



Henderson County
Early College
2018-2019

Henderson County Early College High School

Student Handbook 2018-2019

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Welcome Information

Welcome to Henderson County Early College! HCEC offers a student-centered, rigorous academic community that allows students to be creative, resilient and independent while developing a strong sense of global awareness and community service. As we journey on the 2017-2018 school year together, remember that a positive attitude will carry you through the school day and make things more pleasant for yourself and everyone around you.

HCEC is housed at Blue Ridge Community College on the Flat Rock campus. All offices and classrooms for the high school are located in the Innovative High School (IHS) building.

All visitors to the Early College will use the front entrance on East Campus Drive for help, tours of the school, or to drop off or pick up students during the school day.

- Office Hours:** Monday-Friday 7:30 AM-3:30 PM
Address: 300 East Campus Drive, Flat Rock, NC 28731
Phone: (828) 697-4561
Fax: (828) 697-4564
Mission: HCEC provides a personalized, goal-oriented, rigorous educational program. Our unique environment allows us to truly know our students so that we may help them define and reach their college, career and life goals.
Vision: Inspiring Success!
Mascot: Roadrunner
School Colors: Navy and silver
Website: <http://www.hendersoncountypublicschoolsnc.org/hcec/>

HCEC Staff

Principal	Ms. Beth Caudle
Assistant Principal	Mr. Roderick Brown
Assistant Principal	Ms. Carol Zinn
School Counselor	Ms. Mandi Willingham
College Liaison	Mr. Nicholas Faherty
Social Worker	Mr. Michael Sutton
Admin. Assistant/Data Manager/Bookkeeper	Ms. Liz Prince

Classroom Teachers

English	Ms. Natalie Pierce
Math	Mr. Tyler Honeycutt
Math and Biology	Mr. Ben Morris
Physical Education	Mr. Alfredo Oviedo



Science	Mr. Tom Savage
Social Studies	Mr. Walker Covington
Social Studies	Mr. Matt Witt
Spanish	Ms. Marriette van der Sluijs
Office Support/VPS and BRCC Online Facilitator	Ms. Sherry Heath
Graduation Project/Study Group Facilitator	Ms. Sue Ciaramitaro

Master Schedule

Period	Time
1 st period	8:10-9:36
2 nd period	9:38-11:04
3 rd period	11:06-12:32
Lunch	12:34-1:07
4 th period	1:09-2:35
5 (college class)	2:35-3:45

Schedules may be different for some students who are following an accelerated program of study.

Attendance

All students must sign in on an attendance iPad upon arriving on campus prior to going to their first class of the day. Attendance iPads are located in Study Group Room 124. High school courses begin at 8:10 AM. Students must check BRCC's WebAdvisor for their BRCC schedule. It is important that students are in attendance for all of their classes on a regular basis. Parents are encouraged to schedule appointments before or after school hours. On days when HPCS is closed, but BRCC is open, it is the responsibility of the parent/guardians to provide transportation to BRCC for attendance in college classes.

Attendance is mandatory for **ALL** students for **ALL** assemblies and homeroom. Failure to attend mandatory meetings may result in a fine and/or loss of privileges.

Juniors, Seniors, and Super Seniors in good standing:

- who drive themselves to school must sign in using an attendance iPad prior to their first class each day. HCEC Seniors and Super Seniors who are taking only college classes are expected to attend mandatory assemblies and be on campus during their scheduled BRCC class time and any additional time needed to study in the library.
- with BRCC courses and/or a mix of BRCC and HCEC courses that do not have a first period and/or a last period that coincide with HCEC's master schedule must complete a permission form indicating parent permission for late arrival and/or early dismissal.

Once an HCEC student is on campus for their college course they may not leave campus in between classes but must remain on campus until their last class is finished for the day. HCEC students are only permitted to leave the BRCC campus with a parent or person(s) indicated on the Student Information Sheet.

HCEC follows HCPS Attendance Policy located online at:

<http://www.hendersoncountypublicschoolsnc.org/edn/files/2011/02/Attendance-Policy-2.pdf>. Students are expected to be in class 85 days each semester. Parents/guardians are expected to provide documentation for student absences which should be kept on file in the main office for reference if questions about the HCPS attendance policy arise.

Students who are not in class 85 days each semester will participate in attendance makeup sessions that require hour-for-hour make up time for each class missed. The makeup sessions will be arranged before/after the regular student day.

Attendance expectations for BRCC courses require students to participate on a regular basis for at least 90% of the course hours. Any course where a student is dropped due to academic or attendance issues must be retaken unless extenuating circumstance have been approved. Students that must retake a class due to poor attendance will be expected to pay for the cost of the tuition and books.

Due to the complex nature of our student schedules, attendance in PowerSchool for BRCC classes, Computer Lab and Study Group may not be accurate. Please contact the office if needed.

Late Arrivals/Early Departures

There are times when students must arrive late or leave school early due to medical, dental, or other issues. Parents who bring students to school after 8:10 AM should call in advance to let HCEC know the student will be late and send a note for the reason. Upon arrival at school, the student must sign in at the reception office and on an attendance iPad. If a student must be picked up before 2:35 PM, parents must come to the office to sign out the student. **A note documenting either a late arrival or early departure must be on file in the main office for future reference in case questions about the HCPS attendance policy arise.**

Tardiness

There are no bells at HCEC. Teachers begin and end classes according to the daily schedule. Students entering class late can be disruptive to the learning environment. Habitual or excessive tardiness can result in detention, in school suspension (ISS), out of school suspension (OSS) and convert to absences. **Three (3) tardies equal one (1) absence.**

It is the responsibility of the student and parents/guardian to be on time to catch the Early College shuttle bus at their district school. If a student misses the Early College bus, it is the responsibility of the student and parent/guardian to get the student to school. Missing the Early College bus is not an excused tardy or absence.

Awards, Recognition and Celebrations

Recognition celebrations will be defined and planned by club representatives, academic boosters, and school personnel. Honor Roll students will be recognized each semester. Grades in high school and college courses will be considered in determining the honor roll. Honor rolls will include students based on grades of all A's, and A's & B's. An end of the year awards program will be planned to recognize student involvement and academic achievement.

Behavioral Expectations and Consequences

Each student is expected to:

- Demonstrate courtesy, even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class; complete all assignments regularly and on time
- Meet school and campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of students, teachers, and other district staff and volunteers
- Respect the property of others, including school property and facilities
- Cooperate with and assist the school staff in maintaining safety, order, and discipline
- Promptly discuss classroom misbehavior with the classroom teacher
- Adhere to the requirements of the School Board Policies, Student Code of Conduct for HCPS and BRCC

Types of Misbehavior

Student misbehavior will be dealt with according to individual classroom policies. Repeated or constant violations of the classroom policies will be dealt with through the office and may include in school suspension (ISS), out of school suspension (OSS) or removal from the HCEC program.

- Profanity
- Littering
- Exhibition of physical familiarity inappropriate for school
- Tardiness
- Eating in places other than the cafeteria without permission
- Disrupting instruction
- Use/possession of tobacco in any form or paraphernalia including e-cigarettes and vapes
- Attire that is determined to be offensive or disruptive to the student body
- Malicious disruption of school schedule/day
- Damage or destruction of school property
- Theft, damage, or destruction to private property of students or staff
- Physical abuse or assault of a school employee or another student

- Possession of weapons or dangerous instruments on the school campus
- Possession of narcotics, alcoholic beverages, drug paraphernalia, and stimulant drugs as well as being under the influence
- Insubordination and repeated violations of school rules
- Threatening or aggressive behavior towards other students or school staff

Consequences for Inappropriate Behavior

First Offense	Warning from the teacher and/or parent contact
Second Offense	Parent contact and report to principal/designee Lunch or office detention and/or parent contact and/or ISS
Third Offense parents/guardian)	Suspension (will be a collaborative decision between the principal/designee and ISS or OSS Period office detention

***Teachers and staff that deem infractions to be serious in nature will notify the office immediately.**

Clubs and Service Projects

One of the major functions of the Early College concept is to instill a strong sense and understanding that community service is a worthwhile and rewarding experience. Clubs are established based on student interest and school needs. All students will participate in at least one club. Every student is expected to document at least 10 hours of service learning during the school year for every year in attendance at HCEC. Service learning can include organized programs like Special Olympics or Habitat for Humanity. It can also include school-based projects such as peer tutoring or serving as teacher assistants. There will be school-based opportunities available to meet this requirement.

Communication

Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school.

There are several ways we communicate with parents and students:

- School Messenger: Please make sure your phone number is current and on file
- HCEC website: <http://www.hendersoncountypublicschoolsnc.org/hcec/>
- Parent email
- Written communication
- Conferences

Dress Code

The Early College students are in an adult environment and are expected to dress maturely in a neat, clean manner. HCEC will follow the HCPS Student Code of Conduct Dress Code. If a student’s apparel causes a distraction to the learning environment, it will be deemed a violation of the dress code. Persistent violation of the dress

code will result in consequences as needed. Parents and students should read the policy to know what apparel is acceptable.

<http://www.hendersoncountypublicschoolsnc.org/administrative-services/files/2017/07/Student-Code-of-Conduct-ENGLISH-2017-2018.pdf>

For girls, shorts and skirts should reach their fingertips when standing at relaxed attention. Students should not wear revealing or see-through tops nor expose their abdomens or cleavage by wearing spaghetti straps, low cut neck lines, or tank tops. For boys, shorts and pants should be pulled up to the waistline and shorts reach finger tips when standing at relaxed attention. Baggy pants must have a belt and no underwear should be showing.

Driver's Education

Information is announced as classes are scheduled.

Early College Goals

The goals of the Early College are to provide:

- An opportunity to graduate with a high school diploma and two years of college credit; usually takes 5 years
- A powerful learning experiences for all students, fueled by dedicated teachers
- Individualized attention for each student helping him/her maximize individual academic, personal and social development
- An educational learning community where teachers and students build strong academic relationships and work together toward common goals
- An opportunity for students to impact their community through service learning

Food and Beverages

Lunch is provided through Henderson County Public Schools Child Nutrition Department. The cafeteria serves breakfast and lunch daily. Students may qualify for free and reduced meals if the appropriate forms are submitted to the Child Nutrition Department. Breakfast is served between 7:45-8:20 AM.

Grades and Assessments

High school grades are assigned using the NC adopted grading scale which is posted on the school's web site. All grades are recorded and posted to PowerSchool on a weekly basis. Students can ask their teacher for a list of the work they have (or have not) completed. Midterm progress reports are posted in the PowerSchool Parent Portal at the end of four and a half weeks for each 9-week grading period. Report cards are available at the end of each 9-week grading period for parent review in the PowerSchool Parent Portal. Teacher/parent/student conferences can be arranged as needed to support the academic success of each student.

Course and Graduation Exit Standards

All high school core courses are honors level with the exception of foreign language, physical science and physical education. College courses that earn dual credit for high school and college are currently considered AP level courses in calculation of high school grade point average (GPA). With the Common Core/Essential Standards (CCES) Curriculum, students that are enrolled in a core subject area (English, math, science, social studies) will have a North Carolina Final (NCF) exam. Students are expected to demonstrate proficiency which requires a performance level of III, IV or V on the NCF exam and/or End-of-Course (EOC) test. The converted score on an NCF or EOC exam counts 20% of the final grade of the course. Students who do not meet proficiency standards will have Academic Intervention Meetings (AIM) at which times their progress towards proficiency will be reviewed by a panel of teachers, tutors, counselors, the liaison and the principal/designee to document student work ethics and meeting the graduation standard.

Currently students earn 26 credits for their high school diploma. Some of the required credits and all electives will be college courses. **Early College students must meet all exit standards for graduation which include the successful completion of a graduation project. The graduation project components include ninth grade showcase, tenth grade showcase, eleventh grade research paper, and twelfth grade presentation.**

Each college instructor provides a syllabus which includes the instructor's grading scale which may or may not be the same as the HCPS grading scale. Homework for college courses can be referenced by reviewing the course syllabus and students can work in peer groups during seminar and tutoring to complete and review college course work.

Students that must retake a class due to poor performance or poor attendance will be expected to pay for the cost of the tuition and books to retake the course. **Before a student can drop a high school or college course, the student and the student's parent will need to have a conference with the principal/designee.**

Students will earn 60 credit hours to earn an Associate in Arts or Science degree from BRCC. A list of the required and elective credit choices can be found on the BRCC web site, from the college liaison, or from the school counselor.

Students who are not performing at a C level in any high school or college course will be a part of AIM. A counselor will monitor and tutors/seminar facilitators will provide support for these students on a regular schedule to preview and review student work. Tutors provide academic support for college and high school courses.

HCEC Late Work Policy

Late work will not be accepted for credit in high school classes. If an assignment is not turned in on the due date, the student will earn a zero for the assignment. This is particularly important to acclimate high school students to the rigorous policies of most college instructors. We also understand that everyone has a bad day, that technology doesn't always work with us, and that everyone deserves a second chance now and then. To that end, students will have the ability to use a pass if they do not have an assignment ready on the due date. If a student is out of passes, or if a student chooses not to use a pass, the student will earn a zero.

Freshmen- 3 passes per high school course

Sophomores- 2 passes per high school course

Juniors- 1 pass per high school course

The homework pass allows a student to turn in the assignment within 24 hours of the due date with no penalty. If a student has unused passes at the end of the semester, he/she may be rewarded. Implementation of this policy is at the discretion of each teacher.

Inclement Weather Procedures

If Henderson County Public Schools closes, delays, or dismisses school early due to inclement weather, Early College students are also dismissed.

If BRCC is closed but HCPS schools are in session, Early College students are expected to be at school.

If HCPS is closed but BRCC is in session, it is the responsibility of the student, parent, or guardian to provide transportation to and from BRCC classes, **unless a student's primary mode of transportation to and from school is the HCPS bus system.**

The Early College calendar is planned to match closely the beginning and ending dates for BRCC fall and spring semesters. HCEC important calendar dates are included in this handbook beginning on page 13 and the full calendar is available online at <http://www.hendersoncountypublicschoolsnc.org/hcec/calendar/>.

School Safety

Students are expected to make choices that promote their own safety and the safety of others at school and school-related activities on and off the school campus. Students are expected to avoid behaviors that may jeopardize their academic success. Students are expected to act maturely and with integrity. Students should form buddy-groups so that they are with at least one other HCEC student at all times when on campus outside the HCEC area. In addition to this handbook and the HCPS Student Code of Conduct, Early College students are expected to follow all Blue Ridge Community College guidelines for student conduct. These rules can be found in the BRCC catalog.

All Early College students and staff members have the right to feel safe at school. Concerns about safety or anything that might place a student or staff member at risk should be reported immediately to the principal/designee (697-4561), any staff member, or campus law enforcement (243-9950).

Medication Policy

Any student who needs medication on a regular basis must have a parent/guardian complete a **Request for Medication Administration** form available from the school nurse. Medication will be stored in the school nurse's office in a container that has a pharmacy label with the student's name, medication name, date of expiration, dosage and frequency of medication, and the physician's name and phone number. The pharmacy bottle with directions for school personnel to administer the medication with parent's signature should be put in a resealable bag and the student's name should be written in permanent marker on the outside of the bag. Non-prescription medication must be in the original container and be accompanied with a letter from a physician stating the need and dosage for the student. This should be put in a resealable bag with the student's name written in permanent marker on the outside of the bag.

Students who have chronic illnesses such as asthma or seizures should provide the school with documentation of the illness, procedures to follow in case of attacks due to the illness and emergency contacts to assure proper medical attention is received.

Hazing/Bullying/Harassment

It is against the law, and therefore, against school rules for any student to engage in hazing, bullying or harassment of another individual. These activities involve emotional, mental, or physical harm caused to another person. Any form of

hazing, bullying, or harassment will not be tolerated whether person to person or through electronic means. Concerns or suspicions should be reported to the principal/designee (697-4561), a staff member or to campus security (243-9950).

Tobacco

Both Henderson County Public Schools and Blue Ridge Community College are tobacco-free campuses, including vaping and e-cigarettes. Students in violation of the tobacco-free rules will be subject to discipline from both the high school and community college.

Alcohol, Narcotics, and Illegal Drugs

It is illegal and therefore against school rules, for any student to use or possess, transport, or be under the influence of any drug, alcoholic beverage, or intoxicant of any kind at any of the following places:

- On school campus, before, during or after school hours
- Away from school premises at any school sponsored event of any type
- At any school bus stop or on any school bus

Students involved in the use or possession of alcohol, narcotics, or illegal drugs will be prosecuted to the fullest extent of the law and disciplined to the fullest extent including recommendation for long-term suspension. The school will take whatever steps are necessary to have a drug-free school.

Search and Seizure

By law, principals/designees with reasonable suspicion may search student vehicles and items they bring on campus including cell phones, pictures, voice mail, email, and text messages. Students who fail to comply with such searches can be subject to disciplinary action and/or referred to law enforcement.

Other Serious Violations

Some violations including, but not limited to the following, can result in immediate removal from the Early College and/or Henderson County Public Schools.

- Coming to school under the influence, or involvement in the distribution, possession or use of unlawful drugs or alcohol
- Possession of a weapon (including pocket knives) at school
- Sexual harassment or any form of sexual activity
- Fighting, hazing, or harassment
- Disruption of school including bomb, personal, or other threats
- Providing false information for enrollment procedures for both HCEC and BRCC
- Other violations of NC criminal statutes
- **Refusing to follow instructions of HCEC or BRCC staff members including refusal to work on classroom assignments**

Technology

Personal Electronic Devices

In accordance with HCPS policies, any personal electronic devices such as iPods, video games, cameras, etc., should not be in use during the school day between 8:10 AM and 2:35 PM. Cell phones, personal Chromebooks or tablets may be used with staff permission and only for instructional purposes. As with other personal property, cell phones, voice messages, emails, photographs, and text messages can be searched if the principal/designee has reasonable suspicion that they have been used in a disruptive or harmful manner. Any personal electronic device being used during the school day can be confiscated and held for 24 hours or for parent pick up. The school and its employees are not liable for the damage, loss or theft of personal property belonging to students. The expectation is that valuable personal property and electronic devices be left at home for safe keeping.

Internet Use

Students are allowed to use an HCEC Chromebook for educational and research purposes. Chromebooks will be signed out in the Computer Lab. Content watch applications archive web addresses of sites the user visits for reference should questions arise about technology use. The principal/designee has the authority to review the archives and search documents, pictures, artwork, and other files created or stored on the laptop if sufficient suspicion exists to indicate inappropriate use of technology or the Internet. Abusing the privilege of using HCEC Chromebooks can result in the denial of use for specific students. See HCPS board policy 630 for more information.

HCEC students are allowed to use their personal laptops and/or tablets for school purposes. Students who bring their own laptops will not be able to log in using Active Directory; however, they will be able to access the BRCC wireless on campus and the HCPS guest login.

Textbooks and Equipment

Textbooks for both high school and college courses are assigned to students by HCEC. Each student will be assigned a graphing calculator for the semester in which they have a high school math course. It is the responsibility of the student and their family to protect and maintain their textbooks and technology. All books, CDs, calculators, and Chromebooks are the property of the Henderson County Early College. All textbooks and technology are expected to be returned in good condition each semester. Lost or damaged books, CDs, calculators and Chromebooks must be paid for by the student and/or their family.

Transportation

Bus Riders

Students can ride their district school bus from their home to their district school. An HCEC shuttle bus will bring students from each district high school to HCEC. Students can eat breakfast at either their district school or at HCEC. Morning buses arrive in time for classes to begin promptly at 8:10 AM.

Car Riders

Parents/guardians may choose to drive students to campus. Morning supervision is provided from 7:45-8:10 AM. School begins promptly at 8:10 AM and is dismissed at 2:35 PM. Afternoon supervision for car riders is available until 2:45 PM.

If student transportation is different from normal arrangements, parents are responsible for providing a note that explains the change. This information will be filed in the main office for future reference for attendance purposes.

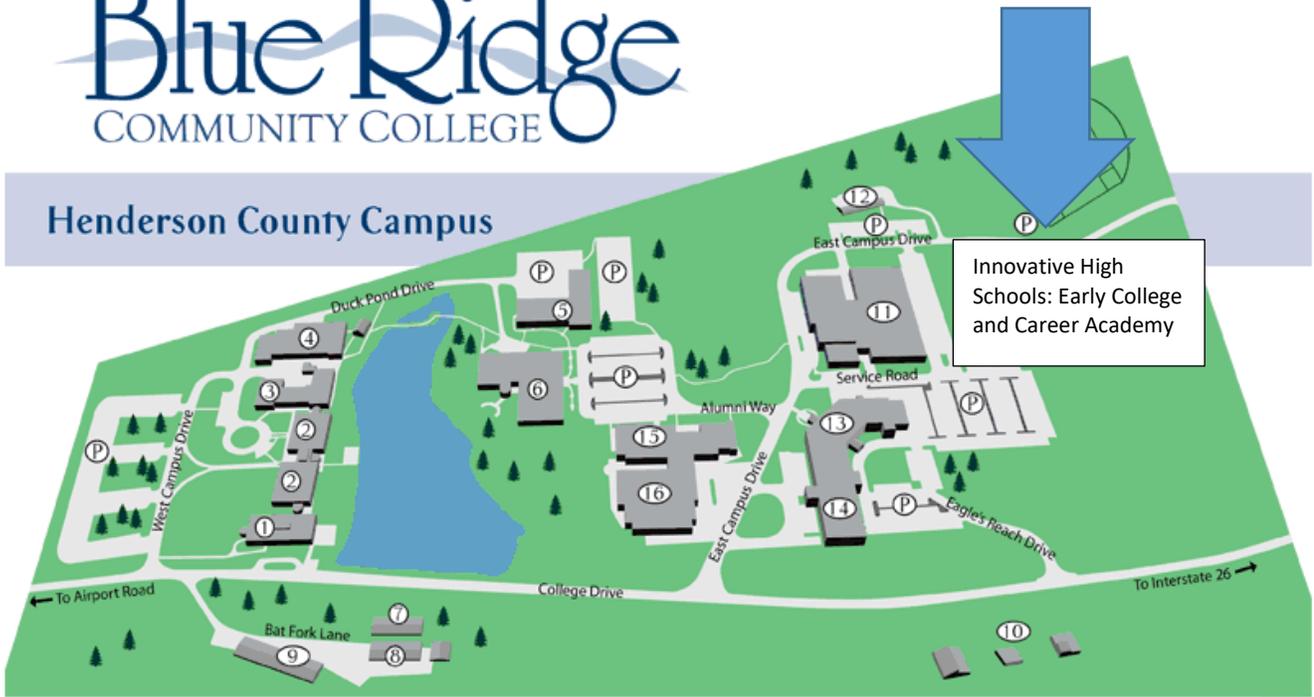
Drivers

Driving to school is a privilege, not a right, and can be suspended at any time. Parking is provided in the parking lot behind the Innovative High Schools building. **Students who drive to school are not allowed to take other students off campus without the written permission of both the driver's parents/guardian and the other student's parents/guardian and the principal/designee permission.** Student drivers are not allowed to leave campus for any reason during the school day between 8:10 AM and 2:35 PM.

Blue Ridge

COMMUNITY COLLEGE

Henderson County Campus



(P) Student/Visitor Parking

- | | | |
|---|--|--|
| 1. Continuing Education Building (CONE) | 8. Motorcycle Safety/Masonry Building (MCMA) | 15. Technology Education and Development Center (TEDC) |
| 2. Patton Building (PATT) | 9. Maintenance/Storage Building | 16. Blue Ridge Conference Hall |
| 3. General Studies Building (GENS) | 10. Fire Training Center (FIRA) | 17. Moreno Baseball Stadium |
| 4. Arts and Sciences Building (ARTS) | 11. Spearman Building (SPRM) | |
| 5. Industrial Skills Center (INDS) | 12. Bullington Greenhouse | |
| 6. Killian Building (KILL) | 13. Sink Building (SINK) | |
| 7. Groundskeeping Building | 14. Thomas Auditorium | |

Notes
