appointment only. Teacher-invited presenters or visitors must register in the office before entering a classroom. Students are not to bring guests to school during instructional hours. This includes lunch. Visitors are not allowed to bring commercial food items to students during school hours. This causes a disruption and competes with child nutrition services.

## **CAMERAS**

Students and visitors are advised that security cameras are in use at all times on the Union County Early College and SPCC campus. In those public areas, students and visitors are also advised that there is no expectation of privacy in areas where cameras are in use to provide both safety and security of students and staff.

## **DAILY VERBAL ANNOUNCEMENTS**

Announcements will be made at the beginning of 1st period within each class, and will scroll on our television monitors throughout the day. In an effort to minimize classroom disruptions, intercom announcements will be limited.

## **WRITTEN ANNOUNCEMENTS/POSTERS**

An administrator will review and approve morning announcements. Club sponsors and/or administrator should approve posters and other materials displayed on campus. If there is a question, please defer to administration with any question about a poster, announcement, etc.

## **FUNDRAISING PROJECTS**

All fundraising projects must be approved by the appropriate administrator.

## **FIRE and SAFETY DRILLS**

A fire drill will be held each month. When the alarm sounds all personnel must take the attendance roster and:

- Know the evacuation route/safety procedures for the occupied room.
- Students should move quickly and quietly out of the building and approximately 500 feet away for the fire drill and should move quickly and quietly for other safety measures, under the guidance of staff.
- Always assume that a fire alarm signals a real fire; practicing as if the drill is real provides best preparation in the event of a real emergency.
- Wait outside until instructed to return to the building or to normal operation.
- Varied emergency procedure drills will be practiced throughout the year.

## **DELIVERY OF FLOWERS AND GIFTS TO STUDENTS**

No deliveries will be accepted at any time. Students will not be notified of deliveries, so we respectfully request that no deliveries to the school be attempted or made.

## **STUDENT FINES**

All fines from the current year should be paid to the bookkeeper immediately. Students cannot participate in graduation ceremonies until all fines have cleared in the bookkeeper's office. Students are responsible for clearing all accounts with the bookkeeper during the year they are assessed. The Union County Board of Education has entered into an agreement with a collection agency for the collection of all returned checks issued to all Union County School locations.

Please make sure the following information is on all checks written:



- Full Name AND Street Address (required)
- Home Phone Number (required) AND Second Phone Number (if available)
- All checks are to be made payable to Union County Early College (UCEC).

## **MEDICATION**

Students who must take medication of any kind during school hours must obtain a Medication Consent form from the office. This form must be completed and signed by a physician and parent. The completed form and the medication are given to the school nurse for record-keeping, dispensing and administration of medicine. Students who do not comply will be subject to consequences as defined in the Union County Board Policy on student discipline.

## **Student Services**

### **BUS TRANSPORTATION**

*Riding a bus is a privilege, not a right.* Students must be at their designated bus stop ten (10) minutes prior to the time of bus arrival. A student may be denied the privilege of riding a bus as a result of misbehavior in addition to other penalties. Union County Board Policy and Union County Early College discipline guidelines do apply to bus riders. Any questions regarding routes, buses, or drivers should be directed to the Sun Valley Cluster's Transportation Specialist @ 704-296-0244. Notes requesting bus changes must be brought to the office before school. A call home to the custodial parent may be made to verify any bus change.

### **CAFETERIA**

- Each student will be issued a cafeteria ID number to use when purchasing meals. Students are responsible for payment when meals are purchased.
- Each student is responsible for cafeteria cleanliness. Dispose all trash to the appropriate location.
- Any disciplinary rules for the school system also apply for behavior in the cafeteria including disruptive behavior and noncompliance. Only students making purchases are allowed in line.
- Food handled will have to be purchased.
- Book bags and/or athletic bags are not allowed in the food line.

## **2020-2021 Meal Prices for UCPS-UCEC Cafeteria**

**Currently ALL lunches are FREE for the entire 2020-2021 School year. We will update new lunch prices when new information is available for the Spring Semester.**

\*Free or reduced lunches are available to students who qualify according to the federal guidelines. All families are encouraged to complete the application even if the student does not plan to eat in the cafeteria every day. Applications may be obtained from your homeroom teacher or from the main office.

## **GUIDANCE AND COUNSELING**

### **Purpose**

The purpose of the Guidance Department is to serve as a resource for students, parents and staff. As a resource, the counseling department has multiple focuses including:

- 1) Academic needs of students (grades, course scheduling)
- 2) Post-secondary needs (choice after high school)

### 3) Personal and emotional needs of students

The Guidance Department is located in the main office for UCEC.

**Request to See a Counselor forms** are located on the countertop of the bookcase near the front desk of the office.

Students must report to their classroom teacher before coming to guidance. A student may complete a request form before school, after school or at lunch. Students may also e-mail their counselor directly. Students who have situations which require immediate attention (an emergency or crisis situation) will be seen without an appointment.

#### Class Registration

During the registration process students are guided through course selection by their assigned counselor.

Counselors will generally meet with students one-on-one after registration is complete and will review student course selections. Students should carefully select courses during registration. Careful consideration should be given to the following:

- 1) Core classes (English, Math, Science, Social Studies) are in sequence and the appropriate level for each year.
- 2) Elective choices should be carefully considered; changes may not be possible.
- 3) Enrollment in Math and Science courses all four years and World Language courses are recommended for many colleges.

#### Schedule Changes

Because the master schedule, class sizes and staffing are planned and developed based on student course selections in the spring, course changes will be limited and reviewed carefully. Students are expected to choose courses carefully during the registration process.

***Students who request a schedule change must do so within the first 5 days of the semester by completing a schedule change request through an online form submission. All schedule change requests are subject to approval. Course requests for specific teachers will not be honored.***

#### Transcripts

Transcripts may be requested through the Guidance Department by completing the Transcript Request Form located on the counter in Guidance or on the Guidance website under transcripts.

Transcripts for scholarships are given to students at no charge.

#### DRIVER'S EDUCATION

All Driver's Education classes through UCPS are conducted online. Behind the wheel training is conducted after students have completed their online course. Driver's Education information is found through the Quick Links section of the UCEC website. All Driver's Education questions should be directed to Kevin Vickers at [kevin.vickers@ucps.k12.nc.us](mailto:kevin.vickers@ucps.k12.nc.us).

To receive and keep a driver's permit or license, a student must maintain academic progress, which means passing 70% or more of his/her classes per semester. Once the student is eighteen years of age, the driver's eligibility academic requirements no longer apply. On the block schedule, a student must pass 3 out of 4 classes. Hardship letters will be sent home before a permit or license is revoked by the school. In addition, the "Lose control, Lose Your License Guidelines" are not in effect. This law directs schools to report certain expulsions, long-term suspensions, and assignments to alternative schools related to the sale or possession of alcohol or illegal controlled substances, weapons or firearms on school property or physical assault on any school personnel to the NC Dept. of Motor Vehicles. The license or permit may be revoked for one year.

After the fall and spring semesters, students can have their permit or license returned if they meet the academic requirements, a new DEC is required.

\*\*\*If a student takes a private driver's education class and passes, he/she must take proof of residence to DMV with all other paperwork to get a permit. He/She does not need this if they have passed Driver's Education through Union County Public Schools.

#### GRADES

Progress reports will be available at the midpoint of each six-week grading period. Report cards will be distributed each six weeks. The report contains a numerical grade, a conduct grade for each class, and a listing of the number of days absent in each class period. Grades

# **Academic Procedures**

## **GRADING SCALE**

The state of North Carolina implemented a ten-point grading scale for all students, as show on the table below, beginning with the students entering high school for the first time in the 2015-16 academic school year, and remains current for students.

A- 90 to 100  
B- 80-89  
C- 70-79  
D- 60-69  
F- 0-59

- Final marks of FF (failed due to absences) will be computed in the grade point average and the student ranking process as a course attempted and failed.
- Other important academic details are covered in the UCPS Program of Studies publication.

## **HOMEWORK AND CLASS ASSIGNMENTS**

Failure to complete homework and class assignments will result in a lowering of grades and may result in a parent/teacher conference.

## **SEMESTER EXAMS**

First and second semester exams are given to all students in a high school course on designated days in the school calendar. Scores on these exams count 25% of the final semester grade.

- Exams for courses may be state-mandated EOC assessments (Math I, Biology, and English II); state Career and Technical Education (CTE) exams, or teacher-created assessments.
- Per UCPS Policy, students will not be required to take a teacher-made final exam in a course in the following situations:
  - The student has an average of 90 or above the week prior to the administration of the exam and has no more than 2 unexcused absences in the class; or
  - The student has an average of 80 or above the week prior to the administration of the exam and has no more than 1 unexcused absence in the class.

Teacher made tests are defined as tests designed and graded by a UCPS teacher of record for the purpose of assigning an exam grade to a student. Exam exemptions only apply to teacher made tests and are not available in courses which require the administration of an End of Course or state mandated final exams. Students enrolled in AP courses will still be required to take the AP exam. Students are expected to take all other assessments given at the school.

## **Student Recognition Programs**

Union County Early College will offer numerous opportunities for students to participate in co-curricular and extracurricular activities. Clubs and organizations will be announced at the beginning of the school year.

## **HONOR ROLL**

Students will be part of the Honor Roll if the UCPS Honor Roll Guidelines are met.

## **ACADEMIC LETTERS**

- Students who have an overall semester average of 90, computed by averaging equally the grades received in all courses in which the student is enrolled and no semester grade less than 85 will be awarded a letter.
- Students who meet the qualifications more than once will be awarded a gold bar.

## **GRADUATION MARSHALS**

Junior Class Marshals participate in graduation activities. *Five percent* of the junior class or a minimum of six students will be selected to serve as marshals (whichever is greater). The students will be chosen from those having the highest grade point average. For example, class rank will be determined using the 4.0 quality point *weighted* scale at the end of the fifth grading period, and marshals will be those students with the highest grade point average. In case of a tie for the last marshal, all students involved in the tie will be selected.

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

**Grade Point Average** - determined by procedures required by the NC State Board of Education; used for college transcripts and for calculating rank in class

## **NORTH CAROLINA ACADEMIC SCHOLARS**

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Academic Scholars and receive special recognition. The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises.
- may be considered for scholarships from the local and state business/industry community.
- may use this special recognition in applying to post-secondary institutions.

**\*Requirements for NC Scholar designation are available in the Guidance Office and in the UCPS Program of Studies.**

## **UCPS GLOBAL SCHOLARS**

Students that are eligible to earn this designation have completed all requirements for a NC high school diploma, and the added requirements outlined in the UCPS Program of Studies under UCPS Global Scholars. Additionally, students must complete a service learning project with a global theme that has been approved in advance.

Students who qualify for this special recognition will be identified by a seal affixed to their diploma and recognition and a cord at graduation.

## **CLUBS**

Each student at Union County Early College is encouraged to be an active participant of a club or organization to celebrate leadership, community service, academic excellence, student interest, or to support a specific curriculum. Students may advocate to form new clubs or organizations based on student interest and availability of teacher advisement. Please see your principal if you have an idea for a club.

## **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES GUIDELINES**

1. Any student who is charged with a felony or a Class I misdemeanor or is petitioned for an offense that would be a felony or a Class I misdemeanor if committed by an adult, will be removed from all current teams and/or activities for a minimum of twenty (20) school days, and will remain ineligible until such time as the courts render the findings in the case. Pleas of "No Contest" or as part of a deferred prosecution or "Prayer for Judgment Continued" (PJC) will be considered convictions for purposes of these guidelines. In the case of co-curricular activities, the student will attend class and complete work related to the class, but cannot represent the school in any manner during an extra-curricular component of the class. If there are mitigating circumstances, the student may request a review of the evidence surrounding the charge by the Superintendent or his designee. The student is ineligible to participate in extracurricular activities until a final decision is rendered by the Superintendent or his designee.
2. Any student athlete who is convicted of a felony or is adjudicated delinquent for an offense that would be a felony if committed by an adult is barred from participation in interscholastic athletics for the remainder of his/her high school career per NCHSAA guidelines. Students involved in other extracurricular or co-curricular activities who are found guilty of a felony or are adjudicated delinquent for an offense that would be a felony if committed by an adult are not eligible to represent the school in such activities for the remainder of their high school careers. Students found guilty of a Class I misdemeanor or are adjudicated delinquent for an offense that would be a felony if committed by an adult are not eligible to participate in teams and/or

activities for the remainder of the school year. These guidelines also apply to middle school students; however, eligibility is restored once the student first enters ninth grade per NCHSAA guidelines.

3. Any student charged with a Class II or III misdemeanor or is petitioned for an offense that would be a Class II or III misdemeanor if committed by an adult that takes place on school grounds, during a school sponsored event, or in the course of representing the school will be removed from all current teams and/or activities for a minimum of twenty (20) school days, and will remain ineligible until such time as the courts render findings in the case. Pleas of “No Contest” or as part of a deferred prosecution or “Prayer for Judgment Continued” (PJC) will be considered convictions for purposes of these guidelines. In the case of co-curricular activities, the student will attend class and complete work related to the class, but cannot represent the school in any manner during an extra-curricular component of the class. If there are mitigating circumstances, the student may request a review of the evidence surrounding the charge by the principal. Students found guilty of a Class II or III misdemeanors or are adjudicated delinquent for an offense that would be a Class II or III misdemeanor if committed by an adult are eligible to participate in teams and/or activities for the remainder of the semester.
4. Mitigating circumstances may include:
  1. Having no history of disciplinary problems;
  2. Having a significant amount of time pass since the student’s last disciplinary problem;
  3. Being a passive participant or playing a minor role in the offense;
  4. Reasonably believing the conduct was legal;
  5. Reacting under strong provocation;
  6. Aiding in the discovery of another offender;
  7. Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense;
  8. Displaying an appropriate attitude and giving respectful cooperation during the investigation and discipline process; or mitigating circumstances do NOT exist solely because of demonstrated prowess in a sport or activity or the potential of scholarships or grants in aid.
5. A second unrelated felony or misdemeanor charge or a juvenile petition for an offense that would be a felony or misdemeanor if committed by an adult, will automatically result in removal from all teams and/or activities for the duration of the school year.
6. Any student suspended out of school six (6) days (for a single offense) for high schools on block schedule or ten (10) days (for a single offense) for high schools on traditional schedule will receive a ten (10) school-day suspension from any extracurricular activity. Any middle school student suspended out of school for ten (10) days for a single offense will receive a ten (10) school-day suspension from any extracurricular activity. Per middle school sports guidelines, a second out-of-school suspension during the sports season will result in the student being removed from the team/squad for the remainder of the season.
7. National and state organizations, school clubs, and athletic teams with rules or by-laws that prescribe stricter consequences for student misconduct will supersede the above guidelines.
8. It is expected that all athletic teams will have team rules that address the off campus behavior of students/athletes regarding drugs and alcohol. These rules should outline consistent consequences that limit and/or prohibit participation by students/athletes involved in such activities.
9. Students who are found not guilty will be eligible for reinstatement to the team or activity immediately. Pleas of “No Contest” or as part of a deferred prosecution or “Prayer for Judgment Continued” (PJC) will be considered convictions for purposes of these guidelines, and students must serve the 30 day suspension from activities.
10. Students involved in co-curricular activities with a required extra-curricular component, such as band, chorus, vocational clubs, etc., will be given alternative assignments to avoid a negative impact on their academic standing in such classes.
11. Principals are asked to communicate and collaborate in dealing with such situations. This is especially important in charges and arrests involving more than one school. All schools are expected to follow these guidelines.
12. Students charged with crimes during the summer months shall be subject to these guidelines beginning the first day of the school year if the charges are still pending at that point.
13. Affected students and their parents will be informed in writing regarding all decisions and actions taken relative to these guidelines.

## **Union County Early College Procedures & Expectations**

### **Skipping and Truancy**

No student shall be out of class or miss any part of the school day that violates local school policy on attendance. Coming to school and leaving without permission or willfully NOT attending will result in parent notification and the consequences listed below. Being in an unauthorized area on campus during class time will result in parent notification and immediate placement in ISS *as well as the following*:

▪ 0-2 days of suspension for each offense per UCPS policy; Saturday school and lunch detentions may be used as alternative consequences

**NOTE: The administration reserves the right to modify consequences on a case-by-case basis whenever appropriate.**

### **TARDY POLICY**

At Union County Early College, we believe that teachers have a right to teach and students have a right to learn. Instructional time must be protected and free from interruption in order to assure that quality teaching and learning are taking place in every classroom every day.

All students are expected to be in their classrooms and ready to receive instruction before the start time for each class. All students not present at the time class starts are tardy. Students arriving on late buses will not be considered tardy.

**Consequences can include the following for tardies:**

**1<sup>st</sup> Tardy— Verbal Warning**

**2<sup>nd</sup> Tardy— Teacher Conference with student**

**3<sup>rd</sup> Tardy—Teacher-Parent Contact**

**4<sup>th</sup> Tardy—Written Warning**

**5<sup>th</sup> Tardy—Office Referral**

Additional consequences: Lunch Detention/Partial Day ISS/ISS Day assignment/ 1-day loss of parking pass (if student driving impacts arrival to class late)

**\*\*NOTE: Failure to serve assigned consequence will result in additional consequences**

- **Tardies are cumulative on a semester basis.**
- **A student who arrives 15 minutes or more late for an unlawful/unexcused reason will be marked absent per UCPS policy.**

### **HALL PASSES**

Students should be in no place other than those designated by teachers or school officials without permission. Students who are not in class during regular class hours must have a “hall pass” and show it to an administrator or teacher (any adult) upon request. Students with approved early dismissals or a flex schedule must leave campus immediately following their last class after signing out in the office.

## **Student Discipline**

### **STUDENT PERSONAL RESPONSIBILITY AND CHARACTER DEVELOPMENT**

#### **Disruptive Actions**

No student shall purposely disrupt the orderly, lawful function of the school or its special activities, events, field trips, or performances. In the classroom, 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.

#### **Dress Code**

If a student’s dress or appearance is so unusual, inappropriate or disruptive to the learning environment, the student will 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 for exercising good judgment in dress and grooming. Students who violate the Dress Code will report with a written pass to the front office; repeated offenses will be recorded and consequences will be issued. Every effort will be made to handle dress code issues within the first period class. Guidelines for high school dress include but are not limited to the following criteria:

- Shorts, skirts, dresses, etc. must extend at or below the student’s fingertips when the student is standing up straight and while the student is holding shoulders without lifting them up to raise the arms and fingertips. No holes are allowed above the fingertip length.
- Shirts must cover the torso (including the stomach, back, and cleavage) and straps must be at least 3 inches or 3 fingers wide.
- No mesh or racer-back tops, see-through material, cut-off shirts, halters, or clothing of any type that exposes the torso, profane words, tobacco, drug or alcohol advertising, sexual innuendo, or other unacceptable graphics.
- Shirts, sweatshirts, blouses, or shorts that are worn with leggings, spandex pants, or yoga pants must be of an appropriate length to provide coverage (fingertip rule above).

- Students must wear shoes (**no bedroom slippers**).
- “Drag and sag” pants violate dress code.
- No gang related clothing, paraphernalia or gang related items of any kind.
- Visible undergarments are prohibited at all times.
- No hats worn inside the building.
- No pajamas (including pajama pants), hats, or sunglasses (unless medical need is documented at school) are allowed in school.

**NOTE: The administration reserves the right to set additional dress code rules on an individual basis if the student’s clothing is disruptive to the school environment.**

### **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.

### **Intimate Behavior (Public Displays of Affection)**

Students must not engage in behavior such as kissing, excessive body contact, or other actions inappropriate for the public school setting.

### **Cell Phones**

(Per Union County Public Schools Policy)

- High School: 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 not disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner. The District is not responsible for theft, loss or damage to any electronic devices brought onto school property
- First Offense: Confiscate items turned into the office and returned to the student at the end of the academic day in the front office. 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.
- Second offense and subsequent offenses: 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 and cannot bring item to school for remainder of the school year, except as authorized in writing by the school principal.
- Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.

**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 could, if continued, result in bodily harm or injury to oneself or others. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

**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. Under some circumstances, these behaviors could lead to out of school suspension (OSS).

**Non-compliance-** Students will comply with all directions of 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, these behaviors could lead to out of school suspension (OSS).

**Cheating/plagiarism** - 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. For any cheating/plagiarism offense, students may be given a grade of zero (0) on the work, a parent contact will be initiated by the teacher and a discipline referral to administration will occur. Subsequent offenses are handled by the teacher in the same manner with additional administrative disciplinary consequences up to out of school suspension (OSS).

**Bus misbehavior** - Students shall not display any type of behavior which interferes with the safe and efficient operation of the school bus. Students may be suspended and/or denied the privilege of riding a bus to school. (Refer to UCPS Bus Behavior Expectations)

**Misrepresentation/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. Under some circumstances, forgery may constitute grounds for out of school suspension (OSS) to be determined by the administrator.

**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 (OSS) as prescribed by UCPS guidelines.

**Use of Computers/Internet**- The use of computers at school, including school issued laptops, 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. Examples include, but are not limited to:

- Inappropriate use of the internet.
- Sending messages across the network.
- Any tampering with any hardware or software.

**Selling for personal profit on school grounds** - Students are not allowed to create items and bring them onto school grounds in order to sell for profit without the direct consent of the administration. Further disciplinary action may result depending on the nature of the items.

**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. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility.

Consequences per UCPS and UCEC policies to support a safe and orderly learning environment.

#### **Cafeteria Expectations**

- Each student is expected to provide their lunch number to utilize their debit account. Use of another student's lunch number will be treated as theft.
- Students may not bring any backpacks, pocketbooks, or bags into the serving line.
- Charges listed are for one serving portion.
- Students must pay for any item touched, in their possession, or consumed on the serving line.
- Failure to do so will be treated as theft.
- Concealing any cafeteria merchandise on one's person while in line before purchasing the merchandise will be treated as theft.
- Students are required to dispose of their trash in the café trash cans provided before leaving the cafeteria. Students are responsible for the cleanliness of the table at which they are seated.
- Students are expected to be respectful to and follow directions of all school employees, including cafeteria staff.
- Students may socialize in the cafeteria, however, any disruptive behavior, including yelling, will result in the issuance of consequences described below.

#### **Consequences may include**

##### **Detention**

- **Lunch Detention** – occurs during assigned lunch (student will be allowed to eat during this time, but will eat in ISS setting)
- **Saturday Detention** is held on select Saturday mornings from **8:00 a.m. to 10:00 a.m.** Students should report prepared to work. Failure to report as assigned will result in additional consequences, up to OSS.

##### **In School Suspension (ISS & SMC)**

The philosophy at Union County Early College states that students should be in class as much as possible to facilitate the learning experience. Therefore, In-School Suspension will be assigned by administration sparingly and only in those cases where a student's



behavior is disruptive to the point that it impairs the ability of other students to learn. Students must complete academic work while in ISS.

## **ATTENDANCE: HIGH SCHOOL (BOE Policy 4-1)**

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent\* or person having control of a child between these ages enrolled in the Union County Public Schools is responsible by law to make sure the child attends school on a regular basis during the time school is in session.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day that school is in session. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. ALL ABSENCES WILL BE CODED UNLAWFUL IN THE COMPUTER UNTIL A WRITTEN NOTE IS RECEIVED FROM THE PARENT OR GUARDIAN.

*Lawful absences are excused, but not automatically waived.*

*Unlawful absences are unexcused. (See Criteria to Waive Absences in Board Policy.)*

The absence will be coded and recorded accordingly:

### **EXCUSED ABSENCES**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school after the student returns from an absence. The Board reserves the right for the school administration, after consultation with the Superintendent or designee, to request additional documentation to excuse an absence. Absences will be coded as unexcused until the written excuse is received. Absences due to extended illnesses may also require a statement from a physician. For the purposes of this Policy, extended illnesses are those which result in absences in excess of five (5) school days. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family. For purposes of this Policy, immediate family will include parents/guardians, siblings and grandparents;
4. medical or dental appointment;
5. participation under subpoena as a witness or a party in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. college visits (up to two per academic year in both the Junior and Senior year once the student provides verification of the visit) and scholarship interviews;
8. participation in a valid educational opportunity, such as travel, additional college visits or service as a legislative or Governor's page, with prior approval from the principal/designee;
9. pregnancy and related conditions or parenting, when medically necessary; or
10. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

### **UNEXCUSED ABSENCES**

All other absences are considered unexcused.

### **MAKING UP WORK MISSED**

In the case of any absence the student will be expected to make up his/her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **ABSENCES DUE TO SUSPENSION (OSS)**

Absences as a result of disciplinary consequences assigned per the UCPS Code of Conduct.

### **Criteria to Waive Absences**

**Principals will use the following criteria to waive absences:**

- Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
- Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
- Documented court appearances where the student is specifically required to appear in court.
- Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian).
- Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.
- The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
- The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

**NOTE: Each school will address tardies in the policies or guidelines that are developed for that school as well as adhere to G.S. 115C-378 (Compulsory Attendance Law).**

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

**9th Grade (end of 9th grade year)**

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

**10th Grade (end of 10th grade year)**

- Students who are not on grade level starting their 11th grade year (13 credits, including English II) must return to their district school.
- Students who are promoted to the 11th 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 made the cut score for the college placement test or have an unweighted GPA of 2.8 at the beginning of their junior year must return to their district school.
- Students who fail college courses may be recommended to leave the Early College.

**11th Grade (end of 11th grade year)**

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

**12th Grade (at the end of the 12th grade year)**

Students who are eligible for their high school diploma at the end of the 12th 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.