

Central Piedmont Early College
Student Handbook
2025-2026

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Calendars

CPEC high school classes will follow the high school calendar and college classes will follow the CPCC calendar unless students are otherwise notified. If CPCC classes are not meeting, students are still expected to attend high school classes on those days. If CMS is closed and CPCC classes are in session, students are expected to make every effort to attend their college classes or communicate with their professors ahead of time.

[2024-2025 CMS Early College & Middle College Calendar](#)

Scheduling

High school scheduling: Schedules are built based on graduation requirements. We build schedules for rising 9th and 10th graders based on core high school graduation requirements. Schedules are made in 9th and 10th grade with the goal of completing most of the core coursework by the end of 10th grade, so that in 11th and 12th grade they can take mostly college classes. High school English III is always taken in 11th grade and high school English IV is always taken in 12th grade. High school graduation requirements must be completed by the end of 12th grade, regardless of whether a student plans to stay through grade 13

[Sample 4-5 year course plan](#)

College scheduling: In 9th grade, students will take HEA 110, PED 110, and ACA 122 in protected sections that are created just for CPEC students. In 10th grade, all CPEC students will take COM 231 in protected sections created just for CPEC students. Students will be registered into these classes by CPEC staff.

Outside of these classes, **all college coursework registration is done by the student**. Students will have access to CPCC academic advisors and CPEC staff to support their registration each semester.

Grade 13: Students in Grade 13 will participate in a Grade 13 seminar course taught by a CPEC staff member. All high school graduation requirements must be met before grade 13.

Attendance

High school course attendance: CMS Board Policy (S-ATT/R) states that high school students absent from eleven class periods will receive a grade of F for that particular course. This rule applies to all absences, **whether excused or unexcused**, in accordance with CMS Regulation S-ATT/R. Students are expected to follow all CMS Board Policies surrounding attendance.

All absences should be reported by completing the form on our schools website click “ABSENT” in the gray bar). Absences are excused for the following reasons, with appropriate documentation.

- Illness of student
- Death in the immediate family
- Quarantine
- Approved educational opportunity (Form 5123.21, available at school)
- Doctor appointment
- Court or administrative proceedings
- Religious holiday (approved religious observances; must be approved in advance).

Attendance and exam exemptions: The current CMS Grading Plan allows for exemption of a high school final exam for courses that do not have a state-required or EOC assessment if a student met the criteria identified below before the beginning of the exam window:

- Students with a grade of an ‘A’ (90%) or above and no more than 3 absences.
- Students with a grade of a ‘B’ (80%) or above with no more than 1 absence.

Students have the option to take the final exam to improve their grade rather than the exemption. If a student chooses to take the exam, CMS grading practices are followed, and the exam counts for 20% of the student’s final grade. Otherwise, the final grade for the course is calculated as follows: 50% quarter 1 + 50% of quarter 2.

College course attendance: Instructors set their attendance policies for college classes. Students should closely read the syllabus for each college course to determine the attendance policy. It is best practice to attend each class and communicate in advance with your instructors if you know you will be absent.

Bell Schedule: The 25-26 high school bell schedule is below. Students are expected to make every effort to schedule college classes around their high school courses., but CPEC staff are aware that the times do not always line up exactly with CPCC class start and end

times. Students who have to miss 5-10 minutes of a high school class in order to attend college courses are expected to communicate with their high school teachers and make up any work or assignment that was missed. Students who are found to be missing high school class without a documented college class will be subject to disciplinary action.

Time	Activity
6:45-7:15	Arrival / Breakfast
7:15-8:40	1st Block
8:45-9:15	Advisory / Homeroom
9:20-10:45	2nd Block
10:50-12:15	3rd Block
12:15-12:55	Lunch
1:00-2:15	4th Block

Textbooks

High school textbooks will be provided by teachers to students. Students are responsible for textbooks issued to them and may be required to pay if a textbook is damaged or lost.

College textbooks: The cost of textbooks is covered for CPEC students during fall and spring semesters. If you choose to take a class in the summer, you will be charged the cost of textbooks.

CPCC will automatically order your textbooks or online class materials for you after you register for the class. Courses will be automatically loaded with any digital courseware, and will be available on the first day of your class. You can pick up any non-digital course materials, and purchase any kits or supplies not covered in the IncludedED program at the Campus Store. You will be notified that your materials are available for pickup at the Bookstore. *Hint: Check your CPCC email!*

If your class requires a kit (your teacher will tell you this - it will be in the syllabus) - these can be ordered through the bookstore: www.bkstr.com/central piedmont store - select "Financial Aid" and enter your CPCC ID number. You will need the course code and section for the class(es).

Note: CMS only covers required course textbook/access code materials; they do not cover "recommended" school supplies, calculators, or other items.

Academic Support

All CPEC teachers will follow the [CMS Grading Policy](#) in high school classes. Students taking college classes should read the syllabus closely to understand the grading system for each class, and reach out to instructors directly with questions.

CPEC Teacher tutoring: All CPEC teachers are available for tutoring in their courses. Teachers will publicize their tutoring times to their classes.

CPCC Center for Academic Excellence (CASE): The Center for Academic Excellence (formerly Academic Learning Center) provides support in writing, math, science, and ESL. Students can use up to 3 support sessions per week per subject. The CASE is located in Parr 2130; students can receive support virtually or in person. For more information and to schedule support sessions, visit the tutoring and academic support page here: www.cpcc.edu/academics/academic-resources/tutoring-and-academic-support The ALC only provides support in college courses for which a student is currently enrolled.

Tutor.com through CMS/Charlotte Mecklenburg Library: All CMS students have access to ONE Access through the Charlotte Mecklenburg Library. Students can have 15 free tutoring sessions per week. Use this link: <https://cmlibrary.org/resource/tutorcom-live-homework-help> to sign up. Tutoring is in English or Spanish. There is a tutorial on this site, and families can click "Access Now" to access this free resource. Students should enter their CMS student ID number as the username and their birth year or birth month/day as the password (July 4 is 0704).

Accountability and Check-Ins

Grades in high school courses will be closely monitored by homeroom teachers and school staff. Interventions will be provided to students who need support in a class.

Students taking college classes should be aware that CPEC staff cannot track grades like they can for high school coursework in PowerSchool. Frequent check-ins will be required, and students will be asked to share their progress so that we can monitor student success and provide interventions as needed. It is ultimately the responsibility of the student to ask for support if needed.

Central Piedmont Dual Enrollment Credits, High School Credits, and Grade Point Average

All high school credits taken at CPEC earn one credit, are included on the high school transcript, and are included in calculation of high school GPA.

All CPEC students are dually enrolled full time CPCC students. Any credit that a student earns at Central Piedmont is included in their CPCC college transcript, and will be transferred to their CMS high school transcript for high school credit.

- A CPCC class earning less than 3 college credit hours does not earn a high school credit or impact high school GPA. Grades may still reflect on high school transcripts.
- CPCC sends final grade reports at the end of each term to CPEC staff. CPCC final grades are issued as letter grades (A, B, C, D, or F). CMS Board Policy does not allow letter grades on a high school transcript, so these letter grades are translated to number grades (A=95, B=85, C=75, D=65, F=55).
- Most transferable CPCC classes receive the same weighting as an honors or AP class in calculation of weighted high school GPA. These weights are determined at the state level.

CPCC classes and grade suppression: If a student earns a passing grade (60 or higher) in a CPCC class it earns a high school credit. CPCC will allow a student to retake that class for a higher grade. In this circumstance, because CMS does not allow students to suppress or retake a class that they passed, the first passing grade remains on the high school transcript and calculates in the high school GPA, regardless of a higher earned grade. CPCC will use the higher grade in calculation of CPCC GPA but the first grade will remain on the college transcript.

GPA and Class Rank: CPEC GPA includes college and high school classes. GPA is cumulative. GPA and class rank are calculated on the 20th day of the school year and at the end of each semester.

Transferable credit: In order for credits to transfer to four year universities, students must earn a C or higher in their CPCC class. Grades earned below a C may still get credit towards an associates degree, but will most likely not be accepted by four year universities.

Dropping a college course: Students should take college course enrollment seriously. In the event that a course needs to be dropped, students will communicate with the school counselor and/or CP advisor to drop or withdraw from the class. Drop and withdrawal dates are set by the college; drops are usually only available in the first two days of a class. Students can withdraw until the census date, which is outlined on the syllabus, but if a student withdraws from a class, it shows as a W on their college records and a WF on their CMS transcript.

Central Piedmont Course Eligibility

CPEC students are expected to meet the same requirements put in place for high school students across CMS to access credit bearing, transferable college course work. Most transferable coursework at CPCC requires that students have an **unweighted 2.8 high school GPA** in order to register. Students who do not have an unweighted 2.8 high school GPA should speak to school staff about options for coursework or reassignment to their home high school.

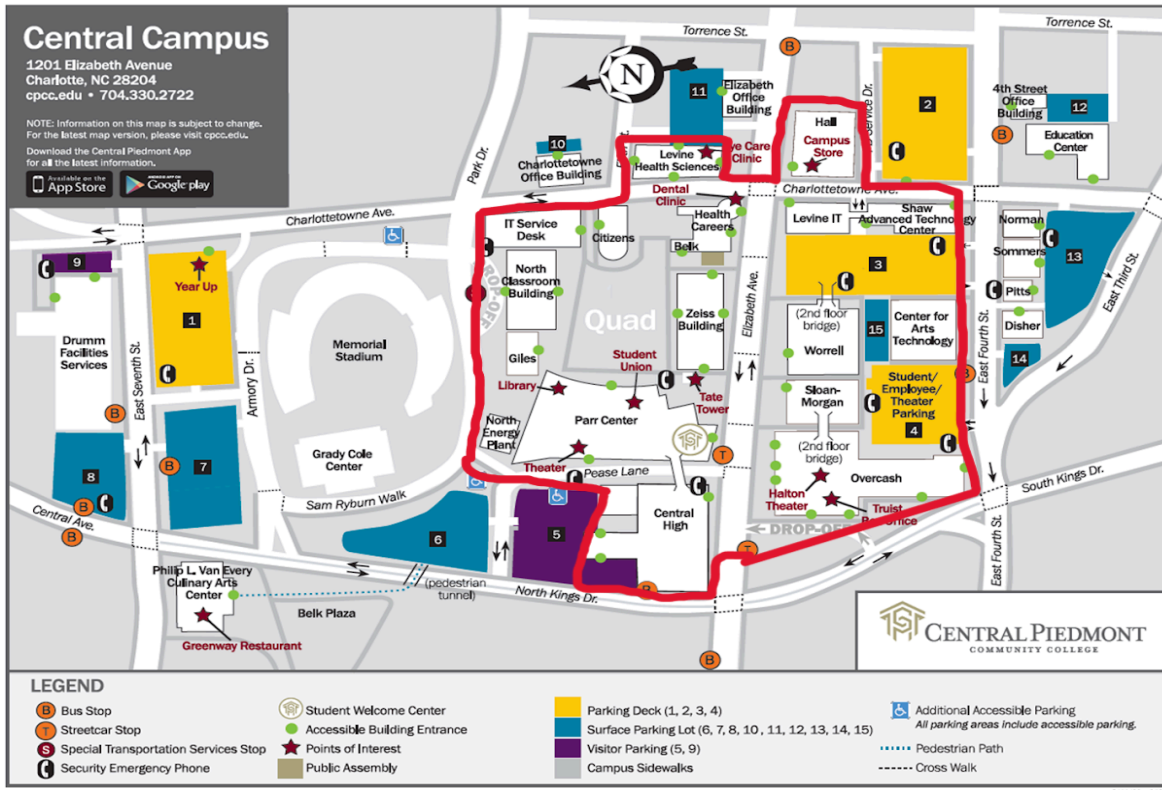
Central Piedmont Course Advising

CPEC students have a dedicated course advisor who is available to them to discuss degree pathways, degree completion, scheduling and registration questions and issues, and advising on course success. Students can make in person or virtual appointments with the advisor at any time and should always do so before registration periods open.

Campus Locations - Limits and Off Limits

CPEC Students are expected to remain on campus during the entire school day. Students who leave campus without permission are subject to disciplinary action per the student code of conduct. "On campus" is defined as the area INSIDE the red markings on the map.

Students who are able to provide their own transportation and would like to leave campus before 2:15 as their college course schedule permits MUST submit a Request to Leave Campus form with a parent or guardian signature EACH SEMESTER. Until this form is signed by a parent and on file at school, students must remain on campus each day until 2:15.



NOTE: Students are not permitted to be in the parking decks on campus unless they are arriving at school or leaving campus.

School Nutrition & Food Services on Campus

While we do not have a traditional cafeteria, we do provide CMS School Nutrition breakfast and lunch each day. Grab and go breakfast is free for all students. CPEC students can pick up breakfast in the lobby of Worrell between 6:45 and 7:15. Hot lunch is provided during our lunch block (12:05). Lunch costs \$3. Families can add money to PayPams to cover the cost of school lunch - information on PayPams is here: <https://www.cmsk12.org/Page/9965>. Please contact Ms. Sharpe or Ms. DeAntonio if you believe you qualify for free or reduced lunch.

Students may also bring their own lunch to school. Ninth graders can eat lunch in the lobby of Worrell or in the lobby of Overcash. 9th graders may not go to any other space for lunch and if they are found outside of these locations, disciplinary action will apply. 10th-12th graders may go anywhere on campus (see map above) during lunch but are expected to get to class on time. If students do not arrive at class on time, open lunch privileges will be revoked.

Food Services on Campus: There are several dining options on Central Campus, including a sandwich shop, a burger shop, a pizza restaurant, and a coffee shop. 10th, 11th and 12th graders are able to access these dining options. Students are responsible for paying for food from any of the campus restaurants. Students should plan accordingly:- you may not bring food into high school classes to eat and you must be back in time for class to begin.

Transportation

CMS Bus Transportation: Students receive Express Stop CMS Transportation to and from CPEC. Information about Express Stops can be found on the CMS Transportation website here: <https://www.cmsk12.org/Page/9281>

Student Parking: Students who drive to campus can park in Parking Deck 3 with a CPCC Parking Permit. To obtain a parking permit, students should go to the Cashiers Office with their driver's license and CPCC Student ID. There is no charge for a parking pass for Early College students.

Car rider drop off/pickup instructions: Students can be dropped off from 6:45-7:15 on the second floor of Parking Deck 3. At the end of the day, students should be picked up from the top floor of the parking deck so as not to impede other parking deck traffic.

Note: If a student chooses to register for a college class that meets outside of 7:15- 2:15, the student is responsible for providing their own transportation.

Student Code of Conduct & Academic Integrity

Students are expected to follow both the [CMS Student Code of Conduct](#) and the [Central Piedmont Student Code of Conduct](#).

The Student Discipline and Dress Code Policy [can be found here](#).

Dress Code

The goal of our dress code policy is to foster a safe, respectful, and inclusive learning environment for all students. This policy is designed to ensure that dress requirements do not reinforce stereotypes or perpetuate any form of discrimination.

General Guidelines

1. Inclusivity: The dress code applies equally to all students, regardless of gender, race, religion, body size, or any other personal characteristic.
2. Respect: Clothing should respect the school environment and not display offensive language, images, or promote illegal activities.
3. Safety: Attire should not compromise the safety of the student or others.

Specific Requirements

Tops:

- Must cover the front, back, and sides.
- Tank tops, T-shirts, blouses, and shirts are permitted.
- Spaghetti straps, off-shoulder tops, and sleeveless tops are allowed if they cover undergarments and do not expose the midriff excessively.

Bottoms:

- Pants, jeans, skirts, shorts, and dresses should be of appropriate length (must reach at least mid-thigh when standing).
- Leggings and yoga pants are permitted if worn with a top that covers the buttocks.

Footwear:

- Shoes must be worn at all times. For safety reasons, closed-toe shoes are required in certain classes (e.g., physical education, science labs).

Headwear:

- Hats, beanies, stocking caps, bonnets and hoodies are not permitted to be worn inside of the building or in classrooms
- Religious headwear is permitted at all times.

Accessories:

- Jewelry and accessories are allowed unless they pose a safety hazard or distract from the learning environment.
- Sunglasses are not to be worn indoors unless for medical reasons.

Enforcement

1. Non-Discriminatory: Dress code enforcement will be consistent and non-discriminatory. Staff will address dress code violations privately and respectfully.
2. Corrective Measures: If a student's attire is deemed inappropriate, they will be asked to change or adjust their clothing. Repeated violations may result in parental contact or further school consequences.
3. Appeals: Students and parents may appeal dress code decisions to the school administration. Appeals will be reviewed promptly and fairly.

Special Considerations

1. Cultural and Religious Attire: Cultural and religious garments are respected and allowed. Students are encouraged to speak with school administration if they have any specific needs.
2. Body Positivity: The dress code supports body positivity and does not shame or target students based on body type or size.

Note: This policy aims to respect student expression while maintaining a focus on a conducive educational environment. If there are any questions or concerns, please contact the school administration.

Technology

All students will be provided CMS issued Chromebooks and chargers for the school year. Students must adhere to all CMS and CPCC policies regarding internet, network, and electronic safety. All students are required to submit the CMS Technology Agreement at the beginning of each school year. Lost or stolen devices and chargers will incur a fee that must be paid before a student can receive a new device or charger.

Safety & Emergency Procedures

All CPEC students will receive training in CPCC emergency procedures and protocol at the beginning of each school year. Students and parents are encouraged to download the RAVE Guardian app, which allows you to receive emergency notifications and communicate with security personnel.

Exams & Testing

High school exams: Each class has an associate final exam that counts as 20% of the final grade for that class. State end of course exams (English II, Math 1, Math 3, and Biology) are required for all students and cannot be exempted. Other final exams may be subject to the current district exemption policy. Exam exemptions are based on grades and attendance. Students are not required to come to campus on the days they do not have final exams, Attendance will be taken for monitoring purposes but exam day attendance does not count in semester totals. If students chose to come to campus on days they are not taking a final exam, they should be cognizant of their surroundings and respectful of other students also using the resources on campus to prepare for final exams. Please do not cause disruptions!

College class exams: Students are expected to follow all testing requirements as outlined in the course syllabus. Requirements may vary from course to course.

Academic Integrity

Students must adhere to all CMS and CPCC policies regarding academic integrity. Details regarding CPCC policy and procedures regarding academic integrity can be found here: [Academic Integrity Policy](#). Failure to adhere to the CPCC academic integrity policies can result in anything between a warning and removal from CPCC entirely.

THE CPEC WAY



T

TEAMWORK

We collaborate effectively with others.



H

HUMILITY

We are open to learning from others and seek support when needed.



E

EMPATHY

We seek to understand others.



C

CURIOSITY

We seek to learn and understand new things.



P

PERSEVERANCE

We persist through challenges and setbacks.



E

ENGAGEMENT

We actively participate in the learning process and the community.



C

COMMUNICATION

We respectfully and honestly communicate with others.



W

WORK ETHIC

We put in the time and effort to achieve our goals.



A

ADAPTABILITY

We are flexible in adjusting to new tasks and environments.



Y

YOURSELF

We respect ourselves, the spaces we utilize, and the people we interact with while showing kindness.