Montgomery County
Early College High School

2022-2023
Student/Parent Handbook

Montgomery County Schools
MISSION STATEMENT

Montgomery County Schools will graduate life-ready, globally competitive citizens by engaging in rigorous educational experiences and by building positive relationships and strong partnerships.

A Partnership Between Montgomery County Schools and Montgomery Community College

Montgomery County Early College
1011 PAGE STREET
TROY, NC 27371
910-898-9690

Dear Students and Parents,

Welcome to the 2022-2023 school year! This handbook is the product of hard work by people committed to the goal of promoting student success in both a high school and a college learning environment. This handbook contains important information and helpful tools to help each student be prepared for the academic challenges at MCEC; however, please understand that the procedures in this handbook may change or be altered to address issues that may arise. Students are encouraged to review this document carefully and to take advantage of the tips offered and incorporate them into their daily practices and routines.

All students need to read the sections of the handbook that explain regulations, procedures, and expectations concerning student conduct and behavior. There are clear guidelines provided and students are expected to not only be familiar these guidelines, but to also adhere to these rules daily. Students are also required to follow the MCS Code of Conduct and MCC Code of Conduct.

Thank you for selecting Montgomery County Early College. Your decision to attend is the first critical decision you have made for your future. The entire staff of Montgomery County Early College joins me in welcoming you to the Phoenix Family. This is going to be an exciting year.

Sincerely,

HSeawell

Heather Seawell, Ed. D
Principal

Note
This handbook is published for the purpose of providing information about MCEC and its programs, policies, and procedures. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the school, MCC, or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina Legislature, the North Carolina Community College System, the North Carolina Department of Public Instruction, or by local conditions may make some alterations in curricula, fees, etc., necessary. Each student will receive access to a copy of the Montgomery County Early College Student/Parent Handbook and a copy of the Montgomery County Schools Student Code of Conduct. It is the student's responsibility to share these handbooks with his/her parents. It is also the responsibility of students and parents to read and familiarize themselves with the information contained in both handbooks.

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Montgomery County Early College (MCEC)

MCEC provides students the opportunity to earn two years of college credit or an Associate Degree in four or five years at public expense while simultaneously earning a high school diploma. All MCEC students take honors-level high school courses and college courses. MCEC is located on the campus of Montgomery Community College (MCC). Each year, MCEC will enroll approximately 50 new freshmen each year. MCEC strives to maintain a diverse student population representative of the student population of Montgomery County. **You can obtain more information about MCEC at our website: https://www.montgomery.k12.nc.us/Domain/1599**

Montgomery County Early College Mission Statement

The mission of MCEC is to provide an advanced educational experience in a small setting that equips students to meet their college and career goals by empowering students to become self-aware and effective leaders, to embrace diversity, and to build strong relationships.

Montgomery County Early College Phoenix Family

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Kristy Buchman	Data Manager	kristy.buchman@montgomery.k12.nc.us
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Marsha Chambers	School Nurse	marsha.chambers@montgomery.k12.nc.us
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Matthew Swain	Career Development Counselor	matthew.swain@montgomery.k12.nc.us
Mollie Williams	Science	mollie.williams@montgomery.k12.nc.us

Montgomery County Board of Education

Steve DeBerry, Chairman
Tommy Blake, Vice-Chairman
Bryan Dozier
Lynn Epps
Anne Evans
Jesse Hill
Cindy Taylor

Mascot/School Colors

Phoenix
Navy and Red

Hours of Operation

7:30a.m. - 3:30p.m. .....Office & Staff
8:00 a.m. – 2:35 p.m. .....Students

Please be reminded that students should not be dropped off before 7:30 a.m. unless in a supervised situation, and should be picked up by 3:30 p.m. unless staying for a supervised activity. MCEC teaching team will be present between the hours of 7:30 a.m. and 3:30 p.m. to make sure students are in a supervised setting.

Traditions

- It is tradition for all underclassmen to rise as the seniors enter during any student body assembly.
- It is tradition for all students and adults to rise and remove their caps for the singing of the National Anthem and recitation of the Pledge of Allegiance.
- Homecoming activities are held during the fall.
- The Junior/Senior Prom is held in the spring. It is a formal dance for Juniors and Seniors and their guests.
- Senior Awards Night is scheduled for May

Student Expectations and Citizenship

Montgomery County Early College is committed to providing an atmosphere of respect. Respect is a high regard for other people, for self, and for all staff members. Students should understand that all people have dignity as human beings. Students are expected to act with integrity which is acting justly and honorably. Self-discipline is another expectation. This includes regulating

oneself for improvement and refraining from inappropriate behaviors. Students are expected to be in control of one's words, actions, impulses, and desires. Students are expected to be considerate and courteous to all members of our community. Students who do not follow expectations will be addressed by administration.

These are our non-negotiables rules that MUST be followed by ALL students/teachers…

1. Attend school daily and arrive to class on time.
2. Be prepared to work every day and come to class prepared to learn.
3. Do not engage in verbal or physical violence. Learn to disagree without being disagreeable. DO NOT FIGHT, BULLY, OR HORSEPLAY.
4. Respect the building. Pick up trash. Do not deface or graffiti any part of the building.
5. Show respect to any visitor and adult in the building.
6. Public displays of affection are not permitted

Family Involvement

The staff of Montgomery County Early College believe that parental involvement is essential for maximizing student success. We are committed to continuous improvement and increasing student success. Families of MCEC students must be actively involved in their students' education and fully engaged in school events and activities. At least one parent per family is expected to join us at each of the following:

- Back to School Night: Meet MCEC staff, review students' schedules and expectations, learn general policies and procedures, and give input into student activities and programs.

- Student/ Parent Conferences – twice each year, middle of each semester. In addition, freshmen and sophomores will have a fifteen-minute conference with all of their instructors after the first grading period.

- Volunteer Hours – service to the school's ongoing projects, including host/hostess duties at Quarterly Conferences, chaperoning trips and events, assisting with supervision and test proctoring during exams, assisting with student extracurricular activities, etc. All volunteers must receive MCS volunteer approval through Volunteer Tracker. Information is available in the front office and on the district home page.

- Committees – all school committees may include volunteer parent representatives along with student and teacher reps.

- MCEC PPP: The MCEC Phoenix Parent Partnership works as a partner to support all students.

Our school seeks feedback through various means. Members of our school family are encouraged to respond to surveys and evaluations.

Communication

It is our goal to have ongoing communication and family involvement. We offer several lines of communication so that parents may stay involved in the educational process. We will utilize our website, Facebook, emails, phone calls, as well as local media as appropriate.

Family-Teacher Communication

- Each teacher has a phone in his/her classroom with voicemail. Teachers cannot answer calls during class time and will only be able to return calls during planning times or after school.
- All teachers have active email accounts through Montgomery County Schools and are required to check and respond to email daily. All staff email addresses are listed on in this handbook. Email is the most effective means of communicating with your student's teachers.
- Parent-Teacher meetings can be scheduled with individual teachers. Meetings must be scheduled in advance. Teacher duties make it impossible to meet during the instructional day or at an unscheduled time. To schedule a meeting, contact the school or contact the teacher directly through email or phone.

Monitoring Academic Progress

- Grades can be monitored through PowerSchool for high school classes and Blackboard for College Classes. Please contact the MCEC receptionist for parent login information for PowerSchool. Blackboard access for college classes can be viewed by having your student log in to the Blackboard Management System.
- Progress reports are sent out at the mid-point of the reporting period. See the school calendar for exact dates. The dates are listed on the calendar as Interim Reports.
- Report cards are given out at the end of each grading period. See the school calendar for grading period end dates. Report card dates will be announced via social media and phone calls.
- Parents should contact teachers through phone or email if additional academic progress monitoring is required.

HomeBase/PowerSchool

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by Pearson's PowerSchool application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments; parents can track their child's progress, and teachers can more easily share information about student progress with parents and students. Using a single login, families with multiple students can set up their accounts to view all their students at one time. Access to the parent portal is currently available for students of all grade levels, but it is most beneficial to students in grades 3-13. Please see a MCEC receptionist if you have any questions.

Transportation

MCEC buses are provided by daily and are shared with Montgomery Central High School. On days when Montgomery County Schools are not in session, buses will pick students up from their home/bus stop and bring them directly to MCC-MCEC and return the same way.

Transportation changes must be made in person by a parent or guardian. According to MCS policy, a student cannot change his/her bus pick-up/drop-off location, nor can it be changed through a phone call. All changes must be made in person by a parent or guardian. Pick up and drop off areas may not alternate. These locations must remain a permanent part of the route. The route, route times, stop locations, and bus drivers are directed by the Montgomery County Schools Transportation Department and not by MCEC administration.

Bus Safety

Student and driver safety are the highest priority. Students are expected to follow the rules of the bus and may be removed from the bus for misbehavior. The bus driver has the authority to assign seats. Any behavior that is disruptive, jeopardizes the safety of others, or is distracting to the driver, will not be tolerated. Riding the bus is a privilege, not a right.

Car Drivers/Riders

Please be reminded that students should not be dropped off before 7:30 a.m. unless in a supervised situation, and should be picked up by 3:30 p.m. unless staying for a supervised activity. MCEC staff will be present between the hours of 7:30 a.m. and 3:30 p.m. to ensure students are in a supervised setting. Student drivers may not leave campus during school hours without parent permission, proper documentation, and signing out in the office. Student drivers must complete a Student Parking Application yearly.

School Calendar

Our school year is aligned with the Montgomery Community College (MCC) two-semester academic calendar. **We are not aligned with the county school system's calendar**. This means that our starting and ending dates are very different from other schools; our holiday and other breaks are also likely to be at different times throughout the year. Our students and parents must understand this and accept it, agreeing to follow the MCEC calendar and to be in class when our classes are in session, even if other students in the family or neighborhood go to school on a different schedule. A copy of this year's calendar is available at www.montgomery.k12.nc.us; please examine it closely.

Please be aware that some "all call" messages sent out for Montgomery County Schools may not apply to the Early College due to differences in the calendars.

Inclement Weather Procedures

MCEC closes when the Montgomery County School System closes. Check social media, watch the TV news, and listen to the radio in such cases. Also, visit www.montgomery.k12.nc.us for the latest information on closings and delays. All MCEC closings for weather will be announced just as other institutions are announced. In addition, every effort will be made to contact students/parents through the school website and Facebook.

MCC Alerts & Messaging/Inclement Weather Plan for MCC

MCC ALERTS & MESSAGING: All Montgomery Community College students, faculty and staff receive emergency alerts and other notifications via their Montgomery Community College email account. Users have the option of receiving the same messages on their mobile phones via text messaging. To receive text message notifications from Montgomery Community College,

including but not limited to Severe Weather announcements and other Emergency notifications, users will need to sign up for this service. Please let the MCEC office know if you need assistance.

INCLEMENT WEATHER: The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Curriculum and continuing education classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by another alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, make-up assignments, or other options approved by the college's administration.

Rules and Procedures

Students and faculty at MCEC are expected to follow the rules and procedures outlined in the Montgomery County Schools Student Code of Conduct that can be found online at the county website, www.montgomery.k12.nc.us along with the individual policies of MCEC below. All Montgomery County policies apply to MCEC, including the student dress code. Students are also required to follow the rules and procedures of Montgomery Community College which can be found in their student handbook online at the MCC website, www.montgomery.edu.

If you do not have access to the Internet to view these handbooks, you may call and request a copy from our office during regular working hours.

Personal Maturity and Responsibility

MCEC operates like a college, not like a high school. Students are accepted into MCEC with the understanding that they will adopt and exhibit a serious attitude towards their classes, their learning, and their academic preparation for college and the workplace. For that reason, MCEC students must assume a much greater level of personal responsibility for themselves, their safety, and the results of their decisions than other high school students are expected to demonstrate. Parents must support and encourage this as well.

Campus Movement: Monitoring and Supervision

MCEC is located on MCC campus with people continuously coming and going. Likewise, MCEC students must move around the campus from class to class and elsewhere, as needed. MCEC students are permitted in building 200, in assigned classrooms and in the quad and cafeteria area during lunch. MCEC and MCC faculty and staff will exercise reasonable levels of supervision and oversight; however, continuous monitoring and supervision of all students, such as that found on a typical high school campus, is impossible. Parents must understand this and must agree to hold their own children, not the MCEC/MCC staff or administration, responsible for their comings-and-goings on-and-off campus. Parents must also recognize that students assume responsibility for their associations, including those from whom they accept rides.

All students are required to check in when they arrive on campus and check out if they leave campus before the end of the day, and parent contact will be made prior to releasing them. Parents must agree that MCEC, the partner institution, and their agents and employees will not be held responsible for students' whereabouts or safety when they are not in scheduled classes or school activities, or if they choose to leave campus without permission.

Flex Campus Privilege

MCEC provides classroom space and resources for students to be on campus all day; however, MCEC permits junior/senior students who meet all the necessary requirements to leave campus during periods for which they do not have a scheduled class. Students must have a signed permission slip on file and meet all other criteria. Based on programming and class schedules, Flex Campus may not always be available. In addition, Flex Campus is a privilege and MCEC maintains the right to revoke the flex campus privilege of any student that does not adhere to the following guidelines and procedures.

Flex Campus Guidelines and Procedures:

1. MCEC junior/senior students 16 years of age or older must have a driver's license, a signed permission slip on file at the front desk, and have completed the MCEC parking permit contract.
2. Students must attend at least one seminar class per day, sign in to class and be current on all assignments.
3. Students under the age of 16 or who are not juniors/seniors are not eligible to leave campus.
4. Students must have a break between classes of at least 60 minutes in order to leave campus.
5. Flex campus privileges can be revoked at any time.
6. Students are required to sign OUT of the building at the Front Desk before leaving and sign back IN at the Front Desk upon return.
7. Students may not transport other MCEC students off campus and must observe all NC driving laws.
8. Students with Academic, Attendance, or Disciplinary infractions or owe fees will lose flex campus privilege at the discretion of MCEC administration.

    a. **Academic** – A student must maintain good academic standing in order to be eligible to go off campus during seminar periods. If a student earned a grade below 70% in a college class the previous semester, falls below a 70% in any class during the current semester, or currently has an Incomplete in a college class, the student will not be allowed to go off-campus during seminar until they have re-gained their academic eligibility and the student has received approval from administration.
    b. **Attendance** – A student must be in good standing with their attendance record. If a student has 2 absences from any college class or 3 absences in a high school class in a semester, the student will not be allowed to leave campus.
    c. **Discipline** – Students must remain in good behavioral and disciplinary standing. A student who violates MCEC Student Code of Conduct or violates any of the standards set forth by MCEC will not be allowed flex campus privileges at the discretion of the principal.
    d. **Fees** – Student must not owe any fees (not including calculator or fob fees).

MCEC Attendance Policy and Procedures

All students MUST report to their first period class by 8:00 am. Daily attendance will be taken each day at 8:00 am. All students reporting to first period after 8:00 am are tardy and must sign in with the front office before reporting to class. Parents are encouraged to contact the school at 910-898-9690 to notify office staff if their child will be absent from school.

Students are required to see all assigned teachers upon returning to school. All students are required to have all work made-up at the time it is due or when specified by each teacher unless prior arrangements are made between student and teacher. It is the student's responsibility to get notes to school, make up all work, schedule after-school make-up time, and communicate their absences with parents.

Students with three (3) or more unexcused absences will be required to speak to the School Counselor and/or the School Social Worker. If a student under the age of 16 accumulates 10 or more unexcused absences he/she is subject to being processed through the court's juvenile services for violation of the NC Compulsory Attendance Law.

Students are considered absent from school when they arrive after 11:30 am or when they leave prior to 11:30 am. Class attendance is separate from daily attendance. Course credit is determined by class attendance.

All students reporting to first period after 8:00 am are tardy and must sign in with the front office before reporting to class and to be counted present for the school day. Students that leave campus before 2:35 pm must report to the Receptionist's Office to sign out to not be considered "skipping" class(es).

MCS High School Attendance Policy (Policy Code: 4400)

High school students can have no more than eight total (excused and unexcused) absences in a class per semester. Absence in excess of this amount will result in the student not receiving credit for the class. Each high school will have a standing Attendance Committee that meets bi-weekly to review attendance data, contact students and parents, and intervene as necessary to ensure success for all students. Violations of the North Carolina Compulsory Attendance Law will be reported as required by NC General Statutes.

High school students must make up time on an hour-for-hour basis. Make-up times will be arranged at the discretion of the principal, based upon the individual needs and resources of the school.

For the purposes of this policy, Montgomery County Schools recognizes that tardiness to and early departures from school and individual classes are a major disruption to school operations and distract from the learning environment of the student who is tardy as well as that of other students. High school students who are tardy or leave early from an individual class period five times (5) will be counted as absent for one (1) class period for that class. If total absences, including tardy/early departure absences exceed eight (8) for the class, the time must be made up on an hour-for-hour basis in order for the student to receive credit for the class. Persistent tardiness will be reviewed by the Attendance Committee and reported to parents/guardians.

At 3, 6 and 10 absence letters are sent to parents as required by NC General Statutes. Any student with excessive absences will also be required to meet with the Student Assistance Team.

A doctor's note may be required if the student is absent three days in a row.

High school students may request a waiver of the attendance requirement due to extraordinary, extenuating circumstances. Waiver request forms must be submitted five (5) days prior to the end of the semester. This timeframe may be adjusted at the discretion of the principal. The Attendance Committee will review the request for waiver and decide to grant or deny the request. If the request is denied, the student shall be allowed the opportunity to make up the missed time and work at the discretion of the principal.

Absence Notes

An acceptable excuse note from a parent/guardian or doctor is required for an excused absence and should be given directly to the receptionist upon returning school. Notes must include student name, parent name, date, the reason for the absence, parent signature, and parent(s) phone number. (An absence cannot be made up unless it has been excused.) To make up time for excused absences, the absence note must be for one of the nine lawful excuses defined in the Montgomery County Policy Manual. These are illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observances, pregnancy or parenting, principal discretion, or deployment activities (*MCS Policy Code: 4400*).

Early Dismissal

Students who arrive on school grounds may not legally leave until the school day is complete or without getting approval from the administration. If a student leaves without permission for any reason, his/her absence will automatically be considered truant. Students must have a written note to check out of school unless there is an emergency. All notes must be presented to the front office before the beginning of first period and must contain the parent/guardian's signature and a phone number for verification. Late arrivals after 8:00 am should report to the office to sign-in and obtain a note to class.

MCC Attendance

MCC Attendance policy differs from the Montgomery County Schools policy. Three (3) missed classes from MCC will result in an MCS referral. Five (5) missed classes may result in failure of the class. Regular and punctual class attendance is expected of all students. Instructors' will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons: **Any student who is absent for five consecutive class hours may be unofficially withdrawn.** This will result in the student's name being removed from the class roster. A grade of "W" (unofficial withdrawal) will appear on the official transcript. The "W" grade is included in computing grade point average (GPA) and will negatively impact the student's GPA. Please make sure you review the policy in the MCC General Catalog. I**f a student is on campus and does not attend an assigned college class, they are considered skipping and will be referred to MCEC administration for disciplinary action.**

MCEC Code of Conduct

MCEC students are required to follow the Montgomery County Schools Code of Conduct including the Student Dress Policy (*Policy Code: 4316*) as applicable. Please refer to the Montgomery County Schools Student Code of Conduct and the Student Dress Policy located at **www.montgomery.k12.nc.us** for policy details. Additionally, MCEC students must also follow the Code of Conduct for Montgomery Community College. **Early College students must understand that any behavior that might cause them to be dismissed from MCC's campus, such as fighting, weapons, or drugs and alcohol, may result in dismissal from the Early College program.** Please refer to MCC general catalog for a full list of the college expectations. **Students that have classes or participate in sports, band, etc. at MCHS must follow MCHS's Dress Code Policy.**

Dress Code Policy

At Montgomery County Early College, we strive to be the best early college high school in the state, and we expect our students to look and act the part.

- All students must be covered from mid-thigh (4 inches above the knee) to top of chest in non-see-through materials.
- All pants and slacks must be worn at the waist with no visible undergarments.
- All apparel must have sleeves and backs.
- Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, political views, or disability; that promote alcohol or drug use or violence, or that are otherwise contrary to the school's educational mission.
- Pajamas and bedroom shoes may not be worn to school (except on special advertised spirit days), and no blankets are allowed.

If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. Dress code violations must be corrected.

Skipping

Early College students are expected to be on time and to attend **all high school and college classes**. Failure to do so will result in disciplinary action, beginning with the first offense. A second infraction may result in a suspension. **Students may not skip one class to work on assignments for another class**. Any student leaving a classroom without permission may be counted as skipping. Students are given many opportunities to use the restroom during the day, therefore are expected to not leave the classroom for that purpose, except in case of an emergency. **If there is a medical condition requiring that a student be allowed to use the restroom at a moment's notice, then a doctor's note stating the medical condition and needs should be turned into the office so the school can make reasonable accommodations.**

Unexcused Tardies

Students are expected to be in class on time. Students are given enough time to transition between classes and have many opportunities to use the restroom during the day. The tardy policy has been implemented to reduce interruptions that may hinder the learning process for all students. 5 tardies to a high school class is equal to 1 absence.

First Tardy	Warning
Second Tardy	Phone Call Home
Third Tardy	Lunch Detention/Phone Call Home
Fourth Tardy	Lunch Detention/Phone Call Home
Fifth Tardy (Absence)	Lunch Detention/Parent Conference
Sixth Tardy	After School Detention
Seventh Tardy	Referral to Administration

If tardies become excessive in several classes at one time, the consequences may be accelerated.

In-School Suspension

Students may be assigned to ISS by period or a full day due to failure to follow school rules and/or school policy. All academic assignments must be sent to ISS. If the student does not complete his/her work, then he/she may receive a zero for that assignment. If a student is dismissed or leaves school on a day when he/she has been assigned ISS, then he/she must complete the remainder of his/her time when he/she returns to school.

Out of School Suspensions

The absence of a child from school which results from the suspension or expulsion of that student for misconduct pursuant to the provisions of G.S. 115C-3913 is an excused absence. However, local boards of education shall not deny to any child suspended from school for ten (10) school days or less the opportunity to take any quarterly, semester, or other grading period examination missed during the period of suspension. Students suspended during the school day will be required to go home or kept from returning to classes for the remainder of the day. Parents/guardians will be called to the school for a conference and will be asked to take the student home. During out-of-school suspension, a student is not allowed to be on any Montgomery County School campus during the day or night. He/she may not attend any school event/activity at Montgomery County Early College or any other MCS school.

Academic Integrity

Academic integrity is an important part of being a Montgomery County Early College Phoenix. When an assignment is deemed independent, you must not collaborate or share with another student. On an independent assignment, any of the following is considered cheating, and will be addressed in harmony with our school rules governing academic dishonesty:

- Submitting work as your own that you did not complete yourself
- Using technology to obtain answers: examples include smart phones, computers, smart watches, google
- Plagiarizing or copying another person's work, including your peers or other authors
- Sharing work for submission with your peer
- Putting your name on someone else's work
- Using a "cheat sheet" or any unauthorized aid to complete an assignment or assessment
- Providing any assistance on a test, quiz or exam
- Using teacher manuals/solution manuals either in print or digital format

Consequences for Academic Dishonesty:

1st Offense:

- Office referral
- Parent, student, teacher conference
- Zero on the assignment
- Meet with school counselor

2nd Offense:

- Office referral
- Parent, student, teacher conference
- Zero on the assignment
- Meet with school counselor
- One day of in-school suspension

3rd Offense:

- Office referral
- Parent, student, teacher conference
- Zero on the assignment
- Meet with school counselor
- One day placement at Montgomery Learning Academy

4th Offense:

- Office referral
- Parent, student, teacher conference
- Zero on the assignment
- Meet with school counselor
- Long term placement at Montgomery Learning Academy

MCEC Homework Policy

Students and/or parents or guardians are strongly encouraged to contact the teacher on the day of the absence if possible. Students and/or parents should also communicate with teachers in the event of prolonged absences.

If students are absent, it is their responsibility to check with their teacher the day they return to obtain missed assignments. (Please follow the class syllabus for MCC classes.) Homework is to be turned in on the due date assigned by the teacher unless that teacher has made prior arrangements. If a student is absent any day prior to the due date, but present on the due date, he/she is still required to turn in the assignment on the due date unless the teacher makes prior arrangements based on the student's availability to complete the assignment. If the student is absent on the due date, the assignment is to be turned in on the day he/she returns unless the teacher makes prior arrangements based on the student's availability to complete the assignment. If absent on the day of a test or quiz, students will be expected to take the assessment the day they return unless other arrangements are made by the teacher. It is the student's responsibility to contact the teacher immediately upon return to schedule a time in which to take the test or quiz. Failure to do so may result in zero for the assignment.

Montgomery Community College

Enrollment in College Classes

MCC offers MCEC students enrollment opportunities under the *Career and College Promise Initiative*. Tuition is waived for students enrolled in this program, including textbooks, student activity fee and technology fees. College credits will be awarded upon successful completion of courses. Students must meet academic eligibility to enroll in college classes.

Montgomery Community College Resources

Students will need to access www.montgomery.edu to check their email, access Blackboard, and access the "MCC Services." A MCC email account is provided to students and may be used for personal email as well as academic email. **Students should check this email account daily for updates and for information from their instructors and the college.**

College Class Registration Process

Early College students are given a 5-year plan upon entering. The 5-year plan serves as an outline for course registration for students pursuing a College Transfer Program or an Associate Degree. Students may take additional college classes after school hours or during summer sessions with prior approval of Parents, Counselor, and Principal. There is no additional cost to the student.

Student Identification Tags

All students and staff are required to possess an ID badge while on campus. **This is non-negotiable**.

Career and College Ready Graduate (CCRG)

In order to ensure North Carolina graduates have the requisite skills to enter a career and/or college, the State Board of Education (SBOE) in collaboration with the State Board of Community Colleges (SBCC) developed the CCRG program. The legislation associated with this work is housed within Senate Bill 561. This program provides high school seniors that are not career and college ready in reading and/or math by the end of their junior year, the opportunity to receive intervention. Students will be delivered this competency-based program within their English and Math courses as appropriate. MCEC seniors that are not exempted will be delivered the CCRG program in their English IV class and/or math instruction as appropriate. MCEC will begin implementation of the CCRG program in the 2022-2023 school year. Students that meet any of the exemption criteria will not be enrolled in the program. The exemption criteria are identified below:

1. Have an unweighted high school 2.8 GPA or above. Have a college GPA of 2.8+ and 6+ UGETC credits earned with a grade of C or higher.
2. Meet any of the following math or English test scores from the CCRG course for which the criteria are met.

<table>
<tr><th>Test</th><th>SAT
(March 2016
and future)</th><th>ACT</th><th>Math 3
EOC</th></tr>
<tr><td>English</td><td rowspan="2">480
Composite
Score for Evidenced-Based Reading and Writing</td><td>18</td><td rowspan="2"></td></tr>
<tr><td>Reading</td><td>22</td></tr>
<tr><td>Mathematics</td><td>530</td><td>22</td><td>4 or 5</td></tr>
</table>

3. Students who are eligible for a College & Career Promise (CCP) College Transfer Pathway.

Students that do not meet the exemption criteria benchmarks will be enrolled in the CCRG program to satisfy this state law requirement. For additional information follow the link - https://www.nccommunitycolleges.edu/academic-programs/career-and-college-ready-graduate-alignment-partnership-ccrgap

Placement Testing

Students must meet the North Carolina Community College System requirements to register for MCC classes. The RISE Test is used by North Carolina's community colleges to identify student readiness for college-level courses. The RISE Test assesses students' understanding of general

math, English and Reading Skills. Students must take the placement test sophomore year if they do not meet minimum GPA or PreACT/ACT test score requirements.

Placement testing is offered during select lab hours by appointment. Students who require special accommodations will be referred to the Disability Services Director. An MCC application must be turned in order to schedule a placement testing appointment. A picture I.D. is required for testing. Children are not allowed in the testing lab.

High school seniors that are not career and college ready by the end of their junior year, will have opportunities for college remediation prior to high school graduation through cooperation with community college partners. MCEC seniors will be placed in CCRG classes as needed based on their high school academic performance.

MCC Library

The MCC Library supports the mission of the College by providing a vibrant and innovative environment designed to inspire academic excellence and promote lifelong learning. The library seeks to offer timely assistance in finding reliable information to all students, employees, and community members. The knowledgeable staff of professional librarians, technical specialists, and library assistants is committed to providing excellent customer service in meeting this goal.

Facilities are available for group and individual study. The library is open Monday through Thursday from 8:00 a.m. until 7:00 p.m. and on Friday from 8:00 a.m. until 3:00 p.m. during the Fall and Spring Semester. The library is closed on Sundays and on MCC-observed holidays; hours may vary during semester breaks and summer semester. Located in Building 200, the library is arranged and furnished to provide a pleasant atmosphere conducive to study. The library is conveniently located in the 200 building. For more information you may call 910-898-9650.

Comprehensive Articulation Agreement between The North Carolina Community College System and The University Of North Carolina System

The Comprehensive Articulation Agreement between the University of North Carolina System and the North Carolina Community College System rests upon several assumptions common to successful statewide comprehensive articulation agreements. The primary assumption is the institutions recognize the professional integrity of other public post-secondary institutions, which are regionally accredited college transfer programs. All courses designated as approved for college transfer under this agreement will be taught by faculty who meet Southern Association of Colleges and Schools (SACS) Commission on Colleges credential requirements. A secondary assumption is that there is sufficient commonality in the lower-division general education requirements currently offered among all universities to develop a common general education component at the community colleges for the purpose of transfer. The general education transfer core is similar to each institution’s lower-division general education requirements but is not identical in that specific courses may differ. The underlying concept is that competencies and understandings developed by general education programs as a whole are more important than individual courses. Therefore, the block transfer of a core is important. The general education requirements of the receiving institutions remain in effect for all students not participating in this comprehensive articulation agreement; any upper-division general education requirements and

graduation requirements remain unaffected by this plan. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major are the subject of the pre-major transfer articulation agreements developed by joint discipline committees. The Comprehensive Articulation Agreement (CAA) addresses the transfer of credits between institutions in the North Carolina Community College system and from that system to constituent institutions of the University of North Carolina. It does not address admission to an institution nor to a specific major within an institution. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina.

Academic Information

Student Advisement

MCEC views student advisement as an important and on-going process. Each degree-seeking student visits regularly with our college liaison and MCEC counselor who both assist each student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Students must accept the responsibility of familiarizing themselves with the specific course, prerequisite, and program requirements. Information can be obtained through the MCC website at www.montgomery.edu or through the MCC Course Catalog.

Honor Roll Requirements

MCEC has high expectations for all students. As a result, we have high standards for Honor Roll. The requirements are as follows:

Superintendent's Honor Roll:

- Criteria: Must have an A in all three six weeks of the semester, an A on their final exam and an A in all college classes

A Honor Roll:

- Criteria: Must have an A semester grade for all high school classes and an A or a B in all college classes.

B Honor Roll

- Criteria: Must have an A or B semester grade for all high school classes AND no more than one C in a college class.

Academics

All students should maintain an unweighted G.P.A. of 2.00 or higher. **Students failing to perform at an appropriate level in college classes may be placed on academic probation and may not be permitted to take college classes. Poor academic performance may also impact future financial aid and/or graduation with a high school diploma. See Satisfactory Progress Below.**

All students must be enrolled in courses full-time each semester.

Satisfactory Progress

MCEC students are required to maintain satisfactory progress for the duration of their enrollment at the high school and college. In order to maintain satisfactory progress, students must maintain a **COLLEGE GPA** (Grade Point Average) of a 2.0.

Academic Alert

The first semester a student does not meet satisfactory progress, he/she will be placed on "Academic Alert" status and required to attend a mandatory conference with the student, parent(s), high school counselor, liaison, and principal.

Academic Probation

The second semester a student does not meet satisfactory progress, he/she will be placed on "Academic Probation" status and required to attend a counseling session with an MCC Counselor. The student will also have another mandatory conference with parent(s), high school counselor, liaison, and principal. At this point, a plan and contract will be presented outlining how the student can improve in a timeline of two consecutive semesters to meet satisfactory progress. Students will also remain in their assigned location for study hall.

Termination

If after four (4) semesters a student has not met satisfactory progress (2.0 GPA), that student will participate in a mandatory conference with parent(s), high school counselor, MCC counselor, liaison, and principal. A recommendation may be made for the student to return to his/her district high school to complete high school diploma requirements. We believe that all students are individuals, and the committee will review each student as such.

Coursework and Graduation Requirements

The requirements for graduation from MCEC include both high school and college coursework. Please note: graduation depends upon meeting both sets of requirements in full. Students who complete the high school requirements but not the MCC requirements will not graduate from MCC; likewise, students who complete the MCC requirements (including a minimum GPA of 2.0 in college classes) but not the high school requirements will not earn either the college transfer credit or the Associate degree. Full completion of both sets of requirements is absolutely required for both a high school diploma and a college degree. Students who enter MCEC but do not finish, instead return to a traditional public high school, are then responsible for meeting all the graduation requirements of the school they transfer back to, including the 28-unit high school coursework requirement.

Grading Scale

Final course grades for high school courses will be assigned according to the following grading scale:

Letter Grade	Numeric Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Final course grades for college courses will be assigned according to the following grading scale on the high school transcript:

Letter Grade	Numeric Grade
A	95
B	85
C	75
D	65
F	55

Receiving Credit for High School Classes

To receive credit for a high school course a student must:

- have a final average of a 60 or higher;
- meet all teacher requirements;
- meet local school system requirements and expectations;
- maintain attendance in accordance with the Montgomery County Early College attendance policy.

Final Exam Test Exemptions

MCEC students may be exempt from teacher-made exams based on the following criteria:

- The student earned an A in the course and does not have more than 3 absences.
- The student earned a B in the course and does not have more than 2 absences.

High School Graduate Recognition

Student graduation recognitions will be based on the following:

Weighted GPA	Designation
4.6	Summa cum laude
4.4	Magna cum laude
4.2	Cum laude

Graduation Exercises

In order for a senior to participate in the graduation exercises at the end of the academic school year, he/she must meet the following requirements:

1. Completion of the minimum of 28 credits, meeting all Montgomery County Schools and/or state requirements for a diploma.
2. Pay all outstanding high school and college fees.
3. Must attend graduation rehearsal.
4. Must abide by the dress code for practices and the actual graduation exercises.

Junior Marshals for Graduation

To identify junior marshals for graduation exercises, a minimum of the top six students in the junior class will serve as marshals at graduation. Class rank at the end of the first semester of the junior year will determine which six juniors will serve as marshals at graduation exercises. GPA is not the exclusive indicator for this honorary position. If a student within the top six in the class exemplifies poor citizenship, which includes OSS, as determined by the principal, that student can be denied the privilege of being a marshal. Class rank is calculated on a cumulative grade point average based on the weighted grading scale.

Dropped College Classes

A North Carolina high school diploma requires 28 credits. At MCEC, some of those credits will be obtained as dual credit courses taken through MCC. Dropping a college class may result in failure to receive a high school diploma within 5 years. MCEC students are not permitted to withdraw from an MCC class, and MCEC students **are not permitted to** drop a college class without special circumstances and administrative approval (medical, etc.). A parent-administrator meeting must occur before administrative approval to drop a class will be granted.

***Any college class dropped after 10 class days and required as a high school elective credit or other graduation requirements will be recorded on the student's high school transcript as a <u>59</u> and will permanently affect GPA and class ranking.**

Student Volunteer Service Recognition

Montgomery County Early College (MCEC) seeks to graduate students who are well-rounded and know the value of giving back to their community. This program is designed to honor our students whose volunteer service enriches our schools and community.

Volunteers must record their service hours from activities completed at school, church, and other community organizations on the MCEC Volunteer Service Tracking Form. Volunteer service hours from the first day of summer vacation through May 1 of the following year may be submitted. Volunteer hours are defined as those contributions of time made to the school, church, or organization that have a direct benefit to our community. Volunteer service to a school should include hours beyond what a student is required to do as a part of their participation in athletics or extra-curricular activities. Students cannot receive monetary compensation for their service and service hours cannot be mandated by the courts.

- **During a normal school year, students must earn 36 hours per year to be recognized at graduation – However due to COVID, this has been amended:**

- **(Hours required per graduation year: 2023 – 93 hours. 2024 = 111 hours, 2025+ = 144 hours)**

How to get started?

1. Begin a service log using the MCEC Student Volunteer Tracking Form. These are available in the front office.
2. When participating in volunteer service in the community, represent MCEC in a positive manner including behavior, actions, and dress.

2. Obtain the signature of a supervising adult on the tracking sheet for each service activity.
3. Return your completed form to the MCEC office by May 4th of each year.

What do recipients receive?

· A personalized certificate MCEC Fall Awards Ceremony each year they complete the required hours of service during the 9th, 10th, or 11th grade year.
· Students who complete the full-service hour requirements by May 1 during their Senior year will also be recognized in Graduation bulletin for receiving the Volunteer Service Award.

Student Participation in Extracurricular Activities

Student interests drive our student extracurricular activities program strictly; we do not know from year to year which clubs, groups, special-interest activities, or events will be offered. We try to provide events and activities that we can adequately fund, schedule, supervise, and support. Many of these require active parent involvement. MCEC cannot guarantee that any activity or event will be available to students in any given year, although we do promise to try to provide those specific activities and events for which we have enough interested, committed students. Students participating in any school-sponsored extracurricular activity must maintain appropriate academic progress or they will not be permitted to participate until they have improved.

Participation in extracurricular activities is important to the total education and personal development of MCEC students. Occasionally, a student may be required to miss a class session to participate in MCEC sponsored activities such as Student Government Association, competitions, etc. The advisor of the activity will inform their colleagues in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing. If a faculty member believes that missing class due to student activity is detrimental to the academic success of a specific student, the faculty member may request that the principal review the overall academic and attendance records determine if the student's absence warrants an exemption from the school's regular attendance policy.

MCEC will not offer some high school activities, but students will have the opportunity to participate in clubs and activities at MCEC and MCC. MCEC students are permitted to participate in sports at their traditional high school.

Dance Policy

All dances, including prom, held at Montgomery County Early College are for MCEC students. One (1) outside guest per student will be allowed to attend pending administrative approval. No middle school students will be allowed at any MCEC dance.

Technology Devices

1:1 Laptop Guidelines

The student's possession and use of the student issued laptop is a privilege, not a right. The Device is and will remain at all times the property of MCS. The student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Device and that neither this document, nor any conversation, correspondence nor understanding between themselves and any representative of MCS, gives them any ownership or contractual rights of any kind whatsoever in the Device. Students are expected to bring their laptops to school each day fully charged. Failure to bring a laptop does not excuse students from required assignments. Loaners will be available on a very limited basis. Please refer to the MCS 1-to-1 Handbook for specific details of this program

All students will be assessed an annual technology fee for sustainability for the digital initiative and other enhancements to the MCS network. This fee includes insurance for some accidental damage. Please remember that unpaid fees follow students as they move to the next grade level and failure to pay fees may result in students not being able to participate in extracurricular school functions.

Technology Devices and Disciplinary Actions

Montgomery County Early College students are provided devices which are supported through the Montgomery County Schools system. Students are required to pay a technology use fee and sign a contract in order to receive a device. Devices not issued through Montgomery County Schools are not supported or allowed for instructional purpose.

Violation of the student use agreement will be addressed through the school administration in the manner they feel is the most appropriate. Technology discipline offenses will result in the restricted use of Personal mobile computing devices while on school grounds.

Behaviors that lead to disciplinary action:

Use of devices that are disruptive to the classroom learning environment or the total school environment:

- The downloading or distribution of material that is obscene, offensive, profane, threatening, cyberbullying, sexually explicit materials that have harmful intent or demeans staff or students.
- Any use of the device that violates local, state, and/or federal laws or regulations.
- Acts of vandalism that damage the device or void the device service agreement, software license or warrant such as, but not limited to jailbreaking or rooting (hacking a device to bypass digital rights management software).
- Failure to bring a fully charged device to school.

Potential consequences: verbal warning, written warning, suspension from device use, in school suspension, out of school suspension and termination of the use of devices. If you have questions or concerns regarding adherence to the Montgomery County user policy and the school device management plan, please contact one of your teachers, school administrator, or technology personnel. For more information see the Montgomery County Schools Code of Conduct.

Textbooks

Students are responsible for their high school and college books. Do not leave your books or personal possessions unattended. Students must pay for lost or damaged books. If a student takes the book of another student, that student may be subject to disciplinary action.

College Textbooks

Textbooks are the property of MCC, not the student. They must be returned at the end of the semester. Students are responsible for their textbooks. If books are not returned, no new books will be issued for the next semester until returned or purchase price returned to the school. Any student attempting to sell his/her textbooks constitutes theft. Students may face a loss of status, suspension, and criminal charges. Students must also replace the books or face other penalties such as not being allowed to attend any further college classes or being required to purchase their own textbooks.

MCC Student Lounge Privileges

Students will only be permitted to go to the lounge with a member of the school staff. As students' progress through the program, their student lounge privileges will be extended.

Personal Property

Students should not bring expensive items (such as jewelry, electronics, etc.) or large sums of money to school. Items of value (such as purses) should not be left in lockers. The school will not accept responsibility for these items. Thefts should be reported promptly to the front office and/or school resource officer.

Parking

Students must complete an MCEC parking contract and obtain a parking sticker from MCC and display it as directed. MCEC students are only allowed to park in their designated area next to the steps near Building 200/Capel Hall. Students that drive to school are expected to arrive on time to homeroom. Driving is a privilege and failure to follow regulations may result in the loss of driving privilege for up to one calendar year. Students that drive to school must register their vehicle in the front office of MCEC.

Illness and Injury

If a student is injured or becomes ill at school, he/she is to report to his teacher. If necessary, the parent will be contacted. The student will be evaluated immediately by at least one or more staff members who are trained in emergency care procedures.

Students requiring medication must have the prescription bottle with the student's name and the dosage required, as well as a completed form. Students are not allowed to have either prescribed medicine or over the counter medicine on their person. If a student is taking a prescription the medicine must be left in the office. The students must notify the office if he/she is required to take medication at school.

Meals

MCEC does participate in the federal school lunch program, so there is Free and/or Reduced lunch available for students who qualify. Lunch and breakfast will be delivered daily. The students and teachers may purchase their breakfasts and lunches in the school cafeteria. A wide variety of foods are offered enabling one to always choose a well-balanced meal. The prices are kept at a minimum. Students have a lunch break each day and they may bring meals from home. Parents may bring students food and deliver it to the front office. Students may also purchase items from campus food trucks and vending machines. Students may not arrange food delivery from vendors off campus without prior approval (Domino's Pizza, etc.).

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. All personnel will be alerted. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building; students must remain with the class so that the teacher may take roll.

Tornado Drills

Your teacher will signal tornado drills. All personnel will congregate in the designated areas. Classes are to remain together and under the supervision of the teacher. Students are to sit in a crouched position. Students must sit close together and remain quiet.

Student Accidents

All accidents must be reported and documented in the office. These reports are forwarded to Central Office.

Fees, Fines, and Check Policy

All yearbook fees, fines, and fees may not be paid by check after May 1st. All fees must be paid prior to participation in flex privileges, academic awards, dances, and other end of year events.

The payment cut-off date will be determined by the School Improvement Team. Students and parents who owe fees will be notified prior to that date so that the fee can be paid, and the student will be eligible to participate.

- Awards, inductions, Ceremonies, field trips, banquets will be checked ten days prior.
- Dance tickets cannot be purchased until all fees are paid.

Fees may be charged for the following:

- Graduation fees and Cap & Gown fees
- Lost or damaged books
- Lost or damaged materials, supplies, or equipment

- Field Trips/Clubs as necessary
- Yearbook charges
- Technology fees
- Cafeteria Charges

Student ID Cards

Students will have an MCC ID. Students should always carry their ID with them. If a student loses their ID, there may be a replacement cost. ID cards are required for library use and other campus events.

Textbooks and Educational Tools

Textbooks are provided for college and high school classes (when applicable). Students will be responsible for the cost of lost or damaged textbooks.

Visitors

Parents are welcome to visit at any time. Please check in at the Early College Office when you arrive on campus. All parents, resource staff, and visitors on campus must report to the office. Students are not allowed to bring or invite visitors during the school day. All visitors must sign in and will be given a name tag that must be worn at all times during their visit. For the safety of students and staff, please notify the administration about anyone seen on the school grounds or in the school building that appears to be a non-student or behaves in a suspicious manner.

Fundraisers

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

Cell Phones

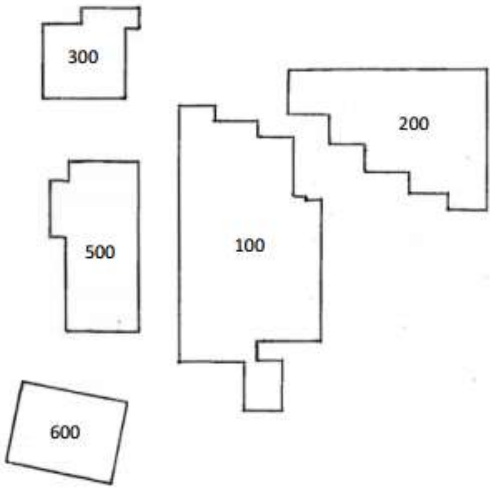
During the instructional day, cell phones/electronic devices should not be visible/used in classrooms. Students are permitted to use cell phones before school, in between classes, during their lunch time, and after school. Speakers are not permitted to be used. Refusal to give up cell phones/electronic devices/speakers will result in ISS.

> **1st Offense:** Item is taken and held in the administrative office until a parent picks it up and signs for it.
>
> **2nd Offense:** Item is taken and held in the administrative office until a parent picks it up. Up to 1 day ISS.
>
> **3rd Offense+:** Item is taken and held in the administrative office until a parent picks it up. 1 day ISS - up to 2 days OSS.

Driver's Education

Driver Education is required for all those students desiring to obtain a permit or license before the age of eighteen. The course is $65 for public, private, and home-schooled students residing in Montgomery County. Students must be at least fourteen years and six months of age to enroll in the classroom phase. Students must be in good academic standing and not have disciplinary infractions to participate in the course. The course consists of thirty hours of classroom instruction and six hours of behind the wheel instruction. All classroom sessions are scheduled to allow for one day of absence. It is very important that the student attends the first day of class to reserve their space. Students will be advised of the dates and times during registration.

MCC MAP



Montgomery Community College Campus Buildings

100 – Information Desk, Business Office/Cashier's Window, Career Readiness (high school equivalency), Continuing Education, NCWorks Career Center/ESC, Small Business Center, Student Services (admissions, registration, financial aid, counseling), auditorium, computer labs, general classrooms, science labs, vocational shops/labs

200 - Library, Distance Learning, General Store, computer labs, general classrooms, President's Office

300 - Arts & crafts classes

500 - AC & Refrigeration, BLET/Criminal Justice, Electrical Systems/Industrial Systems, Human Services

600 - Forest Management

Please Sign Parent and Student Acknowledgement Form

https://forms.gle/BYDos4omaPZy5AjA9

For the 2022-2023 Early College High School Handbook

Please review the MCEC Parent/Student Handbook and complete this form and return to the school

Student Name: _____

Grade Level: _____

I acknowledge I have reviewed this handbook and understand the responsibility of each student at Montgomery County Early College to adhere to these policies and guidelines.

Student Signature: _____ Date_____

Parent Signature: _____ Date_____