

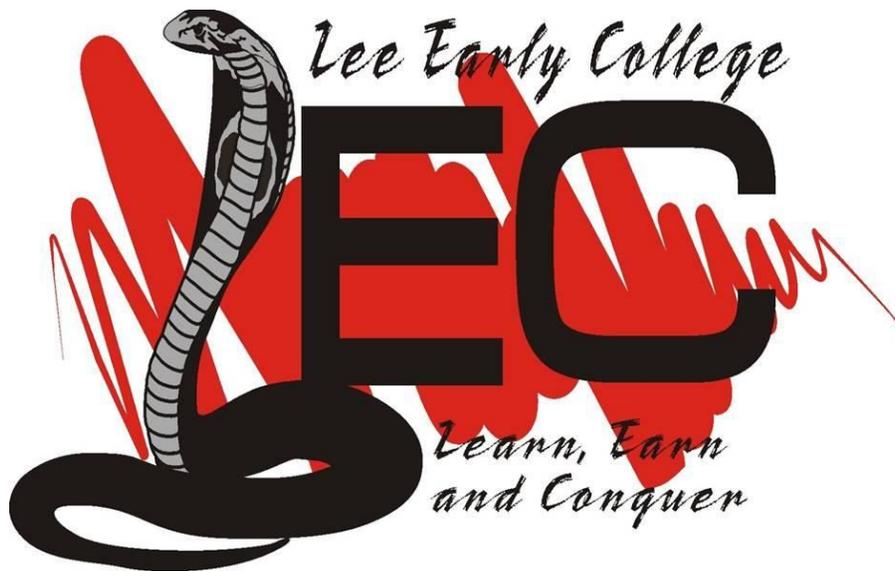
Lee Early College High School

Student/Parent Handbook

2018-2019

1105 Kelly Dr.
Sanford, NC 27330
Phone: (919) 888-4502
Fax: (855) 284-5902

Vision Statement: Every Lee Early College student graduates ready for College, Career, and Life.



US News & World Report Best High Schools in the U.S. – Bronze Award 2015, 2016, 2017 & 2018
Niche.com #94 Best in NC Public High Schools - 2018
NC Grade “A” School 2015 & 2016

A complete and updated version of all Lee County Schools’ policies and regulations may be obtained online at www.lee.k12.nc.us, at the Lee County Schools Central Office (106 Gordon Street, Sanford, NC) and at each individual school site.



2018-2019 Lee Early College

BOARD APPROVED
12/12/2017

Graduation Date
To Be Announced

- First Day for Students
- Last Day for Students
- Workday for Staff (optional)
- Workday (required)
- Holiday
- Holiday for 12 month employee
- Annual Leave
- Quarter's End
- Report Cards
- Early Dismissal
- Protected

JULY 2018							AUGUST 2018							SEPTEMBER 2018							
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OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018							
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JANUARY 2019							FEBRUARY 2019							MARCH 2019								
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APRIL 2019							MAY 2019							JUNE 2019								
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JULY 2019						
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28	29	30	31			

When inclement weather necessitates the closing of schools, these sources of information are available:

- Tune to the radio or television stations listed here
- Check the LCS website: www.lee.k12.nc.us
- Call the LCS Central Office: 774-6226

Radio Stations

WFJA 105.5 FM WRDU 106.1 FM
 WWGP 1050 AM WQDR 94.7 FM
 WRAL 101.5 FM WLHC 103.1 FM

TV Stations

WRAL Channel 5
 WBF Channel 46
 WTVD Channel 11
 WNCN Channel 17

MAKE-UP DAYS

Make-up days will be determined by the Superintendent as the need arises. Per Board of Education policy, the Superintendent has the authority to designate Saturday as a make-up day.

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PRINCIPAL'S MESSAGE

Welcome to Lee Early College, where our motto is LEARN, EARN, and CONQUER! LEC is an academically advanced public high school located on the campus of Central Carolina Community College where students are challenged to maximize their personal and academic potential. Each student is provided an education that is personalized to meet their needs and help them achieve their goals.

Students who apply, and are accepted, to LEC have the opportunity to complete a full College Transfer Associate of Arts (AA) or Associate of Science (AS) degree by the time they graduate from high school. During their time at LEC, students will take a blend of high school and dual enrollment college courses that will allow them to earn both a high school diploma and two-year college degree.

During the past school year we have been recognized for continued growth in our school. Some of the recognitions we have received:

1. For the third year in a row, US News and World Report has identified us as a bronze-level school, placing us as one of the top high schools in North Carolina.
2. The State of North Carolina gave our school an A grade, the only school in the Lee County School District to achieve this high of a grade.
3. N.I.C.H.E. ranked us as the 94th best high school in North Carolina. We received an A rating in Educational Outcomes and Student Culture and Diversity and a B rating in Academics, Administration and Policies and Teachers.

I am proud to be the Principal of such an amazing school and it is my privilege to serve such a talented group of teachers and students. As the new principal of LEC, I am committed to the following:

- To put the safety of students and staff before all else.
- To hold myself, teachers, and ALL students to the highest standards of excellence.
- To believe in each and every student and never lower the bar for success.
- To provide the necessary resources to ensure academic success.
- To provide fair, effective discipline to maintain the integrity of LEC.
- To model ethical behavior and maintain transparent and honest communication with everyone.
- To be reflective of my own past performance in order to improve student outcomes.
- To create a supportive school environment that is inclusive of all students, staff, and community members.

I look forward to working with our students and their families, the LEC and CCCC staff, and community members, to continue the tradition of academic excellence. I am excited to begin this amazing journey together!

Kisha Derr
Principal, Lee Early College

ADMISSIONS POLICY

Lee Early College High School maintains an open enrollment admission policy and does not discriminate on basis of race, creed, color, national origin, sex, or handicap in its educational programs or activities, as required by law.

Lee Early College High School's Non-Discrimination Statement:

LEC does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the Early College Principal. LEC recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

School Staff Will:

- Report student progress to parents through conferences, phone calls, written reports, regular assessment
- Provide opportunities for parents to learn how to help students: conferences, family curriculum nights, newsletters, and articles.
- Provide instructional services to students in need of further assistance.
- Provide a supportive environment for the development of the basic skills in all subject areas.
- Provide instructional activities which may include before and after school tutoring.

Parents Will:

- Provide a quiet time and place for homework, monitor assignments, and monitor TV viewing
- Ensure that their children attend school every day and arrive on time
- Ensure that their children get adequate sleep, regular medical and dental attention, and proper nutrition
- Be supportive of the school through attendance at Parent-Teacher conferences, Parent Education nights, and Home and School Partnership functions
- Notify the school of any special concerns or circumstances
- Communicate the importance of education and learning to their child(ren)

Students Will:

- Be proud of their intelligence!
- Respect the school, classmates, staff, and family
- Approach their studies with COLLEGE as a goal.
- Make education a high priority, including positive participation in class and school activities and working to achieve and exceed potential.
- Take responsibility for their learning, behavior, and success.
- Maturely handle the freedoms and scheduling of a college setting and understand that the high school's existence on the college campus is a privilege, not a right.
- Demonstrate the ability to make mature, independent, productive choices and accept responsibility for those choices.
- Come to school ready for learning with necessary materials, assignments, and homework.
- Demonstrate their best efforts on all assignments.
- Strive to be active participants in class and ask appropriate questions.
- Know and follow school and class rules.
- Communicate regularly with their parents and teachers about school experiences so they can be helped to succeed in school.
- Limit TV watching and online activities.
- Study or read every day after school.
- Manage their time and energy to support academics.

LEC CORE VALUES AND BELIEFS

At LEC we believe:

In Authentic and Purposeful Learning: The educational experience should prepare students for life beyond the classroom. Lessons will incorporate 21st century themes and skills and encourage students to actively engage in the learning process. Assignments will require students to think creatively and critically about the world at large.

In Learning as a Continual Process: Students and staff establish clear learning objectives as well as reflect on and celebrate when objectives are met. Students and staff recognize that learning is a process and that learning goals can and should be reviewed and revised as necessary to achieve maximum success. We recognize that learning can be a difficult process, and we seek to guide students every step of the way. Failure is an optional step in the learning process, but it is our vision to ensure that failure is never permanent.

In Diversity: We recognize and celebrate the individuality of our students. Differences in abilities should not hinder academic success. We support and promote the distinctive cultures and identities our students represent. We strive to make all students feel comfortable and supported in order to help each student reach maximum potential. We are committed to building meaningful relationships with our students, CCCC, and the surrounding community in order to increase student confidence and leadership opportunities.

In Innovation and Collaboration: We aim to ensure that students can compete in a continually changing economy. Students must have a combination of academic, social, and intellectual skills in order to meet the demands of society. We are committed to providing students with the best resources and technology in order to enhance the curriculum. Students are encouraged to participate in extracurricular activities in order to enrich their classroom experience.

2018-19 Lee Early College Staff

<u>Administration/Support Staff</u>	<u>Email address</u>
Kisha Derr	Early College Principal kderr.lec@lee.k12.nc.us
Deborah Talley	Administrative Assistant dtalley.lec@lee.k12.nc.us
Alexandra White	Secretary/Receptionist awhite@lee.k12.nc.us
Cris Jackson	Counselor cjackson.lec@lee.k12.nc.us
Nick Testa	College Liaison ntest089@cccc.edu
Andrea Thompson	Teacher Assistant athompson.lec@lee.k12.nc.us
Lori Kerns	Nurse lkearns.bullock@lee.k12.nc.us
Garland Coffey	School Resource Officer gcoffer@leccountync.gov
English:	
Brittni Delmaine	English Teacher bdelmaine.lec@lee.k12.nc.us
Katelyn Regan	English Teacher kregan.lec@lee.k12.nc.us
Denise Sawyer	English Teacher dsawyer.lec@lee.k12.nc.us

Math:

Cemil Gorer	Math Teacher	cgorer.lec@lee.k12.nc.us
Jenna Rice	Math Teacher	jrice.lec@lee.k12.nc.us
Whitney Testa	Math Teacher	wtesta.lec@lee.k12.nc.us

Science:

Sherry Grello	Science Teacher	sgrello.lec@lee.k12.nc.us
Amanda Penwell	Science Teacher	apenwell.lec@lee.k12.nc.us
Shannon Willaert	Science Teacher	swillaert.lec@lee.k12.nc.us

Social Studies:

Kyle Stern	Social Studies Teacher	kstern.lec@lee.k12.nc.us
Stephen Holeczy	Social Studies Teacher	sholeczy.lec@lee.k12.nc.us

Spanish:

Sarah Kitchens	Spanish Teacher	skitchens.lec@lee.k12.nc.us
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To schedule a conference with any staff member, please email the teacher directly. If that is not possible, please call the main office (919) 888-4502. The teacher will be given the message and will contact you.

LEC Administration Office Hours: Monday –Thursday 7:35 am – 4:00 pm
Friday 7:35am - 3:30 pm

IMPORTANT DATES TO REMEMBER**First Semester**

August 6

August 21

September 3

September 4

October 5

October 8-9

November 6

November 12

November 21-23

December 12

December 13

December 19

December 20-Jan 3**First day of School**

Teacher Workday

Labor Day Holiday

Progress Reports

Quarter Ends

Teacher Workdays

Progress Reports

Veteran's Day Holiday

Thanksgiving Holiday

Semester Assignment Deadline

EOC and NCFE Tests begin

Semester Ends

Winter Break**Second Semester**

January 4

January 21

February 5

March 8

March 11

April 9

April 15-19

May 15

May 16**May 22**

May 23

June 17

2nd Semester Begins

Martin Luther King Holiday

Progress Reports

Quarter Ends

Teacher Workday

Progress Reports

Spring Break

Semester Assignment Deadline

EOC NCFE Tests begin**Last Day of School**

LEC Graduation

Second Semester Report Card Pick up

Throughout the year LEC students take benchmark assessments in all High School courses. In non-EOC courses the benchmark exams are given just before each progress report. EOC course benchmarks are scheduled at different times.

LEC NON-EOC Benchmarks Dates

First Semester: 8/27, 9/24, 10/22, 11/26,
Second Semester: 1/28, 2/25, 3/25, 4/29

LEC EOC Benchmark Dates

TBD

ADVISORY

The purpose of the Advisory program is to provide academic advising and overall support for all LEC students as they work toward meeting both HS diploma and Associate's Degree graduation requirements. Each student is assigned an Advisor who follows that student for the first four years of their Early College experience. The advisor will help students learn academic, social, and organizational skills they need in order to be successful at LEC. The Advisor, counselor, and college liaison work together to assist the parent and student with development of a program of study that meets graduation requirements and supports the student's career pathway. The Advisor also provides assistance should any academic issues arise. Below is a brief description of our program.

- Year 1-2
 - Students attend a daily class that assists them in transitioning to LEC and prepares them for success as college students. Advisory also provides opportunities for increased exploration and understanding of career pathways.
 - Students and their parents meet with the Advisor each semester to discuss the student's progress, review their course options, and select courses.
- Year 3-4
 - While daily classes are no longer required, the assigned Advisor will continue to be the main point of contact for parents and a source of support for students.
 - Two Advisory meetings will be required during the year. During the fall semester, the Advisor will meet with the student to review their course selections for the Spring. In the Spring they will meet with both the parent and student to review academic progress and select courses to take the following year.
- Year 5
 - Students entering year 5 will be advised by the college liaison.

AVID

Lee Early College will continue to have a school wide AVID (Achievement Via Individual Determination) program for the 2017-18 school year. All LEC students are accepted as AVID students when they come to LEC. All Freshmen will take AVID for the entire freshman year and successfully complete AVID 1 and 2. Freshmen in AVID will learn to use strategies that enable them to successfully transition from middle to high school and community college. AVID 2 is paired with ACA 111, a community college course. Students who are two years from graduation take AVID 3, Junior Seminar. AVID 3 will include a high school and college component (ACA122). The purpose of this course is to provide the extra academic support upperclassmen need and to assist the students in the college selection process. Students entering their final year take AVID 4, Senior Seminar. Students in AVID 4 apply to the colleges of their choosing, apply for financial aid, and practice strategies that ease the transition to college. This course will be taught by the LEC counselor. Upon completion of the four course AVID sequence, students will have the skills they need to be successful in a rigorous four year college. **AVID is a credit bearing course and will count towards graduation.**

College Advising

LEC students are assigned a college advisor in either the spring of their junior year or fall of their junior year. Students meet with their college advisors during advising and registration periods, or any other time in which they need assistance. The purpose of the advising team is to provide proper academic advising and support for LEC students at the college level

- 9th-12th High School Advisor
- 13th College Liaison

Parent Information Sessions

These informational sessions are for parent, student and advisor. Sessions are held multiple times a year to assist students and parents with their scheduling, graduation plan and to explain the overall program. During some of these sessions the adviser, parent, and students will select courses for the following semester.

Powerschool Parent Portal

Parental involvement is critical to a child's education. LCSD has provided a user-friendly web application to help parents/guardians become more involved in their child's education. Parents/guardians can check their child's grades, attendance and other items from any computer anytime using PowerSchool. Parents/guardians need to set up their own account to access information provided by the school. To set up your account please come to the LEC main office to complete request form to obtain access/set-up information.

REGULAR DAILY SCHEDULE

The School Day for students begins at 8 am and ends at 2:45 pm. All students must be off campus by 4pm unless attending an assigned class. All club activities must end by 4pm.

Daily Class Schedule:

1st block 8:00-9:23

2nd block 9:27-10:50

Advisory 10:54- 11:21

3rd block 11:25-1:18

(A Lunch 11:25-11:55; B lunch 11:56-12:26)

4th block 1:22- 2:45

Periodically a Shortened-Day Schedule will be used to facilitate special events and/or school-wide assemblies.

Clubs at Lee Early College

Clubs:

Art Showcase
BETA
Book
Envirothon
Faith
Spring Formal
Sports Club
Step/Dance Team
Student Ambassadors
Yearbook
Yoga

Advisors:

TBD
Brittni Delmaine & Kyle Stern
Katelyn Regan
TBD
TBD
Whitney Testa
TBD
Katelyn Regan
Jenna Rice
Katelyn Regan & Denise Sawyer
TBD

Scholastic Cup Competition Clubs

Clubs:

Chess Club
Debate Club
Economics Challenge
Math Challenge
Quill (Writing)
Quiz Bowl
Scholastic Cup Competition
Science Olympiad
Twelve

Advisors:

TBD
Proposed/TBD
Kyle Stern
Whitney Testa
Katelyn Regan
Sherry Grello
Sherry Grello
Sherry Grello
TBD

LEE EARLY COLLEGE HIGH SCHOOL ACADEMIC EXPECTATIONS FOR STUDENTS

CLASSROOM

- Attend all of your classes every day.
- Be punctual! Arrive on time to all classes. It is YOUR responsibility to be aware of the time and to arrive promptly.
- Be prepared! Bring ALL materials to school each day, including: laptop, binder, books, paper, pens, pencils and assignments.
- Maintain daily notes for each scheduled class.
- Complete, in depth, all in-class and homework assignments in a diligent, responsible, timely manner.
- Do your own work. It is unacceptable to plagiarize from another student or source, including the internet, or to give or receive information during a test.
- If you have questions regarding any class, or need help on an assignment, SCHEDULE AN APPOINTMENT WITH YOUR TEACHER or COLLEGE INSTRUCTOR. All instructors have office locations and appointment times available for meeting with students.
- PARTICIPATE IN CLASS! You will learn more and class will be more interesting to you if you are an active participant.

HOMEWORK

- Treat homework as a priority in your daily schedule! Complete your assigned homework and then spend AT LEAST TWO HOURS each night studying, reviewing, and researching.
- CHALLENGE YOURSELF! Complete and review your notes every night. Summarize daily lessons; read aloud; look up information on your own.
- Have a quiet, well-lit place at home to study.
- Study with a friend! Research has shown that studying with others in your class is one of the most effective ways to learn.
- Share what you're learning with your family.

CAMPUS BEHAVIOR

- LEC students are expected to exhibit the following behaviors **everywhere** on campus.
- RESPECT and COURTESY should be shown to everyone on campus; high school and college students, faculty, parents, guests, College Safety Officers, etc.
- Avoid using profanity and racial, ethnic, or sexual slurs
- Refrain from all forms of harassment and intimidation
- No theft of another's belongings
- Appreciate the CCCC Campus- no vandalism/damage to classrooms, restrooms, or other school property.
- Maintain quiet in the hallways. When classes are dismissed, leave classroom and buildings quietly. Refrain from yelling and shouting.
- Handle differences in a peaceful manner. See LEC Guidance Counselor for assistance.
- Use unscheduled time productively in the library, computer labs, etc.
- LEC is a drug, alcohol and tobacco free school.

***ALL LEC STUDENTS MUST HAVE THEIR LEC IDENTIFICATION BADGES WITH THEM AT ALL TIMES AND MUST BE ABLE TO SHOW THEIR ID TO SECURITY IF ASKED. THE ID BADGE IS ALSO YOUR LIBRARY CARD.**

Lee Early College Discipline Plan

Expectations

1. All LEC and CCCC rules are to be followed. ID badges are to be displayed at all times.
2. Safety and security procedures should be followed at all times.
3. Demonstrate respect for each student, staff member and visitor.
4. Students and staff will conduct themselves in a professional manner.
5. Come to LEC each day prepared for learning.

Consequences

1st Offense: Warning and student/teacher conference about the rule that was broken.

2nd Offense: 30 minute detention (before or after school) and parental phone contact, and Principal conference.

3rd Offense: Principal's detention or ISS (before or after school) and a parent conference.

Guidance notified. (Referral required/parent sign off)

4th and Subsequent Offenses: Guidance and Principal notified via referral. Out of school suspension.

* Immediate office referral: Cutting (HS or college class), out of assigned area, failure to serve a detention after parent approval/contact, referral by substitute or cheating or plagiarizing of any kind. **Physical violence or the threat of**

violence of any kind is not permitted and will result in an immediate suspension. This includes “play fighting.”

EATING/DRINKING

Students/Staff may eat or drink in the classrooms as deemed appropriate by the teacher. Students are responsible for cleaning up after themselves and for disposing of food and trash in a sanitary manner. Leaks and spills will be cleaned promptly. Food can be purchased from vending machines in various locations on campus. Students should plan their time appropriately when eating lunch so that they are not late to class.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection are limited to a friendly hug and hand holding. Kissing, and other signs of affection are not appropriate for or at school-sponsored activities and will result in disciplinary action.

DRESS CODE

At LEC we recognize and value our students freedom of expression and respect their individuality. The dress code at LEC is intended to allow for expression while maintaining a professional presence in an educational environment. Students may not wear clothing items that display messages that may interfere with the learning process. This includes but is not limited to.... In addition, students undergarments must not be visible. This includes but is not limited to.... Students are not permitted to wear “belly shirts” (shirts that reveal the belly button) or sleeveless shirts with oversized armholes that reveal bare torsos.

NO SKATEBOARDS. For the safety and protection of the community college and visitors, the following regulations apply:

1. Skateboards shall not be used on college campus grounds
2. Members of the CCCC community and visitors, on the grounds of the campus or in its buildings, may have skateboards in their possession. If skateboards are carried into Lee Early College or other Community College buildings, they shall not be placed in areas such as hallways, aisles, or other areas which will create hazardous conditions.
3. The faculty, staff, and administrative personnel of Lee Early College High School will report violations of the skateboard policy to the College Safety Department of Central Carolina Community College
4. Any student who violates the skateboard policy will be subject to disciplinary action, including but not limited to suspension from school.

Measuring Success

Families often wonder how their child is doing at Lee Early College High School. While there are some general guidelines, like no grade lower than a C, this section of the handbook describes how you can measure success in each year, and some of the consequences if you are not successful. Please review the following carefully. Note: All GPA references are unweighted.

Year 1 (9th)

Measure of success

- Students have earned a minimum of 9 high school credits, including English 1, and Math 1 and 2
- A minimum of a 2.0 GPA
- Discipline: Students have not been suspended
- Attendance: Student was not denied credit/or had to make up time to earn credit (please refer to LCSD attendance policy)

Potential Consequences at end of year 1

If the student has not met the above measures of success, potential consequences are listed below.

- College classes may be denied, limited or remedial classes assigned. College classes may be denied until a 2.0 GPA is achieved.

Year 2 (10th)

Measure of Success

- Students have earned a minimum of 15 high school credits and 6 college credits
- A minimum of a 2.0 GPA in both college and high school courses
- Students have no failing (D or F) college classes.
- Discipline: Student has not been suspended
- Attendance: Student was not denied credit/or had to make up time to earn credit (please refer to LCSD attendance policy)
- Students completed all college classes.

- The student has passed the CCCC NCDAP tests in both English and math. This allows students to take college English and math classes that are needed for graduation.

Potential Consequences at the end of year 2

If the student has not met the above measures of success, potential consequences are listed below.

- College classes may be denied, limited or remedial classes assigned.

Year 3 (11th)

Measure of Success

- Students have earned a minimum of 21 high school credits and 15 college credits
- A minimum of 2.0 in both college and high school credits
- Students have fewer than 3 failing (D or F) college classes.
- Discipline: Student has not been suspended
- Attendance: Student was not denied credit/or had to make up time to earn credit (please refer to LCSD attendance policy)
- Students completed all college classes.

Potential Consequences at the end of year 3

If the student has not met the above measures of success, potential consequences are listed below.

- College classes may be denied, limited or remedial classes assigned.

Year 4 and 5

Measure of Success

Students are full time college students and have earned a minimum of 35 college credits by end of year 4 and college degree by end of year 5.

LEE EARLY COLLEGE GRADING POLICY

At LEC we believe in authentic learning and that grading should serve the following purposes:

1. To demonstrate mastery of content.
2. To help students prepare for the transition to college courses.
3. To increase the number of Associate's degree earners.
4. Allowing students autonomy to make choices in their success or failure, but making the choice to fail difficult.

PLAGIARISM POLICY

To maintain the integrity and authenticity of the learning process, plagiarism will not be tolerated in any form. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Examples include: copying another student's paper, failing to cite sources, paraphrasing original ideas without crediting the original source, etc.

Plagiarism Policy: 3-Strike System

- a. 1st Strike: Automatic INC with a chance of revision up to 80%
- b. 2nd Strike: Automatic INC with a chance of revision up to 50%
- c. 3rd Strike: Automatic ZERO, suspension, and no revision

LATE WORK

Late work will be accepted according to the following guidelines:

- 1 Day: cap of 90% (deduct 10 points)
- 2 Days: cap of 80% (deduct 20 points)
- 3 Days: cap of 70% (deduct 30 points)
- 4 Days: cap of 60% (deduct 40 points)
- 5 Days: cap of 50 % (deduct 50 points)

Work that is more than 5 days late will be accepted until the semester deadline for a maximum grade of 50%.

Deadline for turning in missing assignments:

Fall: **December 12, 2018**

Spring: **May 15, 2019**

ZERO POLICY

- Missing assignments will be entered in the grade book as a grade of zero (0) and calculated in the student's grade accordingly.
- Parents must be notified when a student misses 3 or more assignments.
- Progress reports will go home with the zeroes calculated into the student's grade.
- Students have until the end of the semester to complete the assignments and replace the zeroes with a maximum grade of 50.
- Any students who are missing assignments at the end of the first quarter will receive a grade of INC on their report card.
- INC will be removed at the end of the semester and replaced with the grade earned whether or not the student has completed the missing assignments.

WORKING LUNCH

Students who are missing assignments, may be assigned by a teacher to working lunch during the student's regularly scheduled lunch time.

Procedures for assigning working lunch:

1. Teachers will notify the student at least 24 hrs in advance that they must report to the working lunch room.
2. Teachers will give a student a pass that lists the assignment(s) the student is to complete.
3. The teacher will email the WL lunch monitor a list of the students assigned to working lunch for the day.
4. Students will present the pass to the designated WL monitor when they enter the room.
5. The WL monitor will take attendance and notify the teacher of any absences.
6. Students who are assigned to working lunch and do not attend will receive a written referral to the Principal.

Re-Do/Retest Power: The Re-Do program is a comprehensive plan to assist students in mastering the objectives in our school. On formative assessments, essays, and major assignments students who receive a grade below a 90 will be provided a second opportunity to demonstrate they have mastered the objectives. The end result is that the student achieves greater academic success on report cards and increases the likelihood they will master the material.

This policy is only followed in high school courses as the college has its own grading philosophy and procedures

ATTENDANCE POLICY

Lee Early College will follow LCSD BOE policy 4400 in regard to attendance. **Absences above 8 days in a one semester course, or 16 in an all year long course, will need to be made up in order to earn credit for the course.**

EXCUSED ABSENCES

- Illness of student (*Illness of more than 3 days requires a statement from a physician.*)
- Isolation of student ordered by the local health officer or state board
- Student's Medical/Dental appointments (doctor's note required)
- Up to 2 School-sanctioned activities per school year (college paperwork required to verify)
- Absences related to legal system (attorney's/clerk of court note required)
- Bereavement/Funeral (immediate family member only)
- Religious Observances (must be prearranged with LEC Administration - see Mrs. Talley for request form)

EARLY COLLEGE ABSENCE PROCEDURES

In any one semester:

- Three unexcused absences from a class, a student will receive an attendance notice. Parents will also be notified in writing and by phone.
- Six unexcused absences will result in parent conference.
- Nine absences will result in no credit earned. **Student will schedule time with their teacher to stay before/after school to make up the time. No time can be made up between 8:00-2:45 unless decided by the Principal. All absences must be made up in the semester in which the overage occurs.**

RE-ADMITTANCE NOTES FOR EXCUSED ABSENCES

Notes **must** contain the following information:

- The student's name
- The reason for the absence
- The date(s) of absence and class periods missed (if only a partial day)
- A parent/guardian signature with daytime phone number.

PRE-ARRANGED ABSENCES

Parents may request a pre-arranged absence from school for up to five (5) days of instruction for such things as medical/dental appointments, court appearances, or emergencies. Vacation absences will be unexcused unless they are deemed educational by Administration. The form for this can be picked up in the main office. After teachers have signed the form indicating any homework or comments on how the absence will affect grades, the student should take the form home for a required parent's signature and then return it to the LEC Administration office for final review and approval by the Principal.

APPOINTMENTS

If a student has an appointment with a doctor or dentist during the school day or if he or she needs to be excused for any other valid reason, a parent or guardian must contact the LEC office by telephone and send a note or email to dtalley@lee.k12.nc.us. Failure to do so is considered an unexcused absence, and is subject to a zero for class work and disciplinary action. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused.

TARDIES

Students who are not in the classroom by the scheduled time are considered tardy. In school tardies, such as being detained by a teacher, administrator or counselor, are not included. If a student is tardy as a result of being detained by an administrator, teacher, or counselor, the student should obtain a note from the detaining person.

Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problems is not a valid excuse for an absence.

MAKE UP OPPORTUNITIES FOR TIME MISSED

- It is at the teacher's discretion to determine when time can be made up.
- The plan to make up time must be submitted to the Principal for her review.
- Teachers should have students make up time with them to complete missed assignments and remediation.
- If time is needed to earn credit, it must be completed by the last day of the semester.
- Parents must be notified when students are in danger of earning an FF.

MAKE UP WORK AND TESTS IN THE CASE OF AN ABSENCE

Students absent from school are responsible for making up work and tests missed in each class. In extreme cases of prolonged absence, more than one week will be allowed for make-up work. The teachers involved may grant a time extension. Short term absence from school does not excuse a student from responsibility for assignments due on the day he returns.

The student is responsible for scheduling all make-up work and tests from his teachers immediately upon returning to school. The student is responsible for doing this on his own, with the cooperation of the teacher. Make-up work should be submitted. If work is incomplete, the teacher will assign a grade based on the student's level of work completed.

HOMEWORK

Philosophy

- We find and believe that homework has merit and properly used is a positive technique to extend student experience beyond the classroom.
- We believe that student performance should be considered when assigning homework and that we can and should vary the kind and the quantity of homework assigned in a manner which reflects individual student needs.
- We believe that teachers will review with students all homework assignments to insure that maximum, meaningful student learning results.
- We recognize that students generally are involved in other institution programs and that homework assignments should reflect this and should be limited to that which students should be reasonably expected to complete.
- We believe that the quantity and quality of homework assignments completed should be reflected in the quarterly grade a student receives.

DISTANCE LEARNING COURSES

Students enrolled in a Distance Education Course must demonstrate active enrollment and participation in the course. Students who do log in or attend distance learning lab for 10 consecutive days will be dropped from the course. Students

not making adequate progress may be assigned to the DLL. Students assigned to the DLL will be held to the same attendance requirements as in seated courses.

GRADE REPORTING AND PROGRESS REPORTS

HIGH SCHOOL GRADES

School offers the opportunity for students to learn. Students are advised to use free time as study time at school and to plan on study time at home daily. Grades are an evaluation of what has been learned. They become part of a permanent record that lasts **FOREVER!** Institutions of higher learning, potential employers, and the various military services are interested in student records. We only keep them - **students make them.**

High School- Mid Term Progress reports are issued twice during a quarter, and High School Report cards are issued at the end of each quarter. Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation.

College – The college does not issue a report card. College grades are given to LEC at the end of an academic semester and are then included on the student's high school transcript.

GRADING SCALE AND WEIGHTED GRADES

Lee Early College reports quarter and semester grades on a numerical scale. At the end of each semester, calculations for class rank and grade point average will be based on the conversion of those numerical grades to a 4.0 scale. The following chart provides this conversion from the numerical grade to the 4.0 scale for all courses.

A	B	C	D	F
90-100 = 4.00	80-89 = 3.00	70-79 = 2.00	60-69 = 1.00	<=59 = 0.00

Honors courses will be given .5 additional point and college courses will be given one additional points on the 4.0 scale. The following weighted grade courses are available at Lee Early College High School.

<u>English Honors</u> <i>English 9</i> <i>English 10</i> <i>English 11</i> <i>English 12</i>	<u>Math Honors</u> <i>Math 1</i> <i>Math 2</i> <i>Math 3</i> <i>Math 4</i>	<u>Science Honors</u> <i>Earth Science</i> <i>Physical Science</i> <i>Biology</i>	<u>Social Studies Honors</u> <i>Civics and Economics</i> <i>American History 1-2</i> <i>World History</i>
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Report Cards

Report Cards indicate grades numerically, 0-100. At the end of each semester, calculations for class rank and grade point average will be based on the conversion of those numerical grades to a 4-point scale. Honors courses will be given .5 additional point on this 4-point scale. College courses will be given one additional point on a 4 point scale.

GRADUATION REQUIREMENTS

Students are required to pass the following in order to earn a high school diploma from Lee Early College:

- CPR
- 4 English
- 4 Mathematics, to include:
 - Math 1
 - Math 2
 - Math 3
 - Higher Level Math
- 3 Science, to include:
 - Earth Science
 - Biology
 - Physical Science
- 3 Social Studies, to include:
 - World History
 - American History 1-2

- Civics and Economics
- 1 Health and PE
- 2 World Language units of the same language
- 11 Electives

28.0 Total Credits

All students must complete the College/University Prep course of study. Students entering 9th grade in the 2009-10 school year and thereafter will be required to complete the Future Ready Pathway.

The graduation requirements to enter into a University of North Carolina school are listed below:

- 4 English
- 4 Mathematics: (to include)
 - Math 1
 - Math 2
 - Math 3
 - 1 unit higher than Math 3
- 3 Science: (to include)
 - Biology
 - A Physical Science
 - Earth Science
- 4 Social Studies: (to include)
 - American History 1-2
 - Civics/Economics
 - World History
- 2 World Language units of the same language
- 1 Health and PE

Each university may have additional requirements. Students should refer to college catalogue, webpage and/or admissions office of the university to which they plan to apply. **See the Guidance Counselor for more information.**

PARTICIPATION IN GRADUATION

*Students must have completed all requirements **prior** to the graduation ceremony in order to participate in the ceremony. All financial obligations must be paid, all attendance requirements must be met, and all academic requirements must be met. Seniors are required to pay senior fees to cover senior expenses such as diploma/covers, programs, cap/gown, cords, etc... **Students who have not met financial obligations or who complete academic or attendance requirements following their scheduled graduation year are not allowed to participate in that year's graduation ceremony.***

LEC/CCCC DROP/WITHDRAWAL POLICY AND PROCEDURES

Level One Drop / Withdrawal

Any student wanting to withdraw or be dropped from a college course must apply to the LEC Leadership Team (principal, guidance, and college liaison) before being withdrawn. An application for withdrawal can be picked up through the guidance office. The Leadership meets one time a week, so please be advised to hand in your paperwork in a timely manner. Each student will be allowed to drop 2 courses, with the approval of the Leadership Team during their five years at LEC without penalty if the procedures are followed. If student selects to drop or be withdrawn from a college class they will be assigned an alternative HS online class.

Procedure:

1. Student picks up an application from the LEC Guidance Department and submits the form to the College Liaison. Student's name is placed on the weekly agenda.
2. Parent Conference is scheduled.
3. Student will be assigned to the LEC Distance Learning Lab for the balance of the semester.
4. Student will return to a regular schedule the following semester upon the successful completion of all courses.

*****A student who drops or withdraws from a college course without completing these requirements will have a modified schedule the following semester. (Note: HS courses, support courses, high school online courses only.)**

Level Two Drop/Withdrawal

Any student who has already dropped or been withdrawn from two courses will follow the following procedures. To be eligible for this type of withdrawal an extenuating circumstance must be directly related to the withdrawal (**Health, family issue, etc.**)

Procedure:

1. To be considered for withdrawing or dropping a class a student must complete twenty hours of tutoring through one of the Academic Assistance Programs (Writing or STEM Lab, Academic Assistance Center, Individual teacher.)

2. Student picks up an application from the LEC Guidance Department and submits the form to the College Liaison. Student's name is placed on the weekly agenda.
 3. Parent Conference is scheduled.
 4. If student elects to drop or be withdrawn from a college class they will be assigned an alternative HS online class. Student will be assigned to the LEC Distance Learning Lab for the balance of the semester.
 5. A student who drops or withdraws from a college course without completing these requirements will:
 - a. have a modified schedule the following semester. (Note: HS courses, support courses, high school online courses only.)
 - b. For year two students the advisor will design and implement a PSP. The high school guidance counselor, advisor, and college liaison will design and implement a PSP for students in years 3-5.
 6. If the student and parent do not agree with the decision of the Leadership Team they can appeal to the Superintendent of Schools.
- ***A student who drops or withdraws from a college course without completing these requirements will automatically move on to Level Three consequences..**

Level Three Drop/Withdrawal.

Any student who has already dropped or been withdrawn from three or more courses will follow the procedures below. Students who have will have their progress at Lee Early College reviewed and may be recommended for transfer to their traditional high school.

Procedure:

1. The student will be required to complete an application that reviews their success at LEC. Part of the application will require that the student develop a success plan if he/she is allowed to remain at LEC.
2. The Leadership team will review the following data.
 - a. Student's college GPA. Minimum requirements 1.5 at end of sophomore year, 2.0 at end of the junior year.
 - b. Attendance
 - c. Behavior
 - d. AVISO
3. The Leadership Team will meet with the parents to discuss the findings and to review the recommendation
4. If the recommendation is to return to the traditional high school in their attendance zone they would have attended, the student and parent may accept the recommendation or they may appeal to the Superintendent of Schools.

TRANSCRIPTS AND STUDENT RECORDS

Transcripts and copies of student records are available upon written request of the student (if over 18) or parent (if minor child). Transcripts/records will be available for pick up on the next business day after written request is received.

PRESCRIPTION & OVER THE COUNTER MEDICINES

All prescription and over the counter medicines given in school shall be prescribed by a licensed physician on an individual basis as determined by the student's health status and must comply with the following:

- (a) Must be brought to school in the original pharmacy labeled container and shall display:
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed physician's name
 - Pharmacy name, address and phone number
- (b) Must be delivered to the office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers)
- (c) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian.
- (d) Student's are not to carry **any** medicine unless paperwork is on file in the office.

****Please do not ask us by phone to administer any medication to your child.**

LAPTOPS

The focus of learning with laptops at Lee County Schools (LCS) is to prepare students for their future, a world of digital technology and information. The privilege of using the technology resources provided by LCS is not transferable or extendible by students to anyone outside the district and terminates when a student is no longer enrolled in LCS. If a person violates any of the User Terms and Conditions (complete guidelines available on LEC website), privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Students are responsible for the general care of the laptop they have been issued by the school. Laptops are intended for use at school each day. Under no circumstances should laptops be left in unsupervised areas. Parents are responsible for any damages.

DRIVERS EDUCATION

The Driver Education course consists of 30 hours of classroom instruction and six hours of driving time. Students must be at least 14 1/2 years old to take driver's education. North Carolina law states that students who have dropped out of school or who have not passed

70% of their courses the previous semester will not be eligible to receive a Driving Eligibility Certificate. Students who have a permit or license will be reported to the Department of Motor Vehicles and will have their permit or license revoked. This is also done if you are suspended for more than 10 days consecutively because of drugs, weapons, and/or assault on a teacher or other school personnel.

This information is posted on the Lee County High School, Southern Lee High School and Lee County Schools' websites.

Transportation

BUSES

As representatives of LEC, students are expected to act appropriately at all times while riding Lee County School buses. This is a privilege which CAN be revoked.

For the safety and security of all bus passengers, students are expected to follow the following policies:

- 1) Eating and smoking are not allowed on the bus
- 2) You may bring your drink on the bus if it is in an approved, covered plastic container
- 3) Fighting, throwing, pushing, playing loud radios or stereos, rough behavior, shouting, and vulgar language are not allowed.

Riding the bus is a privilege and may be revoked if a student acts inappropriately.

STUDENT DRIVERS

LEC Students who are able to drive to school must obtain a parking sticker from the CCCC Business Office. LEC students may park in any spaces designated for students of CCCC. Students may not park in spaces designated for faculty. The parking privilege may be revoked at any time for behavior /attendance issues. Students must have written permission from parent to leave campus any time during school hours.

DROP OFF/PICK UP

Students must be dropped off and picked up in the lower parking lot behind the Science building. Students are not to arrive on campus more than 15 minutes before the start of the school day and must be picked up promptly at the end of the school day.

Students must be off LEC's campus by **4pm**. If a student needs to be on campus after 4 pm they must submit a note from a parent. Students waiting for rides after 4 pm may wait in the **student center, or library only!** Students are not permitted to be anywhere else on CCCC's campus after 4pm unless they are participating in a school sanctioned activity.

CLOSED CAMPUS

LEC is a closed campus. Students (with one or more high school classes - *not counting support classes*) are **NOT permitted** to leave the campus for any reason. If **ANY** student needs to leave campus for **any** reason during the school day, a parent/guardian must sign them out in the front office. Failure to follow this policy will result in an office referral.

VISITORS ON CAMPUS

Parents are always welcome on the Early College campus. We encourage you to visit your students' classrooms and get acquainted with teachers and the many exciting changes taking place in their classrooms. For the safety of our students, we ask that ALL school visitors report to the office before entering a classroom. For the convenience of all persons visiting schools, we ask that you contact the office in Cobra Hall prior to any visit so that an appointment can be made. **Students not enrolled in school and others are not included in this invitation.**

VOLUNTEER OPPORTUNITIES

Volunteering is critical to the successful functioning of an Early College High School. Family, friends, and teachers working together provide the best instruction for our students. Volunteering is both stimulating and fulfilling for those involved. We encourage mothers, fathers, grandparents and community members to share in the special experience... volunteer your time. It is fun! If you are interested in learning more about opportunities to volunteer, please call the office.

All school visitors/volunteers must report to the office to sign in and pick up a guest pass before entering a classroom. **To assure safety at LEC, we have trained our school personnel to stop and ask unfamiliar faces for proper visitor identification.** If this happens to you, please don't be offended. It is for the safety of our students.

STUDENT PROPERTY

The school assumes no responsibility for loss to students' personal property. Items that may cause a distraction in the classroom are subject to disciplinary referrals and consequences.

TEXTBOOKS

Both Lee Early College High School issued textbooks and Central Carolina Community College Textbooks are the property of Lee Early College. Books are to be returned to LEC at the end of the semester. Students who do not return Early College or college textbooks will not be issued any additional textbooks until they are returned or a fee is paid for the textbook.

LOST AND FOUND

Students who find lost articles should take them to the LEC office. Students who lose articles should first check with the LEC office and then check with CCCC College Safety Office. **Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk.**

CONFIDENTIALITY

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. Parents or guardians have the right to inspect the records of their children, subject to the following procedures: Requests to inspect the records should be made in writing and specify the name of the student, and must be dated and signed. A staff member must be present during the viewing.

Safeguarding the confidentiality of all student information at Lee Early College High School is a serious obligation for every staff member. Student information will be provided on an as needed basis and can be exchanged between employees with a legitimate educational interest in the student, but is never to be shared with other students or staff members who have no role in serving a particular student.

Individual student's records will be treated as confidential. Personally identifiable information from student records will be divulged only as follows:

- With the written consent of the student's parent or guardian. To employees of the state or federal government acting in their official capacities and only to the extent required by applicable law.
- Upon service with a duly issued judicial order or subpoena, and after notice of the order or subpoena has been given to the student and his/her parents in advance of compliance.

DIRECTORY INFORMATION AND MILITARY RECRUITERS

Lee Early College will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted to the front office at the beginning of the school year.

PERMISSION TO PRINT PHOTOGRAPH

Lee County Schools may photograph students at school for use in district publications, including, but not limited to, calendars, brochures, district website, promotional materials, advertisements, instructional materials, and flyers. If a parent objects to the student being photographed for these purposes, please notify the school in writing by the 10th day of the school year. If written notice is not received, it is assumed there are no objections.

PERMISSION TO PUBLISH STUDENT'S WORK ON THE WORLD WIDE WEB

A student's work may be selected for submission to the school system's web site at www.lee.k12.nc.us on the World Wide Web, a part of the internet. Student work featured on this site reflects some of our school system's best and serves as an educational resource to others. The work will appear in an educational content to the web pages. No home address or telephone number will appear with the work published on the internet. If a parent objects, to the child's work being on the school system's web page, they should notify the school in writing by the 10th day of the school year. If written notice is not received, it is assumed there are no objections.

Lee County Schools Insurance for Students

The Lee County School System provides insurance for students at no cost to the parents. The insurance provides a limited benefit accident insurance plan for all student in grades Pre-K through 12; and student athletic participants in grades 7 through 12. Details regarding coverage and filing of claims can be found on the Lee County Schools website (www.lee.k12.nc.us)

The insurance group is The Young Group, Inc
The contact information for the company is:

256 West Millbrook Road
Raleigh, NC 27609

Phone: (888) 574-6288

Personal Device Usage Guidelines

Lee County Schools (LCS) utilizes instructional technology to facilitate the creative problem solving, collaboration, and 21st Century skills that students will need as responsible citizens in the global community. Students may prefer to use their personal devices for instruction. The "Bring Your Own Device" (BYOD) program will allow students to bring personal devices and connect them to the LCS network to be used for instructional purposes when allowed by the classroom teachers. Students who choose to participate in the BYOD program must follow the Personal Device Usage Guidelines and the Technology Responsible Use Policy (LCS Policy 3225/4312/7320). If interested, parent and student must sign contract which is available from your LEC advisor.

THE EARLY COLLEGE HIGH SCHOOL RELATIONSHIP TO CENTRAL CAROLINA COMMUNITY COLLEGE

Lee Early College is a public high school in Lee County housed on the campus of Central Carolina Community College. This partnership is *very special*, and high school students, their parents, and high school staff need to highly value this opportunity. ***It is a privilege for students to attend Early College High School.*** Each student enrolled here must possess the academic potential and maturity to attend school on a college campus. Students and their parents must understand that the college and high school staff holds Lee Early College students to a higher standard than is common for students at regular high schools as well as adult students attending Central Carolina. ***The privilege to attend Lee Early College can be revoked at any time.***

ELIGIBILITY FOR COLLEGE CLASSES

Students demonstrate their readiness for enrollment in Central Carolina Community College classes by meeting the following criteria:

1. Demonstrated achievement/growth in:
 - Attendance (***Students MUST maintain regular attendance in their High School Classes otherwise they may be administratively withdrawn from their college classes.***)
 - Academic progress
 - Handling responsibility
2. Willingness to take on challenging academic coursework and to participate productively in the college community.
3. Commitment to demands of the program:
 - Complete challenging college level coursework
 - Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook
 - ***Courses meeting during LEC breaks must be attended as per college guidelines.***
 - Participating in the Academic Assistance Center for additional academic support in coursework.

Students and parents acknowledge the following:

1. All tuition and book costs for Central Carolina Community College courses are provided by Lee Early College HS.
2. All textbooks **MUST** be returned to LEC upon completion of the course. **Student will be financially responsible for the costs of all unreturned books.**
3. A grade earned in a college course is a permanent part of a student's college and high school Transcript.
4. An electronic progress report system has been implemented for college classes. LEC Success Coach manages the reports and access has been given to all LEC faculty and the College Advising Team for academic intervention purposes. Parents are welcome to contact Mr. Testa regarding progress reports via e-mail, telephone or by appointment.
5. Parents may request college records as long as student has signed the FERPA Waiver.
6. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.

CENTRAL CAROLINA COMMUNITY COLLEGE -INFORMATION

If a parent is concerned about their child's performance in a class, they may call, e-mail or schedule an appointment with the College Liaison. Nick Testa (919) 718-7528 or ntest089@cccc.edu.

The LEC College Liaison is the primary college contact for LEC students and parents. Parents are asked not to contact college instructors directly. If a student or parent needs assistance regarding a college matter, please don't hesitate to contact the LEC Success Coach. *Contact information is to be determined.*

LEC students have the opportunity to earn a college associates degree. Enrolling in LEC does not guarantee that a student will complete their college degree in 4 -5 years. Please contact the LEC/CCCC College Liaison with questions.

CCCC 2018-2019 Calendar-important dates

Fall 2018

August 20	Fall classes begin		
September 3	Labor Day Holiday, No classes	November 14	Last day to withdraw from CCCC classes
October 9-10	Student Break, No classes	November 21-23	Thanksgiving Holiday, No classes
November 5	Pre-Registration for returning students begins	December 17	Classes End

Spring 2019

January 7	Classes begin	April 17- 19	Student Break, No classes
January 21	Martin Luther King Holiday, No classes	May 6	Classes End
March 11-12	Student Break, No classes	TBD	College Graduation
April 3	Last day to withdraw from classes		

Please visit <http://www.cccc.edu/calendar/academic.php> for the full college academic calendar.

CCCC Grading System for College Courses

CCCC operates on a required subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if a student is to be awarded a certificate of completion, diploma or degree. This grade system is followed for all subjects in curriculum areas.

<u>Letter Grade</u>	<u>Meaning</u>	<u>Quality Points</u>	<u>Letter Grade</u>	<u>Meaning</u>	<u>Quality Points</u>
A (90-100)	Excellent	4	F (59 & under)	Failure	0
B (89-80)	Good	3	I	Incomplete	0
C (79-70)	Fair	2	W	Withdrew	0
D (69-60)	Marginal	1	WF	Withdrawal/Failing	0

A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript. **Note: The grading point scale at LEC is different from that at CCCC. Students must make grades of C or better to earn a college degree.**

Academic Probation

If a student does not earn a 2.0 GPA (C average) for any given term, they will be placed on academic probation and notified by the college Registrar's Office. They will be required to enroll in ACA 090 and consider a reduced course load with the help of their college advisor.

Academic Suspension

If a student has below a 2.0 GPA for two consecutive terms and an overall GPA of less than 2.0, that student will be suspended from all coursework for one term with the exception of ACA 090. A student may be considered for re-entrance after one term of suspension by completing a readmission form and having it approved by the department chair, college advisor, and Vice President of Student Affairs.

Repeating a Course

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted (D). All course grades will be recorded on the transcript. No course may be counted more than once for graduation. No course may be repeated more than twice. Courses that receive a "W" grade may be repeated more than twice with approval from the principal and the dean. **Note: Any LEC student taking a course for the third time will be required to pay tuition and fees before enrolling in the course. A textbook(s) charge may apply if the textbook is not available.**

Breakage Fee

Breakage, damage, or loss due to student negligence, carelessness, or other mishandling of school supplies, materials, or equipment is the responsibility of the student. The student will be required to pay for such items and may be subject to disciplinary action.

Attendance

Students are expected to attend all scheduled CCCC classes for which they are enrolled. There are no excused or unexcused absences in a college course. If a student is unable to attend class due to extenuating circumstances, the student is required to contact their instructors and Mr. Testa in advance. In the event prior notice is not possible, the student is expected to follow up with their instructor upon their return. Late work may not be accepted. It is the student's responsibility to consult the course syllabus for course policies. Students must attend 80% of the total hours of any class in order to receive a passing grade. At the discretion of the instructor, a student who is absent from class more than 20% of required class meeting may be dropped from the class. Three tardies constitute one absence. Students who are 10 minutes or more late will be marked absent for that hour of class. Attendance is also counted in Distance Education (online) courses as well. **Note: Skipping a college class will result in disciplinary action through the principal's office.**

Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. **Note: If an LEC student is asked to leave the classroom, you must return immediately to the principal's office and find an administrator to explain why you were asked to leave the classroom. If you are dismissed from a college class, your parents will be notified and you will be suspended from LEC for a minimum of 1-3 days.**

Carolina Community College Media Release Agreement

Purpose:

This instrument gives permission to the employees, representatives, and agents of Central Carolina Community College ("College") and the North Carolina Community College System ("NCCCS") to record, produce, distribute, and transmit reproductions, recordings, and interviews of the undersigned student through printed, visual, and electronic means. This instrument authorizes the College and the NCCCS to use and edit these recordings, reproductions, and interviews in teaching materials, media releases, and advertisements for purposes of training, increasing public awareness of community colleges and their programs, and promoting continuation and improvement of educational programs. Use of recordings and reproductions may include but are not limited to mass media, displays, brochures, and websites.

Print name of student photographed, recorded, and/or interviewed (and age, if a minor):

Age (if minor): _____

- a. The undersigned authorizes and grants the College, the NCCCS, and their authorized representatives, the unrestricted authorization to print, photograph, video, record, edit, and transmit through printed, audio, visual, editorial, and electronic means, image, likeness, voice, and information for College and NCCCS purposes. This includes the right of retouching, tinting, and edits for reproduction.
 - b. The undersigned authorizes and grants the College's 4CNC-TV and its employees, representatives, and agents the right to video/audio tape my likeness/voice/performance, in connection with the production and distribution of the video/audio tape presentation, and that said video/audio tape may be cablecast, broadcast, archived, and otherwise transmitted by the College, its agents, successors, and assigns. I understand and agree that said video/audio tape may be copyrighted by the College.
 - c. The undersigned understands and agrees the recorded material may air on 4CNC-TV at times in the future.
 - d. The undersigned understands and agrees that the use of the above will be without payment or compensation.
 - e. This acknowledges that the undersigned has read the foregoing and fully understand the contents thereof.
 - f. This agreement shall be binding upon the undersigned, his or her heirs, and assigns.
 - g. The undersigned is age 18 or older. If under age 18, I have received the approval of my parent/guardian as evidenced by the signatures hereinafter.
- This authorization shall expire without revocation one (1) year after the date of signing and may be revoked by written notice to the College at any time except to the extent action has already been taken.

(SEAL)

Date

Student Signature

(SEAL)

Date

Parent/Guardian Signature

Date

Witness

(Sign & Return)



AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

Permission is hereby given to the Lee County Schools and Central Carolina Community College to release and share the education records of the undersigned student. Education records are defined by the Family Education Rights and Privacy Act (FERPA) and its implementing regulations to include records, files, documents, and other materials which contain information directly related to a student which are maintained by the Lee County Schools and/or Central Carolina Community College.

The undersigned understands the contents of the education records to be released and shared and the need for the information by Lee County Schools and Central Carolina Community College. The undersigned acknowledge that this authorization is given voluntarily and is valid for one (1) year from the date signed unless earlier revoked in writing.

Signature of Student

Date

If student is under age 18 parent or guardian must also sign.

Signature of Parent/Guardian

Date

Signature of Witness

Date

(Sign & Return)

