

Brunswick County
Early College High School
2024-2025

STUDENT/Parent HANDBOOK
(This is a live document. We will let you know if changes are made)



EMBRACE, ENGAGE, ELEVATE
CHANGE IN LEARNING YOUR FUTURE





2024-2025 BCECHS
Student/Parent Handbook

Please tear out and return this page to your
Success teacher by Friday, August 23rd
after reading the BCECHS Student/Parent
Handbook

By signing below I acknowledge that I have read and understand the 24/25 BCECHS Student/Parent Handbook.

Student Signature

Parent Signature (if student is under 18 years of age)

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BCECHS Vision

It is the vision of Brunswick County Early College High School (BCECHS) that all students will graduate college, career, and life ready.

MISSION STATEMENT

Brunswick County Early College High School provides a rigorous, relevant curriculum and the academic, relational support necessary for students to complete the requirements for a North Carolina High School Diploma, an Associate's Degree and Certification from Brunswick Community College in 5 years.

The 5 R's

Rigor	Incorporating high expectations for all students in all classes
RELEVANCY	Linking classroom experiences to real world applications to enhance understanding
RELATIONSHIPS	The positive connections between students, adults and peers that foster positive social interaction and establish a nurturing environment of trust and support in schools
RESPECT	Appreciating the similarities and differences between one's self and others, and recognizing the importance of valuing one's surroundings
RESPONSIBILITY	Taking ownership of one's actions regardless of the consequences

Alma Mater: *Firebirds Soar*

*Rising up from the ashes
Starting a new life;
Going through this journey
In our Firebird home.*

*Starting from nothing
Now we have the world;
Firebirds fly together
Before we're out on our own.*

*Always rising, never falling
Nothing can hold us back,
Even when the winds of life
Try to push us down,
We stay strong and
Soar through it all,
Keeping our goals in sight*

*At Early College
We thrive, gain knowledge
Together we find our way.*

School Colors:

Red, Black, Silver

School Mascot:

FIREBIRDS

Greetings from the Administration and Faculty

We are pleased to welcome you to the Brunswick County Early College High School (BCECHS) Firebird Family. You will have many opportunities to successfully participate in academic and extracurricular activities. BCECHS has begun a tradition of success, and we know that you will take pride in continuing in our high standard of excellence. Our faculty is committed to helping you make your secondary educational experience a time of great learning. Please read this handbook and share it with your parents/guardians. It is important that you become familiar with the basic policies and procedures at BCECHS and Brunswick Community College.

Please note that in compliance with BCS Policy Code 4300, all references to “parent” include a parent, legal guardian, a legal custodian or other caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

Denise Absher Principal

Anthony Tantillo
Assistant Principal
Monica Handy
School Counselor

Teresa Bedell
Freshman Seminar

Laura Askue, Shelby Leonard, & Megan Smith
English Teachers
Tracy Earnhardt
Data Manager

Danielle Walcott
Administrative Assistant

Faith Jones
Treasurer

Erika Foster, Angela Mabry, & Leah Brown
Mathematics Teachers

Amanda Stepka
Academic Support

Dr. Dane Fisher, Ben Ford, & Jessica Lewis
Science Teachers

Nelson Earnhardt & _____

Custodians

Katie Adams, Christian Clark, & Joel Elliott
Social Studies Teachers

ACADEMIC INFORMATION

Embrace, Engage & Elevate

1. Embrace

- **Embrace Change:** Cultivate a culture of adaptability where students and staff are open to new ideas and methodologies.
- **Embrace Accountability:** Encourage everyone in the school community to take responsibility for their actions and learning outcomes.
- **Embrace Ownership:** Promote a sense of ownership in both students and staff over their educational journey and professional development.

2. Engage

- **Engage Academically:** Provide a stimulating and challenging curriculum that encourages critical thinking and active learning.
- **Engage Relationally:** Foster strong, supportive relationships among students, teachers, and staff to build a cohesive and motivated community.
- **Engage Professionally:** Offer opportunities for students to engage in real-world experiences and professional development to prepare for future careers.

3. Elevate

- **Elevate Learning:** Implement innovative teaching practices and technologies to enhance learning and ensure academic excellence.
- **Elevate Aspirations:** Inspire students to set high goals and provide the resources and guidance necessary to achieve them.
- **Elevate Outcomes:** Strive for continuous improvement in student performance, ensuring all graduates are well-prepared for college, careers, and life.

- Every student ready to read, write, think and talk in every class everyday!
- Use study hall and free time productively to minimize academic work outside of the school day whenever possible.
- Hold each other accountable for being productive.
- Be proactive and ready for class.
- Seek help when you need it.

HONOR CODE

The Honor Code is designed to protect the honesty of our students and the integrity of their academic achievement. The promotion of character education creates an atmosphere of trust and respect in our school community.

BCECHS Honor Code:

1. I will not lie, cheat, or steal in giving assistance or receiving assistance in my academic endeavors.
2. I will not plagiarize. (See BCC handbook)

3. I will forthrightly oppose each and every instance of academic dishonesty. (See BCC Honor Code)
4. I will give prompt notification to the appropriate teacher when I have witnessed any student who has given or received information of a dishonest nature.

Cheating is defined as the willful and/or intentional **giving or obtaining** information from an outside source (including AI) **and** presenting it as your own. *Using someone else's work is considered plagiarism.*

If any subject related materials (study guides, text messages, notes, textbooks, websites, etc.) are visible during an assessment would constitute cheating.

Consequences:

BCECHS - You may receive a "0" on the assignment/test and be placed on a contract. You will also have to attend a mandatory meeting with parents/guardians, teacher, School Counselor, and administration.

BCC Honor Code

BCC is an institution that values academic integrity. To this end, students will exhibit absolute honesty in all of their academic endeavors.

BCC students will refrain from acts of *academic dishonesty* such as cheating, fabrication, lying, bribery, assuming another's identity, and/or use of any device not specifically allowed by the instructor in class. This also includes and is not limited to: inappropriate collaboration, the giving or receiving of information (including test materials) without permission, and the unauthorized submission of the same paper in different courses.

Plagiarism is an act of academic dishonesty, and therefore, a serious violation of the BCC Honor Code. Students commit plagiarism when they use words, ideas, statistics, images, and/or graphics from other sources and present this material as their own work or do not attempt to document their sources. If students are unsure what information needs to be cited, they should ask their instructors for guidance.

Examples of plagiarized assignments include

- word-for-word copies of essays and articles taken from web sites, books, periodicals, or other sources.
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source.
- paraphrased and summarized words and ideas whose sources are not clearly cited in the student's text.
- use of AI to complete an assignment

All students are obligated to report incidents of academic dishonesty to the appropriate authorities.

Instructors who suspect that a student has participated in academic dishonesty/plagiarism are authorized to request and examine the student's research notes and other materials. Therefore, students are required to keep their research notes until they receive final grades. Verified cases of plagiarism may receive a grade of zero for the assignment and will be reported to the appropriate department head.

BCC – You may receive an "F" in the course, which becomes part of your permanent college transcript. BCC administration and faculty will determine the consequence

BCC EXPECTATIONS FOR ADULT LEARNERS

While taking college classes, you and your parents need to be aware that subjects and topics will be discussed on an adult level. Part of the learning process is to be made aware of different ideas and beliefs. This does not mean that you have to agree or conform. The expectation is that you be respectful of others' ideas and beliefs. If you have a question or concern, see the counselor.

Engagement, enthusiasm, motivation, and self-discipline are essential elements of individual learning and development. Therefore, all students should show respect for themselves, their peers, and college personnel. For example, an adult learner at BCC is expected to:

- be courteous to fellow students, faculty, staff members, and the public.
- be honest in academic work and in one's interactions with members of the campus community.
- obey local, state, and federal laws.
- keep confidential all passwords, PINs, and usernames.
- respect the property of the College, fellow students, and others.

BCC CLASSROOM BEHAVIOR AND DISCIPLINARY ACTIONS

Brunswick Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. Listed below are the guidelines for classroom behavior which the College has established to ensure that the learning environment is not compromised:

1. Attendance: Students are expected to be in class. They shall not enter late or leave early.
2. Absences: Students should inform the instructor, in advance, if an absence is necessary. It is the student's responsibility to obtain missed assignments from the instructor or from their classmates. Students should not expect to make up work, such as unannounced quizzes or tests. It is not the responsibility of the teacher to re-teach material missed due to an absence.
3. Verbal disruption: Students should not engage in side conversations in class.
4. Use of class time: Students should not use class time to work on unrelated activities. This includes homework for other courses or personal activities.
5. Internet: Students may use the Internet only for valid academic purposes in class and may not access non-academic sites which are unrelated to the course. In all instances, students must obey the BCC Computer Usage policy and directives.
6. Attentiveness: Students should be alert in class. Therefore, they should avoid placing their heads on desks, hiding behind hats or hoods, or sleeping.
7. Attitude: Students are expected to maintain a civil attitude in class. Inappropriate commentary or body language that expresses a negative attitude towards the course, the instructor, assignments, or fellow students is not allowed.
8. Profanity and offensive language: Profanity or offensive language is not permitted in class.
9. Cell phones and other devices: Students must turn off all cell phones and other electronic devices (e.g. MP3 players) when entering class. They may not text messages, send or receive telephone calls, surf the net, or listen to music during class.
10. Guests: Unregistered friends or children are not allowed in class. Also, children are not to be left unattended anywhere on campus.
11. Food, Drink, and Tobacco Products: Students may consume bottled drinks with screw tops with permission from the instructor. No food items are to be consumed in the classroom. BCC is a tobacco free campus.
12. Personal Business: Personal business transactions with instructors, such as asking them to sign forms, etc., should be conducted before or after class.

Both faculty and students shall enjoy a positive and supportive environment guided by clearly defined expectations and policies. Therefore, faculty should review these expectations, including the Honor

Code, with their students during the first week of class. For each course, the instructor shall clarify the extent to which collaboration on assignments or the use of technology will be permitted.

It is the responsibility of the instructor to maintain an environment that is conducive to learning. Therefore, the instructor may remove a student from class if that student's behavior is deemed disruptive to the academic environment. Repeated or egregious offenses shall be directed to Student Services.

BCECHS SPECIAL REQUIREMENTS

In order to remain a BCECHS student you must make satisfactory academic progress and demonstrate to the faculty that you are academically and socially college ready.

You must meet prerequisite requirements to enroll in a college course. See Appendix D for specific requirements. Tutoring is available to assist students in meeting prerequisite requirements.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress standards are:

- Students must maintain a **2.8 GPA each** semester;
- Students must meet earned credit requirements for each grade level;
- Withdrawal from college class is not an option. If you have an extenuating circumstance that you would like BCECHS administration to consider for withdrawal from a college class you may submit a withdrawal request form. Note: no more than two withdrawals will be permitted for any reason during your high school journey at BCECHS.
- In order to receive transferable credit students must earn a grade of C or higher.
- Be aware that college courses taken at BCC will forever affect your college GPA, which in turn could permanently affect your eligibility for financial aid in the future.

Students who are not making satisfactory academic progress at the midterm or end-of-term for college or high school classes will be placed on a contract for academics. See Appendix A for more information.

CONTINUING AT BCECHS

Ensuring you receive a high-quality education is one of the top priorities of BCECHS. Sometimes, through behaviors and/or grades, students demonstrate that they are either unable or unwilling to be successful in the college setting. *If you do not exhibit college ready behaviors or academic success, the principal reserves the right to prohibit you from taking college classes.* Furthermore, if you are not meeting satisfactory academic progress or do not have a college GPA minimum of 2.8, you will not have full access to the BCC courses. If you do not have access to enrolling in the courses necessary to receive an associate degree/diploma/certificate, a conference will be held with you, your parents and BCECHS administration to determine the plan to complete your high school experience.

ACADEMIC ADVISING

The school counselor is available to help you with personal and academic concerns. The school counselor also helps you evaluate your abilities, interests, and course selections by personalizing your educational plan. Additionally, the school counselor provides services such as college preparation, ACT/SAT preparation, scheduling, developing academic plans and assists with completing college applications and scholarships through your Graduate SUCCESS class.

Your school counselor can assist you as you explore senior colleges and universities. Be advised that each college has specific admissions requirements. It is your responsibility to educate yourself regarding the admission requirements and to assist during academic, college and career planning.

Your high school counselor is your contact when registering and schedule changes are needed from any high school and/or college course.

Parents are encouraged to participate in advising meetings with the school counselor each semester to plan high school and college courses, and refine the student's long-term plan. Through Self Service you can access all your college records and information.

Your school counselor and administrators have the right to assess your college readiness and determine the appropriate amount of college courses you should take during any given semester. *Students who are not making progress toward graduation may be ineligible from taking college classes the following semester.*

You are expected to successfully complete all courses for which you are registered. Therefore, you need to carefully consider the difficulty and the number of courses for which you register.

If you receive a non-transferable grade (below a C) and it is determined that your grade is a result of not fulfilling your responsibilities (not completing or lack of effort on assignments and/or tests, not meeting deadlines, not taking tests, not attending tutoring, forced withdrawal due to absenteeism) a withdrawal from the class will not be approved and you will receive the grade you've earned. If you choose to retake the class later, you will be responsible for paying for the required course materials.

BCC FEES

Students are required to pay insurance and technology fees (\$9.50 or \$17.50 each semester, based on the number of credit hours registered). Some college courses MAY require a minimal fee for materials. Students must pay by the announced payment deadline each semester or they will be dropped from the class.

BCC SUMMER COURSES

If you have been approved to take a Summer Semester course, you are responsible for purchasing your college textbooks and/or access codes, unless Early College has the textbook in stock. Upperclassmen can be considered for summer courses on an as needed basis.

GRADUATION AND PROMOTION REQUIREMENTS

The Brunswick County Board of Education has adopted a promotion standards policy. This policy imposes some higher student accountability standards than those required under the State Board of Education policy. Refer to Board Policy #3420 Student Promotion, Retention and Accountability for complete guidelines. In order to receive a diploma from Brunswick County Schools, you must meet the Future-Ready Core requirements.

BCS High School Graduation Requirements:

https://docs.google.com/document/d/1p4sWWgG6_DPiHzzslbPayfGRYLEJoyoriQGBBMRpxGI/mobilebasic?urp=gmail_link

North Carolina High School Graduation Requirements Future Ready Core:

<https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements>

1. Completion of Future Ready Core Requirements
2. Minimum 28 Course Requirements must be met
3. CPR Training
4. Any additional requirements set by NCDPI and/or Brunswick County Schools.

To earn an Associate's Degree from BCC you must complete the required Semester Hours of Credit as determined by your degree program. You are responsible for monitoring your progress for degree completion through Self Service. Your official record regarding completing your degree is maintained through the college.

§ NC Legislation 115C-238.50 – Cooperative Innovative High Schools Program

(b) All the cooperative innovative high school programs established under this Part shall:

(1) Enable students to concurrently obtain a high school diploma and begin or complete **an** associate degree program, master a certificate or vocational program, or earn up to two years of college credit within five years. (1a) Prepare students adequately for future learning in the workforce or in an institution of higher education.

Your school counselor will meet with you to review your academic plan and to assist in scheduling classes each semester. Scheduling high school classes is the first priority. When possible, the high school makes schedule changes so that it is possible for you to take the high school and college classes you need and want. Due to scheduling restraints you may have to take more classes or take classes during the summer if you want to complete the degree.

BCECHS VOLUNTEER PROCEDURES

As part of BCECHS requirements students are required to participate in community service and internship projects within clubs and SUCCESS classes.

Students should not arrive at any business, school, or organization to volunteer without having the necessary forms completed and both parties understanding the expectations of all involved before volunteering begins.

Students are to remember that they not only represent themselves but BCECHS as well. Students are to be on time, meet the Brunswick County Dress Code or specific dress code of business, school, and/or organization, be respectful, build relationships, and be responsible by having a positive attitude and willing to do whatever is asked. If you must be absent, students are to be *responsible* and notify the instructors as early as possible; communication is key.

CREDITS FOR PROMOTION, REPEATING COURSES AND ALTERNATE METHODS OF OBTAINING CREDITS

Credits required for promotion

There is a local minimum of potential credits earned for each grade level that will determine your classification. The successful completion of some academic courses is required for promotion.

High School Course Repetition

Per BCS BOE Policy 3420 - High school students may repeat a course for credit under the following parameters:

1. Repeating a Previously Failed Course

As provided in State Board of Education policy CCRE-001, high school students who fail a course for credit may repeat that course. To take advantage of this option, the student must repeat the entire course. Beginning with the 2015-16 school year, when a student initially fails a high school course and successfully repeats the course for credit, the new course grade will replace the original failing grade for the course on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility. The superintendent may develop procedures for students to indicate their intent to repeat a course for credit under this paragraph and may establish any other rules as necessary and consistent with State Board policy.

2. Repeating a Course for which Credit was Earned (Grade Replacement)

The board recognizes that high school students may need to repeat a course for which they have earned credit in order to increase their understanding of the course content, to improve skill mastery, or to meet postsecondary goals. Students may repeat a course for which they have previously earned credit, subject to the following preconditions and any other reasonable rules established by the superintendent:

- a. the student must have earned a letter grade of C or lower in the course on the first attempt;
- b. the student must make a written request to repeat the course;
- c. the principal or designee must approve the request;
- d. there must be space available after seats have been assigned to students who are taking the course for the first time or repeating a previously failed course;
- e. the course to be repeated must be a duplicate of the original class and must be taken during the regular school day at a high school in this school system or through the North Carolina Virtual Public School;
- f. upon completion of the repeated course, the new course grade will replace the student's original grade on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility, regardless of whether the later grade is higher or lower than the student's original mark;
- g. credit towards graduation for the same course will be given only once;
- h. a course may be repeated only one time; and
- i. students may repeat a maximum of four previously passed courses during their high school careers.

3. Students repeating a course for credit shall receive a grade and take the associated End-of Course (EOC) assessment. The students who have already scored at Level 3, 4, or 5 on the associated EOC assessment may elect either to retake the EOC or use the previous passing EOC score as 20% of their final grade. If the student retakes the EOC, the higher of the two scores will be used in the calculation of the final grade.

The superintendent shall require notice to students and parents of these preconditions and of any other relevant information deemed advisable by the superintendent.

College Course Repetition

Students may repeat courses in the following circumstances.

- A. Courses may be repeated **ONE TIME with** the permission of the high school admin and counselor, when space is available.

All earned grades will appear on your college transcript, but only the highest is used to calculate GPA.

When repeating a course, you are responsible for purchasing your textbook and/or access code.

Credit by Demonstrated Mastery (CDM)

In 2013, GCS-M-0001 Policy Defining “*Course for Credit*”, was approved by the State Board of Education. Within this policy are guidelines for offering Credit by Demonstrated Mastery (CDM) to North Carolina students. CDM is the process in which local education agencies employ a body-of-evidence to award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time. The CDM process is open to all NC public school students in grades 9-12 in high school courses.

Process to Demonstrate Mastery

Phase I - Students complete a standard examination of the assessment required for the course to demonstrate foundational knowledge. Examinations shall include, where applicable:

- End-of-Course (EOC)
- Career and Technical Education (CTE)
- Locally developed final exam

Students must achieve predetermined satisfactory scores on the assessment.

Re-testing is not permitted.

Phase II - Student completes the artifacts development process and any other criteria a local school District requires students to demonstrate deep understanding and application of course content. This artifact is comparable to a Graduation Project.

The transcript will reflect Pass or Failure. The grade for the course will not be figured into rank and GPA.

If you are interested in receiving Credit by Demonstrated Mastery you need to talk with the counselor a semester before beginning the process.

GRADING SCALE and GPA

A grade below 50 will not be given for the first quarter to allow you an opportunity for success in your classes.

The ten (10) point grading scale, is listed below:

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

Some college courses will satisfy high school and college requirements. These courses are considered dual-credit courses.

BCECHS and BCC use a 4.0 grade point system, which is used to calculate student grade point averages (GPA). Each number grade is assigned quality points.

High School GPA Information

For high school courses you will receive quality points for the purpose of calculating your grade point average (GPA) depending on the year you entered high school.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
Standard	4	3	2	1	0

Honors	4.5	3.5	2.5	1.5	0
College	5	4	3	2	0

At BCECHS most high school courses are taught at the Honors level and most college courses receive College weight.

To calculate your high school GPA:

1. List your courses and grades;
2. List quality points earned for the grade received in each course;
3. Add the quality points together; and
4. Divide by the credits attempted.

College GPA Information

Most of the college courses receive weighted quality points.

To calculate your college GPA:

1. List your courses and grades for the semester;
2. List the semester hour credit for each course, then add up the semester credit hours;
3. List quality points earned for the grade received in each course;
4. Multiply credit hours in each course by the quality points earned by each grade received;
5. Add up the results;
6. Divide the total number of quality points by the total number of credit hours to get your GPA

For a course to transfer you must earn a grade of A, B, or C. If your grade is below a C you may have to retake the course. If it is necessary for you to repeat a course, the course will be listed twice on your college transcript. The highest grade is used for calculating GPA.

If you feel there is an error on your transcript, speak with your school counselor immediately so the issue can be addressed.

Description of non A-F grades, see BCC catalog for complete list:

I – Incomplete- Credit hours attempted do not count in the computation of grade point average. This is a temporary grade and remains in effect for one semester following the assignment of the grade. If a passing grade is not achieved during the next semester, the “I” becomes an “F” and is computed in the same manner as an “F”.

W – Withdrew –Assigned when you officially withdraw from the course, through your high school counselor. Credit hours attempted do not count in the computation of GPA.

EA, or NS Excessive Absences or No Show – Assigned when the instructor withdraws a student from the course due to excessive absenteeism, you will receive a grade of 59.

EXAMINATIONS AND MANDATED TESTING

You are required to take exams at the end of each semester in each course. Semester exams are administered the last five days of the semester. The principal must pre-approve all exceptions to the exam schedule prior to testing.

All testing is important and we want to ensure that you have the best testing environment. Therefore, you will not be allowed to check-out until the testing session is complete each day.

All exams will count 20% of the final grade. All make-up exams must be completed on the approved make-up day.

Personal schedules should be planned carefully around critical testing days. In the event of an unforeseen emergency, contact the Assistant Principal.

In addition to the EOC's, students are required to participate in other tests such as the PreACT and ACT. You will be notified prior to testing. You will also be required to take any other tests that become mandated by federal, state or local governments.

Testing Schedule

Fall Semester

November TBD Pre-ACT (Sophomores)
December 13-19 Final Exams (Tentative Dates)

Spring Semester

TBD ACT (Juniors)
May 16-22 Final Exams (Tentative Dates)

PROGRESS CHECK-INS AND REPORT CARDS

The BCECHS faculty realizes the importance of academic feedback to you and your parents. Therefore, you will be asked to participate in the progress check-ins for your high school and college classes approximately every three weeks. It is your *responsibility* to share your progress check-in grades with your parents/guardians.

You and your parent/guardian have access to your high school grades on Parent Portal (PowerSchool)..

You are to be responsible and aware of your grades in your college course and schedule an appointment with your instructor during office hours if you have questions and/or concerns. Many college instructors use Moodle, through which you can access your grades and assignments. Parents can ask their child for access to their child's college grades through Moodle at any time.

Progress check-in dates are recorded in the student planner and will be published on our school website and in the Sunday evening calls. You will receive computerized report cards at the end of each marking period, or four times a year; see school calendar. You are *responsible* for sharing your progress, check-in grades and reports cards with your parent/guardian. Always check report cards very carefully as mistakes can be made. Any errors should be reported immediately to the school counselor.

Final report cards will be mailed once we receive college grades and are able to input them into our system. The report cards should be mailed out by mid June.

Students should seek tutoring when they need help in a course, regardless of their grade in the course. We have peer tutoring, tutoring with High School Teachers and the TLC lab will set up tutoring sessions for college courses. Please contact your instructor or counselor if you'd like to arrange tutoring.

STUDENT SUPPORTS

- *BCECHS implements Multi-tiered Systems of Supports (MTSS).*
- *After School Tutoring*
 - Teachers will be available during office hours and/or after school so that you can master the new information you are learning and to also receive assistance with areas in which you struggle.
 - All sophomores will be assigned Study Hall opposite the days of college classes. (Spring semester A/B Honor roll sophomores will earn special privileges)
- *NCVPS Edvantage Tutoring for msny High School Courses.*

- <https://ncvps.org/wp-content/uploads/2024/08/NCVPS-Edvantage-Tutoring-2024-2025.pdf>
- *BCC College Course Support and Tutoring: Report to the TLC* (The Learning Center) located next to the library to learn about tutoring services available to you.

School Counselor

Your school counselor is available to assist with personal and academic concerns.

Stakeholders Meetings

A parent, teacher, or administrator can request a meeting to create a contract to ensure student success. The student will drive the changes needed in their processes.

Success Classes

Part of our mission statement is to provide opportunities for students to become independent learners that manage their responsibilities, 21st century skills, relationships, and managing time.

BCECHS has a year-long Success class at each grade level to assist students with these skills. Teachers meet with their students to discuss and participate in relevant topics such as public speaking projects, relationship-building activities, diversity awareness, social/emotional development, college readiness, career planning, and financial planning. Individual meeting topics include goals and academic concerns along with community service. You must participate in the community service that will be facilitated through Success classes.

ACADEMIC RECOGNITION

As part of our PBIS initiative, you will receive recognition for your academic success in various ways such as awards in individual competitions, Academic Excellence Awards and college academic recognition.

In addition to the traditional academic awards we award Rising Firebirds, Subject, and Principal Awards.

Other Awards and Recognitions:

Latin Honors Graduates, Top Ten, Junior Marshals, Governor's School Attendees, and Diploma Endorsements, College Scholarships and Club leadership recognition.

Endorsements (seals) are placed on your diploma to identify a particular area of focused study. You may earn a College Endorsement, a College/UNC Endorsement, and/or a NC Academic Scholars Endorsement. To view the requirements for the College, College/UNC endorsements visit the [link](#).

To view the requirements for the NC Academic Scholars Program visit this [link](#).

GRADUATE INFORMATION

Only those students who have satisfactorily completed the requirements for graduation will be allowed to participate in commencement exercises. You must order a cap and gown from the company designated by the school for the 2024-2025 school year. You may not embellish your gown in any way. Purchasing graduation announcements and other memorabilia is optional and does not ensure that you will graduate or qualify to participate in graduation exercises.

In order to participate in Graduation, you must meet all academic, attendance, financial obligations (including class gift) and be in good standing. You must also attend Graduation Practice.

Parents and graduates will receive specific information regarding graduation and the graduation ceremony in the spring. This letter must be signed by you and your parent/guardian or you will not be permitted to participate in graduation practice or graduation.

GRADUATION

Beginning with the Class of 2023, high school principals will designate Valedictorian, Salutatorian, top ten, and students with the following honors:

1. Students with a 3.75 – 3.99 weighted grade point average shall receive the distinction of **Cum Laude**,
2. Students with a 4.0 – 4.249 weighted grade point average shall receive the distinction of **Magna Cum Laude**,
3. Students with a 4.25 or higher weighted grade point average shall receive the distinction of **Summa Cum Laude**.

Junior Marshals

Marshals will be chosen from the junior class based on academic standing. Juniors with the top ten weighted grade point average (at the end of their fifth semester) will serve as junior marshals.

STUDENT RECORDS

All student records will be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for meeting all legal requirements pertaining to the maintenance, review and release of records retained at the school. Refer to Board Policy [#4700](#) Student Records for complete policy.

ATTENDANCE and TARDY POLICIES - BCS #4400

Attendance in high school classes and college classes is extremely important; and it is your *responsibility* to complete all assignments, projects, tests, etc. according to the procedures of each institution. You need to make every effort to be at school every day.

- This is the county [attendance](#) policy.
- If you are absent, **you must bring a note of explanation to the school office before the first period the day you return to school.**
- If you are tardy or must leave early you **MUST** bring a note of explanation and sign in and out in the main office.
- All notes must be from your parent/guardian or doctor and must include:
 1. your full name,
 2. your parent/guardian's name and phone numbers,
 3. doctor or dentist office information,
 4. reason and date(s) for absence, late arrival, or early dismissal.
- Once you are in school, you may not sign out before your classes are completed for the day, unless a parent/guardian is picking you up for an appointment. Parents/guardians must come to the main office and present a valid ID to sign students out for appointments or other approved reasons to leave school early.
- Students that are chronically absent (being absent for at least 10 percent of the days enrolled) may be placed on a Student Success Contract.

Absent and Assignments Due

Underclassmen

In your high school and college classes, it is your responsibility to talk with your teachers outside of class time the day you return to school regarding missed assignments. Please refer to your teacher's syllabus for further information regarding academic policies.

All Students

You **MUST** be present during exams and any additional mandated testing.

Tardy to school

In order to receive the most benefit from school, it is important that you acquire the habit of regular, punctual attendance. You are tardy if you are not in your assigned class at the moment class is scheduled to begin. If you are tardy to your first class of the day then you need to sign in to establish that you are at school. Tardy is tardy, even if you came to class and then left, your presence in the room is essential. Tardies apply to Study Hall in the same way they apply to conventional classes. There is a set process for handling a student being late to class:

1. The student will receive a verbal warning/notification of the violation.
2. Parents will be notified.
3. Consequences will be given by the administration, this can escalate to a contract being created.

Students will be seated in class, on time, focused and ready to go. Whenever possible students should use the 5 minutes between class time for the bathroom in order to maximize class time for instruction and learning. The halls should be clear as classes get ready to begin.

Skipping Classes

If you choose not to attend a high school or college class for which you are enrolled, you are skipping (this includes study hall). Being on campus without following procedural guidelines for arrival is constituted as skipping. Being out of place during clubs is skipping. If you choose to skip a class consequences will be given by administration (to include loss of green sheet, loss of upperclassmen privileges).

1. Administration and parents will be contacted.
2. Contract will be implemented if this behavior is repeated.

If a college course is canceled or ends early please follow the instructions that will be during Success classes.

ILLNESS AT SCHOOL

If you become ill at school and are unable to report to class or remain at school, report to the office immediately. The school receptionist will notify your parent/guardian that you need to leave school. *Your parent/guardian must sign you out in the office prior to you leaving the campus.*

BCC Attendance Policies

In college courses, assignments are only accepted on the date due, regardless if you are present or absent. ***You must communicate with your college instructor the reason for missing any class prior to the class meeting.*** Refer to your Instructor's Course Requirements (ICR) and course syllabus as to how to contact your college instructor. If you are unable to contact the instructor school counselor.

If you are absent for 20% of the class hours you are in violation of the BCC attendance policy. **Tardy to class or early departure from a college class are addressed in each syllabus.**

BCC Policy on Religious Observances

In compliance with NCGS 115D-5, BCC allows two days of excused absence per **academic year** for religious observances required by the faith of a student. The student must provide written notice of the

request at least two weeks prior to the religious observance. The instructor is required to allow the student to complete any tests or assignments due that day prior to the absence or within a reasonable period of time thereafter. These days **will** count toward the total number of days allowed in the class syllabus.

STUDENT CODE OF CONDUCT

In addition to this handbook, you and your parents/guardians need to review the Brunswick County Schools Student Code of Conduct and Brunswick Community College Student Handbook, both of which are available on-line. [BCS Student Code of Conduct](#)

[BCC Student Code of Conduct](#)

You must abide by the policies and procedures in all these documents.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it should be at the heart of your education. By developing the habit of discipline you develop self-control, self-respect, character, orderliness, and efficiency.

Self-discipline is the key to good conduct and respect for self and for others. By doing your part in making your school an effective place of learning and developing the habit of self-restraint, you will learn the value of the power of integrity. BCECHS utilizes various Positive Behavior Supports school-wide to celebrate student success in following the 5 R's – Respect, Responsibility, Relationships, Rigor, and Relevancy.

BCECHS administrators will follow and enforce the BCS policies. In addition, you must adhere to the BCC Student Code of Conduct. Be aware that if your behavior warrants, the college has the right to prohibit you from coming on the BCC campus; therefore, this will affect where you attend high school.

Please keep in mind that the BCECHS administration may use discretion on discipline matters as indicated in the BCS Student Code of Conduct.

CLASSROOM CONDUCT

Each teacher is charged with the responsibility and given the authority to make and enforce any classroom rules which he/she feels will provide a more effective, orderly, and productive learning environment. Serious misbehavior or behavior that continuously interrupts the instruction and/or learning taking place in the classroom will result in referral to the administration.

Behavior that interrupts the instruction and/or learning taking place in the classroom will result in the following:

1st incident: warning and a call home from the classroom teacher. The teacher will document this on the school discipline form.

2nd incident: student sent to administration and a parent is called and advised about a possible student contract. Admin. will document this in Ed. Handbook

3rd incident: student success contract

Very serious behavior may warrant suspension from BCECHS. If this happens the student is not allowed on the college campus for any reason for the duration of the suspension. It is the student's responsibility to communicate with their college instructor regarding assignments, tests, etc.

LANYARDS, STUDENT IDs AND CAMPUS SAFETY

Lanyards

Freshmen and sophomores are required to wear the BCECHS lanyard. If you do not have your lanyard, you may either contact your parents/guardians to bring it to school or make a collateral exchange with the receptionist for a lanyard. If you lose your lanyard, a replacement must be purchased for \$5.00. If not wearing a lanyard, you will be referred to the administration (dress code violation).

Student IDs

You are required to obtain a BCC ID and encouraged to display your ID while on campus. You must present your BCC ID when requested to do so by any teacher, BCC personnel, or administrator. IDs are used in the library, Dolphin Cove, and gym.

Campus Safety

The Student Resource Officers are located in building A and building C or can be reached at 910-755-7330 for non-emergency calls.

DRESS AND APPEARANCE AND PUBLIC DISPLAY OF AFFECTION

Policy Code: [4316 Student Dress and Appearance](#)

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

A. Prohibited Items and Styles of Wear

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Are prohibited under any provision of the Code of Student Conduct;
2. Depict profanity, vulgarity, obscenity, or violence;
3. Promote alcoholic beverages, tobacco, the use of controlled substances, is of a sexual nature, depicts violence, is racist or harassing based on cultural or ethnic differences;
4. Threaten the health or safety of staff or students;
5. Display any items with intent to convey membership or affiliation with a gang. This includes bandanas;
6. Are reasonably likely to create a substantial disruption of the educational process or operations of the school. ***Specifically:***
 - a. Students must wear school appropriate clothing that covers their skin from chest to approximately mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides. (Strapless clothing is not permitted).
 - b. Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator. Bedroom shoes/slippers are not permitted.
 - c. Clothing must cover undergarments while standing or sitting.
 - d. Breasts, genitals, and buttocks must be covered with opaque (non-see-through) fabric.
 - e. Headgear – headgear (baseball hats, sombreros, hoods, etc.) and sunglasses are prohibited indoors, unless needed for religious or medical purposes. Full face coverings and Halloween-type masks are prohibited.
 - f. Pajamas and blankets – Pajamas and sleepwear are not permitted. Additionally, blankets are not permitted to cover up or otherwise hide clothing that would not be in compliance with this policy.

B. Prom and Special Event Attire

Generally, the same standards apply to prom and special event attire as apply in any other school setting. Principals may take action to deny entrance to and/or remove students from proms and special events who are attired in clothing which violates this policy.

Before consequences are applied, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

C. Consequences

1st Offense: Students will be asked to correct the inappropriate attire while at school or parents will be called to come to school and replace the unacceptable clothing. If parents are unable to come immediately, students will be required to wear available alternate clothing provided by the school for the remainder of the day. This offense will be documented.

2nd Offense: Students will be asked to correct the inappropriate attire while at school or parent will be called to come to school and replace the unacceptable clothing and a parent will be notified about a possible student success contract. This offense will be documented.

Further Offenses: Parent meeting and student success contract.

On a college campus you are in the adult world; being overly affectionate in school is not in good taste and will not be permitted. BCECHS recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behavior on campus or at school-related events and activities. Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in parent contact and possible suspension if inappropriate behavior continues. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for self and others is the guideline for appropriate behavior. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times.

RESTROOM

We share the restrooms with BCC students and faculty. Some restrooms are single occupancy; therefore, only one person is allowed in the restroom at a time. Additionally, only one person should be in a restroom stall at one time.

TOBACCO/VAPING/CHEW

Per BCS BOE Policy [4320](#) Students are prohibited from using tobacco products in all school buildings, on school campuses, or in or on any other school property owned or operated by the Board.

For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices *even if they do not contain tobacco or nicotine.*

Consequences

1st offense: A parent will be called and the student will be placed on a Student Success Contract.

NO-FAULT TURN-IN

If you inadvertently find yourself in possession of prohibited weapons, objects, or substances you may turn those items in to a school official without fear of penalty. If you are discovered in possession of such items prior to turning them in, however, all relevant penalties will apply, regardless of your intent to turn them in at a later time.

BULLYING, HARASSMENT, CRIMINAL OR SUSPICIOUS ACTIVITY

BCECHS faculty and staff take all complaints of unlawful discrimination, harassment and bullying seriously. In accordance with BCS Policy 1710/4021/7230, contact the BCECHS administration or school counselor if you have a concern or you see criminal or suspicious activity. Contact may be made anonymously.

Consequences for any of these major issues can range from an out of school suspension with a Student Success Contract to charges, long term suspension and/or expulsion.

THEFT

Theft will not be tolerated and offenders will be referred to the campus police for action under the Code of Student Behavior. Consequences can range from an out of school suspension with a Student Success Contract to charges, long term suspension and/or expulsion.

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are definitely a convenience in this day and age, but they are not a necessity. Bringing a cell phone to school is a privilege, not a right. The administration of BCECHS asks that all students abide by this policy to keep cell phone usage an asset.

You have the privilege of using your electronic devices outside of any academic building on campus as well as the Student Activity Center, Dolphin Cove and Firebird Nest. Devices are never to be used in any way that compromises educational integrity, disrupts the educational environment, or in any other lewd, inappropriate, and/or disruptive, hurtful or ag manner.

When in any classroom or academic building electronic devices must be turned **OFF** and out of sight. Examples of devices include but are not limited to cellular phones, earbuds, mp3 players, or iPods. A teacher has the discretion to permit student use of personal electronic devices during class for instructional purposes only.

Consequences for using electronic devices when you are not supposed to:

1st Offense: Student will be given a warning and told to put the device away. The staff member will document this in the in-house discipline monitoring system.

2nd Offense: Student will need to give their device to the staff member to be given to administration. The student will be able to pick up the device at the end of the day. Administration will call home to let parents know that if this happens again we will confiscate the device and a parent will need to come pick it up. Administration will document this in Ed. Handbook.

3rd Offense: Student will need to give their device to the staff member to be given to administration. An administrator will call home to let the parent know that the device must be picked up by a parent and will need to participate in a meeting to set up a contract which will outline specific details regarding use of electronic devices moving forward. Administration will document this in Ed. Handbook.

*If a student does not comply with the procedures above the staff member will call for administration and the student will immediately be moved to the "3rd offense".

If you use any electronic device to send harassing text messages, obscene photos, or to cyber cheat you will lose your privilege of bringing the device to school in addition to other disciplinary actions.

COMPUTER USAGE

BCECHS has Chromebooks and laptops for students to use. You must use the BCECHS and BCC computer networks within the policies set forth by Brunswick County Schools and Brunswick Community College. If you disregard the policies, you can lose the privilege of using a computer at school.

Personal laptops are not required in class and are not necessary to have at school. You may bring a laptop computer to school with the understanding that it will only be used in compliance with the instructors' rules regarding its use. You are responsible for the computer. (Policy Code 4311)

BLOOD DRIVES

Students are NOT permitted to participate in blood drives on BCC's campus.

COSMETOLOGY

Students are not allowed to receive services from the BCC Cosmetology Department during school hours. If you elect to use their services after school hours, you do receive the student discount.

SOLICITING

Soliciting on BCC is prohibited unless you have permission from BCECHS administration and BCC Student Services.

BUSES

School transportation service is a privilege, not a right. Students shall observe the directives of the bus driver at all times while riding a school bus. Prohibited behavior is outlined in the Brunswick County Schools Student Code of Conduct. Consequences for Improper Bus Behavior:

1st incident: warning

2nd incident: parent phone call

3rd incident: 3-5 day bus suspension and student success contract.

Parents/guardians are responsible for making arrangements for students suspended from the bus to get to and from school.

If you need to change your designated stop, your parent/guardian must complete a form which can be obtained from the school receptionist.

The only time a bus driver can deny bus access is if a very serious infraction has occurred one afternoon and the student's presence on the bus presents a safety risk. Otherwise, students must be allowed to ride in order to meet with the Administrator for Due Process and Consequences.

Refer to BCS Student Handbook for more details.

ACCEPTABLE BUS BEHAVIORS

- Students may have a cell phone/ iPods/MP3 Players with earphones. The volume must be at an acceptable level so the Driver and/or Bus Monitor can be heard at all times. You may not share earphones.
- Students are responsible for personal belongings at all times. If ownership or maintenance of items becomes an issue, this privilege can be revoked.
- Students may read or work on assignments silently while on the bus. They may not require additional seat space in order to do so.
- Students may have water or beverage bottles with screw-on caps. These must be kept in a book bag or kept out of sight. No drinking on the bus.

- Students may not stand or move on the bus before the bus comes to a full stop.
- Students may not lie down on the seat or sit with body parts extended in an unsafe way. This includes feet in the aisle, hands/arms in the aisle or out the window, feet under the body on the seat, or body facing any direction other than toward the front of the bus.

DRIVING PRIVILEGES

Driving to school is a privilege. To obtain a parking permit, see the receptionist. All vehicles **must** be parked in Lot 7 with the BCC parking permit visible on the lower left corner window behind driver side and the firebird sticker on the lower right side of the passenger side. Failure to comply will result in consequences up to and including revocation of driving privileges. In the event that your car must remain on campus overnight, see the SRO for the proper procedure.

You must follow all driving laws while on BCC campus. If you fail to be a responsible driver and not follow driving laws or operate your vehicle in an unsafe manner, **you will lose the privilege to drive to school**. Do not linger in a vehicle or the parking lot when you arrive or at the end of your school day on the BCC campus. You are also not allowed to return to your car during the day without a pass from the Main Office.

STUDENT PRIVILEGES

Through academic progress and self-discipline, you obtain privileges. If at any time you do not meet the 5 R's for academics, attendance, or conduct, you will forfeit privileges at the discretion of the administration. Earning grades below C may result in forfeiture of privileges.

The following areas are restricted areas, except when you are attending class in that area:

- ✧ See Appendix E for a map/visual
- ✧ Buildings other than A and C
- ✧ Any wooded area
- ✧ OWA area
- ✧ Fitness Center - unless you have signed out in the office
- ✧ Library- unless you are studying or completing assignments
- ✧ Parking lots

- ✧ See the map for other specific areas built into lunch blocks and before and after school transitions

Grades 9 & 10 additional restricted areas:

- ✧ Dolphin Cove
- ✧ BCC Bookstore
- ✧ Basketball courts - 9th graders

Do not eat in the cafeteria lobby, do not move the furniture there, be respectful

Junior Privileges

The BCC Student Center, courtyard, the Dolphin Cove, Food Trucks and The Firebird Nest are open areas. Athletic/Aquatic Center is only eligible for students in good standing with membership and prior administrative approval (greensheet). Juniors may earn the privilege for late arrival or early release (green sheet on file).

Senior/Graduate Privileges

The BCC Student Center, courtyard, The Dolphin Cove, Food Trucks and The Firebird Nest are open areas. Athletic/Aquatic Center is only eligible for students with membership and prior administrative approval. Late arrival or early release is eligible to students with a green sheet on file.

Having a green sheet will require the student to sign in and out at the front desk for attendance purposes (this includes if a student is going to use the gym). Failure to sign in/out or to not be responsible with all privileges will result in forfeiture of privileges at the discretion of the administration. If you have a green sheet you must display the Firebird decal on the back passenger side window of your vehicle. It is required by Campus Police. You will be given a decal when you return your completed green sheet to the receptionist.

GENERAL INFORMATION

ACCIDENTS

Any accident in college buildings, on college grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Membership in a group accident insurance program is available to students each year. For more information, please access the following link. https://www.hsri.com/K12_Enrollment/Main/default.asp

AGENDAS

Freshman and Sophomore students will receive a school agenda at the beginning of the school year. If you are an upperclassman and would like an agenda or if you misplace or lose your school agenda, you may request a replacement at the front desk for \$5.00.

BCC LIBRARY

Underclassmen may use the library before or after school (a note from a parent must be provided to the main office). Upperclassmen may use the library between classes, before and/or after school (a note from a parent must be provided to the main office if the student is under 18 and wanting to use the library before or after school). Students are only to use the BCC Library for checking out books, studying, and completing assignments. Failure to respect the rules and expectations of the library staff will result in suspension of library privileges. Large study groups are to use the Nest and Student Activity Center (SAC). In order to check-out a book, you must have your student ID. Unpaid library fees will result in you not being able to take college courses the next semester.

TEXTBOOKS

You are responsible for the textbooks issued to you. In the event you lose a textbook, report the loss immediately to your teacher/assistant principal. Fines will be assessed for damaged or lost books. Records will be withheld until fines are paid in full.

*Because we re-use college textbooks, do not write in the textbook. *

All college textbooks and supplementary materials are property of BCECHS. Therefore, they must be returned to BCECHS at the end of each semester, regardless of what your college instructor may say. If you do not return all items, you will be responsible for the cost.

BOOK BAGS

Students will need to carry book bags for their classroom books and materials. BCC and BCECHS are not responsible for personal items that are lost or stolen. The administration strongly suggests that students do not bring personal items to school.

LOCKS, LOCKERS, AND LOCKER INSPECTION

There are only 100 lockers available and will be issued first to students with a validated medical need. A locker fee of \$10.00 will be collected for use of a locker for the year. Students should not give anyone their locker combination. Lockers may be shared, but **all users** of a locker must register with the front office. Lockers should be locked at all times. Valuables should not be left in unlocked lockers including those in the athletic center. Although the school will investigate any reports of stolen property, it cannot be responsible for items lost, stolen or damaged. The administration reserves the right to check any locker at any time with reasonable cause. Students are responsible for items in their lockers.

FIREBIRD CAFETERIA

BCECHS is a guest on the BCC campus. Therefore, it is extremely important that you adhere to all the rules and regulations. You may eat in the SAC, on the patio, or in the courtyard (between building B and C.) It is each student's responsibility to clean up after him or herself. Students are to access the SAC by the outside walkway unless they are coming from the BCC library or Student Services.

Upperclassmen only are allowed in The Dolphin Cove and BCC Bookstore. Freshmen and sophomores are allowed in the SAC during meals only or if given permission from administration.

Prices for 2024-2025:

All meals are free for students this year.

Adults and visitors: A la Carte Prices

No loitering in the SAC lobby, Dolphin Cove or outside walkway. No lounging or sleeping in the SAC lobby or Dolphin Cove.

With the college instructors' or high school teachers' permission, you may have a drink with a screw on top.

Light snacks are allowed in the Nest. Remember to be responsible and clean your area before leaving.

CLUBS AND EXTRACURRICULAR ACTIVITIES

Being involved in extracurricular activities is a great way to gain new relationships with other BCECHS students and share wonderful experiences. BCECHS is your high school; therefore, **students are not permitted to participate in any extracurricular activities at another high school**; see Brunswick County Schools Board Policy [3620](#).

It is an expectation of senior colleges and scholarship committees for students to be involved in extracurricular activities at school and in your community. At BCECHS it is required for all grade levels to participate in Success class and community service activities. Community service activities will be provided through the school during Success Class. Clubs are required for underclassmen (9th and 10th) and are also required for any upperclassmen without a green sheet. Upperclassmen are strongly encouraged to participate and serve in leadership roles within clubs. Graduates will have the option to use club time for their internships. It is through clubs, community service, internships and work that you learn and enhance your leadership and collaborative skills, and develop relationships with fellow students and the community.

DRIVERS EDUCATION

Benson Driving School offers Drivers Education Classes. The Benson Driving School determines when the classes are offered and where. Please refer to the BCS website . Benson Driving School determines the roster for the classes.

CHANGE OF ADDRESS, TELEPHONE NUMBERS and/or EMAIL ADDRESSES

Communication between BCECHS, you, and parents/guardians is extremely important. Therefore, any change of address, phone number, or email address must be reported to the receptionist immediately. Providing updated information will ensure you receive all communication. To update an address, students must provide verification of a new address; i.e. a bill, to the receptionist.

MEDICATION POLICY

Before bringing any prescription or over-the-counter medication to school you must obtain a medical form from the receptionist. The medical form must be completed by your physician. Once the form is properly completed you must bring the form and your medication to the receptionist to be stored and dispensed. Violation of this policy will result in a level 4 consequence. See appendix B.

ONLINE SCHOOL PAYMENTS

Online School Payments (OSP) is a school activity funds payment solution that allows parents, students, and guardians to pay with a credit or debit card online using a web browser from any location, 24 hours a day. There is a 4 percent convenience fee charged to your credit or debit card at the time of payment.

The website is <http://osp.osmsinc.com/brunswicknc/default.aspx>

When you log onto the site, you will see the list of activities that are available along with the starting sale date, ending sale date, grade level for the activity, cost and any special instructions or additional information. You will have the option of listing your ECHS student's name(s), see all purchases/payments that you have made online, and you will receive your receipt by email based on the email address that you enter.

STUDENT INSURANCE

Brunswick County Schools does not carry general insurance for its students. Voluntary student accident insurance is offered through QBE Insurance and the Young Group. Insurance information can be found at www.k12studentinsurance.com

STUDENT MESSAGES AND DELIVERIES

Classes will not be interrupted for messages or deliveries during the school day. Only messages of an emergency nature will be delivered to students, and those will be accepted only from a parent or guardian. You will not be called to the telephone. Also, you will not be given the schedule of another student to go to a classroom to see that person. Food deliveries to school are strictly prohibited.

Additional deliveries such as flowers or balloons are disruptive to learning; therefore, such deliveries will remain in the office until the end of the day. Balloons and large items are not allowed on school buses.

VISITORS

All visitors must first report to the main office, 2nd floor, building C, while visiting on campus. This includes parents/guardians who have scheduled conferences with teachers. Younger children, friends of students, or relatives are not to come to school to visit with students. Parents/guardians coming to pick up their child must report to the Main Office. CLASSROOM INSTRUCTION WILL NOT BE INTERRUPTED EXCEPT IN EXTREME EMERGENCIES.

EMERGENCY PROCEDURES

FIRE DRILLS

When a fire signal is announced, you will follow directions that are given by the teacher(s). You should leave the building quickly and in an orderly manner. You follow the exit route as directed by the teacher(s) who will take the roll once the class has exited the building and in a predetermined secure location. At the end of the drill, you should quickly return to the classroom by the same route.

NOTE: IT IS UNLAWFUL TO TAMPER WITH THE ALARM SYSTEMS; VIOLATORS ARE SUBJECT TO SUSPENSION AND REFERRAL TO LAW ENFORCEMENT.

TORNADO DRILLS

When the tornado drill signal is given, you will follow directions that are given by the teacher(s). You will go to the specified part of the building and kneel down, remaining quiet.

Students return to the classroom at the end of the drill in an orderly manner.

CIVIL EMERGENCY

In the case of a civil emergency, the school emergency plans will be placed into effect. Local law enforcement agencies, the superintendent and emergency management officials will aid the school administration in determining the appropriate actions to be initiated. *PARENTS/GUARDIANS, PLEASE DO NOT CALL OR COME TO THE SCHOOL. YOU WILL BE NOTIFIED AS TO THE TIME, PLACE AND CONDITIONS WHEREBY YOU WILL BE REUNITED WITH YOUR CHILD.* Civilian cars and bystanders must remain out of the area. Streets, driveways, and parking lots must remain clear for emergency vehicles and personnel.

LOCK DOWN

In an emergency situation, the school will be in a “lockdown” until the situation is cleared for the school to return to its normal schedule. All students must go to the nearest classroom when the “lockdown” announcement is made. Parents/guardians will not be allowed to pick-up students from the school during a “lockdown.” Law enforcement and staff will stop entrance and exit to the school during the “lockdown” period.

HAZARDOUS WEATHER

Local radio and television stations will announce should Brunswick County Schools (BCS) close due to inclement weather. In such cases, the superintendent will decide prior to 6:00 a.m. In addition, a ConnectEd telephone call will be made to your parents/guardians.

BCC instructors have been willing to accommodate our students when BCC is open and our school is closed. YOU must email your instructor and be sure all assignments are turned in electronically the day they are due whether we are or we are not in school. Therefore, you are not to attend BCC classes when our school is closed.

If BCC is closed, it is your responsibility to access assignments for your college classes on Moodle and meet all deadlines.

In case of early dismissal of school, announcements will be made as soon as possible, and a ConnectEd call will be made to the parents/guardians. *Please be sure your phone information is correct and updated as needed.*

You may sign up for BCC emergency alert information by going to this link.

www.brunswickcc.edu/mybcc

Click on Dolphin Alert

Click on Students and Employees

INTEGRATED PEST MANAGEMENT PROGRAM (IPM)

BCS has integrated a policy which requires us to notify parents/guardians about the use of pest control chemicals. The requirement is to provide 72 hours prior to the use of pest chemicals. IPM is explained further in the school's Pest Management Policy #9205 which is located on the website, www.bcswan.net. The IPM coordinator for the district is Kem Harmon who can be contacted at (910) 782-5069 or at hark@bcswan.net.

DISCLAIMER

Brunswick County Early College High School has used reasonable endeavors to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, BCECHS reserves the rights at any time to make changes as it deems appropriate. Procedure is in compliance with NC Statutes, laws, and Title IX Regulation.

FEDERAL AND STATE COMPLIANCE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Right Educational Rights and Privacy Act (FERPA) is a federal law that governs maintenance of student records. Under the law, parents/guardians of students (or students who are at least 18 years of age) have the right to inspect records kept by the school about the student. They also have the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally required prior consent by the parents/guardians and 18-year-old students under FERPA.

GRIEVANCE PROCEDURE FOR STUDENTS OR STUDENT GROUPS

It is the policy of the Brunswick County Board of Education that students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. For this purpose, a grievance procedure is established. Within the procedure, progressive steps are provided for advancing the grievance to another level when it has not been established to assure prompt attention. If the students do not process their grievance within the set time limits, it shall be considered settled. Necessary meetings will be arranged to the convenience of all parties whenever possible.

When meetings are held during school hours, no student shall be penalized for time away from the regular school hours. This grievance is required by Title IX and other Federal and State regulations. Inquiries may be directed to:

Superintendent

Brunswick County Board of Education

53 Referendum Drive, NE, Bolivia, NC 28422

Telephone (910) 406-5100.

MARITAL/MATERNAL/PATERNAL STATUS

Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education or to take part in any extracurricular activity offered by the school system.

Pregnant students shall be permitted to continue in school in all instances unless the student's physician rules otherwise. If the physician does not advise continued attendance, the principal is authorized to make special appropriate educational programs

TITLE IX

Brunswick County Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in its education programs, activities, or employment policies.

Appendices

APPENDIX A

Brunswick Early College High School – Academic Contract (Example)

Student Name _____ Date _____

Desired Outcome: To meet the expectations of BCECHS to demonstrate academic success and graduate college ready.

BCECHS is committed to our vision of graduating every student college ready. Therefore, we have established additional academic support systems to assist students who receive grades below 70 . As a result of earning a grade below 70 on the most recent BCC and/or BCECHS reporting period all time spent in the school environment will be structured in the following manner.

1. I am assigned to Academic Seminar during any period in which I am not assigned to a college or high school class.
2. I will turn in all assignments by the due date. No late assignments will be accepted.
3. I will attend all classes as assigned.
4. I am not eligible for late arrival or early dismissal privileges.

Result of fulfillment/non-fulfillment of contract: Upon receiving grades above 70% in all classes, you will be eligible to request reinstatement of privileges. If you do not meet the grade requirements, you will remain on Academic Probation with consideration for alternate placement the following school year.

I, _____, have met with the BCECHS Administration and accept full responsibility for my class performance.

Signed _____ Date _____

(Student)

Signed _____ Date _____

(Administrator)

Signed _____ Date _____

(Parent)

APPENDIX B

Brunswick County Early College High School Behavioral Intervention

<u>Level 1</u>	Administrative Conference with Consequence	Electronic devices, inappropriate display of affection, inappropriate literature and illustrations, safety violations, dress code (including hats inside and lanyards for 9th & 10th graders), arguments, inciting, inappropriate use of internet or LAN/WAN, horseplay, disruptive behaviors, etc.
<u>Level 2</u>	Parent Contact	Integrity and civility (includes cheating & plagiarism), insubordination, gambling, skipping, trespassing, intimidating or confrontational behavior, harassment, bullying, discrimination, illegal use of internet or LAN/WAN, habitual tardiness, etc.
<u>Level 3</u>	Loss of Privileges, Parent Conference and Student Success Contract	Any gross repetition of Level 1 and/or Level 2 behaviors, tobacco products, theft, damage to property, blocking access, failure to cooperate with investigations, etc.
<u>Level 4</u>	OSS (possible long term suspension, charges and contract).	Weapons, clear threats to safety, drugs, alcohol, fighting, student medication violation, etc. *No Fault-Turn in Policy Students sometimes forget to empty their pockets or purses before coming to school. If you find yourself inadvertently in possession of prohibited weapons, objects, or substances, including medication, you may turn those items in to a school official without fear of penalty .

APPENDIX C

2024-2025 Bell Schedule

Monday thru Thursday

1 st	8:00 am	9:20 am
2 nd	9:25 am	10:45 am
3 rd	10:50 am	12:10 pm
Lunch	12:10 pm	12:40 pm
4 th	12:45 pm	2:00 pm

Friday Schedule

1 st	8:00 am	8:55 am
2 nd	9:00 am	9:55 am
3 rd	10:00 am	10:55 am
4 th	11:00 am	11:55 am
Lunch	12:00 pm	12:25 pm
Success/Clubs Alternate	12:30 pm	2:00 pm

To accommodate college classes, the high school schedule will not be altered due to weather delays.

1 Hour Delay: Report to Period 1

2 Hour Delay: Report to Period 2

3 Hour Delay: Report to Period 3

APPENDIX D

Cooperative Innovative High School (CIHS) College Course Eligibility Policy

It is important for our students to try to earn an A or B in their college courses. This will ensure they have the minimum 2.8 GPA to continue being eligible to take all the college courses necessary to obtain an associates degree. Eligibility can also be obtained through approved test scores on the ACT and SAT along with achieving required grades in specific courses.

CIHS Students can also enroll in a English or math course by:

1. Grades 9-13 - For direct placement into the first math course in the major - Completion of Math III with a B or better; For direct placement into ENG 111 - have a college GPA of 2.8 or higher which includes 6 or more hours of UGETC courses **Or**

Table 1. Direct Placement Course Eligibility Scores – CIHS Grades 9-13

TEST	PSAT 10 and PSAT/NMSQT 2015 and Future	SAT (March 2016 and Future	Pre-ACT And ACT
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for EB Reading & Writing	18
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for EB Reading & Writing	22
Mathematics	24.5 or 510	530	22

Parents' Guide to Student Achievement: [Brunswick Parent Guide to Student Achievement 2024-2025](#)

Parents' Guide - Student Physical and Mental Health: [Student Physical and Mental Health 2024-2025](#)

APPENDIX E

Early College High School Boundaries

