



Person Early College

for Innovation & Leadership

AIM High! Always Imagine More

2017-2018
Parent/Student Handbook

Person Early College for Innovation and Leadership Parent/Student Handbook

"You are capable of more than you know. Choose a goal that seems right for you and strive to be the best, however hard the path. Aim high. Behave honorably. Prepare to be alone at times, and to endure failure. Persist! The world needs all you can give."

E.O. Wilson

(One of America's distinguished scientists)

While this handbook presents rules, regulations, policies, and programs as accurately as possible at the time of printing, we reserve the right to revise any part without notice or obligation.

The Person County Public School System does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs or activities. If you have an inquiry regarding the nondiscrimination policies, please contact the following: Human Resources, Person County Public Schools, 304 South Morgan Street, Roxboro, North Carolina 27573. (336) 599-2191.

MISSION STATEMENT:

To provide a highly supportive and academically challenging learning environment for students in programs for *Health Sciences, Advanced Manufacturing, Technology, and Transfer*, or HATT, so that they may graduate as service-oriented leaders prepared to enter college and to compete globally in STEM-related careers.

VISION STATEMENT:

The vision for Person Early College for Innovation and Leadership is for its students to graduate with the knowledge, skills, and dispositions necessary to be successful, globally competitive members of a workforce that invigorates the local and regional economies.

School Colors:

Emerald Green and Navy Blue and White

School Mascot:

Maverick

Website:

<http://personcountyschools.wix.com/personearlycollege>

ADDRESS OF SCHOOL

Located on the campus of Piedmont Community College
1715 College Drive, Roxboro North Carolina 27573
Main Number: (336) 322-2275

School Staff consists of:

Principal, Mrs. Shirlna Johnson, johnsons@person.k12.nc.us

School Counselor, Ms. Dawn Meyers meyersd@person.k12.nc.us

PCC College Liaison, Mr. Walter Montgomery walter.montgomery@piedmontcc.edu

Office Support/Data Manager, Ms. Shanita Graves gravess@person.k12.nc.us

MESSAGE FROM THE PRINCIPAL

Welcome Students!

Welcome to an innovative high school program that will challenge, engage, and inspire you to always imagine more! (AIM high!) Administrators, counselors, teachers and support staff at the Early College High School believe that strong academic support, leadership development, and a challenging curriculum will provide students the tools that are needed for successful transitions into career and college readiness.

We encourage you to strive for academic excellence, strengthen your leadership skills, join a club/organization, and participate in STEM challenges. Our engaging and rigorous instruction, small class sizes, digital learning platforms, academic assistance, and accelerated learning programs prepare all of our students for success.

Our commitment is to prepare each student to be career and college ready! We want you to Always Imagine More for yourself. AIM High to achieve your goals in life! So think about this...with all the opportunities we are providing.....*what can you imagine?*

Shirlrona Johnson

GENERAL INFORMATION

What is PEC for Innovation and Leadership?

Person Early College (PEC) is a collaboration between Person County Schools and Piedmont Community College. It is an innovative high school that provides students the opportunity to learn in a STEM-focused environment.

Arrivals and Departures

Person County School policy states that all its schools operate on a closed-campus basis. This means that students are to stay on the school grounds from the time they arrive in the morning until dismissal time in the afternoon. Students who arrive at school before 8:15 AM are NOT allowed in the classroom unless there will be teacher supervision. Students who drive to school are NOT to arrive before 8:00 AM, and all students must leave campus by 2:40 pm unless they have permission from a teacher, are involved in tutoring, or are participating in an extracurricular activity. If a student is unable to leave campus by 2:40 pm, the student/parent needs to notify the Principal, School Counselor, or College Liaison to remain on campus. The only exceptions to this rule are classified Juniors and Seniors who may have classes at later times.

PCS Policy Code: 4211 Early Arrivals

Person County School officials are not responsible for students before 8:00 a.m. or before the first bus arrives. School doors will not be opened until teachers and/or aides are available to supervise students.

HISTORY NOTE: Effective August 7, 1984

Revised: April 15, 2010 (renumbered from 10.2402)

Parent Portal

Parent Portal is now available to parents and guardians within our new system, Powerschool. This is a web-based program that provides access to student's information, such as grades, credits earned to date, student's schedule, and additional information. You will need a Parent User ID and password to access this information. In order to receive these, a parent or guardian will need to present a valid picture ID to our school Data Manager.

Personal Property

Person County Schools is not responsible for vehicles or personal property, including electronic devices, on school campuses. The Administration strongly encourages students not to bring personal items to school.

School Closing

In the event of unscheduled school closings, parents will be notified using Connect Ed calls, texts and/or emails. If weather conditions force school to be closed or the opening of schools to be delayed, parents should note the following:

- Breakfast will be served on one-hour delay days. Breakfast will not be served on two-hour delay days.
- Early College students will need to be picked up immediately.
- Inclement weather announcements will be posted at www.person.k12.nc.us.
- Emergency telephone numbers will be contacted via the Blackboard Connect message system. Parents should ensure that the school has correct information.
- Information will be posted on the PCS website and the school Facebook page.
- School officials will ask the following radio and television stations to announce immediately changes in the school day:

Radio Stations: Television Stations:

WRXO - 1430 (AM-local)	WTVD-TV - CHANNEL 11 (Durham)
WKRX - 96.7 (FM-local)	WHLF - 95.3 (FM-South Boston, VA)
WRAL-TV - CHANNEL 5 (Raleigh)	WRAL - 101.5 (FM-Raleigh)
WRSN - 93.9 (FM-Raleigh/Durham/Chapel Hill)	
WFMY-TV CHANNEL 2 (Greensboro)	
WAKG - 103.3 (FM - Danville, VA)	
WUVC-TV - UNIVISION 40 (Fayetteville- PARA INFORMACIÓN EN ESPAÑOL)	

- Contact a neighbor for information if you are unable to hear the announcement on radio or television.
- Please **DO NOT CALL** the school, central office, radio, or television stations.
- The absence of any announcement means that school will open as usual.

HOLIDAYS AND WORKDAYS MAY BE USED FOR MAKE-UP DAYS

Parents should review the school calendar for possible make-up dates.

Student Gifts/Flowers

Delivery of flowers or gifts at school is discouraged. The office staff will NOT deliver or notify students of these items. Students must be aware of the delivery so they can pick it up at the main office immediately AFTER school. Flowers or balloons are not allowed on buses.

Visitors to Campus

Visitors are welcome to Person Early College for Innovation and Leadership. Any visitor should first check in at the main office upon arrival on campus. Visits for the purpose of soliciting business are not permitted. Visits should not interfere with instruction. The administrative staff and teachers extend a special invitation to parents who are interested in the school's educational program and activities. Appointments may be made with teachers during their planning period or after school.

- Students may not bring relatives, friends, or small children to school during the school day.
- Parents wishing to visit should make an appointment with the Office Staff in advance.
- Students are not permitted to leave class for reasons unrelated to school, including picking up lunch from their parents, relatives, or friends.

Breakfast and Lunch Regulations

Breakfast will be available to Person County Early College students at Person High School. Breakfast is \$1 and must be purchased at Person High School before boarding the bus to PCC. We also participate in the National School Lunch Program. Students have the option of bringing lunch from home or purchasing lunch from the school instructor know that morning if they will be purchasing lunch from the cafeteria that afternoon. **PECIL is an open lunch campus which allows students to eat their lunch on the Piedmont Community Campus; however, students can NOT leave the PCC campus for lunch nor can lunch be delivered to the PCC campus during the school day.** **Parents are also discouraged from bringing outside lunch(ie fast food or other restaurant food) to students as it interrupts the instructional day.* Each student is responsible for cleaning his or her trash, trays , etc anywhere that they choose to eat on this campus. Parents are encouraged to pay any lunch fees in a timely manner.

Daily Schedule

Our hours of operation are 8:15 am – 2:40 pm daily.

Class Schedule

“Flex Friday” and “Flex Periods” have been implemented to increase opportunities for students to be successful and achieve academically. “Flex Friday” will occur every Friday, and “Flex Periods” will occur at various intervals during the school year and do not necessarily occur on a Friday. Flex is **NOT** to be used for free time. Students are **required** to attend and participate in Flex Fridays and Flex Period activities as this will foster continued success within the Early College program.

Flex Time will be built into the schedule during the first three weeks of school in order to transition students to the college environment. During this time students will review the school expectations as are stated in the student handbook (grades, attendance, etc), review study skills and note-taking strategies, receive orientation to the school facilities including the learning resource center (media center), cafeteria, and counseling department, along with receiving other pertinent information in making the transition to our unique high school environment much smoother.

Other Suggested Uses for Flex Time:

- Individual help
- Re-teaching a concept
- Re-testing Material
- Make-up Work
- Extra Time for Projects/Group Work
- Quiet Studying
- Make-up Labs
- Enrichment
- Club/Organization meetings

All students must sign in/out on the Flex log which should be located in each classroom when they arrive. The requesting teacher is responsible for any students that they request for the entire FLEX time.

Schedule Changes

Except for unquestionable errors, changes in a student's class schedule will not be made.

Volunteer Background Checks

Background checks are required for all individuals wishing to volunteer in our schools and work directly with students.

Each individual wishing to volunteer will be asked by school personnel to go online and complete the volunteer agreement form located on Person County Schools website.

Photographs, Videotapes and Websites

We want parents and guardians to be aware that their children may be featured in photographs, video and news articles. A parental permission form for PCC will be provided to parents in addition to a Person County Schools permission form.

ACADEMICS

PECIL's curriculum will provide rigorous honors-level high school coursework that prepares students for accelerated college opportunities with a focus on STEM (Science, Technology, Engineering and Mathematics). Students choose from four general pathways: Health Sciences, Advanced Manufacturing, Technology, and Transfer (HATT). In each pathway, students may earn their high school diploma and an associate degree. Failure to successfully pass college placement tests and coursework may jeopardize student's ability to continue within the PECIL program.

Students begin the program with a focus on high school courses while taking college electives, such as College Transfer Success and Introduction to Computers, both of which introduce students to college-level work. As students matriculate through their respective programs, they continue to enroll in both high school and college courses, thereby taking full advantage of the Dual Credit Allowances through Career and College Promise and the North Carolina Comprehensive Articulation Agreement.

Leadership Attire

It is expected that each student wear Khaki pants and the school shirt when representing PECIL in outside activities such as competitions, field trips, site visits, and any other designated events. Parents will be able to purchase shirts from school for a reasonable price.

Service Learning

PECIL's students will design collaborative service leadership projects, which broaden in scope from local and regional projects in students' first two years, to state and national projects in students' third and fourth years. By their fifth year, students will travel and lead service projects at the international level through partnerships that will be developed with school systems and international service programs outside of the United States.

Learning Experience

PECIL teachers will employ the use of a blended learning model, incorporating STEM, project-based learning and linked learning in all courses. This encourages faculty to integrate rigorous academics with career-based learning and real world work experiences. With this approach in mind, a variety of unique educational activities and opportunities will be incorporated into the high school and college-level general education courses, such as mentorships with community business partners, field trips to

businesses and colleges, guest speakers on various careers, job interview and resume guidance, public speaking preparation, project-based group assignments, student-centered exercises, team-building and leadership exercises, and internships, as well as service-learning initiatives, problem-based learning projects, group simulations, and global learning opportunities.

COLLEGE COURSES AND PLACEMENT

Students may take college courses only with the approval of the Principal, the Guidance Counselor and the College Liaison. These courses as well as course materials are provided free to students. Students must satisfactorily complete the college courses in order to receive dual credit (both high school and college credit). All Person Early College students are expected to complete college courses as part of their graduation requirements. Students should receive a course syllabus from their Piedmont Community College instructor that explains all course expectations and their attendance policy.

COLLEGE LIAISON

The College Liaison provides student support with college classes. They communicate with the college instructors concerning PECIL students. The Liaison meets with students regularly to discuss their progress towards earning an associate's degree within the student's selected pathways of interest, within the five-year period. The Liaison and School Counselor work closely together to assist students with career and college decisions. They also work together to schedule students in the courses that they need to complete their pathway and high school requirements for a diploma.

HIGH SCHOOL TESTING REQUIREMENTS

All students must take a final exam at the end of the term for every high school class. Students not taking an examination will automatically fail the course. Per local Board policy, exams count 20% of a student's grade.

Every student enrolled in Math I, English II, and Biology are required to take the end-of-course(EOC) exam, which will count as his/her exam for that course. The EOC is a state-mandated exam. It will be given during the term exam period.

North Carolina Final Exams (NCFEs) are assessments that measure what students know and are able to do after completing a course or grade. Courses with NCFEs replace teacher-made exams at the end of the semester or school year. Grades on NCFEs will count 20% of a student's grade.

PSAT

The PSAT is the Preliminary SAT, a standardized test similar to the SAT. The SAT is one of two accepted standardized tests that colleges accept as part of their application requirements (the other is the ACT). All tenth grade students are required to take the PSAT and the PreACT. Juniors who choose to re-take the test are required to pay an assessment fee.

PRE- ACT

PRE- ACT is national assessment administered by ACT and is designed to measure students' current academic development in English, mathematics, reading, and science. Students can use results from the test to help them explore career/training options and make plans for the remaining years of high school and post-graduation years. All tenth grade students are required to take the PRE-ACT.

ACT

The ACT is a college admissions test accepted by all colleges and universities in the United States. All eleventh graders are required by state law to take this test. There is no cost to students. The ACT assesses students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test measures skills in planning and writing a short essay.

ATTENDANCE DURING EXAM AND TESTING DAYS:

Every student is expected to be present for final exams and specialty exam (*Pre-ACT, PSAT, ACT, SAT, ACCUPLACER etc.*) days as they are scheduled for those specific dates and times. Every student is expected to remain in their testing location for the duration of the testing block. No student may leave a testing location early, even if the exam is completed. Students are also expected to remain at school during the review periods, unless a note from a parent/guardian has been received in the main office permitting the student to leave school at the time of the review period. Any note to leave early after the exam or during a review period must be brought into the main office before the exam or review period starts.

COLLEGE READINESS BENCHMARKS

In order to be eligible for enrollment in a College course, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student

may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

Students will be required to take college placement tests prior to enrolling in a college class.

PROMOTION REQUIREMENTS:

Promotion by Grade	Requirements
10 Sophomore	10th grade students must have earned 6 credits.
11 Junior	11th grade students must have earned 13 credits.
12 Senior	12th grade students must have earned 20 credits.
13 Super Senior	13th grade students must have earned 28 credits

REPORT CARDS AND GRADING SYSTEM

Report cards are issued to parents shortly after each nine-week grading period has ended. The report card reflects academic progress, attendance, and teacher comments. Numerical grades are given, and the following grading scale is used:

A	90-100	Excellent Progress
B	80-89	Good Progress
C	70-79	Acceptable Progress
D	60-69	Poor Progress
F	0-59	Failing (Unsatisfactory Progress)
INC	Incomplete	Student failed to make up work during designated time.

Credit Recovery	*50-59	*Students are eligible for credit recovery when final grade falls in this range.
-----------------	--------	--

Report cards will be available for parents or guardians to pick up during the scheduled Student-Led Parent Conference periods at the end of the first and third 9-week grading periods. This represents one half of the course. At the end of each semester, final report cards are mailed.

Progress Reports These reports will provide you with an update on the progress your student is making in their class. Areas for improvement can be seen. The teacher may also make additional recommendations, which might include a student-teacher conference, tutoring, or a parent-teacher-counselor conference. A school connect message will be sent to inform parents that progress reports have been sent. *Parents should access their student's grades and progress online if possible, however if a printed progress report is needed, one will be provided upon request-otherwise only those students with grades below a C will receive a printed report. If you need assistance with accessing the online report, please contact your child's counselor.*

CREDIT BY DEMONSTRATED MASTERY

Under the state's Credit by Demonstrated Mastery (CDM) option, uniquely qualified students may "test out" or bypass a course if they have already mastered the content by completing the identified state requirements to demonstrate mastery. The program provides another opportunity for students to have access to new content, to challenge themselves with the next level of rigor in a subject, and even graduate early. See the school counselor for details.

CLASS RANKINGS

Class rankings are one method of measuring academic performance. The Person County School Board also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

High school principals may compile class rankings periodically and make the information available to a student, his or her parents or guardians, and other institutions at the request of the student or his or her parents or guardians. While high

school principals may designate a valedictorian and salutatorian, the Board encourages principals, with input from teachers, parents and students, to develop alternative or additional means of recognizing academic achievement.

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy GCS-L- 004. The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the student grievance procedure provided in policy 1740/4010, Student and Parent Grievance Procedure, may be utilized to resolve disputes formally, the board encourages parents, students, and principals to reach a resolution informally on any matters related to class rank.

The Early College High School will designate a valedictorian and salutatorian to be recognized at *graduation ceremonies*. The criteria for designation as valedictorian and salutatorian are as follows:

- a. The super-senior named *valedictorian* must have been enrolled at Person Early College High School for Innovation and Leadership, for at least 6 semesters and be enrolled at PECIL during the spring semester of their graduating year. The same is true for *salutatorian*.
- b. The super-senior with the highest weighted GPA (grade point average) will be named the *valedictorian*. The student with the second highest weighted GPA will be named the *salutatorian*. GPAs will be carried to four decimal points and rounded to three decimal points to determine the highest weighted GPA. In the case of a tie, co-valedictorians will be named and a salutatorian will also be named. Honor code violations will prohibit students from being named valedictorian or salutatorian.
- c. The valedictorian and salutatorian will be identified at the end of the senior year after the last grading period.
- d. The valedictorian will be offered the opportunity to speak at graduation exercises. The salutatorian will be offered the opportunity to be on the graduation program by making recognitions or introductions.

Legal References: G.S. 115C-47, -81, -276, -288; 116-11(10a); State Board of Education Policy GCS-L- 004

Cross References: Parental Involvement (policy 1310/4002), Student and Parent. Grievance Procedure (policy 1740/4010), Goals and Objectives of the Educational Program (policy 3000), Recognizing Excellence (policy 3440)

History Note: Effective March 1, 1982:

Revised: July 9, 2009; February 16, 2015

HIGH SCHOOL GRADUATION POLICY

Students must earn 28 credits to graduate with a high school diploma. To stay on track for a high school diploma, please remember to meet state course and credit requirements in addition to any local requirements. Students and parents are urged to contact the school counselor to ensure that they are meeting the necessary requirements for graduation.

Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2012-2013 and Later.

Courses Required	State Requirements	Local Requirements
English	4 Sequential (English I, II, III and IV)	4
Mathematics	4 (either Algebra I, Geometry, Algebra II and a fourth math course aligned with the student's post-high school plans OR Integrated Math I, II and III and a fourth math course aligned with the student's post-high school plans)	4
Science	3 (a physical science course, Biology and earth/environmental science)	3
Social Studies	4 (including Civics & Economics; American History Parts I and II OR AP U.S. History and one additional social studies elective; and World History)	4
Health/P.E.	1	1
Electives	6 (2 Electives must be any	12 (These credits must be

	combination of Career and Technical Education, Arts Education or Second Language; 4 must be from one of the following: Career and Technical Education, R.O.T.C., Arts Education or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)**	earned via the students' identified Early College Pathway)
Total Credits	22	28

ACADEMIC ELIGIBILITY FOR NORTH CAROLINA DRIVER'S LICENSE

In order to encourage and motivate successful completion of high school, the state of North Carolina has the following rules in place:

Learner's Permit – Students are eligible to get a Learner's Permit at age 15 once they have satisfactorily completed the driving and classroom phases of Driver's Education.

Before going to the DMV office to get the permit, the following conditions must be met: The parent or guardian who will accompany the student to DMV must go to **Person High School as they are the designated district hub**, and sign the necessary forms. Bring the student's birth certificate, social security card, and Driver's Education Certificate (which was issued to the student after completion of the classroom and driving phases of Driver's Education).

- Learner's Permit - The certificate expires after 30 days.
- Driver's License – A student may get a license after having his permit for one full year.
- Revocation of Driving Privileges – A student's driving permit or license will be revoked if the student is unable to maintain adequate academic progress or drops out of school. This applies to all students under the age of 18. At the end of each semester, a student must have passed at least 70% (3 out of 4 or 4 out of 5) of their courses from the previous semester in order to keep his/her driving privileges (this is based on the final average grades at the end of each semester). Students who do not meet these criteria are reported to DMV and will have their permit or license revoked. Students who drop out of school are reported to DMV.

STUDENT DRIVERS

Person County Schools provides transportation for all students that attend Person Early College for Innovation and Leadership. It is a privilege for students to drive their vehicles on this campus, therefore these student drivers must adhere to the following regulations or lose their driving privileges on this campus.

- Each PECIL student driver must register their car with the PECIL main office and follow all parking rules established by PCC/PCS/ PECIL.
- Safe operation of motor vehicles is required. Vehicles must travel at the required speed limits. All traffic laws apply. Seat belts are required for drivers and all passengers. No reckless driving, loud music, hanging out of windows, blowing horns for non-safety reasons, no racing motors or driving in unauthorized areas, this will result in loss of driving privileges at PCC/PECIL campus.
- Once student drivers arrive on campus, they are not allowed to leave without following PECIL checkout procedures. All students are to park and immediately report to PECIL. No loitering in the parking lot areas. Be sure that all doors are locked and nothing of value is openly visible.
- Once a student reports to PECIL, they can only return to their car with permission from an administrator.
- Student drivers may not use their vehicle to transport themselves or other students off of the PCC campus without having legal permission. All notes giving permission for other student to ride with student driver must be signed by the legal guardian and an administrator. Violations may result in disciplinary action.

ACADEMIC INTEGRITY

“Academic writing is a challenge. It demands that you build on work done by others but create something original from it. The foundation of good academic work – in research and in writing – is honesty. By acknowledging where you have used the ideas, work, or words of others, you maintain your academic integrity.”

(MIT Academic Integrity Handbook)

Person Early College High School faculty and staff believe in establishing mutual trust with our students. We expect honesty and strive to foster integrity through instructional habits and ethical practices in the classroom and throughout the school community. Students who commit themselves to upholding Person Early College High School’s Honor Code will be instilled with a sense of integrity and personal achievement that will last beyond their high school years. This honor code is applicable to courses taken at PECIL and any virtual classes.

Students attending PECIL are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at PECIL. The Honor Code expressly forbids the following academic violations:

CHEATING

Examples of cheating include but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work.
- Using unauthorized notes, aids, or written material in any form during any assessment.
- Unauthorized use of technological devices (cell phones, cameras, iPods, games, etc) when taking an assessment.
- Representing yourself as another person using electronic media.
- Talking; copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.

PLAGIARISM

Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having somebody else do assignments which are then submitted as one's own work.

FALSIFICATION/LYING

Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures and documents.

FACILITATING ACADEMIC DISHONESTY

Learning to exchange and debate ideas with others is an important skill that you need to develop in order to achieve your educational goals. The degree and type of collaboration varies according to the type of activity, subject, and instructor. Make sure that you

always ask your instructors to clearly explain what would be considered acceptable collaboration and what would be a violation of their Academic Integrity Policy.

Examples of collaborative falsification include but are not limited to:

- Giving unauthorized aid to another student on papers, quizzes, tests, exams, journals, etc.
- Giving a copy of or your actual homework or classwork to someone else to copy
- Orally providing someone with the answer

RESPONSIBILITIES

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use sources in the prescribed manner.
- Report any violations of the Honor Code.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact student's parent or guardian regarding a violation.
- Contact coaches/sponsors of any of the student's extracurricular activities.
- Record a failing grade for the assignment as outlined in this policy.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.

- Require teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

CONSEQUENCES

First Offense (and all subsequent offenses):

- Immediate referral to the student's administrator and counselor for information purposes and to be recorded in the discipline record.
- Parent will be contacted by teacher regarding the violation.
- Grade reduction, loss of credit on the assignment, or an alternative assignment will be at the teacher's discretion.

Second Offense:

- Immediate referral to the student's administrator for disciplinary action.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student.
- Student will be assigned three days of an Extended Day School (EDS).
- Forfeiture of credit for the work ("o" for numerical scale, "F" for letter grades).
- If the student is a member of any honor society, the administrator will notify the sponsor of the society of the violation.
 - Based on the bylaws of the honor society, the student may face additional consequences.

Third Offense (and all subsequent offenses):

- The administrator will notify immediately the student's parents and suspend the student from school for one day.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student. Consequences for any additional violations of the Honor Code will be discussed at that time.
- Forfeiture of credit for the work ("o" for numerical scale, "F" for letter grades).
- If student is a member of any honor society, the administrator will notify the sponsor of the society of the violation.
 - Based on the bylaws of the honor society, the student may face additional consequences.

**The student will lose honor graduate status.*

****All Honor Code Violations will be recorded in the student's discipline record. These violations will accumulate and will not be expunged from year to year.***

*****Policy excerpted from Person High School handbook. The original policy was prepared by South Lakes High School in Reston, Virginia and reviewed by the Person High School Improvement Team. Permission to alter the policy was granted on November 9, 2012.***

HIGH SCHOOL HONOR STATUS

North Carolina Scholars

Students earning an ***unweighted 3.50 GPA or higher*** and meeting NC Scholars Program standards. Three weighted credits are required for consideration. For further information on the NC Scholars Program, go to the link for the state board policy: <http://www.ncpublicschools.org/docs/curriculum/scholars/endorsement-require.pdf>

Person County Scholars

Students earning an ***unweighted 3.00-3.49 GPA*** and meeting the NC Scholars Program standards.

“A” Honor Roll

Students who earn a 3.5 or higher GPA

“B” Honor Roll

Students who earn a 3.00 to a 3.49 GPA.

RECOGNITION PROGRAMS

Each year, students are selected to receive awards from PECIL and/or PCC based upon their academic performance, leadership, community service and character. This is showcased during an end of the year recognition program.

Academic Recognition

Honor Roll - Students making the “A” or “A/B” Honor Roll are recognized each semester.

Graduation Program Class Marshals- Marshals (12th graders at the early college) participate in graduation activities. They are the top 5% of the “senior” class.

Rank in class - Rank in Class is used for college transcripts, scholarship applications, and determining the class marshals.

Grade Point Average -GPA is used for college transcripts and for calculating rank in class, and class marshals, etc.

HIGH SCHOOL ATTENDANCE

(See Person County “Code of Conduct” for full details)

North Carolina requires that every child in the state between the ages of 7 and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. **Release time for Medical and Dental appointments will be granted when requested in writing but every effort should be made by the parent or guardian to schedule such appointments after school hours or on Saturdays.** In elementary and middle school students must be present for at least 4 hours of the school day to be counted present for the day (this includes early release days.) ****PECIL operates on a block schedule and attendance pertaining to PCC classes has separate rules that you must consider.*** Attendance is taken during each of the four periods of the school day. **After the 8th class period absence, there is no guarantee your child will receive credit for the course. Also as according to board policy, students will be given additional time to complete the missed work before a determination of the appropriate grade is made. PECIL will provide this additional time during “required” after school office hours.**

The full State Board of Education Policy can be accessed at this link:
<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>

Excusing an Absence

The primary responsibility of school attendance rests with students and parents. Following an absence in any class period from school, students must present a note from a parent/guardian or physician within 5 school days of returning from the absence. Students who miss more than 46 minutes from a class period will be counted absent. Notes submitted after 5 school days **will not** be accepted. Students or parents are responsible for placing absence notes in the designated area of the main office.

The note must include:

- **Student’s first and last name**
- **Date(s) absent and date of the note**
- **Reason for absences**
- **Parent/Guardian or physician signature**

Class Period Absence #1 – Requires no Office hours make-up time for the student.

Class Period Absence #2 – Requires no Office hours make-up time for the student.

Class Period Absence #3 – Requires parent notification of student absences.

Class Period Absence #4 – Requires instructional recap time with teacher and parent contact.

Class Period Absence #5 – Requires instructional recap time with teacher, parent contact, and referral to counselor if necessary.

Class Period Absence #6 - Requires instructional recap time with the teacher, parent contact, counselor referral, and meeting with Principal.

Class Period Absence #7 – After class period absence #7, the student will be referred to the Attendance Committee. Based on a review of submitted absence notes and other information, the committee will decide if credit will be awarded. Medical documentation may be required after 5 absences in any given class period. **After the 8th class period absence, there is no guarantee your child will receive credit for the course.**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Parents or legal guardians have the responsibility for ensuring their student(s) attend and remain at school daily.

An absence may be coded lawful for the following reasons:

- personal illness or injury, which makes student physically unable to attend;
- isolation ordered by the State Board of Health;
- death in the immediate family; (parent, step-parent, grandparent, sibling, step-sibling)
- medical or dental appointment;
- participation under subpoena as a witness in a court proceeding;
- observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
- absences due to pregnancy and related conditions or parenting, when medically necessary;
- **participation in a valid educational opportunity with prior approval by the principal.**

Unlawful Absences

“Unlawful absence” is defined to mean a student’s willful absence from school without the knowledge of the parent, or a student’s absence from school without justifiable cause with the knowledge of the parent. An unlawful absence is considered skipping.”

Skippping school or class is not permitted. Leaving school for any reason without proper permission from parent/guardian and school officials is considered skipping school. In addition, after the 10th unlawful absence, the case will be referred to court.

CHECK-OUT PROCEDURES

After arriving on campus students become the responsibility of the school system and are not allowed to leave the premises without checking out in the main office. We encourage our students to remain in school all day, however we understand some instances may be unavoidable. Please consider scheduling medical, dental and other appointments outside of school hours or on school holidays or non-student days. If a student needs to be dismissed early the following procedures should be followed:

- Parents/Legal Guardians must report to the office and have a photo ID available to check a student out of school. Only parents may authorize a student check out.
- Any person, other than the parent, legal guardian, or those listed on the “Student Data” sheet who will be checking out a student must be verified by the school.
- Students must bring a note from a parent with reason for dismissal and phone number of parent for verification and mention of who will be picking up their child; the date and time must be included. Notes will be verified by phone call to parent. (Picture ID must be shown.)
- Students may NOT be picked up directly from the classroom.
- Telephone calls will not be accepted as a method of check out unless verification can be made that the request is from the parent/legal guardian. Telephone calls will be verified using only those numbers listed on the student data sheet.
- Notes will be verified using only those numbers listed on the student data sheet.
- Students cannot have a blanket permit to sign out of school.
- Students who drive to school must check out at the office.
- Students who repeatedly check out of school are endangering their success in the classroom. Excessive checkouts if excused will prompt a call to parents and to the attendance committee.
- Checkouts that occur without following proper procedure will be considered unexcused. Student may incur consequences for unexcused checkouts including loss of driving privileges.
- As students move up in the program they must check in with Person Early College office each morning and check out with Person Early College office before leaving the campus at any time. Students are not allowed to randomly go to their vehicles and return to classroom without alerting the office first.

NOTE: Every student **MUST** have a current demographic DATA on file in the office. A new DATA SHEET needs to be filled out for any changes during the year.

MAKE UP WORK

All students, regardless of reason for absences, are required to make up all tests, projects, homework, etc. missed during the time of absence from school. The student, parent and teacher will work collaboratively to arrange for missed assignments to be made up within a reasonable amount of time at the discretion of the teacher (before/after school, lunch, or during class when appropriate). It is the student's responsibility to make arrangements for make-up work with the teacher. Parents and students are encouraged to communicate with the teacher directly through e-mail. Make up assignments for college courses are determined by the policy of the course syllabus.

COLLEGE ATTENDANCE REQUIREMENTS

College instructors will issue attendance policies at the beginning of each course. This information will be listed in the course syllabus. College classes have a limited number of allowed absences. Once absences exceed the allowed number (approx. 6), students are dropped from college courses. Students must notify the Person Early College High School administration or counselors if they are dropped from a college course for any reason! Students who fail to do so will be considered insubordinate and may face disciplinary action.

HIGH SCHOOL TARDINESS

Students are expected to arrive at school on time and attend all classes. Students arriving to school after 8:25 am must report immediately to the main office. *Arriving late to school and failing to check in immediately to the main office will may result in disciplinary action.* Lawful tardies are only given in the event of a bus or medical appointment. A doctor's note on original letterhead is required. ***Tardiness that extends to 46 minutes becomes an absence.***

- Students who drive or ride private transportation and are tardy due to car trouble, etc., shall receive unlawful tardies since bus transportation is provided for students.
- Students tardy because of a late bus must go to the main office to obtain a late bus pass.

- The last bus pass must be given to the teacher. Tardies due to a late bus are lawful. If the student does not have a note or late bus pass, their late arrival will be marked as an unlawful tardy.
- Students tardy for class should obtain a note from the previous teacher if that teacher detained them.
- Students who are sick are not to remain in the bathroom during class and expect to be excused. Sick students should report to the office or send word to the office by a teacher or student so that the office staff may care for the ill student. Being tardy to class will result in disciplinary action. Tardies are cumulative for the semester only. The penalty sequences starts over each semester.

Consequences for high school tardiness: **This is a semester policy.*

Classroom teachers are responsible for monitoring classroom arrival and attendance.

- First tardy to class will result in a warning from teacher.
- Second tardy to class will result in a student conference and lunch detention.
- Third tardy to class will result in a lunch detention and parent contact.
- Fourth tardy to class will result in an administrative referral and parent/student face to face conference.
- **Fifth tardy to class will result in three days after school detention with teacher (4:00-5:00 p.m.) and a parent face to face conference.**
- **Six or more tardies – Any of the following consequences as deemed appropriate: Loss of Parking Privileges, Suspension until parent conference.**

STUDENT SERVICES

The guidance program at Person Early College is designed to prepare every student to be college, career and life-ready by graduation. The guidance department specializes in providing a comprehensive program which includes individual counseling, small group sessions, and classroom guidance throughout the school year. The goals of the early college school counselor are to support each student in achieving optimal personal growth, acquiring positive social skills and demonstrating good character, developing student independence and self-advocacy, setting appropriate career and college goals and realizing their full academic potential in order to become good productive citizens.

TRANSCRIPTS

Transcripts of academic work are issued by the data manager in the main office. Transcripts can be requested online via Person County Schools homepage, by the individual student/parent/legal guardian. There is a transcript request fee that must be paid at the time of the request.

PARENT INVOLVEMENT

Parental (guardian) involvement is an important part of a student's success. There is a 10 hour volunteer commitment for parents. This could include hours of attendance to school events, parent-teacher or student-led conferences, and student performances, as well as additional volunteer opportunities. Both parents and students should be actively involved in the PECIL community by participating in Student Led Conferences and the monthly parent-student-teacher meetings. This will keep you informed of important decisions, changes and information that arise throughout the school year.

Parents are expected to attend Student Led conferences at the end of the 1st nine weeks and again at the end of the third nine weeks. The student-led conference provides an opportunity for the student to share his/her Individual Learning Plan and overall progress in school via a portfolio or their electronic ePortfolio. This is an attendance day for all students. Students are expected to attend the conference in appropriate dress code leadership attire, conduct the conference seriously and share important information from their Individual Learning Plans and progress in school.

BUS TRANSPORTATION

For the scheduled PECIL academic school hours (typically meaning arrival at 8:15 a.m. and departure at 2:40 p.m.), transportation will be provided by PCS as required, as deemed necessary and as appropriate under State law and School District rules and procedures.

College classes are sometimes offered outside of the normal PECIL academic school hours; in such cases, transportation cannot be provided. Upon application to the program and at least annually once enrolled in PECIL, Parents and guardians are informed of the need to provide their own transportation when college courses fall outside of PECIL school hours.

School Bus transportation is a privilege and not a right. Should that privilege be abused, it may be revoked for a specified period of time or permanently. The safety and well being of the driver and passengers cannot be jeopardized for any reason. Those few who do not subscribe to the rules governing behavior on the school bus will not ride the bus. The driver's attention should not be distracted, particularly when the bus is in operation. The driver of the bus is responsible for the safe operation of the bus and the enforcement of the Student Code of Conduct. Seating arrangements are the specific responsibility and duty of the driver and will be enforced by the driver.

The following acts are prohibited and will result in disciplinary action:

1. Refusing to follow bus driver's instructions

2. Fighting
3. Tampering with the bus/vandalism
4. Profanity
5. Use of cell phones/wireless communication devices
6. Failure to remain in assigned seat
7. Failure to keep hands, head, feet, etc., inside the bus at all times
8. Not meeting bus at designated stop or getting off at wrong stop
9. Delaying the bus schedule
10. Behavior that inhibits the safe operation of the bus.
11. Violation of any other rule(s) of the Code of Conduct

BUS DISCIPLINARY MEASURES

Administrators may revoke bus riding privileges for any length of time, including the remainder of the school year, depending upon the seriousness of the offense. Students may also be suspended from school for some bus offenses. If a student is fighting on the bus he/she will be suspended from school and criminal charges will be filed.

Infractions at the end of the year or Summer Session: Bus privileges may be suspended at the beginning of the next school year. **If a student's bus privilege is suspended, the parent/legal guardian will be responsible for transporting that child to and from school according to North Carolina's Compulsory Attendance Law if that child is required by law to attend school.**

Decisions of the principal to suspend bus privileges may not be appealed.

MISCONDUCT AT THE BUS STOP

- The first report of misconduct will result in a warning or a change of seating assignment from the driver or principal.
- The second report will result in a minimum of three (3) day bus suspension.
- The third report will result in a five (5) day suspension from the bus.
- The fourth report will result in a ten (10) day suspension from the bus.
- The fifth report will result in the loss of bus privileges (including activity buses and field trips) for the remainder of the school year.

-Students will be charged for damages to any school property including any act of vandalism or reckless damage to bus property. A minimum charge of \$35 will be assessed for damage to the bus.

***Depending on the nature of the bus infraction, the principal, or his/her designee may take direct action without following the normal sequence of disciplinary measures.**

DISCIPLINARY MEASURES

The most recent publication of the Student Code of Conduct and Selected Policies will be used to determine consequences for disciplinary infractions.

BULLYING

It is the belief of the faculty and staff of Person Early College High School that every student deserves an education in a safe learning environment that is free of unnecessary distractions. Because of this belief, PECIL does not tolerate the bullying and harassment of its students by other students, staff, or any third party. PECIL is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our plan to put into place protocol to eliminate the bullying and harassment of our students.

We understand that members of certain student groups are more vulnerable to becoming targets of bullying and/or harassment. PECIL will take steps to assure these students are not unfairly targeted as victims. A plan that recognizes these students and puts measures into place to mitigate adverse behaviors against them is critical to a safe and conducive learning environment.

PECIL will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, on our campus. The staff and administration of PECIL will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior. We will work within the regulations set forth by the North Carolina General Assembly and the Person County School Student Code of Conduct to properly adjudicate all reported acts of bullying and harassment. The Bullying Prevention and Intervention Plan (herein after referred to as "Plan") is a comprehensive approach to addressing bullying and harassment at PECIL. The school is dedicated to producing a plan that addresses various forms of bullying and harassment and creating ways to end bullying and harassment at our school. The principal of PECIL is directly responsible for the implementation and oversight of the Plan. All acts of bullying as defined by North Carolina General Statute and local policy are prohibited on school grounds and through media that directly and negatively impacts a student's education. This policy also applies to any school sanctioned event that does not occur on school property such as (but not limited to) extracurricular activity or a field trip. Buses, bus stops, and personal vehicles on campus or at school sanctioned functions are also included in this policy.

INSUBORDINATION

Insubordination of any type will not be tolerated (verbal abuse and/or disrespect).

PROHIBITED BEHAVIORS

The following behaviors are not permitted at school.

- Petting/Kissing
- Gambling
- Soliciting non school-related sales/money
- Loitering/presence on school grounds after checking out or after 4:00 p.m., if not involved in school activity.
- Running in the halls
- Vulgar, profane, or abusive language
- Look-outs (assisting in breaking rules)
- Eating and drinking in non-designated places
- Vandalism or littering
- Possession or use of any tobacco products
- Student visitors to classrooms
- Taking, sending, or displaying offensive, vulgar, crude, or threatening messages or pictures of any kind on any device.

PROHIBITIONS

The following items and behaviors are prohibited during the school day (8:15 am-4:00 pm) or an extension of the school day:

- Cell Phones
- Radios
- Personal cameras Tape/CD players
- Beepers
- I-Pods/MP3 players
- Laser pointers
- Water guns
- Other electronic games/devices
- Skateboards

*Consequences: See The Person County Code of Student Conduct.

WIRELESS COMMUNICATION DEVICES

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication

devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, etc.

Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses.

Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

In all cases, confiscated cell phones/wireless devices will only be released to parents or legal guardians and parents or legal guardians will be required to come to the school and sign a statement acknowledging the offense and receipt of the wireless device. Confiscated devices will be released to parents three (3) school days after the first offense; five (5) school days after the second offense; and seven (7) school days after the third and all subsequent offenses. The device will not be released to parents until after the school day has ended.

Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

Liability

Students are personally and solely responsible for the security of their cell phone wireless communication devices. The school system is not responsible for such items that are lost or stolen and is not required to investigate claims of loss, damage or theft

including when the device is in the possession of school officials due to a student violation.

SUSPICION OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

If a student is suspected of being under the influence of drugs, alcohol, or any other mood-altering substance, the principal shall have the authority to require a medical drug test at an approved facility, at the expense of the parent or guardian or a breathalyzer test by the Police, including the resource officer. If the test shows no foreign substance in the breath, blood or urine, the student may be allowed to return to school at the discretion of the principal. If a parent or guardian refuses to have the student tested at their expense, the principal may invoke an immediate suspension of up to 10 days and recommend long term suspension.

REPEATED SCHOOL VIOLATIONS

Students who continually disrupt the school environment or have multiple suspensions may be recommended for long-term suspension by the principal. This may result in dismissal from program.

DRESS CODE

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

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

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The first violation of this policy may result in a short-term suspension from school for up to ten (10) days to long-term suspension for the remainder of the school year. A second violation of this policy during the school year shall result in a short-term suspension for up to ten (10) days or long-term suspension

for the remainder of the school year. If a violation results in long-term suspension, the superintendent may assign the student to an alternative program approved by the Board of Education. Students must maintain the following dress while at school or on any school related function.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, and copies will be made available for parents and students. Items listed below shall be included in all guidelines and shall apply to all students. Reasonable accommodation will be made by the principal or principal's designee for those students who, because of a sincerely held religious belief, cultural or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but is not limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on school campus.

- Clothing must not be disruptive to the teaching-learning process and cannot be provocative, revealing, indecent, vulgar, obscene, profane, lewd, and legally libelous, promote gang affiliation, or promote any activity prohibited by the Student Code of Conduct. Any clothing, manner of grooming, jewelry, accessories, backpacks, visible tattoos, and/or visible body piercing that could be construed as a weapon or contain any advertisement, symbols, words, slogans, patches, or pictures that refer to drugs, tobacco, alcohol, or weapons; or are of a sexual nature are prohibited.
- Hats, caps, rags, wraps, sweatbands, bandanas, wave caps, towels, sunglasses, goggles, or other forms of headgear will not be worn inside the school buildings.
- Pants must be worn on the waist, with no undergarments visible (no sagging). Shorts and skirts may not be higher than three (3) inches above the knee – height of an ID card. In addition, no clothing may be ripped, torn, slit, or contain holes higher than three (3) inches above the knee - height of an ID card.
- Sleeveless shirts, blouses, and dresses must come up to the armpit. All shirts and blouses must go past the waistline to overlap pants/skirts, covering the back, with no cutouts or see-through elements. Undergarments are not to be visible.
- Also prohibited are inappropriately sheer, tight or low-cut clothing such as halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, and spaghetti straps. This also includes all sleep attire.
- Clothing must be worn appropriately at all times.
- Other concerns, not clearly defined in the policy, will be determined at the discretion of the local school administrator.

If the dress code violation is extreme or is a repeated offense, parents will be requested to bring their child appropriate clothing.

Leadership Attire is part of PECIL dress code when on field trips and also makes it easier to recognize our students in a crowd. Students that fail to wear the appropriate attire on field trips will not be allowed to attend.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Participation in extracurricular/co-curricular activities is a privilege that places the student in a position of representing the school to fellow students or to the community. While the Board of Education does not seek or intend to monitor the behavior of students away from school, a student may be suspended from participation in any or all extra-curricular/co-curricular activities, including graduation exercises, for a violation of this code of conduct or this handbook or of any local, state, or federal law which reasonably and adversely affects the ability of the student to positively represent the school through said extracurricular/co-curricular activity. This includes charges placed by law enforcement or sanctions enacted by the Courts for activities that did not occur during school hours or on school property.

MEDICATIONS

For further information see the Person County “Code of Conduct”. All medications both prescription and nonprescription, must be registered by school office. It is a violation of school policy for a student to have in their possession and/ or self-administer medication that has not been registered the school nurse’s office.

PECIL recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a physician upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel shall not agree to administer any medication that could be taken at home. Medications will be dispensed from the main office. Non-prescription aspirin or aspirin products will not be given to any student, even with parental permission, due to the possibility of Reye’s syndrome. No medications shall be dispensed without the required written permission. The Medication Administration Order form is available in the main office at each school, on the school system’s website, or directly from the school nurse. This permission form is valid for one school year only. If the student’s medication, dosage, or physician changes during the school year, a new order must be completed. All prescription medication shall be kept in a container properly labeled by a pharmacist with the child’s

name, the name of the medication, and the dosage, time and frequency to be given. All non-prescription medication shall be in the original container, properly labeled with the child's name and instructions for administration. It is the responsibility of the parent to ensure that proper medication is brought to school and provided to the appropriate school official and to assure that the appropriate written permission is provided. It is the parent's responsibility to pick up the medication from the school within two days of the discontinued date or within two days from the last date of the school year.

The School Board/School will assume no responsibility for the administration of drugs and medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students. School personnel will assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian, physician or healthcare practitioner.

SAFETY AND SECURITY

PECIL schedules regular fire drills, tornado drills and lockdown drills in order to prepare students and staff for possible emergencies and maintain building safety and security. Faculty and staff will explain procedures to students. Information will be posted in each classroom. In case of an actual emergency, school officials will make every effort to keep students safe and to keep parents informed.

FIRE DRILLS

When the first alarm occurs, you should:

1. Assume that a fire alarm is the real thing. Know the exit and alternate exit assigned to the room in which you are located.
2. You should move quickly and quietly out of the building, since orderly building evacuation in case of a fire is a serious matter, and your response should reflect this.
3. Form lines at least 100 feet from the building and stay with your teacher (class) until you are instructed to return to the building.

WITHDRAWALS AND TRANSFERS

It is the expectation that students that applied to and were accepted into the PECIL program remain for at least a full year when possible. Students, along with their parents, that wish to withdraw or transfer should schedule an exit meeting with the school counselor and administration to begin the process.

STUDENT ACADEMIC SUPPORT PROGRAMS

Personalized Online Learning: PECIL uses supplemental programs designed to meet students where they are and help them work toward either filling in gaps in learning or extending their learning. Students are encouraged during Academic Support periods to work within these programs, along with consistent after school use, in order to effectively achieve growth.

Tutoring: Students are provided opportunities to work with teachers after school or during Flex Times in order to receive additional tutoring in subject areas. A math success coach is also provided for those students who need additional reinforcement of Math I skills.

PCC Academic Success Center: The student academic success center at Piedmont Community College provides additional supports to help students with the rigor of the college courses.

PECIL Academic Support: Students have academic support times built into their schedule. It is during this time that students can receive additional help if needed or work on personalized learning activities or school assignments.

Advisory Groups: Students are assigned to an advisory group through their 11th grade year. This provides students the opportunity to participate in team building, reinforcing character education concepts, goal setting, academic counseling, and strengthening the peer to educator connection. Advisory meets every week. All students are expected to participate.

TECHNOLOGY

Technology has become an increasingly critical tool in education and recognizing the need to equip each of our students with the Digital Literacy and Citizenship skills necessary to be successful in today's society, the 1:1 technology initiative of Person County Schools will provide Person Early College High School students with a laptop they can use while in school and at home.

It is our hope that by providing students this technology tool, we will be able:

- To teach students to be digital citizens.
- To equip students to use technology using digital netiquette.
- To improve the quality of learning and increase achievement through an instructional emphasis on inquiry, critical thinking, and other skills necessary for success in college and the workplace today.

- To provide anywhere, anytime access to educational opportunities, formative assessments, and differentiation.
- To improve communication and widen our sense of community by expanding the way that our teachers, students, and parents are able to interact with one another. Even allowing teachers and students to make national and global learning connections.
- To prepare our students for lifelong learning.

All students must pay a \$25 technology usage fee. Students and parents must complete the technology usage agreement form. Students must have an appropriate laptop bookbag or an appropriate laptop sleeve that can be placed inside a book bag. Parents may purchase the optional insurance for a fee of \$75.00.

STUDENT TECHNOLOGY USE EXPECTATIONS:

Students are expected to:

- Use their computer and/or the accompanying software to complete school assignments, perform research relative to academic and extracurricular school functions, to communicate with students, teachers, administrators, counselors and educational specialists to improve knowledge and advance academic work.
- Provide appropriate attribution for any materials acquired using information technology, using all resources to the maximum degree allowed by Federal copyright laws. In other words, adhere to Copyright Laws In An Electronic Environment.
- Seek permission first to record or photograph classroom presentations and activities.
- Respect and encourage each other when online.
- Use appropriate, respectful language in all online communications.
- Represent your own views, and not those of others, in any form of electronic communication. In other words DO NOT PLAGIARIZE!
- Speak with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Protect equipment (school-owned and loaned) from damage or theft by following the guidelines of use set forth in Person County Schools Technology Usage Agreement Form as well as the Acceptable and/or Responsible Use Policies.
- Respect that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Support and respect the school's computer security systems.

SOCIAL MEDIA GUIDELINES

Social media has become very popular with students and can be used both in and out of the classroom in order to enhance learning environments. Because students have access to technology, it is important that we establish some guidelines that will help promote its use in a safe manner for students and staff.

- Use appropriate digital netiquette when operating in an online environment. Even when you are writing online you should follow the school's code of conduct. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Protect your digital footprint! All social media sites are very public and what you put online leaves what is referred to as your digital footprint. You can leave a good footprint or one that is negative. Do not post anything you wouldn't want parents, teachers, or a future employer to see.
- Digital Ethics and Intellectual Property! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another person's idea(s) be sure to cite your source with the URL.
- Digital Ethics and Copyright! Note that images can also be protected under copyright laws. Make sure that you have permission to use the image (picture) or check to see that it is under Creative Commons attribution. When using Google Search use the Usage Rights search feature to help with this.
- Digital Safety. There are many online predators. Beware and do not provide online sources with your personal information, including, but not limited to, last names, phone numbers, addresses, birth dates, pictures or any other identifying information. Never share your password with anyone other than your teachers and parents. Never use someone else's identity online.

Students who do not abide by ALL of these terms and conditions of the Technology Expectations and Social Media Guidelines may lose their opportunity to take part in online projects and/or access to future use of online tools in addition to any other consequences deemed appropriate according to Person County Student Code of Conduct.

PERSON COUNTY SCHOOLS TECHNOLOGY POLICY

ACCEPTABLE USE

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the

school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. All electronic data files stored or transmitted on Person County Schools' and/or PCC computer resources are considered Person County Schools' and/or PCC records.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

USE OF LAPTOPS

A. The Person County School District will allow students to use a laptop during the school term upon completion of the following:

1. Orientation meeting for both the parent/guardian and student.
2. Return of signed Laptop Agreement by both the parent/guardian and the student.

3. Hands-on orientation to the laptop conducted by the technology staff.

B. Legal title of the laptop is with Person County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with Board Policy --#3220 Technology in the Educational Program, #3225/4312/7320 Technology Acceptable Use Policy, #3230/7330 Copyright Compliance, #6524 Network Security, and #3227/7332 Web Page Development.

C. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Laptop Handbook as well as the PCS Internet Use Guidelines. The network administrator reserves the right to submit an office referral on the student if malicious damage is detected.

D. A student's possession of the laptop terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g. drop-out, expulsion or transfer to another school).

TERMS AND CONDITIONS

1. Use of PCS's technology resources is subject to the following terms and conditions:
 - The district Internet system is established solely for "educational purpose".

The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable

efforts to restrict access to inappropriate materials and shall monitor online activities of the users in the school environment.

- The district Internet system is not a public access service or a public forum.

The district has the right to place reasonable restrictions on the materials accessed or posted through the system. Students are also expected to follow the rules set forth in this guideline, in the student disciplinary code, and in the law, when utilizing the district Internet system. Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

2. User Accounts:

- All students will have a username and password. Sharing user names and passwords is a violation of the Acceptable Use Policy. Students are responsible for any use of the laptops or their login.

- User accounts are property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

3. Laptop and Network Violations—prohibited activities include, but are not limited to the following:

COMPUTER LAPTOP AND NETWORK VIOLATIONS

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, or sexually explicit materials
- Threats and/or cyber bullying of any kind
- Using a computer to plan a fight, cause harm or commit a crime
- Loading, creating, or sharing gang related content or images of weapons
- Videoing or taping on school property when not requested as part of a school assignment
- Gaming, cheating, promoting or soliciting for illegal activities
- Logging into a computer or application using a stolen login
- Downloading or transmitting multi-player game, music, or video files using the school network
 - Vandalizing, damaging, or disabling property of the school or another individual or organization
 - Using the network or Internet for commercial, political campaign, or financial gain purposes
 - Releasing files, home address, personal phone numbers, passwords, or other vital information to others or accessing this information without permission
 - Attempting to repair, remove, disassembling or install hardware components reserved for an authorized service technician
- Violating copyright or other protected material laws

- Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and waste other users' time and access
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator
 - Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources including computer viruses
- Attempting to bypass computer or network security, including the use of proxy sites

Consequences: The consequences of violating these guidelines for laptop and/or network usage may include but are not limited to the following:

- In school suspension
- Out of school suspension
- Loss of laptop privileges
- Referral to law enforcement
- Long term suspension or expulsion from school

FINES AND DAMAGES

The student and/or parent/guardian shall be responsible for compensating the school district for any losses, costs, damages and repairs due to intentional damage and/or neglect to technology resources as determined by school administrators and/or technology director or designee.

No annual maintenance fee will be charged for the use of the laptops while the units remain for "day use" only; remaining at the school. Upon district approval for home use, parent/guardians will be charged a \$25.00 yearly rental fee.

GENERAL CARE OF THE LAPTOP

A. Students are responsible for the laptops they have been issued. Laptops in need of repair or damaged must be reported to the teacher. It will be the responsibility of the student to fill out the technical support work order and to get a loaner laptop from the media center.

B. Technical support/media will determine whether the laptop can be repaired on-site or if a loaner should be issued.

LAPTOP USE AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectation for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

Laptops undergoing repair will be serviced by the PCS technology division unless the need arises to submit them to the manufacturer for repair. Loaner computers may be available in the media center for check out until the original laptop is repaired. Loaner laptops are covered under the same rules and regulations as outlined in this document.

Charging of the laptop battery will be conducted nightly at the school. Special charging carts have been purchased for each classroom where the laptops will be stored. Teachers and/or their designee will be responsible for ensuring the laptops are charged properly.

Screensavers are not allowed. If a student saves an image as a screensaver then the computer must be re-imaged at a cost of \$25. Students are not allowed to set or change any passwords on the laptop. Students have one login and password assigned to them. Hard drive passwords are forbidden and if used, the student will be responsible for replacement of the hard drive.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are not allowed to download music unless permission has been given by the teacher for instructional purposes.

MANAGING FILES AND SAVING WORK

Saving appropriate content: the content saved in the school-designated folder shall be specific to education. Files not saved in the school-designated folder on the laptops will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

NETWORK INFORMATION

PCS does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis, without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

Problems - Any security or equipment problems arising from the use of technology resources must be reported to the teacher or to the principal's office. Technical support is available only during school hours.

Repossession - PCS reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of this agreement.

Modification to Program - As the program is new to Person County Schools, the district reserves the right to revoke or modify the project or its terms at any time.

PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

PRIVACY

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary

action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, down-loading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual’s computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner’s express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student’s use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
14. Any user who intentionally wastes limited resources (including distribution of mass electronic mail messages on non-work-related subjects, participation in chain letters, creation of and participation in unauthorized newsgroups, and storage of electronic data files without proper authorization) is prohibited from such activities.

RESTRICTED MATERIAL ON THE INTERNET

Before a student may use the Internet for any purpose, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student’s e-mail communication and use of the Internet.

The Board of Education is aware that there is information on the Internet that is not related to the educational program. The Board of Education also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or other lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

SOFTWARE ON LAPTOPS

- A. Originally installed software on the laptops must remain on them in usable condition and be easily accessible at all times.
- B. Virus protection: The laptops will have Sophos Anti-Virus protection software installed on them. This software will scan the hard drive for known viruses on boot up.
- C. Additional software is not to be installed on laptops other than what is installed by PCS. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games.
- D. Inspection of any computer may be conducted by a member of the technology staff, administrative staff or teacher if a staff member suspects that inappropriate materials resides on the device or the student has violated the PCS Acceptable Use Policy. There is no expectation of privacy when using technology resources owned by Person County Schools.
- E. Protection from inappropriate materials and content cannot be guaranteed by PCS. We use appropriate software to monitor all incoming and outgoing traffic on the Internet. Principals are provided daily reports of inappropriate searches conducted on PCS property. These reports contain the location, user name, and computer name from which the inappropriate search was conducted. This protection is in accordance with CIPA compliance (Child Internet Protection Act).
- F. Consequences—the student named on the system account and/or computer hard-ware is responsible at all times for its appropriate use. Non-compliance with the rules of the Laptop Guidelines will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated PCS staff to ensure appropriate use. PCS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Open Records Act—proper authorities will be given access to their content.

Piedmont Community College Expectations, Guidelines and Rules

Attendance

Regular attendance at all class meetings is necessary for students to achieve educational success. In order to promote student success, the following class attendance policy is established:

A student is expected to be regular and punctual in meeting all classes. To receive credit for a course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs and shop hours. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade. Failure to attend class is an absence, regardless of the reason.

A student who exceeds the 20 percent limit of absences may be withdrawn by the instructor through the 70% point of the semester. If a student exceeds the 20% limit after the 70% point, the instructor will assign the student an "F" grade.

Any exceptions to this policy must be authorized by the instructor. All final decisions will be conveyed to the appropriate school, student, and guardian in writing. Students must also follow the attendance policy for Person High School. Attendance may affect grades at both PCC and High School.

Census Point example: Students must enter class by the 10% census date. For example, if the class meets 30 days they must enter the class by the 3rd day. They must also attend 80% of the class to get course credit. So if the class meets 30 days they can miss 6 days. On the 7th day they lose credit for the course.

High School Change of Grade

Grade changes for high school transcripts must be submitted by the course instructor to the College Liaison who then submits a change of grade form.

Grade Appeal

1. The grade appeal must be made in writing to the instructor within 20 days, stating the rationale for the appeal to the instructor within 20 days of the term in which the grade is received. The appeal must be sent to the instructor.
2. If the student still feels the grade is inaccurate, the student should appeal in writing, with additional rationale, to the appropriate academic dean within 10 days of the final decision of the instructor.
3. If a student still feels the grade is inaccurate, the student should appeal the decision of the appropriate academic dean in writing (including the information provided for the instructor, appropriate academic dean and any additional information), to the Vice President for Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President of Instruction and Student Development will issue the final decision for the College.

4. All final decisions will be conveyed to the appropriate school, student, and guardian in writing.

For more detailed information on the Academic Policies and Student Handbook for Piedmont Community College please refer to the following website:

<http://www.piedmontcc.edu/Portals/o/Documents/CollegeCatalog/PCC-Catalog-15-16.pdf>

NOTES