

**2023-2024**

**HAYWOOD EARLY COLLEGE  
STUDENT HANDBOOK**



EXCELLENCE IS NEVER AN ACCIDENT. IT IS ALWAYS THE RESULT OF HIGH INTENTION, SINCERE EFFORT, AND INTELLIGENT EXECUTION; IT REPRESENTS THE WISE CHOICE OF MANY ALTERNATIVES - CHOICE, NOT CHANCE, DETERMINES YOUR DESTINY.

ARISTOTLE





## THE BIG 5

# THE BIG 5

**BE WHERE YOU'RE SUPPOSED TO BE, DOING WHAT YOU'RE SUPPOSED TO BE DOING, AS WELL AS YOU CAN POSSIBLY DO IT**

### **OWN YOUR EDUCATION**

*Invest in yourself - Come prepared, work hard, take advantage of opportunities*

### **OWN OUR CULTURE**

*Help others grow and take care of one another*

### **HAVE A VISION**

*Hope, dream, and then plan for it*

### **KNOW YOUR SITUATION**

*Proactive rather than reactive*



**HAYWOOD  
EARLY  
COLLEGE**  
ONE PACK • ONE GOAL



# CAMPUS VISITS

*Students who are eligible:*  
- Have passing grades  
- Attend all classes,  
on time &  
- Follow  
behavioral  
expectations.



Sept. 11

**Western Carolina University** for regional College Fair and tour (everybody)

Oct. 4-7

MOUNTAINS TO COAST to **UNC-Chapel Hill, Duke University, NC State University, and East Carolina**

**CAMPUS VISITS**  
**Fall 2023**



# CAMPUS VISITS

## *Ivy League Tour* April 1-7, 2024



HARVARD  
UNIVERSITY



BROWN

Yale



COLUMBIA



NYU



PRINCETON



Penn  
UNIVERSITY of PENNSYLVANIA



JOHNS HOPKINS  
UNIVERSITY



# CAMPUS MAP



## Hickory

Majority of your college classes will take place in this building.

## Dogwood

Main Office, classrooms, offices, lockers

## Alder

Library, café, computer lab, classrooms

## Boundary Line

You should not venture below this line unless given permission





# WHOM DO I CONTACT FOR?





MY CAMPUS CONTACT LIST					
WHOM DO I CONTACT FOR . . .	DEPARTMENT	LOCATION	CONTACT INFORMATION	EMAIL	PHONE NUMBER
<b>ACADEMIC ADVISING &amp; REGISTRATION</b>	Principal (High School) Counselor (High School) Liaison (College)	Dogwood - 415 Dogwood - 417 Dogwood - 418	Lori Fox Heather Allen Andi Lawing	lorifox@haywood.k12.nc.us hallen@haywood.k12.nc.us aplawing@haywood.edu	565.4011 627.3880 565.4226
<b>ACCOMMODATIONS FOR HIGH SCHOOL CLASSES (504/IEP/ETC)</b>	High School Counselor	Dogwood - 417	Heather Allen	hallen@haywood.k12.nc.us	627.3880
<b>ACCOMMODATIONS FOR COLLEGE CLASSES (504/IEP/ETC)</b>	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>APPLYING FOR COLLEGE GRADUATION</b>	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>ATTENDANCE</b> High School: Student w/ individual teacher then...	Principal	Dogwood - 415	Lori Fox	lorifox@haywood.k12.nc.us	565.4011
<b>ATTENDANCE</b> College: Student w/ individual instructor then...	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>CHANGING PROGRAMS (AA/AS/AE/AATP)</b> (typically completed during fall or spring advising appointments)	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>COUNSELING</b>	High School Counselor	Dogwood - 417	Heather Allen	hallen@haywood.k12.nc.us	627.3880
<b>DRIVER'S ED &amp; ELIGIBILITY</b>	Data Manager	Dogwood - 405B	Tammy Ensley / Sharon Case	tensley@haywood.k12.nc.us scase@haywood.k12.nc.us	565.4000 565.4013
<b>HCC LEARNING SUPPORT SERVICES</b>	Liaison HCC Learning Support Services	Dogwood - 418 Hickory - 335A	Andi Lawing Learning Specialists	aplawing@haywood.edu HCC-learningsupport@haywood.edu	565.4226 627.4696
<b>INJURY/ILLNESS/MEDICATION</b>	Data Manager	Dogwood - 405B	Tammy Ensley / Sharon Case	tensley@haywood.k12.nc.us scase@haywood.k12.nc.us	565.4000 565.4013
<b>INSTRUCTIONAL CONCERNS:</b> High School	Principal	Dogwood - 415	Lori Fox	lorifox@haywood.k12.nc.us	565.4011
<b>INSTRUCTIONAL CONCERNS:</b> College	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>LIBRARY</b> Resources / Fines	Circulation Desk	Alder - 200	Circulation Desk	library@haywood.edu	627.4550
<b>LOST &amp; FOUND</b>	Data Manager	Dogwood - 405B	Tammy Ensley / Sharon Case	tensley@haywood.k12.nc.us scase@haywood.k12.nc.us	565.4000 565.4013
<b>LOST IPAD</b>	Principal	Dogwood - 415	Lori Fox	lorifox@haywood.k12.nc.us	565.4011
<b>OPPORTUNITIES</b> Enrichment & Volunteer	High School Counselor	-Digital Signs- -Website: <a href="http://teacher.haywood.k12.nc.us/hec-counselingcenter/">http://teacher.haywood.k12.nc.us/hec-counselingcenter/</a>	Heather Allen	hallen@haywood.k12.nc.us	627.3880
<b>PARKING</b> Fines	HCC Cashier	Hemlock - 1545	Sandra Seibert	sseibert@haywood.edu	565.4161
<b>PARKING</b> Parking Permits	HCC Cashier	Hemlock - 1545	Sandra Seibert	sseibert@haywood.edu	565.4161
<b>SAFETY CONCERNS</b>	Principal	Dogwood - 415	Lori Fox	lorifox@haywood.k12.nc.us	565.4011
<b>SCHOLARSHIPS</b>	High School Counselor	-Digital Signs- -Website: <a href="http://teacher.haywood.k12.nc.us/hec-counselingcenter/">http://teacher.haywood.k12.nc.us/hec-counselingcenter/</a>	Heather Allen	hallen@haywood.k12.nc.us	627.3880
<b>SECURITY</b> Immediate Danger	HCC Security	-	-	-	734-5410
<b>TEXTBOOKS</b>	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226
<b>TRANSCRIPTS</b> High School	High School Counselor	<a href="http://teacher.haywood.k12.nc.us/hec-counselingcenter/">http://teacher.haywood.k12.nc.us/hec-counselingcenter/</a>	Heather Allen	hallen@haywood.k12.nc.us	627.3880
<b>TRANSCRIPTS</b> College	HCC Enrollment Management	Hemlock - 1500	haywood.edu -Quick Links -Request Transcript	enrollment@haywood.edu	627.4500
<b>TUTORING</b> High School Courses - see individual teacher then...	Check HEC Student Board HCC Learning Support Services	Dogwood - 400 Hickory - 335A	-	-	627.4696
<b>TUTORING</b> College Courses - see individual instructor then ...	HCC Learning Support Services	Hickory - 335A	Phillip Hamm	HCC-learningsupport@haywood.edu	627.4696
<b>WITHDRAWING FROM A COLLEGE COURSE</b>	Liaison	Dogwood - 418	Andi Lawing	aplawing@haywood.edu	565.4226



# PORTRAIT OF A GRADUATE



## NORTH CAROLINA COMPETENCY SET

 <p><b>ADAPTABILITY</b></p>	<p><b>North Carolina Graduates...</b></p> <ul style="list-style-type: none"><li>• Demonstrate agility in thought processes and problem-solving.</li><li>• Accept feedback, praise, setbacks, and criticism.</li><li>• Balance diverse viewpoints and beliefs to reach workable solutions.</li><li>• Demonstrate flexibility when navigating challenging situations.</li><li>• Exhibit steadfastness despite difficulty, opposition, and/or failure.</li></ul>
 <p><b>COLLABORATION</b></p>	<p><b>North Carolina Graduates...</b></p> <ul style="list-style-type: none"><li>• Contribute and respond to diverse perspectives to achieve a common goal.</li><li>• Leverage strengths to resolve conflict and foster teamwork.</li><li>• Interact respectfully with others in digital and in-person interactions.</li><li>• Embrace a variety of roles in a group as a participant and a leader.</li></ul>
 <p><b>COMMUNICATION</b></p>	<p><b>North Carolina Graduates...</b></p> <ul style="list-style-type: none"><li>• Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills.</li><li>• Listen to decipher meaning, values, attitudes, and intentions.</li><li>• Ask questions and synthesize messages to seek understanding.</li><li>• Engage in productive discourse to resolve disagreements.</li><li>• Craft communication for a range of purposes and audiences.</li><li>• Use storytelling and public speaking to express ideas and connect with others.</li></ul>
 <p><b>CRITICAL THINKING</b></p>	<p><b>North Carolina Graduates...</b></p> <ul style="list-style-type: none"><li>• Analyze, assess, and reconstruct personal thought processes.</li><li>• Apply thinking that is clear, rational, and evidence-based.</li><li>• Evaluate and prioritize solutions to difficult or complex problems.</li><li>• Employ creative improvements to systems, processes, and organizations.</li></ul>





**EMPATHY**

**North Carolina Graduates...**

- Demonstrate understanding, sensitivity, concern, and respect.
- Share in others' feelings, opinions, and experiences through personal and digital connections.
- Value and embrace diverse cultures and unique perspectives.
- Foster belonging and trust through mutual respect and dialogue.



**LEARNER'S MINDSET**

**North Carolina Graduates...**

- Possess an ongoing desire to learn, unlearn, and relearn.
- Embrace curiosity to experience new ideas, demonstrate growth, and persist through challenges.
- Translate knowledge to provide different contexts to drive change and innovation.
- Develop positive attitudes and beliefs about learning.



**PERSONAL RESPONSIBILITY**

**North Carolina Graduates...**

- Adhere to a set of core values that are evident in choices and actions.
- Earn trust and respect through honest, principled behaviors.
- Honor commitments.
- Recognize how personal decisions and actions have impacts beyond self.
- Take ownership of decisions and persevere through challenges.
- Demonstrate self-control and composure.



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# PACK TIME

AN INITIATIVE AT HEC IS PACK TIME, PROGRAMMING TO EXPLORE STUDENT INTERESTS DURING ACADEMIC ENRICHMENT OPPORTUNITIES (AEO). BY BEING BUILT INTO OUR STUDENT DAY ALL STUDENTS HAVE THE OPPORTUNITY TO PARTICIPATE. SESSIONS WILL INCLUDE CAREER EXPLORATION, ACADEMIC WORKSHOPS (TEST PREP, COLLEGE ESSAY WRITING, ETC.), CLASS MEETINGS, AND NON-ACADEMIC SESSIONS TO PROMOTE WELLNESS AND SCHOOL COMMUNITY.

CHECK REMIND AND TVs FOR MONTHLY SCHEDULE.



# ACADEMIC ENRICHMENT OPPORTUNITIES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>HANSON</b>	A - English	A - Lead Teacher	A - Lead Teacher	A - Lunch Duty	A - English
	B - Lead Teacher	B - Pack Time	B - English	B - Lead Teacher	B - Lead Teacher
<b>HOOPER</b>	A - English	A - Pack Time	A - Open	A - Open	A - Open
	B - Lunch Duty	B - Lunch Duty	B - English	B - Lunch Duty	B - English
<b>BRUM</b>	A - Open	A - Lunch Duty	A - Math	A - Pack Time	A - Lunch Duty
	B - Math	B - Math	B - Open	B - Lunch Duty	B - Math
<b>STILES</b>	A - Open	A - Open	A - Math	A - Lunch Duty	A - Math
	B - Math	B - Lunch Duty	B - Open	B - Pack Time	B - Lunch Duty
<b>BROWN</b>	A - History/Spanish	A - History/Spanish	A - Lunch Duty	A - History/Spanish	A - Lunch Duty
	B - Lunch Duty	B - Open	B - Open	B - Open	B - History/Spanish
<b>ALLISON</b>	A - Lunch Duty	A - Lunch Duty	A - Lunch Duty	A - Science	A - Science
	B - Open	B - Science	B - Pack Time	B - Open	B - Open
<b>SMITH</b>	A - Lunch Duty	A - Open	A - Pack Time	A - Science	A - Science
	B - Open	B - Science	B - Lunch Duty	B - Open	B - Lunch Duty

\*Attendance is mandatory in AEO if high school or college grades fall below 80

Fridays - Tutorial B - Allen, Lawing, Fox - Freshman Seminar

Fridays - all day - Allen, Lawing - Freshman Study Hall

Fall/Spring semesters - Allen, Lawing, Fox - advising





# HCC LEARNING SUPPORT SERVICES



Learning Support Services assists students with a variety of academic needs:

- ✓ Tutoring (*math, writing/grammar/proofreading, science, basic computer operation, study skills, time management, and organization*)
- ✓ Testing
- ✓ Grammar Evaluation

*For assistance, please complete the request form on our website.*

**All services are available at no charge!**

The Learning Support Services team is here to support HCC students and we look forward to working with you for your academic needs to ensure a successful time here!

haywood.edu/learning-support-services  
HCC-learningssupport@haywood.edu



# **POLICIES AND PROCEDURES**

Haywood Early College is located at Haywood Community College in Clyde, NC. All offices and classrooms for the high school are located in the Dogwood Building. All visitors to the Early College should report to the main office for help, tours of the school, or to drop off or pick up students during the school day. Haywood Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

Students at Haywood Early College are united by the common goal of concurrently obtaining a high school diploma and completing an associate degree program, which allows up to two years of college credit (61 hours) within four years.

## **POLICIES AND PROCEDURES**

Each student is expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are expected to be courteous, polite and contribute to a positive school climate. Haywood County School Board 4000 series policies (located on the Haywood County Schools website) is available for parents and students. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Haywood County Public Schools determined to be necessary for the safe and effective operation of the schools. Regulations addressing the Student Grievance Procedure are outlined within these policies as well.

Each student must read and comply with Haywood Community College's policies and procedures as conveyed in the 2022-2023 HCC Curriculum Catalog, which is available in Student Services and also located on the College's website, in addition to any specific guidelines set forth in each course syllabus. Students agree to adhere to the College's student code of conduct, acceptable internet and network use, and use of student work policies as they relate to their conduct, while on campus, participating in off-campus/distance education instruction, and or using HCC networks or equipment.

## **SCHOOL SAFETY**

Students are expected to make choices that do not jeopardize their own safety, the safety of others or their academic careers. In addition to this handbook, the students are expected to follow the code of conduct for Haywood Early College as well as the rules for Haywood Community College. Concerns

about safety or anything that might place a student or staff member at risk should be reported immediately to the principal, any staff member, or campus security (828.734.5410).

## TYPES OF MISBEHAVIOR AND RESPONSIBILITIES

**\*Disruption of class or school:** Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. The following behaviors will be dealt with according to individual classroom policies. Repeated or constant violations of the classroom policies will be dealt with through the office. Other offenses will be subject to the appropriate disciplinary action.

**\*Profanity, vulgar or abusive language** including remarks which demean a person's race, religion, sex, national origin, disability or intellectual ability.

**\*Discrimination, Harassment and Bullying:** The Haywood County School System and Haywood Community College is committed to non-discrimination in all educational and employment activities. Discrimination means any act that unreasonably and unfavorably differentiates treatment of others based on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age or disability. Discrimination may be intentional or unintentional. Any form (personal or electronic) of harassment, discrimination or bullying will not be tolerated. Concerns or suspicions should be reported to the principal, a staff member or to campus security (828.734.5410).

**\*Public display of affection** inappropriate for school or that may offend others.

**\*Student Appearance:** ( HCS Board Policy 4316) Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Clothing must include a top and bottom, or the equivalent (ex: dresses), and shoes. Clothing must cover private parts and undergarments while sitting and/or moving throughout daily school activities. Clothing, including accessories, displaying language or symbols related to tobacco, drugs and alcohol are not permitted, as well as language or symbols of an offensive nature are not permitted. Students should be recognizable at all times. Eyes, face, and ears should be visible at all times. Hoods should not be worn indoors. Disciplinary actions for a student who fails to comply after being offered the opportunity shall be consistent with Section D of Policy 4300 (Consequences for Violations).

**\*Plagiarism:** Plagiarism includes the copying of the language, structure, ideas and/or thoughts of another and representing it as one's own original work. It is regarded as a very serious offense. Many institutions expel students found guilty of plagiarism. Teachers may use plagiarism detection websites or conduct an internet search to ensure students are following proper protocol. (see HCC's policy for Discipline and Appeal for Academic Violations in the 2022-2023 HCC Curriculum Catalog - Policy 5.3.2.1 at haywood.edu)



**\*Use/possession of tobacco** in any form or paraphernalia including imitations or substitutes is prohibited. (HCS Board Policy 4320). Haywood Community College is a tobacco-free campus and any student in violation of the tobacco-free rules will be subject to discipline from both the early college and community college.

**\*Possession/Under the Influence:** No student shall possess, use, transmit or be under the influence of any narcotic drug, alcoholic beverages, or intoxicant of any kind. By law, these are reportable offenses and may result in school suspension, loss of school privileges, and further criminal investigation.

**\*Search and seizure:** By law, Haywood Early College, with reasonable suspicion, reserves the right to search the vehicle, backpack, locker and/or person of any student under the guidelines of HCS Board Policy 4342. Any illegal material or materials not permitted according to campus regulations or board policy will be seized and disciplinary action taken when appropriate. When necessary, proper authorities will be notified. Random searches of lockers and automobiles may be conducted when deemed appropriate by the principal. Students who fail to comply with such searches can be subject to disciplinary action and/or referred to law enforcement.

**\*Random Student Drug Testing:** Under Haywood County Schools Board Policy 4326, students who desire to participate in voluntary competitive school activities or privileges must agree to participate in the random student drug testing program. This includes campus parking privileges. This participation is a privilege, not a right.

**\*Medication:** All medicines, prescriptions and over-the-counter medications such as aspirin, acetaminophen, ibuprofen, cold medication, cough drops, vitamins, etc. are required to be registered with the office. Official permission forms obtaining parent and physician signatures are required to authorize the use or distribution of any medicine. Medications must be brought to school in their original containers by a parent. Medications are kept in the main office and administered by office personnel, counselor or nurse. Students must take the prescribed dosage while in the presence of the authorized personnel. Possession of any medicine by a student may result in suspension.

STUDENTS WHO HAVE CHRONIC ILLNESSES SUCH ASTHMA, SEIZURES, OR DIABETES SHOULD PROVIDE THE SCHOOL WITH DOCUMENTATION OF THE ILLNESS, PROCEDURES TO FOLLOW IF THEY EXPERIENCE ATTACKS DUE TO THEIR ILLNESS, AND EMERGENCY CONTACTS TO ASSURE THE PROPER MEDICAL ATTENTION IS GIVEN.

**\*Theft or damage to property:** Students are responsible for the care of school property. Those who willfully destroy school or private property will be required to pay for the damages incurred, and disciplinary action will be taken. No student shall steal or attempt to steal or knowingly be in possession of stolen property.

**\*Weapons:** Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following: firearms (loaded/unloaded), destructive

devices, explosives, knives (pocket knives, switchblades, box cutters, icepicks, razor blades), slingshots, metal knuckles, air rifles/pistols, stun guns, tasers, fireworks, ammunition or bullets, and any sharp pointed or edged instruments.

**\*Threats:** A threat is communication (written, verbal, or otherwise) that implies bodily harm to self or others or to destruction of property. Every threat will be handled immediately by the school administration for the safety of all students/staff. Both law enforcement and Central Office administration will be notified.

## ATTENDANCE

Attendance is important for academic success and students are encouraged to attend their classes on a regular basis. All appointments should be scheduled before or after school hours when possible. Attendance will be taken in each class. Documentation is expected to be provided for reasons of absence and will remain on file in the main office for reference if questions arise. The following absences will be excused: personal sickness (illness or injury), quarantine, death in immediate family, medical or dental appointments, religious observance, a prior approved educational opportunity, court, or administrative proceedings.

HEC Students who are taking ONLY college classes are expected to attend only the days they have college classes throughout the semester. These students are expected to **sign in AND out** on the iPad located in HEC's main office.

### HEC Policy:

A student with 10+ absences in a class period during a semester will not receive credit for the class unless the student attends make-up sessions for the seventh, eighth, and ninth absence. The make-up sessions are determined by the teacher. Students with 10+ absences must also file a formal appeal to the principal and the Attendance Appeals Committee to request course credit. These forms are available in the office. **IF A STUDENT IS FAILING A CLASS IN WHICH THEY HAVE 10+ ABSENCES, THEY CANNOT APPEAL FOR COURSE CREDIT.**

### HCC Policy:

The faculty, staff and administration at Haywood Community College care about student success. In order to facilitate a successful academic environment, students are expected to attend and be on time for all scheduled classes and labs. Additionally, students are further expected to actively participate in their classes in order to appropriately meet the course objectives and outcomes. When students must be absent, it is vital that they remain in contact with their instructors. HEC students are expected to be in every college class meeting unless it is an excused absence. Missing class while on campus will result in disciplinary action for skipping class. After the census date of each class, the College tracks student participation in courses for the purposes of student success. No official record of attendance is

maintained, after the census date, except in programs which require specific attendance policies based on state regulations. However, faculty are required to monitor student progress and participation and make necessary referrals should a student cease actively participating in the course. Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. (Excerpt from HCC Policy 5.2.1.4) **If a grade of “W” or 'WA" is earned on the college transcript (an “F” will be assigned on the high school transcript) for non-participation for any course.**

## ATTENDANCE PROCEDURES

\* **Three Days:** When a student misses 3 days, excused or unexcused, the teacher must make a parent contact to inform the parent of the student’s attendance.

\***Ten or More Days:** It is the teacher’s responsibility to notify the student when their credit is in jeopardy due to attendance. Students granted an appeal will receive the grade earned in the class if they have made up the time for their absences. Appeals can be denied and given a grade of 55 for the semester. Students who do not make-up time will be given a grade of 55 for the semester.

\*School Related Absences:

**HEC Policy:** Field trips and approved school functions will NOT be counted as an absence. Third, Fourth and Fifth year students may take two (2) Code 6 days during the school year for a college day. Verification of college campus visit is required. All school work missed due to a Code 6 must be made up within two (2) days following the absence per school guidelines.

**HCC Policy:** Students attending an HEC sponsored field trip, must be in good academic standing, and have permission from his/her instructor. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, and class time to be missed due to a school sponsored event must be rescheduled prior to the absences or otherwise rescheduled at the discretion of the instructor.

\*Missed Assignments:

**HEC Policy:** Students have the responsibility to make up missed assignments due to absences. Students have two (2) days per absence to complete missed assignments. Long-term assignments are exempt from the make-up guideline and are due as originally assigned.

**HCC Policy:** Students should refer to the course syllabus for individual course attendance requirements. Many instructors do not accept late work (assignments, quizzes, exams) if prior notification of absence was not given. Students should always contact the instructor prior to the absence if at all possible. At the instructor’s discretion, students may make up for missed work.



**\*Late Arrivals/Early Departures:** Students are expected to sign in and sign out at the front desk in the HEC office when arriving late (after 8:30) or leaving early (before 2:20). Documentation for appointments, sickness, etc. must be on file in the main office. If a note is turned in to the office allowing permission for a student to leave early, parents will be called for a verbal consent before the student can leave campus. **The expectation is that once a student is on campus for school, they remain on campus until their last class is finished for the day.**

**There will be NO checkouts during lunch. NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS WITH ANOTHER STUDENT WITHOUT WRITTEN PERMISSION BY A PARENT UNLESS THE OTHER STUDENT IS THE CURRENT TRANSPORTATION ON FILE IN THE MAIN OFFICE.**

**TARDY POLICY:** There are no bells at HEC and classes begin at the scheduled times. Students should report to class on time. Tardy students are disruptive to the learning environment. Tardies accumulate during the semester. Three tardies convert to one absence. After six tardies counting as two absences, students will be referred to administration. It is the responsibility of the student and parent to be on time to school. LATE BUSES CONSTITUTE AS AN EXCUSED TARDY TO SCHOOL. If a student misses the bus, students must make alternate arrangements to school. Missing the bus is NOT an excused tardy or absence.

## TRANSPORTATION

**Buses:** Students can ride their district school bus from their home to either Pisgah or Tuscola and load the designated bus to the Early College. There are two buses that depart HEC in the afternoon to Pisgah, Tuscola and Central Haywood High Schools. Students will then load their district bus to take them home. Morning buses unload students at the Sunrise Café where students can eat breakfast or walk to their first class. Afternoon buses will leave the campus no later than 2:30 PM from the front of the Dogwood (HEC) Building. Students needing to ride the bus for special circumstances (going home with a friend, to work, or to another residence) must present a note to the office and the parent will be called for verbal permission. Bus drivers will not deliver a student to a different or new location without a Bus Permission Slip from the HEC office.

**\*Car Riders:** Parents/guardians may choose to drive students to campus. Students may be dropped off at the Sunrise Cafe for breakfast or in front of the Dogwood Building beginning at 8:00AM. School begins promptly at 8:30AM and dismisses at 2:20PM. Parents who come before 2:30PM are asked to find a parking space near the Dogwood building in order not to block bus loading at 2:20PM. Once buses have departed, do not block other parked cars in front of the building. If student transportation is different from normal arrangements, parents are responsible for providing a note that explains the change and can expect a call from the office for a verbal consent. If an unexpected change arises parents must call the office as soon as possible so that the student can be located and informed before dismissal. All students must be off-campus by 4:00PM.

**\*Student Vehicle and Parking Regulations:** Operation of a vehicle to and from HEC is a privilege and not a right. HCC provides designated parking areas for both faculty/staff and students. HCC Security regularly patrols the parking areas and will issue citations if rules are not followed. Parking passes are required, and students must register for a parking decal with Mrs. Ensley in HEC front office. There is no charge, but a form must be completed at the time of the request. **Students who drive to school are not allowed to take other students off campus without the written permission of both the driver's parents/guardian and the other student's parents/guardians.** Arrangements will be kept on file in the main office if students who drive are the regular transportation for other students. Students are expected to obey all traffic rules and regulations designed for the safe operation of vehicles on campus. HEC and HCC cannot assume responsibility for any damage done to automobiles or any acts of vandalism while parked on school property. Students park cars at their own risk. Students should exit the vehicle upon arrival to campus. Students are not allowed in vehicles during class breaks or lunch time.

## TEXTBOOKS AND TECHNOLOGY

**\*Textbooks and technology:** Haywood Early College provides books for all high school and college courses, within the AA/AS/AE/AATP programs, taken the first time. If a student withdraws or does not pass a course using a consumable text (workbook designed to be written in and discarded), lab manual, or personal access code, students will be responsible for the cost. Students are responsible for returning college textbooks immediately following exams or immediately upon withdrawal from the course.

It is the responsibility of the student and their family to protect and maintain their textbooks and technology. All books, calculators, iPads and laptops are the property of Haywood Early College and Haywood County Schools. All textbooks and technology are expected to be returned in good condition each semester. Lost or damaged books, calculators, iPads, iPad chargers, Logitech Crayons, and laptops will require parents/students to pay for replacement.

**\*Electronic Devices:** Cell phones may be used during lunch, breaks and class changes. Teachers retain the right to administer different electronic device policies within their classrooms. Inappropriate use of electronic devices will not be tolerated. Cyber bullying and inappropriate content contained in or distributed through any electronic device will not be tolerated. By law, these are reportable offenses and may result in school suspension and further criminal investigation. As with other personal property, cell phone, voice messages, emails, photographs, and text messages can be searched if the principal has reasonable suspicion that they have been used in a disruptive or harmful manner. HEC and HCC faculty and staff are not liable for damage, loss or theft of personal property belonging to students. It is imperative that a student report the damage, loss, or theft of an HEC iPad to Mrs. Fox immediately.

### **\*Internet Use:**

**HEC Policy:** Students are allowed to use HEC iPads/laptops for educational and research purposes. The principal has the authority to review the archives and search documents, pictures, artwork and other files created or stored on the laptop if sufficient suspicion exists to indicate inappropriate use of technology or the internet. Abusing the privilege of using HEC iPads/laptops can result in the denial of use for specific students. HEC students are allowed to use their personal laptops and/or tablets for school purposes. (HCS Board Policy 3225/4312/7320)

**HCC Policy:** The College's information technology resources are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources. (Excerpt from HCC Policy 7.2 Internet and Network Acceptable Use)

### **GRADES**

High school grades are assigned using the NC ten-point scale. All grades are recorded and updated by each teacher on Fridays and available in PowerSchool. Students can ask their teacher for a list of the work they have (or have not) completed. Report cards are available at the end of each nine-week grading period. Parents have access to view grades and progress by utilizing the Parent Portal. Parents may obtain the password and information from the HEC office. A copy of NCDL or photo ID and application is required. Teacher/parent/student conferences can be arranged as needed to support the academic success of each student.

College grades are assigned as pre-determined by the instructor per course syllabus. All grades are recorded and updated by each instructor in Moodle. Parents do not have direct access to these grades but are highly encouraged to ask their student to sign in to their Moodle account to view their grades periodically. A midterm grade will be included on the 1st nine weeks report card for fall semester and the 3rd nine weeks report for the spring, however the best way to keep track of your student's college coursework is to view their Moodle account weekly throughout each semester.

Students will earn 28 credits for their high school diploma. Some of the required credits and electives will be college courses. **Early College students must meet all exit standards for graduation by completion of the fourth year.** Each college instructor provides a syllabus which includes the instructor's grading scale which may or may not be the same as the HEC grading scale. Transfer credit is **not** earned for a college course when a student earns a D or an F. These courses must be retaken to meet the college credit requirements for an Associate in Arts/Science/Engineering/Teacher-Prep degree.



## COLLEGE COURSE WITHDRAWAL PROCESS

Haywood Early College students are expected to successfully complete all scheduled college classes to meet the goal of completing a college transfer degree. However, an extenuating circumstance (such as a serious illness) may make it difficult for a student to obtain a passing grade or meet college attendance requirements. Because dropping a college course is a serious decision with wide ranging consequences, HEC has a required, comprehensive procedure which begins with Mrs. Lawing. Students and/or parents should contact Mrs. Lawing for more information to begin the process.

IF HEC STUDENTS ARE WITHDRAWN FROM COLLEGE CLASSES BY COLLEGE INSTRUCTORS DUE TO POOR ATTENDANCE, LACK OF PROGRESS WITH COURSEWORK, ETC OR IF THE STUDENT WITHDRAWS FROM A COLLEGE COURSE, THE STUDENT WILL RECEIVE A 55/F FOR A FINAL GRADE FOR THAT CLASS.

## CREDIT RECOVERY/FAILED COLLEGE CLASSES

If a student withdraws/fails a college class that is also required for high school graduation, then he/she must take a credit recovery course in the APEX credit recovery system offered through Haywood County Schools. IF a student withdraws, or is withdrawn by an instructor from a college course during the semester, he/she must complete the recovery course at HEC during that scheduled college class time. APEX earns a Pass and does not calculate in grade point average. Initial attempt remains on transcript and in GPA. Recovery credit for failure must be completed within 45 days of failure. The following classes will require credit recovery:

Eng 111, 112, 231/232, 241/242

Mat 143, 152, 171

His 131, 132

Hea 110

Spa 111, 112

Bio 140, Chm 152, Phy 252

IF A STUDENT HAS TO TAKE A CREDIT RECOVERY COURSE, THEN HE/SHE WILL BE REQUIRED TO MEET WITH MRS. FOX, DR. ALLEN AND MRS. LAWING TO DETERMINE IF AN ALTERNATIVE PATHWAY FOR GRADUATION SHOULD BE CONSIDERED.

STUDENTS FAILING TO MEET THE HAYWOOD COMMUNITY COLLEGE ACADEMIC STANDARDS FOR ACADEMIC PROGRESS WILL ALSO BE CONSIDERED FOR AN ALTERNATIVE PATHWAY FOR GRADUATION. EACH TIME STUDENTS EARN A 'D', 'F', OR 'W,' THEY JEOPARDIZE HIGH SCHOOL GRADUATION AND THE POSSIBILITY OF EARNING THEIR AA, AS, AE, or AATP.

## SUMMER CLASSES

Taking summer courses is a privilege. Due to a decrease in high school and college advising support over the summer, students must be strong and independent workers, with great communication skills, and diligent about checking their own grades and course progress.

In addition, due to the reduced summer support, a **limited** number of Early College students may take summer courses. After all applications have been reviewed, student candidates who are most in need and/or most likely to be successful will be chosen. Be advised that upperclassmen will receive first priority. In addition, because of the faster pace, students will only be allowed to sign up for one course per summer, unless additional approval from the principal is granted.

### Summer Success:

Summer courses are for students who are mature and responsible because:

- they operate at twice the pace of a normal college course.
- they are normally hybrid or completely online, limiting student/instructor communication.
- contact with the college liaison and Early College faculty will be limited due to summer break.
- students often have plans to take vacations or work during the summer.
- all coursework will count toward the student's high school and college transcripts and grade point average (GPA).

For these reasons, summer courses can be very challenging, even though a student may have already taken a course or may feel that the course will be "easy." In fact, many students who do well during the school year have struggled in summer courses, because of the faster pace and limited contact with faculty and staff.

## FOOD AND DRINKS

Lunch is provided through Haywood County Schools Child Nutrition Department in the Sunrise Cafe. The cafeteria is located in the Alder Building and serves breakfast and lunch daily. All students have an assigned lunch ID number. Money may be put on their account balance online or by check or cash payable to the Sunrise Café. Students may qualify for free and reduced meals if the appropriate forms are submitted to the Child Nutrition Department. Forms are available in the HEC office. Breakfast at the Sunrise Café is available from 7:00AM-9:00AM. Lunch is available from 11:00AM-1:00PM. Vending machines are available in the Dogwood Building, in the Sunrise Café and in the Hickory Building at all times during campus hours. **COST OF BREAKFAST = FREE/LUNCH = FREE**

## HCC STUDENT FEE

HEC students will have the Traditional Curriculum Students fee, CAP fee, Success Fee, Technology fee, and Parking fee waived. **However, HEC students will be required to pay \$25/annually to participate in HCC campus events.** (HCC/HEC 2022-2023 Memorandum of Understanding)

## DRIVERS EDUCATION

Early College students can complete Driver's Education when it is offered at their district high school or during the summer. Parents/Students should contact Haywood Early College to request information about the dates driving classes and course work will be offered. All NC rules and regulations related to Driver's Ed apply to Early College students.

Students under the age of 18 must have a Driving Eligibility Certificate in order to receive a North Carolina Driver's permit or license. Once a student has completed the driving portion of driver's education, he/she must take the Driver's Education Certificate to the office to ask for a Driver's Eligibility Certificate. To receive this certificate, the student must be enrolled in school and have adequate academic progress approved by the principal.