

# CROSS CREEK EARLY COLLEGE HIGH SCHOOL

1200 Murchison Road, Butler Building,  
Fayetteville, NC 28301  
Phone: 910-672-1499 Fax: 910-672-1590  
[www.ccechs.ccs.k12.nc.us](http://www.ccechs.ccs.k12.nc.us)  
Located on Fayetteville State University Campus  
Patsy Patrick, Principal

## 2016-2017 Student Planner

This planner belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

## Introduction

The **Cross Creek Early College High School (CCECHS) Handbook** explains the policies and procedures of our school. It is the responsibility of each student to be familiar with the contents and to share this information with his/her parents or guardians. Cross Creek Early College High School has used reasonable endeavors to ensure that the information contained in this handbook was correct at the time of printing. However, CCECHS reserves the rights at any time to make changes, as it deems appropriate.

## VISION STATEMENT

The vision of Cross Creek Early College High School is to prepare high school students for success in college, career, and life.

## MISSION STATEMENT

The mission of Cross Creek Early College High School is to provide a smaller academic environment that fosters growth and success to prepare students for their future by developing relationships, responsibility, and respect through relevant and rigorous coursework.

## The 5 R's

|                       |                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESPECT</b>        | Appreciating the similarities and differences between one's self and others, and recognizing the importance of valuing one's surroundings |
| <b>RELATIONSHIPS</b>  | Building a foundation that fosters growth, success, and accomplishments throughout life                                                   |
| <b>RESPONSIBILITY</b> | Taking ownership of one's actions regardless of the consequences                                                                          |
| <b>RELEVANCE</b>      | Linking classroom experiences to real world applications to enhance understanding                                                         |
| <b>RIGOR</b>          | Incorporating high expectations for all students in all classes                                                                           |

## SCHOOL PERSONNEL

|                                |                  |
|--------------------------------|------------------|
| Principal                      | Patsy Patrick    |
| Counselor                      | R. Hickle        |
| College Liaison                | Rodney McCrowre  |
| Community Outreach Coordinator | Jnai Hillman     |
| Data Manager/Bookkeeper        | Ann Bass         |
| Receptionist                   | Norman Whitted   |
| ACR 1-2                        | Cheryl Durden    |
| ACR 3-4                        | Jane Merritt     |
| English Teacher                | Kevin McGinnis   |
| English Teacher                | Kelley Hasapis   |
| English/Social Studies Teacher | Roderick Hosking |
| Math Teacher                   | TBA              |
| Math Teacher                   | Jennison Shields |
| Math Teacher                   | Tiffany Starling |
| Science Teacher                | Alexis Howard    |
| Science Teacher                | TBA              |
| Social Studies                 | Kenny Huffman    |
| Spanish                        | Tamela Rappold   |
| Spanish                        | Milagros Rivera  |

**2016-2017**  
**CUMBERLAND COUNTY SCHOOLS**  
**A. B. WILKINS, CROSS CREEK, AND CUMBERLAND INTERNATIONAL CALENDAR**

| DATES                   | DAYS               | EXPLANATION                                               | TEACHER PLANNING DAYS | REQUIRED ANNUAL LEAVE DAYS | HOLIDAYS  |
|-------------------------|--------------------|-----------------------------------------------------------|-----------------------|----------------------------|-----------|
| August 1                | Monday             | Required Teacher Workday                                  | 1                     |                            |           |
| August 2                | Tuesday            | Required Teacher Workday/Staff Development*               | 1                     |                            |           |
| August 3-4              | Wednesday-Thursday | Teacher Workdays                                          | 2                     |                            |           |
| August 5                | Friday             | Required Teacher Workday                                  | 1                     |                            |           |
| August 8                | Monday             | First Day for Students                                    |                       |                            |           |
| September 5             | Monday             | Pupil/Teacher Holiday                                     |                       |                            | 1         |
| October 7               | Friday             | Teacher Workday                                           | 1                     |                            |           |
| November 8              | Tuesday            | Pupil Holiday/Required Teacher Workday/Staff Development* | 1                     |                            |           |
| November 11             | Friday             | Pupil/Teacher Holiday                                     |                       |                            | 1         |
| November 23             | Wednesday          | Pupil Holiday/Teacher Workday                             | 1                     |                            |           |
| November 24-25          | Thursday-Friday    | Pupil/Teacher Holiday                                     |                       |                            | 2         |
| December 20             | Tuesday            | Pupil Early Release/End of Semester                       |                       |                            |           |
| December 21             | Wednesday          | Pupil Holiday/Teacher Workday                             | 1                     |                            |           |
| December 22 - January 3 | Thursday-Tuesday   | Winter Holidays (Pupil/Teacher)/ Required Annual Leave    |                       | 5                          | 4         |
| January 16              | Monday             | Pupil/Teacher Holiday                                     |                       |                            | 1         |
| January 17              | Tuesday            | Pupil Holiday/Required Teacher Workday/Staff Development* | 1                     |                            |           |
| February 20             | Monday             | Pupil Holiday/Teacher Workday                             | 1                     |                            |           |
| March 13 - 17           | Monday-Friday      | Pupil Holidays/Teacher Required Annual Leave              |                       | 5                          |           |
| April 14                | Friday             | Pupil Holiday/Teacher Workday                             | 1                     |                            |           |
| April 17                | Monday             | Pupil/Teacher Holiday                                     |                       |                            | 1         |
| May 23                  | Tuesday            | Last Day for Students/Pupil Early Release/End of Semester |                       |                            |           |
| May 24                  | Wednesday          | Required Teacher Workday                                  | 1                     |                            |           |
| May 25-28               | Thursday-Friday    | Teacher Workdays                                          | 2                     |                            |           |
| <b>TOTALS</b>           |                    |                                                           | <b>15</b>             | <b>10</b>                  | <b>10</b> |

Schedule of Required Workdays:

August 1 - Required Teacher Workday

August 2 - \*½ Staff Development provided by system and ½ day required for in-school planning/collaboration

August 5 - Required Teacher Workday

November 8 - \*½ Staff Development provided by system and ½ day required for in-school planning/collaboration

January 17 - \*½ Staff Development provided by system and ½ day required for in-school planning/collaboration

May 24 - Required Teacher Workday

Two-hour early release will be in effect for students on last day of school before winter break and last day of school in May.

Make-up days necessitated by inclement weather may be teacher workdays, holidays or leave days taken from Spring or Winter break. **11<sup>th</sup> and 12<sup>th</sup> grade students will follow the CCECHS AND Fayetteville State University (FSU) academic calendar if they are taking college classes (Must be in compliance with the attendance policy).**

### DAILY SCHEDULE

CCECHS Office hours are from 8:00 a.m. to 4:45 p.m.

The school day for 9<sup>th</sup> and 10<sup>th</sup> graders begins at **9:15 a.m.** and ends at **4:15 p.m.** The school day for 11<sup>th</sup> and 12<sup>th</sup> graders will vary depending upon their college course schedule.

Students should not be dropped off before **9:00 a.m.** and should be picked up by **4:30 p.m.**

**Juniors and Seniors** must have an administrative approved early release verification form on-file.

**Juniors and Seniors** will scan in daily.

**R-Time** is scheduled for 9<sup>th</sup> and 10<sup>th</sup> graders at the beginning of each day for 20 minutes. This time will be spent developing the 5 R's and teaching skills for success in college, careers, and life.

**\*R-Time is not a time to complete homework!**

| <b>2016-17 DAILY SCHEDULE</b> |       |       |
|-------------------------------|-------|-------|
| Homeroom (R-Time)             | 9:15  | 9:35  |
| 1 <sup>st</sup> Period        | 9:38  | 11:08 |
| 2 <sup>nd</sup> /Lunches      | 11:11 | 1:09  |
| 3 <sup>rd</sup>               | 1:12  | 2:42  |
| 4 <sup>th</sup>               | 2:45  | 4:15  |

| <b>DAILY LUNCH SCHEDULE</b>                                             |
|-------------------------------------------------------------------------|
| <b>1<sup>st</sup> Lunch</b> 11:09-11:39 (includes walk time) <b>TBA</b> |
| <b>2<sup>nd</sup> Lunch</b> 11:35-12:05 (includes walk time) <b>TBA</b> |
| <b>3<sup>rd</sup> Lunch</b> 12:00-12:30 (includes walk time) <b>TBA</b> |

| <b>EARLY RELEASE LUNCH SCHEDULE</b>                                 |
|---------------------------------------------------------------------|
| <b>1<sup>st</sup> Lunch</b> 11:00-11:30 (includes walk time)<br>TBA |
| <b>2<sup>nd</sup> Lunch</b> 11:25-11:55 (includes walk time)<br>TBA |

| <b>2016-17 EARLY RELEASE SCHEDULE</b> |       |       |
|---------------------------------------|-------|-------|
| 1 <sup>st</sup> Period                | 9:15  | 10:20 |
| 2 <sup>nd</sup> /Lunches              | 10:23 | 11:58 |
| 3 <sup>rd</sup>                       | 12:01 | 1:06  |
| 4 <sup>th</sup>                       | 1:09  | 2:15  |

| <b>2016-17 2-HOUR DELAY SCHEDULE</b> |       |       |
|--------------------------------------|-------|-------|
| 1 <sup>st</sup> Period               | 11:15 | 12:50 |
| 2 <sup>nd</sup> /Lunches             | 12:54 | 1:59  |
| 3 <sup>rd</sup>                      | 2:02  | 3:07  |
| 4 <sup>th</sup>                      | 3:10  | 4:15  |

| <b>2016-17 1 HOUR DELAY</b> |                       |             |
|-----------------------------|-----------------------|-------------|
| 1 <sup>st</sup>             | 10:15                 | 11:20       |
| 2 <sup>nd</sup>             | 11:23                 | 1:59        |
| <b>TBA</b>                  | 1 <sup>st</sup> Lunch | 11:20-11:50 |
|                             | 2 <sup>nd</sup> Lunch | 11:45-12:15 |
|                             | 3 <sup>rd</sup> Lunch | 12:10-12:40 |
| 3 <sup>rd</sup>             | 2:02                  | 3:07        |
| 4 <sup>th</sup>             | 3:10                  | 4:15        |

Lunch will be served following the regular lunch schedule. **BREAKFAST WILL NOT BE SERVED ON 2-HOUR DELAY SCHEDULE.**

## **SCHOOL POLICIES AND PROCEDURES**

### **ACCIDENTS**

All accidents must be reported and documented in the office. All incidents will be reported to the Risk Management Office.

### **ATHLETIC PARTICIPATION**

Students may participate in athletics at their home school. A game schedule must be given to teachers at the beginning of the sport's season. Students may check out of school early to attend away games, but are not allowed to miss instructional time to attend athletic practices.

### **ATTENDANCE**

Class attendance and participation are critical elements of the educational process and academic success. School personnel will notify parents and take steps as required by G.S. 115C-378 for excessive absences. Students in grades 9-12 must be in attendance a minimum of 90% of class time in a course, or its equivalent as determined by the building principal, to receive credit for the course (**90% is not more than (9) absences in a 90-minute class in a block schedule-these 9 absences are lawful and/or unlawful**).

.. In order to be considered in attendance for high school courses, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attendance or a school activity that has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity. A student shall be present at least one-half of the school instructional day in order to be recorded present for the day. Students must be in attendance 90% of the instructional year in order to receive credit for a course, which is equivalent to 81 school days in a semester class, or 81 days total for the year in an A/B class.

**Sophomores, Juniors, and Seniors** are responsible for following the FSU attendance policy for their college classes. The FSU attendance policy can be found in the FSU online handbook. The responsibility for school attendance will be that of the home. Parents and students are expected to cooperate with teachers and administrators to insure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:

- 1) Once a student arrives on the school campus, the student becomes the responsibility of the school. The student may not leave unless lawfully signed out by parent/guardian or early release permission granted by Students who leave campus without permission will be charged with truancy.

Any student, including Juniors and Seniors, who comes onto campus late during the school day or needs to leave school for any reason, **must check in/out through the main office.**

- 2) **Parent/guardian must provide a note explaining the student's absence** upon the student's return to school.
- 3) Juniors and Seniors who miss a college class, must submit a copy of the doctor's/parent note to the college liaison and ACR teacher.
- 4) The R-time teacher, classroom teacher, and the school office will keep daily records of attendance, check-ins, and check-outs.
- 5) Students who are **excessively absent for unexcused reasons may be dismissed** from CCECHS.
- 6) Juniors and Seniors **must** scan-in daily to ACR.

### Excused Absences

The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health;
3. death in the immediate family, including, but not limited to, grandparents, parents, brothers and sisters;
4. medical or dental appointment;
5. participation as a party to an action or under subpoena as a witness in a court proceeding or administrative tribunal;
6. 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) with written approval from the principal. The superintendent or designee may approve additional absences, provided they do not interfere with the education of the student. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal or designee and in accordance with any requirements established by the principal or superintendent; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, 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 will be granted up to five additional excused absences upon approval by the superintendent or designee to visit with his or her parent or legal guardian.

Absences due to extended illnesses generally require a statement from a physician.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work in accordance with section D of policy [4351](#), Short-Term Suspension. The student is responsible for finding out what assignments are due and arranging a time with the teacher to make up assignments missed during class time.

Students with **lawful absences** shall be given the opportunity to make up work missed in accordance with the following guidelines:

- 1) **It is the student's responsibility to contact the teacher(s) to make up missed work.**
- 2) Make-up tests will be of equal value and/or on the same material as the missed test. However, the make-up test may not necessarily be the same test.
- 3) Students will have up to five days upon their return to make up all work and exams. The teacher may grant exceptions.

- 4) Exams and assignments, which were announced prior to the student’s absence, may be required to be made up immediately upon the student’s return.
- 5) Students may be required to do alternative assignments in place of missed classroom activities and educational leaves granted by administration.

**UNLAWFUL ABSENCES**

Unlawful absence is defined as:

- 1) A student’s willful absence from school with or without the knowledge of the parent, or:
- 2) A student’s absence from school for any reason other than those listed under “Lawful Absences”, or:
- 3) Any absence, regardless of reason, not supported by written documentation within 2 school days of the absence.

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from school, or parents who permit a student to stay home or to be employed in any way contrary to the Child Welfare Law, shall be responsible for the nonattendance of the student.

The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

**LAWFUL CHECK-INS**

- 1) The parent/guardian must be present to check-in their student after 9:15 A.M, unless the student has valid documentation of a professional appointment (i.e. doctor, dentist, lawyer, or court note).
- 2) Excessive check-ins may result in disciplinary action.
- 3) Juniors and Seniors must sign-in **daily** with their ACR III or ACR IV teacher as soon as they arrive on campus and throughout the day during extended breaks between their college classes.

**UNLAWFUL CHECK-INS**

All other check-ins not identified as lawful are unlawful and will result in the following actions per semester:

| <b>INFRACTION</b>                 | <b>ACTION</b>                       |
|-----------------------------------|-------------------------------------|
| 3 <sup>rd</sup> unlawful check-in | Detention/Student Conference        |
| 4 <sup>th</sup> unlawful check-in | 1 day ISS                           |
| 5 <sup>th</sup> unlawful check-in | Administrative Conference w/ parent |

**CHECK-OUT POLICY**

1. Only individuals listed on the emergency contact form can check-out a student. A photo ID must be provided in order to check the student out of school.
2. Students who drive may check-out with a verifiable parent note. The note must be brought to the office no later than 9:00 a.m. on the date of checkout. Telephone verification required per note.
3. Parents and their designees must check out students in person at all times.
4. Juniors and Seniors are expected to remain on campus from the start of their first class through the end of their last class.
5. We will not be able to reach Juniors and Seniors during college classes, therefore they cannot be checked out during college classes.
6. No checkouts are permitted for any student after 4:00 p.m.
7. Juniors and Seniors must maintain a “C” or higher to be granted approval for early release.

**CHILD NUTRITION**

Breakfast will be served from 8:30 a.m. to 9:10 a.m. for all students. Students should report to breakfast before entering Butler Building. Food is not permitted out of serving area. Only late bus riders will be served breakfast after 9:10 a.m.

Food service will not be provided on days when CCS does not have school. Students are responsible for providing breakfast and lunches on those dates.

**Students are only allowed in the CCECHS designated area during their assigned lunch period.** The following rules must be observed during breakfast/lunch times.

1. Students must enter their PowerSchool number when paying for breakfast or lunch. Students who use PowerSchool numbers under false pretenses will be subject to disciplinary action.

2. Students must dispose of **all** his/her paper, dishes, eating utensils, and trays when he/she has finished eating, and push in chairs when leaving.
3. No prepared restaurant foods may be brought or delivered to campus or the cafeteria/dining area during school hours.
4. Students are to report to breakfast directly from the bus/carpool.
5. Parents can access their student's lunch account on prepaidlunch.com.

|                                                                 | <b>Breakfast</b> | <b>Lunch</b> |
|-----------------------------------------------------------------|------------------|--------------|
| Grades 6-12 (paying)                                            | \$ 0.90          | \$ 2.15      |
| All Grades (reduced price)                                      | \$ 0.30          | \$ 0.40      |
| <i>CCS Child Nutrition reserves the right to change prices.</i> |                  |              |

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to their children's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). In federal educational guidelines, FERPA regulations are found at 34 CFR Part 99, and address the issue of a minor child taking classes at a local college while still in high school. There it states: If a student is attending a postsecondary institution, at any age the rights under FERPA have transferred to the student. However, in a situation where a student, under the age of 18, is enrolled in both a high school and a postsecondary institution, the parents still retain the rights under FERPA at the high school, and may inspect and review any records sent to the high school by the postsecondary institution. **In accordance with federal law, and the partnership established between Cross Creek Early College High School and Fayetteville State University, it is mutually agreed upon that the college liaison will be the first point of contact for parents regarding any issues that may arise with CCECHS students while attending university classes.**

### **STUDENT FEES**

**NOTICE OF FEES:** All student fees and charges, both optional and required, shall be listed and described annually in each school's handbook or in some other written form. The principal shall contact the parents or guardians of the pupil, in writing, mail, and notify them of the debt and penalty for non-payment. The notice shall further advise students that required fees might be waived for indigent students (as defined in JS-A) by the principal upon written request of the student's parent/guardian, or legal custodian.

**Mandatory dues for CCECHS students for the 2016-17 school year are \$35.00. Mandatory dues must be paid by September 8, 2016. Late dues will incur a \$5 fee and may not be able to participate in any extra-curricular events (i.e. dance, drivers' ed., field trips, etc.).**

Additional fees will be charged for the following:

1. Prom
2. Lost or Damaged textbooks (CCS and/or FSU), materials, supplies and equipment
3. Field Trips
4. Yearbooks
5. School Photos
6. Driver's Education
7. School Clothing (sweatshirts, t-shirts)
8. AIG Cords
9. Pageants
10. Club Dues

**FEES TO BE CARRIED FORWARD:** Any fee or charge due to be paid to any school in the system and not paid at the end of the school year shall be carried forward into the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school. This includes class fees, textbook fines, etc. Seniors will not be able to participate in the graduation ceremony if fees have not been paid.



## **TEXTBOOKS**

Most materials necessary for your public school education are provided by the State of North Carolina. Textbooks are school and state property. If they are lost, damaged, or stolen, they must be paid for by the student. Damage fees to a book or other supplies will be assessed accordingly.

The following rules for payment apply if a book is lost or damaged.

### **COLLEGE BOOKS.....Full Price**

College textbooks are to be picked up from, returned to, and paid for at the FSU Bookstore.

### **HIGH SCHOOL BOOKS.....Full Price**

The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.

## **ID CARDS**

Students **MUST** carry their CCECHS / FSU ID card at all times. If a student loses his/her CCECHS ID, the replacement cost is \$5.00.

## **LOCKERS**

Lockers will be assigned by ACR period teacher for the year. Students will need to bring a combination lock with the combination to their teacher to be assigned a locker. Students can only use the locker that has been assigned to him/her. No posters, writing, stickers, insignias, etc. are permitted on or in the lockers. The school is not responsible for items lost or stolen from a student's locker. Book bags are to be placed in lockers upon arrival to school.

## **THEFT PREVENTION**

Personal items of excessive or sentimental value should not be brought to school. The school is **not** responsible for items that are lost or stolen while students are on campus or on school related trips.

## **CLUBS**

All 9<sup>th</sup> and 10<sup>th</sup> graders are required to join an extracurricular club at the beginning of the school year. Clubs may meet before or after school with administration approval.

## **DELIVERIES**

School personnel will not accept delivery of flowers, balloons, or other gifts for a student. Students are not allowed to carry flowers, balloons, stuffed animals, or other gifts around during the school day.

## **ELEVATOR USAGE**

Students are **not** permitted to use the elevator in the Butler Building. Students must provide medical documentation to the principal in writing, if they have a condition that requires the use of the elevator. These students will receive a written pass from the office.

## **SOLICITING ON SCHOOL CAMPUS**

No student is allowed to sell any items or to solicit business for individuals or any group for any reason without the permission of the principal.

## **TRANSPORTATION**

Riding the bus to school is a privilege and not an inherent right. Students may lose this privilege by violating bus conduct rules. The bus driver has full charge over students riding his/her bus. Students who ride the bus are expected to conduct themselves in an orderly manner. The school principal has the authority to suspend a student from riding the bus for the following infractions in addition to infractions listed in the CCS Student Code of Conduct.

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus.

3. Tampering with a school bus.
4. Refusing to meet the bus at the designated stops.
5. Unauthorized leaving of the bus when traveling from home to school or vice versa.
6. Playing, throwing trash, paper, or other objects while the bus is in operation.
7. Violation of **CCECHS & Cumberland County School Board Rules**.
8. Failure to observe established safety rules and regulations.
9. Early College students **must** directly go to shuttle bus at their district school. Students **are not** permitted in the building unless authorized by building administrator. Students entering may be charged with trespassing (Disorderly Conduct Class II-CCS Student Code of Conduct).

Students should allow 15 minutes before and after their scheduled time of pick-up. Please allow more time throughout the school year on inclement weather days, and for delays that may arise due to mechanical problems. Students must bring a verifiable note to the office prior to 9:15 a.m. to receive permission to ride a bus other than their assigned bus. Students will not be granted access on CCS school buses if they are **not** included on the CCS bus transportation route. There are days that CCECHS and CCS do not have school, but FSU classes are in session. **Transportation will not be provided on those dates.** Juniors and Seniors are expected to be in attendance for FSU classes on those days and are required to have their own transportation. During traditional spring break and work days, transportation must be provided to district school in the a.m. only. Afternoon routes will be as normal.

Bus riders are picked up and dropped off at the Capel Arena. All car riders are dropped off and picked up at Grace Black Circle (**SBE** building).

### **LIBRARY**

Use of Charles E. Chesnutt library is a privilege that comes with attendance at CCECHS.

Students in the 9<sup>th</sup> and 10<sup>th</sup> grade may only use the library under the supervision of a teacher.

Juniors /Seniors must secure a library pass from the ACR teacher to be in the library. Students will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges and/or disciplinary action as determined by administration. Students are not permitted on any floor other than 1<sup>st</sup>. Students will be taken on a tour of the library at the beginning of the school year and familiarized with the resources that are available. We hope that students will take advantage of the access to resources that will be available to them, while maintaining the utmost respect to those in the facility and the facility itself.

In order to check out materials, **students will be required to use CCECHS / FSU ID cards.**

**FSU may charge late fees.**

### **COMPUTER USE**

- Students using the Internet ANYWHERE ON CAMPUS **must** have Internet permission forms on file in the office.
- Students are held responsible for proper use and maintenance of all computers.
- Students should never have food or drink in lab or near lap tops.
- Excessive trash, vandalism, or unruly behavior, and/or visiting inappropriate sites will prevent the student from being allowed to use school computers.
- Students should only use the laptops under supervision of a teacher.
- Students should use extra care when using a CCECHS laptop.
- **Students will be held liable and financially responsible for damage to a laptop that occurs while in his/her care.**
- Students are to return the laptop to the charging cart after use.

Inappropriate sites include but are not limited to:

- **Any** social networking sites.
  - Gaming sites
  - Music sites
  - Movie/Music streaming sites.
  - Any other sites which contain material that is offensive or inappropriate at school.
- These sites may not be accessed during the school day while at CCECHS.

## CURRICULUM

| Course Requirements                                                                                                  | Future-Ready Core<br>2013 and beyond |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| English (English Language Arts shall be English I, II, III, and IV)                                                  | 4                                    |
| Mathematics shall be Math I, Math II, Math III; and a higher level math course for which Math II is the prerequisite | 4                                    |
| Social Studies (one in Civics & Economics, one in World History, two American History I & II)                        | 4                                    |
| Science (one in a physical science, one in biology, and one in earth/environmental science)                          | 3                                    |
| Health & PE                                                                                                          | 1                                    |
| Required Electives                                                                                                   | 4                                    |
| Second Language (two (2) course units in the same second language)                                                   | 2                                    |
| Other Electives (Minimum required)                                                                                   | 6                                    |
| <b>Minimum Credits To Graduate CCECHS</b>                                                                            | <b>28</b>                            |

**CCECHS students are not allowed to graduate from CCECHS early.** Students are expected to earn up to 60 hours of college credit by taking between 15-18 credit hours each semester.

### Probationary Status

Students who are placed on academic probation will identify areas of challenge and set goals for improved performance. Juniors and Seniors, making below a “C” in college classes will be placed in NCVPSHS program for the next semester to improve GPA. Those who fail to improve their performance while on academic probation may be removed from the program.

### PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher conferences are scheduled for September (TBA) and February (TBA) from 4:45 p.m. until 7:00 p.m. by appointment only. Teachers will contact parents regarding academic, attendance, or behavior concerns. Student-led Instructional Conferences (SLICE) will be scheduled once each semester. **Participation in SLICE is mandatory for all students, grades 9-12**, to support their academic growth and college readiness skills. Junior and Senior SLICE will be held second semester.

### GRADING

#### High School Grade Conversion

| Numerical Grade | Equivalent Letter Grade |
|-----------------|-------------------------|
| 90 – 100        | A                       |
| 80 – 89         | B                       |
| 70 – 79         | C                       |
| 60 - 69         | D                       |
| 59-Below        | F                       |

The PowerParent Portal gives parents access to student grades and attendance. The PowerParent Portal can be accessed by going to [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us).

Junior and Seniors can access their grades for their college classes by going to [www.uncfsu.edu](http://www.uncfsu.edu) and clicking on “Current Students” and entering their banner number.

#### Fayetteville State University Grade Conversion

| Numerical Grade | Equivalent Letter Grade |
|-----------------|-------------------------|
| 95              | A, A+, A-               |
| 85              | B, B+, B-               |
| 75              | C, C+, C-               |
| 65              | D, D+, D-               |
| 55              | F                       |

## SENIORS AWARDS AND RECOGNITIONS

**National Beta Club** - The National Beta Club is one of the most prestigious organizations to which a high school student may belong. The criteria for membership in the National Beta Club includes: academic excellence, exemplary attendance and behavior, and evidence of leadership and service in the school and community. Students must have a cumulative unweighted GPA of 3.5 or higher.

**Graduation Marshals** – Serving as a graduation marshal is an honor bestowed upon the top Juniors according to grade point average at the end of the first semester. Graduation marshals will be required to attend all graduation rehearsals, graduation, and Senior awards night and wear specified attire for the occasion.

**Outstanding Seniors** – Five Seniors are selected by faculty vote because of their commitment to high academic standards, outward display of school spirit, involvement in curricular and extracurricular activities, and embodiment of positive character traits and citizenship models that have been taught since the 9<sup>th</sup> grade.

**Principal’s Award** – The Principal’s Awards are given to the Freshmen, Sophomore, and Junior with the highest grade point average in each class at the end of the second semester.

**Leadership Award** – The Leadership Award is selected by faculty vote and is given to the senior that has demonstrated the most outstanding leadership to the senior class.

**Service Award** – The Service Award is selected by faculty vote and is given to the Senior who has provided unselfish service to CCECHS.

**Citizenship Award** – The Citizenship Award is selected by faculty vote and is given to the Senior who has demonstrated honesty, dependability, loyalty, and concern for others.

**Perseverance Award** – The Perseverance Award is selected by faculty vote and is given to the Senior who has achieved academic success despite obstacles.

**Pyramid Award** – The Pyramid Award is given to the Senior who has demonstrated the greatest growth during his/her four years at CCECHS.

**Cavalier Award** – The Cavalier Award is given to the Senior who embodies all of the characteristics of a model CCECHS student.

**Valedictorian/Salutatorian** – The Valedictorian and Salutatorian are the graduating Seniors with the highest and second highest grade point average respectively.

## UNDERCLASS AWARDS

**A/AB Honor Roll** (End of Year)

**Most Improved in Content Areas**

**Attendance**

### Code of Conduct

### CONSEQUENCES

Unless otherwise noted in this handbook, the consequences for failing to follow CCECHS policies and procedures **may** result in the following.

| INFRACTION                 | ACTION                                            |
|----------------------------|---------------------------------------------------|
| 1 <sup>st</sup> Infraction | Parental Contact and/or Detention                 |
| 2 <sup>nd</sup> Infraction | 1 day ISS/Parent Contact                          |
| 3 <sup>rd</sup> Infraction | Out of School Suspension or dismissal from CCECHS |

**The Cumberland County Schools (CCS) Code of Conduct and FSU Handbook apply to all CCECHS students in addition to the policies stated in the CCECHS Handbook.** Administration reserves the right to make changes as needed. Violations of the guidelines established in the CCS Code of Conduct and FSU Handbook may result in disciplinary action as indicated in those documents.

### DRESS CODE

*“What students wear and how they look is a reflection of pride they take in their school and in themselves.”*

The dress code will be enforced at all times during the FSU/CCECHS academic calendar year.

1. Shirts **completely cover the stomach, back, chest, and underarms.** Tank tops and cami’s are not allowed. No off the shoulder shirts or blouses. Straps may not be revealed.
2. Shorts or skirts must be no more than 3 inches above the knee, front or back.

3. Clothing should fit appropriately. No see through tops or bottoms, sagging pants, skin tight clothes, leggings worn as pants, or holes in jeans which reveal skin above the knee.
4. Hats, toboggans, sweatbands, do-rags, or any other head or partial head coverings are prohibited at CCECHS unless for medical reasons. Documentation must be provided.
5. Bedroom attire (pajamas or bedroom shoes) is prohibited.
6. No inappropriate signs, emblems, or language on clothing (including but not limited to: alcohol advertisements, pictures of weapons, pictures of drugs, sayings that have sexual connotations, phrases or pictures that are insensitive).

| INFRACTION               | ACTION                                  |
|--------------------------|-----------------------------------------|
| 1 <sup>st</sup> Incident | Parental notification and/or detention. |
| 2 <sup>nd</sup> Incident | In School Suspension                    |

### ELECTRONIC/DIGITAL DEVICES

Cell/smartphones and digital devices including headphones **may not** be used during class time, unless the teacher has authorized permission to utilize these devices as part of classroom instruction. Headphones/Ear buds are **not permitted** to be worn in the Butler building, including the stairs.

### HALL PASSES

**All students**, including Juniors and Seniors, must have a hall pass signed by a staff member to move from place to place in the Butler Building except during the change of classes. Loitering in halls, vending areas, and outside the Butler building is prohibited. Students should be in class at all times, unless there is an emergency. Restroom breaks should occur before school, during lunch, class changes, and after school. The first and last 20 minutes of instructional time, students will **not** be permitted to go to the restroom unless for emergency purposes only.

### INAPPROPRIATE BEHAVIOR ON THE FSU CAMPUS

It is imperative that CCECHS students make decisions that make a positive reflection on our school, Cumberland County Schools, and Fayetteville State University.

CCECHS students may not:

- Date or have relationship with a FSU student at any time.
- Enter FSU dorms or any other prohibited area at any time.
- Be permanently dismissed from a college class due to behavior.

| INFRACTION               | ACTION                         |
|--------------------------|--------------------------------|
| Any of the actions above | Possible dismissal from CCECHS |

### PROHIBITED AREAS

Certain areas on campus are off-limits to students during the school day.

1. Dormitories are off limits to all CCECHS students **at all times** during the school year.
2. FSU parking lots (except when arriving to school and leaving school)
3. Student vehicles (except when arriving to school and leaving school).
4. All FSU cafes until after 4:15 p.m. Senior privileges after 12:30.
5. Vending machines (**until after lunch schedule is completed**).
6. Any area that is not on a direct route to a class, supervised activity, or the dining hall during a student's assigned lunch period.
7. Vending Areas on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors of the Butler Building and **Butler Theater Building**.
8. Conference Rooms in the Chestnut Library.

### WORKROOM

The workroom is for **school personnel** only. Students should not enter the workroom without permission from a faculty member.

### VANDALISM

Defacing or damaging walls, desks, doors, lockers, walkways, books, and other school property is a sign of disrespect and poor citizenship. School property is state property and therefore belongs to everyone. It should be treated with all due respect and care. At CCECHS we respect our school and try our best to see that it is protected from needless abuse. Students who damage or destroy school property will be responsible for replacing/repairing

that property. According to the seriousness of the offense, additional disciplinary action may be taken in accordance with CCS School of Conduct.

### **REMOVAL FROM CCECHS**

Students **may** be removed from CCECHS for any of the following reasons:

1. Noncompliance with the **CCS Student Code of Conduct, CCECHS Student Handbook, and/or the FSU Student Code of Conduct.**
2. Entering a dormitory at any time during the school year. (regardless of reason)
3. Academic dishonesty (Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above.)
4. Inappropriate behavior.
5. Failure to maintain academic eligibility.

Academic Eligibility is determined as follows:

1. Students must maintain an unweighted G.P.A. of 2.5 or higher.
2. Failure of any college classes due to non-attendance.
3. Students should earn credit for English I, English II, and Math I (if not completed in 8<sup>th</sup> grade) before the first day of their sophomore year.
4. Students must pass all ACR classes.
5. Students must earn 14 of 16 high school credits to include 4 English, 4 Math, 2 Spanish, 3 Science, and 4 Social Studies.
6. Students should earn credit for all high school courses and have a minimum of 22 credits by the first day of their Senior year.
7. Excessive absences and/or tardies in high school or college classes.
8. Social media used for bullying/slander/defamation of character.
9. Fighting.

### **SEARCH AND SEIZURE**

#### **Search Policy**

School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342 – Student Searches. The purpose is to maintain a safe, orderly environment and uphold the standards of conduct established by the Board. A “school official” is a school administrator or a school resource officer acting in conjunction with and under the direction of the school administrator. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

If reasonable suspicion exists as outlined above, searches may be conducted of a student’s person and/or personal effects, including purses, book bags, outer clothing, wireless communication devices, and motor vehicles subject to the requirements of the policy.

Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers and other school-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons. Policy 4342 may be viewed at the CCS website, [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us)

#### **A) SCHOOL PROPERTY:**

Desks, lockers, and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

#### **B) STUDENT’S PERSON:**

The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body, to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable suspicion, which can be substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

## **VISTORS**

All visitors must report to the main office upon arrival. Students may not bring guests/non-students on campus during the school day. This includes, but not limited to graduates of CCECHS, pre-school children, out of town guest, relatives or acquaintances.

## **DISCLAIMER STATEMENT**

*No student or employee in the Cumberland County Schools shall, on the basis of age, gender, race, religion, national origin, marital status or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity.*

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