

EDGECOMBE EARLY COLLEGE

HIGH SCHOOL



SCHOLAR HANDBOOK

2016-2017

Be Yourself; Leave Completely Changed!

It is the policy of the Edgecombe County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and title II of the 1990 Americans with Disabilities Act (ADA).

Edgecombe Early College High School

August 4, 2016

A Message from the Principal

As we embark upon a new year, we take great pride in welcoming you to Edgecombe Early College High School. Our goals are to provide effective instructional leadership, a positive atmosphere for learning, a safe and orderly environment, and a rigorous, personalized learning experience for all students.

As your principal, I encourage you to get the most out of your high school experience each day. Develop strong relationships with your teachers, participate earnestly in class, embrace extra-curricular opportunities, and help us fulfill our Early College mission: “The EECHS family will create powerful educational experiences that foster academic excellence, personal growth, and global citizenship while cultivating a lifelong passion for learning.”

Contained within the pages of this Scholar Handbook are procedures, policies, and guidelines by which each of you as students must govern yourselves to ensure your success at EECHS. We expect you to be responsible for your own behavior, exhibit self-discipline, and model our expectations at all times.

This handbook explains what you can expect from us and what we shall expect from you. It also fulfills our legal obligation to inform you of these expectations. All Edgecombe County Public Schools, including Edgecombe Early College High School, comply with the policies set by the ECPS Board of Education. In addition to this handbook, please note that all scholars will receive a full copy of the Edgecombe County Public Schools Code of Conduct policy and Technology Responsible Use policies on the first day of school.

Please remember that every member of our Early College family is here to support you. Never hesitate to ask for help when you need it so that we can ensure your success here at the Early College. We look forward to a great school year!

On behalf of EECHS,

Matthew Bristow-Smith

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SCHOOL INFORMATION

Edgecombe Early College High School
2009 West Wilson Street
Tarboro, NC 27886
(252) 823-5166 ext. 192

Mascot: Turtle

Colors: Burgundy, Gray, and White

Our Mission

The EECHS family will create powerful educational experiences that foster academic excellence, personal growth, and global citizenship while cultivating a lifelong passion for learning.

Our Motto

Be Yourself; Leave Completely Changed!

EARLY COLLEGE SCHEDULES

2016 - 2017

| Daily Schedule | |
|--|-------------------------|
| 1 st Period | 8:50 a.m. – 10:20 a.m. |
| 2 nd Period: House/Tutoring | 10:25 a.m. – 11:10 a.m. |
| Break | 11:10 – 11:20 a.m. |
| 3 rd Period | 11:20 a.m. – 12:50 p.m. |
| Lunch | 12:50 p.m. – 1:25 p.m. |
| 4 th Period | 1:30 p.m. – 2:50 p.m. |

| One or Two Hour Delay | |
|--|-------------------------|
| 1 st Period | 9:50 a.m. – 11:05 a.m. |
| 2 nd Period: House/Tutoring | 11:10 a.m. – 11:50 a.m. |
| 3 rd Period | 11:55 a.m. – 1:10 p.m. |
| Lunch | 1:10 p.m. – 1:45 p.m. |
| 4 th Period | 1:45 p.m. – 3:00 p.m. |

| Three-Hour Delay | |
|---|-------------------------|
| 1 st Period | 10:50 a.m. – 12:00 p.m. |
| 3 rd Period | 12:05 p.m. – 1:15 p.m. |
| Lunch | 1:15 p.m. – 1:45 p.m. |
| 4 th Period | 1:50 p.m. – 3:00 p.m. |
| * No second period/House/tutoring on this schedule. | |

| Early Release | |
|---|-------------------------|
| 1 st Period | 8:50 a.m. – 9:45 a.m. |
| 3 rd Period | 9:50 a.m. – 10:45 a.m. |
| 4 th Period | 10:50 a.m. – 11:50 a.m. |
| Lunch/Dismissal | 11:50 a.m. – 12:15 p.m. |
| * No second period/House/tutoring on this schedule. | |

| First Day of School/Semester | |
|--|-------------------------|
| Opening Meeting | 8:50 a.m. – 9:40 a.m. |
| 2 nd Period: House/Tutoring | 9:45 a.m. – 10:30 a.m. |
| 1 st Period | 10:35 a.m. – 11:50 a.m. |
| 3 rd Period | 11:55 a.m. – 1:10 p.m. |
| Lunch | 1:10 p.m.- 1:45 p.m. |
| 4 th Period | 1:45 p.m. – 3:00 p.m. |

ADMINISTRATIVE TEAM

| Name | Role | If you need..... | Email | 823-5166 |
|-----------------------|---------------------|--|------------------|-----------------|
| Mrs. Sheri Hayes | Counselor | Transcript, High School Classes, High School Issues, Confidential Counseling | shayes@ecps.us | ext. 198 |
| Mrs. Catherine Flye | Testing Coordinator | Benchmarks, EOCs, NCFEs, EVAAS | cflye@ecps.us | ext. 191 |
| Mr. Terrell Hill | Community Liaison | Service Learning, Peer Mentor, PBIS, Community Information | uhill@ecps.us | ext. 184 |
| Mr. Matt Smith | Principal | Anything | msmith@ecps.us | ext. 297 |
| Mrs. Shawn Dawes | College Liaison | College Issues and Classes, School ID, College Testing | sdawes@ecps.us | ext. 205 |
| Mrs. Etheleen Wilkins | Office/Data Manager | Pay fees, Check In/Out, Records, General Information | ewilkins@ecps.us | ext. 192 |

INSTRUCTIONAL TEAM

| Name | Department | Email | 823-5166 |
|---------------------|-------------------|-------------------|-----------------|
| Mr. Byron Bullock | English | bbullock@ecps.us | ext. 160 |
| Mrs. Janice Clark | Math | jclark@ecps.us | ext. 196 |
| Mrs. Anna Creel | Science | acreel@ecps.us | ext. 177 |
| Mr. James Guy | History | jpguy@ecps.us | ext. 169 |
| Mrs. Mildred Manley | Spanish | mmanley@ecps.us | ext. 195 |
| Mrs. Brittany Tripp | Science | btripp@ecps.us | ext. 170 |
| Mr. Lee Harrison | Math | lharrison@ecps.us | ext. 199 |
| Mr. Keith Webb | English | kwebb@ecps.us | ext. 194 |

EECHS SCHOLAR COMMITMENT STATEMENT

Goals

Edgecombe Early College High School students commit to fulfilling a five-year course of study in which they earn a high school diploma and associate's degree. In order to reach these outcomes, our scholars must fully participate in every aspect of the Early College High School Design.

Power of Site

As scholars of both Edgecombe County Public Schools (ECPS) and Edgecombe Community College (ECC), our students must conduct themselves in a respectful, responsible, and mature manner consistent with staff expectations.

- Scholars must comply with all ECPS and ECC policies at all times;
- Scholars are expected to conduct themselves as young adults;
- Scholars are expected to do their best in all classes, turn in work on time, and engage authentically in the learning process;
- Scholars are expected to fully embrace service learning, Early College Reads, and House/seminar activities;
- Scholars taking college classes must pass them to remain in good standing;
- Scholars are expected not to engage in drama or gossip;
- Scholars computer privileges will be revoked if abused;
- Scholars cell phone use is not allowed during class time;
- Scholars who plagiarize work (claiming someone else's work as your own) will be disciplined according to ECPS and ECC policies.

Powerful Teaching and Learning

Each scholar commits to being present and prepared prior to the start of all high school and college classes. Scholars will be provided with rigorous instruction that ensures the development of critical thinking, application, and problem solving skills. Scholars are expected to do all work assigned and give 100% every day.

Student Support

Early College scholars are part of a learning community and are responsible for their own learning. Academic support systems, such as tutoring and seminars, and affective support systems, such as House and other clubs, are available. These are Early College components that are vital for student success. Daily attendance and earnest participation are expected.

Democratic School Governance

House and Town meetings provide a place for everyone's voice to be heard and respected. These forums are a part of the decision-making process about student activities and policies that affect our school community. Students commit to prompt attendance and collaboration with peers in these structures to strengthen the learning community. Parents are welcome to attend all Town Meetings, which are noted on the attached calendar.

Leadership Development

EECHS promotes and develops scholar voices within our community through service learning, clubs, and school-wide projects. Leadership opportunities can involve student organizations such as Student Council, National Honor Society, and Middle College National Consortium, or leadership opportunities may emerge from classroom work, service learning, and student-led initiatives. Scholars at EECHS commit to developing their leadership skills.

ACADEMICS

Exams

The North Carolina End-of-Course and Final Exams are high school subject area tests designed to provide information about each scholar's performance relative to that of other students in North Carolina. Goals and objectives for tests are specified in the Standard Course of Study. The State Board of Education requires that individual student scores on EOC and NCFE tests become part of the scholar's permanent record and high school transcript. All final exams count as 25% of the scholar's final grade.

Grading Scale

All public high schools in North Carolina now utilize a 10-point grading scale as defined below (effective SY 15-16):

| Grading Scale | Quality Points |
|----------------------|-----------------------|
| 90 - 100 A | 4 |
| 80 - 89 B | 3 |
| 70 - 79 C | 2 |
| 60 - 69 D | 1 |
| 59 and below F | 0 |

The current 10-point grading scale in North Carolina no longer includes pluses and minuses. Quality points awarded are standardized as shown above.

Weighting of community college, honors, and Advanced Placement/IB courses has changed, effective with students entering 9th grade during the 2015-2016 school year.

| | Previous added value to quality points earned | 2015 – 2016 added value to quality points earned |
|----------------------------------|--|---|
| Honors | 1 | .5 |
| Community College | 1 | 1 |
| Advanced Placement (AP)/ | | |
| International Baccalaureate (IB) | 2 | 1 |

Make-up Work

Make-up work will be available when a scholar is absent. Make-up work may be specific material missed by a scholar, or it may be of a reinforcement or enrichment nature. Responsibility for completing make-up work rests with the scholar. Make-up work does not have to be the same as the classwork that was missed. Make-up work shall be **completed and submitted within 3 days** of the scholar's return to school unless additional time is provided by the classroom teacher. Whenever possible, scholars are strongly encouraged to request make-up work in advance of an absence.

Late Work

Scholars are expected to have all academic work completed for each class each day. Teachers are not required to permit late work to be submitted if the student is physically present in class; however, some may choose to do so. Refer to each teacher's course syllabus for his/her late work policy and procedure.

Report Cards/Progress Reports

Scholars receive progress reports and report cards as scheduled on the school calendar. Scholars are responsible for delivering this information to their parents. Scholars and parents should always check progress reports and report cards very carefully. Report any errors immediately to the teacher concerned. Parents need to sign and return to verify that they have been made aware of their child's progress.

Service Learning

What is Service Learning?

- Meaningful community service integrated with reflection to enrich the learning experience.
- Service learning teaches civic responsibility and strengthens character and communities.

Who participates in Service Learning?

- **All scholars at EECHS** must complete 20 hours per semester, *except* those students who are completing their Junior Internship and or Senior Project.
- Scholars completing Junior Internship or Senior Project will submit the 20 hours completed during their internship to their House/Seminar teacher.

When should Service Learning be completed?

- Service Learning may be completed from August 1, 2016 – May 18, 2017.
- Scholars can log a maximum of 10 hours for credit during the summer months.
- Each scholar is required to complete 20 hours per semester.
- Service Learning hours and required reflections will be audited once per grading period to determine participation by every student. Scholars will receive instructions about completing reflections in their House seminars.
- One reflection is expected and hours are to be completed for each of the following checkpoints:

Fall Semester

- September 15: 7 hours
- October 31: 7 hours
- December 8: 6 hours

Spring Semester

- February 15: 7 hours
- March 29: 7 hours
- May 18: 6 hours

How is Service Learning graded?

- Service Learning typically comprises 40% of your grade in House for each grading period. The specific grade breakdown will be explained to scholars during your first House meeting.
- In addition, your final exam grade in House each semester is calculated based on total service hours earned. For example, completing a total of 20 hours each semester, as expected, earns a 100 exam grade, 19 hours earns a 95, 18 hours earns an 80, etc. Scholars who do not earn all of their service hours for individual grading periods can still earn 20 full hours for their exam grade.
- Scholars who falsify service hours (cheating) incur a steep penalty, which may include the following:
 - A “0” grade for the falsified service hours for that grading period;
 - A referral to the principal’s office for academic integrity;
 - Required completion of the falsified service hours within a time range to be set by Mr. Hill. EECHS staff members will determine how the hours are to be made up. If the hours are not made up, the student will receive a final “0” for their service learning grade for that grading period.
 - Parents will be called in for a meeting with Mr. Hill, your House/Seminar teacher, and administration. The incident will be documented in your academic folder.

Textbooks

Textbooks are issued free of charge to each scholar. Scholars will be responsible to pay for any textbooks that are lost, stolen, or damaged. Fines for lost, stolen, or damaged textbooks must be paid in cash. It is mandatory that these fees and fines are paid each year. Final Report Cards will be held each year for any outstanding fines or fees. Diplomas are held for those graduates who owe outstanding fines or fees incurred while in high school.

Think Tank

Scholars needing a quiet place to study, read, collaborate, work on computers, or print are invited to visit the Early College Think Tank. This is a QUIET ZONE for our scholars to make productive use of their time on campus. Students wishing to socialize

Trips

The Early College enriches the learning experience of our scholars by offering numerous field trips during the academic year. Scholar participation in these field trips is contingent upon satisfactory academic progress and model conduct as determined by the principal. The principal will use his professional discretion in deciding which scholars are eligible to participate in trips based on their academics and conduct.

Tutoring

Tutoring is available to all scholars taking high school classes during **second period** as noted below:

1st Period Tutoring: Mondays

3rd Period Tutoring: Wednesdays

4th Period Tutoring: Fridays

Scholars who are taking college classes may receive tutoring free of charge through the Learning Lab.

CONDUCT

Areas Off Limits

All scholars are expected to know which areas are off limits to them on this campus. This knowledge provides scholars the information needed to move responsibly on campus.

- Behind the C-Building: Off limits any time during the school day
- Back hallway classroom areas and upstairs: Off limits during lunch
- Wetland Area: Off limits any time during the school day unless with a teacher

Behavior

Scholars at our school are **trusted** to be their best selves in terms of behavior, including academic behaviors. At a minimum, we **trust** you to do the following:

1. Be On Time.

Promptness is a sign of professionalism, commitment, and mutual respect. Lateness shows lack of professionalism, lack of caring, and loss of control. Promptness is expected. This applies not only to class times but also to papers, class assignments, projects, meetings, etc.

2. Do all work to the best of your ability.

3. Raise your hand to be recognized during class.

4. Treat others as you wish to be treated. Respect yourself and others.

5. Absolutely no chewing gum, eating, or drinking during class.

This is an Edgecombe Community College rule and will be enforced.

6. Be courteous to each other and to staff.

7. Avoid engaging in social behaviors that create drama, bullying, social isolation, and/or a hostile learning environment for peers or staff.

- * At all times, scholars must comply with Board Policy 4300: Code of Student Conduct. This policy will be provided in hard copy to all Early College students on the first day of school each year.

Dress Code

Early College scholars must comply with the dress code policy set forth in ECPS Board Policy 4316. Specific dress code guidelines are provided to all scholars by the principal during orientation on the first day of school. The Edgecombe County Board of Education respects a scholar's right to choose his or her style of dress or appearance. However, the Board of Education requires that scholars adhere to standards of dress that are compatible with a safe and productive school environment. All scholars are to be groomed and dressed appropriately for school and school activities. ECPS Board Policy 4316 expressly prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the scholar and his/her parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy. Students who do not comply with the Student Dress Code may be excluded from participating in certain school programs, including graduation ceremonies. Copies of the Student Dress Code shall be made available to students and parents annually. Legal References: NC General Statutes 115C-288(e); 115C-307(a)(b).

Electronics

Scholars must comply with the ECPS Responsible Technology Use policy in order to use any electronic or computer equipment on campus and/or to access the Internet or other applications. This includes desktops, laptops, Chromebooks, tablets, cell phones, and all other electronic equipment, including personal devices. Although scholars are allowed to bring their own personal electronic devices for educational use in school, EECHS is not responsible for their safety nor maintenance. Here are a few guidelines for student use of electronic devices:

- Cell phones are not to be visible or used in classrooms unless approved by the teacher.
- Cell phones visible in class may be confiscated by the classroom teacher and turned in to the principal's office for parent pickup.
- Do not use headphones in class unless the teacher approves their use.
- Please do not leave your personal or school devices unattended under any circumstances.
- Students should use the ECPS wireless network, not the ECC network, at all times unless otherwise instructed by an instructor or staff member.

- * At all times, students must comply with Board Policy 3225-4312-7320: Technology Responsible Use. This policy will be provided in hard copy to all Early College students on the first day of school each year.

Restroom Breaks

There is no replacement for classroom instruction. Getting a drink of water, using the restroom, printing work, etc., should be done before school, during class changes, at lunch, or after school. These routine issues are not considered legitimate reasons to leave the room. However, the classroom teacher has discretion to approve (or deny) restroom breaks and similar needs, which should be limited to no more than four minutes out of class. In cases of documented student needs, reasonable accommodations will be provided in coordination with our counselor and administrative team.

Skipping Class or School

Skipping class is defined as not attending a class or classes without parental consent. Skipping class immediately moves your status to Trust Level 3 and may result in suspension from school. Skipping school may involve one or more of the following:

1. Unauthorized absences from one or more classes during the school day.
2. Leaving the school campus for any reason at any time to include lunch without authorization and/or properly signing out. See Check-In/Check-Out Procedures.

Positive Behavior Intervention and Support (PBIS)

Positive Behavior Intervention and Support is a combination of strategies designed to:

- Teach and encourage respectful, responsible behaviors (practices)
- Use data continuously to support decision making (data)
- Create an individualized, total school climate that supports staff and student behavior and encourages family engagement (systems)

By implementing PBIS our goal is to experience these outcomes:

- More instructional time;
- Improved student and staff attendance;
- Increased student proficiency;
- Increased parent participation and partnerships;
- Improved community involvement and support;
- Improved student compliance with rules, expectations, policies, and procedures.

See the next page for the Early College PBIS Matrix.

Early College PBIS Matrix

| Expectations | Mission Statement |
|-----------------------|---|
| Be Respectful | Our scholars foster a respectful learning environment through engaging in meaningful and considerate dialogue and actions, addressing everyone courteously, and treating others as they want to be treated themselves. |
| Be Responsible | Our scholars exhibit responsible behavior by leaving their surrounding better than they found them, obeying rules, setting goals, and fulfilling expectations. |
| Be Prepared | Our scholars embody preparedness and a sense of readiness to learn through participating positively, staying engaged, and being productive and proactive in their learning process. |

Trust Levels

In terms of conduct, punctuality, attendance, and academic effort, all Edgecombe Early College High School scholars exist within one of three “Trust Levels” as described below:

Trust Level One: The scholar regularly demonstrates a strong capacity to handle the freedom of an Early College environment with independence, responsibility, and self-governance. No direct interventions are needed by teachers, counselors, or administrators.

Trust Level Two: The scholar has a demonstrated area of need that requires a minor intervention to address a behavior or concern. One or more specific intervention(s) will be required to help the scholar improve in this area. Progress monitoring may be needed. Once complete, the scholar’s status will return to Trust Level One.

Trust Level Three: The scholar has a significant, demonstrated impairment of his/her ability to self-regulate behavior, punctuality, attendance, and academic effort on an Early College campus. One or more significant interventions will be required with mandatory progress monitoring and increased accountability for the scholar’s actions. Parent notification is required for all students at Trust Level Three, and an ECPS office referral may also be required. A scholar at Trust Level Three must demonstrate sustained improvement over time in their area(s) of need before being moved back to Trust Levels Two or One.

POLICIES AND PROCEDURES

Attendance

Early College scholars and families must comply with ECPS Attendance Policy 4400 which can be found on the ECPS website. Please note the following:

- Any scholar not present in class by 8:50 a.m. is officially tardy and must report to the Early College office to sign in and get a tardy slip before being admitted to class. Teachers will not admit late students to class without a tardy slip from the front office.
- Parents are never to escort their students directly to any class. Any time parents are on campus, they are to report to the Early College front office and sign in.
- Tardiness is defined as not being in your seat and ready to work when class begins. Excessive tardies will be accumulated and treated as absences. Three tardies are equivalent to one absence. Tardies may not be used in counting unlawful absences for prosecution.
- To be counted present a scholar must be in attendance at least one-half of the school day. This shall include attendance at official school activities (away from school) with the approval of the principal. A scholar shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.
- When students return to school following an absence, they must bring a note signed by the parent/guardian giving the date(s) and reason for the absence. The teacher will collect the notes so that absences can be properly coded in PowerSchool.

Lawful Absences. The Superintendent, principal, or teacher who is in charge of such school shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by the State Board of Education. The following shall constitute valid/lawful excuses for the temporary nonattendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. **Illness or Injury.** An absence is lawful when the absence results from personal illness or injury that makes the student physically unable to attend school.

2. **Quarantine.** An absence is lawful when isolation of the student is ordered by the local health officer or by the State Board of Health.

3. **Death in the Immediate Family.** An absence is lawful when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.

4. **Medical or Dental Appointments.** An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.

5. Court or Administrative Proceedings. An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.

6. Religious Observance. An absence due to a religious observance may be considered lawful. The parent or guardian should seek prior approval of the principal for such absences, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.

7. Educational Opportunity. An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel and participation in local, regional, state, and national educational events or competitions. Approval for such an absence must be granted before the absence.

8. Local School Board Policy. The principal may excuse temporary or occasional absences for other reasons in accordance with board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

9. Absence related to Deployment Activities. A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.

Check-in/Check-Out

Attendance is extremely important to the success of our school. In rare cases when a scholar needs to be signed in or signed out of school, the parent/guardian and the scholar are to report to the Early College office to see Mrs. Wilkins for an admit slip to class. There are no exceptions to this procedure.

Driver's License Certificate

In order for a scholar to obtain a Driving Eligibility certificate, each scholar must be currently enrolled in school, making adequate progress (passing 3 out of 4 classes), and maintaining good attendance (90%). Issuance of all certificates is based on students' grades and attendance during the previous semester. Students choosing to drop out of school are in jeopardy of losing their permit or license if issued after December 1, 1997. This rule also applies to students in school and who do not maintain adequate progress.

Fees and Packages

As a scholar at EECHS, you may incur certain expenses such as yearbook, field trips, and college visits. To help parents/students with budgeting, we have created packages that will allow you to make 4 monthly installments over the course of the fall semester. The due dates are set and will be monitored. Since the trips will be planned based on the number of scholars participating, *no refunds will be provided after the deadline for students who pay but choose not attend at the last minute.*

Library Books

Early College scholars have access to Edgecombe Community College's library resources. Scholars will need their identification badges in order to check out books and other materials. Scholars are reminded that they must return materials by their deadline to avoid being fined. Additionally, schedules for college classes will not be processed for students who have outstanding library books or fines.

Lunch

EECHS participates in Edgecombe County Public Schools' breakfast and lunch program, which provides meals to all students at no cost. It is no longer required that students complete eligibility forms to receive free meals. Students are required to order their breakfasts the previous day and their lunches by 10:00 a.m. the same day via our online form on our school website. Breakfast and lunches are provided by Pattillo Middle School's cafeteria. Also, students in the 10th grade and higher may leave campus for lunch only if a signed note by their parent/guardian is on file with the office. This privilege can be revoked by administration at any time due to poor academic performance and/or behavior, including tardiness to class.

Medication

Medications cannot be given at school unless prescribed by a physician. School staff is not permitted to provide any type of medication to students. All school personnel will utilize the following procedures:

- All medication, including aspirin, Tylenol, cough syrup, etc., to be administered by school personnel must have written directions by a physician.
- Parents must fill out a Physician's School Medication Form as required by Board Policy.
- Medication must be in the original container prepared by the pharmacist, which includes

- name, dosage, instructions, and storage information.
- Students may not carry medications on their persons unless instructions from the doctor specifically say the student needs medication with him/her (e.g.: inhalers, epi pens, etc.).
- Students are to take all medication to the front office upon arrival to school. Students found to be carrying drugs on school property will be subject to disciplinary action. Medication will be kept in the office during the day and can be picked up after school.
- A log will be kept of all medications dispensed at school.

Visitors to Campus

Any visitor to campus, including parents, must report directly to the Early College office to sign in. Parents are not to visit classrooms directly nor are they allowed to meet students for lunch without signing in at the front office. Edgecombe Early College is a public high school, and any visitor to campus who has not signed in at our front office is trespassing.

Year End Early Departure from School

Any student who desires early departure from school at the end of the year must present advance notice of at least four weeks along with written documentation of military orders, etc., to the school administration so that NCDPI will have the opportunity to render a decision:

- A. The reason of departure must be out of necessity, not convenience.
- B. Leaving without permission from the administration will invoke the attendance policy. The student will receive a "0" on all work, and all absences will be recorded.
- C. Students will earn a "0" on final exams, which is 25% of final grade.

EDGECOMBE COMMUNITY COLLEGE

Edgecombe Early College is a partnership between ECPS and Edgecombe Community College. Students do not have to pay for college textbooks or tuition. In order to graduate from Edgecombe Early College, students must be able to enroll in and pass college courses.

College Course Enrollment Criteria

A student must be in good academic standing in their high school classes and have a good discipline record in order to be considered for enrollment in college courses. This also includes seminar. A student must have a passing score on a college placement test in order to take college classes. Students must see the College Liaison, Shawn Dawes, to schedule a time for testing. All students at Edgecombe Early College must take ACA 111 or ACA 122, which are College Success classes, and pass with a grade of A or B to continue enrollment in future college courses for the next semester. Early College students must take a college physical education course for one of their high school requirements.

Once students are enrolled in college courses, a student must maintain a GPA of 2.0 or higher in order to remain in good academic standing with the college.

Our team reviews each student's profile at the end of each semester. Failure to meet the required conditions may result in a student having a contract or reassignment to a traditional school. The team reviews academics, attendance, behavior, and college test placement to determine level of readiness. A plan will be developed for students who need improvement. Students will be expected to follow the plan to remain a student at Edgecombe Early College.

Edgecombe Community College requires all students to take an assessment called WorkKeys. WorkKeys consists of three simple tests that include applied mathematics, reading for information, and locating information. A student can earn three different levels based on the score of the test. This test will be given during their junior or senior year.

College Attendance Requirements

The attendance policy for the college is different for the high school. The attendance policy and grading policies are outlined on each syllabus for each college course enrolled. Once absences, for any reason, exceed the allowed number, students may be dropped from their college courses. Please remember that the high school calendar and college calendar may not align for vacation days such as spring break. Students are expected to be in college classes even when the high school is closed. Transportation must be provided by families when the high school is closed.

College Textbooks

If a student withdraws from a class, stops attending a class, and/or fails a college class, the student must pay for the textbooks for that class or replacement class. It will be the responsibility of the student to purchase the book from the bookstore. If the Early College has a book for the class, the student must pay \$50.00 to use the book.

College textbooks will be issued at the beginning of each semester on a certain date and collected at the end of the semester on a certain date. If students do not pick up textbooks on the assigned date, the students are responsible for purchasing their own textbooks. Students are responsible for returning college textbooks immediately following exams. Students are also responsible for replacing any lost or damaged books. If a book has not been returned by the last day of the college semester, the student will be billed for the missing textbook.

Contacting ECC

All contact regarding Edgecombe Community College should be directed to the Early College Liaison, Shawn Dawes, at (252) 823-5166 ext. 205 or sdawes@ecps.us. Students should contact professors during office hours or by email when concerns arise. All contact information is located on the syllabus. Parents/guardians should NOT contact Edgecombe Community College instructors with concerns.

Grade Reporting for College Classes

College faculty do not issue report cards or progress reports. It is the student's responsibility to monitor his/her progress in each class. Parents are also encouraged to monitor their child's progress by requiring their child to allow them access to Moodle and WebAdvisor. This information must be obtained by the student. The College Liaison will meet with students to discuss their grades in college courses. At the end of each semester, students may obtain their final college course grades by accessing WebAdvisor.

Identification Cards

Early College students will be issued an Edgecombe Community College I.D. free of charge at the beginning of each school year. LOST cards must be replaced and students will be charged \$5.00 for replacement cards. Students are required by Edgecombe Community College to display their IDs at all times. This will be enforced for the 2015-2016 school year.

Parking and Driving on Campus

Student drivers must have a valid license and a parking permit for their vehicle. Please see the Early College Liaison, Shawn Dawes, for the application for the permit.

Early College students are expected to park in designated areas for students and drive safely on the college campus. Failure to meet these expectations will result in the loss of driving privileges. Please remember that parking on a college campus is a privilege.

Personal Conduct on a College Campus

Due to the age of Edgecombe Early College High School students, it is very important to be responsible and cautious when making friends and developing relationships on the college campus with older adults. Please be aware of General Statutes regarding relationships and age of students.

REFERENCE MATERIALS



Edgecombe County Public

SCHOOLS

THE KEYS TO SUCCESS: HOME, SCHOOL, COMMUNITY

DATE: July 19, 2016
TO: All Employees, Parents and Other Building Occupants
SUBJECT: Asbestos Hazard Emergency Response Act Regulations

As required under EPA regulations, (40 CFR Part 763), which went into effect in December of 1987, Edgecombe County Public Schools have been inspected for the presence and condition of asbestos containing building materials.

Written plans have been developed for dealing with the areas identified as having asbestos. These Management Plans are available for your inspection at the school's office and Edgecombe County Public School Maintenance Department. The Management Plan contains information about the location of asbestos materials, plans for managing the areas, such as periodic re-inspections, surveillance, and response actions, either planned or completed.

Appropriate action will be taken to prevent exposures to the asbestos in accordance with regulations and concerns for the safety of all building occupants.

If you have any questions, please call the Edgecombe County School Maintenance Department at 252-823-2808.

Edgecombe Early College High School Calendar 2016 - 2017

**EDGECOMBE
EARLY COLLEGE
HIGH SCHOOL**

2016-2017

2311 N. MAIN STREET
TARBORO, NC 27886
(252) 641-2600 [P]
(252) 641-5714 [F]

| July 2016 | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| August 2016 | | | | |
|-----------------|-----------------|------------------|----|----|
| M | T | W | T | F |
| Px ¹ | Px ² | Px ³ | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | PR ²⁴ | 25 | 26 |
| 29 | 30 | 31 | | |

| September 2016 | | | | |
|----------------|----|----|------------------|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | GP ²² | 23 |
| 26 | 27 | 28 | RC | 30 |

| October 2016 | | | | |
|------------------|------------------|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| | | | PR | |
| 10 | 11 | 12 | 13 | 14 |
| P ¹⁰ | Px ¹¹ | | | |
| 17 | 18 | 19 | 20 | 22 |
| 24 | 25 | 26 | 27 | 28 |
| GP ³¹ | | | | |

| November 2016 | | | | |
|---------------|------------------|-----------------|-----------------|-----------------|
| M | T | W | T | F |
| | 1 | 2 | 3 | RC ⁴ |
| 7 | 8 | 9 | 10 | H ¹¹ |
| 14 | 15 | 16 | 17 | 18 |
| 21 | PR ²² | P ²³ | H ²⁴ | H ²⁵ |
| 28 | 29 | 30 | | |

| December 2016 | | | | |
|-----------------|-----------------|-----------------|------------------|-----------------|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | GP ²² | 23 |
| V ¹⁹ | V ²⁰ | V ²¹ | H ²² | H ²³ |
| H ²⁶ | V ²⁷ | V ²⁸ | V ²⁹ | H ³⁰ |

| January 2017 | | | | |
|-----------------|-----------------|------------------|-----------------|----|
| M | T | W | T | F |
| P ² | Px ³ | 4 | RC ⁵ | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| H ¹⁶ | | | | |
| 23 | 24 | PR ²⁵ | 26 | 27 |
| 30 | 31 | | | |

| February 2017 | | | | |
|------------------|----|------------------|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | GP ²² | 23 | 24 |
| RC ²⁰ | | | | |
| 27 | 28 | | | |

| March 2017 | | | | |
|------------|----|------------------|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | PR ⁸ | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | GP ²⁹ | 30 | 31 |

| April 2017 | | | | |
|-----------------|-----------------|-----------------|------------------|-----------------|
| M | T | W | T | F |
| 3 | RC ⁴ | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| H ¹⁷ | V ¹⁸ | V ¹⁹ | V ²⁰ | V ²¹ |
| 24 | 25 | 26 | PR ²⁷ | 28 |

| May 2017 | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| June 2017 | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

- First & Last day (students)
- Early Release (for students with required PD for staff)
- Early Release (for students with PM planning for staff)
- H Holiday
- V Vacation (Staff)
- P Planning day (Staff)
- Px Planning day - required
- PR Progress Reports
- GP Grading Period ends
- RC Reports Cards Issued
- * Graduation

