

Columbus Career and College Academy



2023-2024 Student and Parent Handbook

Greetings from the Staff

We are pleased to welcome you to Columbus Career and College Academy for the 2023-2024 school year! You will have many opportunities to participate successfully in academic and extra-curricular activities. CCCA has already established a tradition of excellence; we know that you will take pride in being a part of our school, and our staff is dedicated to helping you make this a great experience.

At CCCA, we have a strong, rigorous academic program that prepares our students for post-graduation success. Graduates of CCCA have the opportunity to earn a college degree, industry certifications, and trade certificates in addition to a high school diploma. We have a strong SkillsUSA chapter with numerous achievements at the regional, state, and national level. We also offer a variety of other extra-curricular activities for students to participate in that are unique to our school.

This student/parent handbook is published so that all students and parents of Columbus Career and College Academy may have a reference to information that is necessary to understand the daily operations of our school. It is essential that all students and parents read, understand, and follow the information contained in this handbook. Our success depends, in large part, on the cooperation of our students and parents. We believe that this handbook is an effective resource for parents and students and that many questions are answered within its pages. It provides guidelines and regulations necessary to provide both a safe and productive learning environment.

Should you have questions or concerns throughout the school year, do not hesitate to call our office. We look forward to another exciting year at Columbus Career and College Academy as we continue to strive for excellence.

Go Pride!

CCCA Faculty and Staff:

Administration: Christian Godwin, Principal

Student Services: Kayla Gooden, Counselor; Tabitha Worthington, CDC; Crystal Matthis, SCC Liaison

Office Staff: Linda Taylor-Office Manager, Larry Ray Long-Facilities Manager

CTE Teachers: Sherman Axelberg, Culinary Arts; Constance Faulk, Broadcasting;

Willie Lloyd, Metals; Fred Mason, Masonry

English Teachers: Robin Gore, Kevin Toman

Exceptional Children Teacher: Valerie Farnum

Mathematics Teachers: Jennifer Collins, Angela Jordan

Science Teachers: Amy Arrington, Jason Waddell

Social Studies Teachers: Nicole Cartrette, Madison Spencer (Health/PE)

School Resource Officer: Mark Martin

Each student has access to a copy of the Columbus Career and College Student / Parent Handbook and can view a copy of the *Columbus County Schools Student Rules and Regulations* and other board policies on the CCS Webpage and CCCA webpage. It is the student's responsibility to share this handbook with his/her parents. It is also the responsibility of students and parents to read and familiarize themselves with the information contained in both handbooks.

There is no way to cover all the situations that may occur during the school year; therefore, any and all areas of the Columbus Career and College Academy Student/Parent Handbook are subject to change during the course of the school

year. As the administration continually evaluates the environment and atmosphere of our school, additions or adjustments may be needed. If this becomes necessary, students and parents will be notified.

CCCA VISION, MISSION, AND FOUNDATIONAL PRINCIPLES

Vision

Columbus Career and College Academy is a community that prepares students to be life-long learners, graduating career and college ready.

Mission

Columbus Career and College Academy is a community working daily to motivate and support all students to become career and college ready.

Foundational Principles:

At Columbus Career and College Academy, we believe in PRIDE:

Perseverance: All students must be college and career ready critical thinkers to compete in a global society.

Relationships: Building relationships between students and staff dramatically enhances our students level of motivation; therefore, promoting learning.

Individuality: Each student has individual needs and can make valuable, unique contributions on a daily basis.

Diversity: Our students come from diverse and unique backgrounds to create a unified student body.

Engagement: Curriculum and instruction is purposeful, research-based, and rigorous, while supporting a safe and supportive environment that promotes quality teaching and high student engagement.

ANNOUNCEMENTS

It is the responsibility of each CCCA student to check Schoology and their school email on a daily basis. Important information and announcements concerning courses, the week's happenings, and other events are shared with the students to keep them in the know of what is happening at CCCA and SCC.

ATTENDANCE POLICY

North Carolina Statute 115C-378 requires that students attend school 185 days. In addition, Compulsory Attendance Laws for the State of North Carolina apply. To be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attendance or a school activity that has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity. Attendance in high school is recorded each period. Students must be in attendance at least 80 days per course to receive credit. SCC and college instructors make and enforce their own attendance policies. CCCA will not pay for a student to retake a college course that he or she failed due to excessive absences. It is the responsibility of the student and parent to monitor attendance.

Any student who comes onto campus during the school day and needs to leave school for any reason must check out through the main office. Failure to do so may result in loss of driving privileges and/or other disciplinary action.

The school office will keep daily records of attendance, check-ins, and early dismissals.

Students who are absent ten consecutive days without notifying the school will be dropped from CCCA. Students with excessive absences (10+ absences in a semester) will be turned over to a school social worker for further investigation. Students under the age of sixteen and are in violation of the NC Compulsory Attendance Law will be subject to legal charges and proceedings.

INSTRUCTORS OF SOUTHEASTERN COMMUNITY COLLEGE WILL ENFORCE THE ATTENDANCE POLICIES OUTLINED IN THEIR SYLLABI.

ABSENCES (Excused)

Per North Carolina General Statute and North Carolina State Board of Education Policy, excused absences are defined as the following:

- 1) **Illness or Injury:** An absence is lawful when the absence results from illness or injury that prevents the student from being physically able to attend school.
- 2) **Quarantine:** An absence is lawful when isolation of the student is ordered by the local health officer or by the State Board of Health.
- 3) **Death in the Immediate Family:** An absence is lawful when it results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- 4) **Medical or Dental Appointments:** An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
- 5) **Court Administrative Proceedings:** An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- 6) **Religious Observation:** An absence may be considered lawful if the tenets of a religion to which a student or his or her parent adhere require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of the religious observance, is of such duration as to interfere with the education of the student.
- 7) **Educational Opportunity:** An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. A written request must be submitted to the principal and approved prior to the absence.

Students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

- 1) It is the students' responsibility to contact the teacher(s) to make up missed work and check Schoology for information on what was missed.
- 2) Exams or tests missed shall be taken at a time and place mutually agreed upon by the teacher and student.
- 3) Make-up tests will be of equal value and/or on the same material as the missed test. However, the make-up test may not necessarily be the same test.
- 4) The time limitation for work and exam make-up shall be five days. The teacher may grant exceptions.
- 5) Exams and assignments, which had been announced prior to the student's absences, may be required to be made up immediately upon the student's return.
- 6) Students may be required to do alternative assignments in place of missed classroom activities

The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

- 1) All students are required to furnish the office with a parent's note giving the reason for each absence from school. Students have THREE (3) school days to submit a written excuse to the main office. Notes should include contact numbers, the date of absence, and specific reason for the absence. Doctor's office, dentist, court and other official documentation can be turned in as well. If a note is not received, the absence remains unexcused.
- 2) It is the student's responsibility to inform each teacher that he or she needs to make up work and tests within the five school days allowed for such make-up of work from excused absences.

ABSENCES (UNEXCUSED)

Unexcused absence is defined as:

- 1) A student's willful absence from school with or without the knowledge of the parent.
- 2) A student's absence from school for any reason other than those listed under "Excused Absences".
Examples include car trouble, over-sleeping, running errands, skipping, etc.

ACADEMIC PROGRESS

To enter 9th grade, students must have successfully completed all 8th grade promotion requirements.

To Enter	Student must have completed:
10 th grade	6 units including English I
11 th grade	12 units including English II
12 th grade	18 units including English III
13 th grade	23 or 28 units depending on students' plans following high school.
Graduate	12 th grade students who do not graduate (no additional requirements)

Each CCCA student will be given an individual graduation plan that specifies total requirements for the program. This plan will be monitored and updated as needed by the school counselor, college liaison, student, and parent.

ATHLETIC TEAMS

When CCCA was established, it was determined that the school would not have competitive sports teams or participate in NCHSAA sanctioned events. CCCA students are prohibited from participating in athletic programs at the high school in their region. Students are allowed to participate in specific sport classes at SCC, and CCCA offers opportunities for students to participate in sports through clubs and activities.

BOOKS AND SUPPLIES

In order to be successful in school, students need the necessary supplies and books. Different classes have different supply requirements and it is the responsibility of the student to provide such supplies. These include notebooks, paper, binders, highlighters, color pencils, etc. Other supplies will be provided by CCCA. These include textbooks, certain types of materials for projects, calculators, Chromebooks, etc. In the event that a school-supplied product is lost or damaged, it is the responsibility of the student for replacement costs:

The following rules for payment apply if a HIGH SCHOOL TEXTBOOK is lost:

- | | |
|------------------------|------------|
| New Book | Full Price |
| One Year Old | 80% Price |
| Two Years Old | 60% Price |
| Three Years Old | 40% price |
| Four or More Years Old | 20% Price |
- A minimum lost book charge will be \$10.00.
 - The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.

Chromebook repairs and replacement costs start at \$75 and can reach upwards of \$500.

Each semester, students are to pick up their college books prior to the ten percent date of the class. In order to receive college textbooks, students will need to bring a copy of their college schedule to Mrs. Godwin in the main office. Students will then receive their textbook or code or be directed to the bookstore to pick them up. Students must present a college schedule in order to pick up their books. Students are to return their college

books by the last day of the semester. Those who have not returned college books by the fifth day of the subsequent semester will be billed for the ACTUAL COST of the book since we will have to replace it.

CARE OF SCHOOL PROPERTY

Responsible students and good citizens need not be reminded that CCCA and SCC facilities should be respected in every way and kept in top condition. Defacing or damaging walls, desks, doors, lockers, walkways, books, and other school property is a sign of disrespect and poor citizenship. School property is state property and therefore belongs to everyone, including you. It should be treated with all due respect and care. At CCCA, we respect our school and try our best to see that it is protected from needless abuse. Needless to say, anyone who damages or destroys school property will be responsible for replacing/repairing that property. According to the seriousness of the offense, additional disciplinary action or criminal charges may be taken.

CELEBRATE THE ARTS

Although CCCA students have a wide variety of artistic opportunities through the college, they may not participate in programs such as Celebrate the Arts at the high school in their region according to Columbus County Schools' policies.

CELL PHONE USE

Phones are to be put on silent (not vibrate) mode or turned off during class time. A student may not use the phone for any reason during class time except when teachers allow them. Teachers may require students to place phones in a designated location to avoid use. Also, phones may not be on campus if they contain graphic language, photos, or video. Students caught with inappropriate content on their phones will be treated as if they had brought pornography on campus. Texting threatening or harassing messages to CCCA students, even outside of school hours, is considered inappropriate and the school will take action. Violation of this policy may result in loss of the cell phone privilege and/or removal of the phone to be picked up by the parent.

CHANGE OF ADDRESS OR CONTACT INFORMATION

If you and your family move during the school year and need to make a change of address, you must provide proof of the new address to the front office to make a change in PowerSchool. Please notify Columbus Career and College Academy if you make a move. It is also important that the school has updated contact information in the event of an emergency or illness.

CHEATING/PLAGIARISM POLICY

Students at CCCA are expected to complete all class and homework assignments to the best of their *own* abilities. Students who cheat on assignments will be held accountable for their actions by the teacher and depending on the frequency or severity students may be referred to administration.

Students are responsible for neither giving nor receiving assistance on tests, examinations, or class assignments that are to be graded as the work of a single individual. The actual giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work constitutes an academic violation, as does the act of plagiarizing information.

An academic violation will result in parental contact. In addition, the following actions may be taken by the teacher in response to this type of academic misconduct: assignment assigned a grade of zero, an alternate assignment provided for partial credit, and/or discipline referral written on the violation. The consequences to such a referral could include OSS. Repeated and serious violations will result in disciplinary consequences up to long-term suspension. Membership in the National Honor Society and/or other honor organizations may also be revoked.

CHECK-IN / CHECK-OUT PROCEDURE

Student Check-Out Process:

1. Parents may check-out students, in person and with proper photo identification, through the front office. Due to safety concerns, phone calls will not be permitted to check-out a student.

2. Students who drive and park on campus and who need to leave before the end of the day must present a note to the main office prior to 8:45am. The note must include the following: student name, time of check-out, reason for check-out, parent/guardian name and signature, and contact number for parent. CCCA staff will verify the note with the parent/guardian who wrote the note between 8:30 and 9:30 am by calling the number listed on the note. The phone number listed on the note must match a parent/guardian phone number listed in PowerSchool or the parent will not be contacted, and the student will not be permitted to check-out.

Habitual requests to check-out a student shall be reported to the administration for further investigation and *may warrant denial of future check-outs via note and require a parent/guardian completing future check-outs in person.*

3. Please note that only the parent/guardian listed on the student's current year Student Information Sheet or in PowerSchool may check-out or have contact with a student. Good, working contact numbers, including cell phone, work, and home numbers, are to be updated by the parent/guardian throughout the school year as needed. *Phone calls will not be accepted to change a student's contact information in PowerSchool or to check-out a student.*
4. Parent permission and written authorization is required for all students to check-out, regardless of age.
5. Current students cannot check-out other current students for the day, unless they are siblings and parents provide written authorization for each check-out.
6. Students who have graduated in the past three years cannot check-out students or be added to a list of contacts authorized to check students out unless they are siblings or immediate family members. If an older sibling is to check a student out, written authorization will be needed each time from the parent. *(No phone calls.)*
7. Students who do not follow the check-out process and leave campus without permission are considered skipping and subject to disciplinary consequences including loss of parking privileges.
8. Students who leave early because of college class scheduling will still need to check-out in the main office.
9. Please note that CCCA staff will not interrupt assemblies, special events, or state/national exams (ie. ACT, EOC, WorkKeys, etc.) to check-out students.

Student Check-In Process

In the event that a student arrives late to campus, the following process must be followed:

1. The parent/guardian must be present and check the student in to school in the main office.
2. A student without a parent/guardian present may provide valid documentation of a professional appointment (i.e. doctor, dentist, lawyer, or court note).
3. Excessive check-ins may result in disciplinary action and could adversely affect the student's grades.

CHILD-FIND

Columbus County Schools is committed to identifying and serving all children with disabilities who are in need of special education and related services. If you know of a child or youth who has been diagnosed or suspected to have a disability, please contact the principal or exceptional children's director.

COLLEGE ACADEMIC PROBATION POLICY

Academic Probation: Students who have earned less than a minimum 2.0 cumulative GPA are placed on academic probation. When a student's cumulative GPA reaches or exceeds 2.0, they will be removed from academic probation and considered to be in good standing. A student who has been on academic probation for two consecutive semesters of attendance may be subject to academic suspension and prevented from taking additional college courses. A student is notified by Ram's email and Aviso of their status and the steps that must be taken to remove the status of probation. Students on academic probation should take advantage of the variety of services provided by SCC including academic tutoring, additional advising, and study halls. Additionally, the student should meet with our college liaison for additional assistance.

The liaison may:

1. Limit their enrollment to nine (9) credit hours or less for the semester.
2. Prescribe specific developmental or required courses for enrollment.
3. Specify the mechanism by which courses are delivered, e.g., student may be restricted from taking any online courses.
4. Require the student to meet with the advisor at various times throughout the semester to discuss the student's academic progress.
5. Require students with grade of "F" to repeat failed courses before registering for new additional courses in the subsequent semester. If a CCCA student fails to complete a college course with a passing grade, he or she is required to reenroll in the course until it has been completed, and additional student fees will be applied including registration fees and book costs. These costs vary and could exceed \$125. This amount will be added to the student fees and will need to be paid to CCCA.

COLLEGE COURSE ATTENDANCE

Students are expected to attend all lecture and laboratory sessions, and participate in all electronic forums in courses for which they are registered. Absences interfere with the students' progress and reduce the quality of classroom interaction. Instructors are required to drop all students who never attend a course prior to the 10 percent of the course. Instructors may elect to drop students whose absences exceed five percent of all scheduled contact hours for the course (typically three absences). Absences are counted from the first class meeting of the semester.

Students who miss class due to participation in an official college or high school function must notify the instructor prior to the absence. (An official college function is one that has been approved by the appropriate college vice president.) Under normal circumstances, the absence should not result in the students' total absences exceeding the maximum allowed by the course syllabus. If, however, the absence would result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function. Attendance requirements for each class are printed in the course syllabus distributed by the instructor. In addition, rules governing tardiness and leaving class early are addressed in each instructor's addendum to the syllabus.

If a student is dropped from a course because of attendance they will receive a 59 on their high school transcript for the course. Additionally, students will have additional fees that vary in cost and could exceed \$125 to cover the costs of textbooks, fees, and other costs associated with course enrollment.

COLLEGE STUDENT ACADEMIC BEHAVIORS

In order to create the most effective classroom environment possible to support learning, faculty and administration expect the following behaviors from students:

1. *Academic Participation:* Students should express their views in classroom discussions in an appropriate manner. Students should also listen respectfully to others expressing their opinions and ideas. The

exchange of ideas in a non-combative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.

2. *Academic Environment*: Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove from the class any student who disrupts the climate and interferes with other students' right to learn.
3. *Academic Courtesy*: Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness; the instructor may have already taken attendance.
4. *Academic Responsibility*: Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, if possible. Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to reteach what was missed. An individual instructor's policies may be more lenient than the above, but it is still a student's responsibility to know what was missed. Students should understand that faculty are in the classroom to aid them in learning but that faculty also have the responsibility to certify that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning.
5. *Academic Focus*: Students must focus on a class' activities while in that class. They must not work on non-related activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
6. *Academic Exchange*: Students need to be prepared for a class to more effectively learn. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be prepared to ask questions the next class session for clarity.

COLLEGE COURSES/CREDITS

Most college courses will count for high school credit and towards a student's GPA. All college courses/credits will be entered on high school transcripts for accurate reporting. Additionally, *the numerical grade* you earn in the college course will be reported as such on the transcript. A dropped course after the initial five days of the course will result in a grade of 59 on the high school transcript.

For more information on which college courses offer high school credit, please see your school counselor or college liaison.

COMPUTER LAB AND LAPTOP USE

CCCA is located on a college campus and as such must be viewed as part of an adult environment. The college uses tools to reduce the risk of student exposure to inappropriate content, but all risk is not eliminated.

Computer Use Guidelines: Students are held responsible for proper use and maintenance of the computers. If a student is logged in to an SCC computer, he/she is responsible for any sites or information transmitted, so you should NEVER give your login information to anyone. Also, once logged in, you should NEVER walk away from your work station. You may be expelled from the college for improper use of computers. The same applies to a school issued Chromebook. If you use a Chromebook at home, you are responsible to make sure

that anyone else in your home that uses it follows proper use guidelines. Student Chromebooks are monitored at all times and improper use could result in disciplinary action including loss of internet privileges. Additionally, improper use of either the SCC or the CCS computers may result in disciplinary action up to removal from CCCA. All school issued devices are monitored, both off and on a school network.

CONFISCATED ITEMS

Electronic devices including cell phones, external speakers, headphones/earbuds, etc. may be confiscated if they are displayed, used, listened to, ring/vibrate in classrooms, or otherwise disrupt any learning environment. When a device is confiscated by school personnel, those personnel will take reasonable precautions to safeguard the device until it may be picked up by a parent. All risk of loss or damage to the device will be assumed by the student and their parent(s) or guardian(s). *All confiscated items will be turned into the front office for parent pick up.* CCCA, SCC, and/or Columbus County Schools are not responsible for any lost or stolen electronic devices. In addition to electronic devices, hats and clothing that violate the uniform policy will also be confiscated.

The following confiscated items WILL NOT BE RETURNED to students or parents: tobacco products including chewing tobacco and cigarettes, lighters, electronic cigarettes, fluid for electronic cigarettes, drugs (legal or illegal), alcohol, drug paraphernalia, items classified as a weapon or weapon-like per CCS BOE Policy 4333, guns and/or firearms, and other items that are considered illegal for anyone under 18 to purchase or possess. Items that are considered illegal to possess on/off campus will be turned over to the School Resource Officer or campus police for proper disposal and disposition.

COOPERATION WITH THE COLLEGE AND SCHOOL SYSTEM

CCCA is a cooperative partnership between Southeastern Community College and Columbus County Schools; therefore, student information and educational records are shared between the community college and school system. If either the parent/guardian or the student disagrees with this policy, they must express their alternate wishes in written form and place them on file in the principal's office by September 1 of each calendar year. Because of the dual nature of this program, when parents and students accept entrance, they are agreeing to the sharing of personal and educational information between the various entities.

DAILY SCHEDULE

CCCA students will be able to enter the building starting at 8:15 with class beginning at 8:20. CCCA will offer four periods a day, along with lunch and remediation/intervention blocks. CCCA will dismiss students from high school courses at 2:25. All students should be picked up or off campus by 2:50 unless taking a college course.

DESTRUCTION OF CONFIDENTIAL RECORDS:

- a. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.
- b. Public notice of intent to destroy scheduled records will be published in April of each year. Citizens will be informed that records may be needed for Social Security, legal proceedings, or other purposes. A copy of the written policy shall be given to eligible students and/or parents at the time of exit from school.
- c. The policy will be included yearly in each child's student handbook.
- d. Copies of student records will be made available to eligible students or parents upon request.
- e. Litigated inactive records will be forwarded to the Director for Exceptional Children.
- f. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.

- g. A student roster of personally identifiable information will be maintained in data base indefinitely. That information shall include full name, last school attended, birth date, exceptionality, parent name, address, phone number, exit status, and date of exit.
- h. Destruction of eligible records will be conducted in July of each year.

DIABETES

North Carolina's Senate Bill 911 requires that schools have a diabetes care plan for children who are diabetic. The Columbus County Schools are in the process of identifying every child in our system with diabetes and insuring an appropriate plan is in place. If your child is diabetic, please contact the school nurse by August 31, 2021, so a plan for your child's care at school can be implemented for the 2021-2022 school year.

DINING AREA

Breakfast will be available before school in the main hall of the M Building. Students can eat their breakfast on the way to class or in the classroom, properly disposing of their trash.

Lunch will be made available to all students who sign up. Sign up for lunch will occur at the front entrance of the M-Building or when students get off the bus in the morning. When lunch begins, 11th and 12th grade students can eat in the courtyard outside, under the awning of the M-Building, and in Nesmith, 9th and 10th grade students may eat in the courtyard outside, under the awning of the M-building, or in a designated classroom. Again, trash is to be disposed of properly when lunch has concluded.

DRESS CODE AND UNIFORM DESCRIPTION

Students at CCCA will follow the Columbus County Schools Dress Code (*CCS SBP 4316 Student Dress Code*)

1. For sanitary and safety reasons and in accordance with State health regulations, all students are required to wear shoes/footwear to school. Specific footwear may be required for certain courses/classes. Slippers or bedroom shoes are prohibited.
2. Dress for special school sponsored activities that occur outside the regular school day may be determined and regulated at the discretion of the principal.
3. Sunglasses, hats, hoods, and other headgear including kerchiefs, bandanas, and rags may not be worn inside.
4. Jewelry and visible tattooing must not promote illegal drug, alcohol or tobacco use or be provocative, obscene or substantially disruptive. Jewelry cannot include any items that can be used as a weapon like spikes and chains attaching piercings.
5. Clothing which promotes illegal drug, alcohol or tobacco use or is provocative, obscene or substantially disruptive is prohibited (for information on gang-related attire, see policy [4328](#), Gang-Related Activity).
6. Clothing that is torn, cut, sliced or shredded from the neck to 4 inches above the knee is prohibited.
7. Garments for the lower body section must fall to at least four inches above the kneecap when the student is standing erect. These garments include dresses, skirts, shorts and any other appropriate apparel. These garments must fit snugly around the waist to eliminate sagging.
8. Garments for the upper body section must cover the upper torso. These garments include shirts, blouses and any other appropriate apparel. The bottom of any top must cover the waistband of the lower body garment so no skin is showing. Tank tops and sleeveless shirts must reach the edge of the shoulder and top of the arm.
9. All undergarments must be covered at all times.

Students who are in violation of the Student Dress Code will be given the opportunity to make the necessary changes to wardrobe to 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.

DRIVER'S PERMIT AND LICENSE LEGISLATION

North Carolina legislation requires that the North Carolina department of Motor Vehicles (DMV) be notified whenever a student (15-17) who has a driver's permit or license:

- Drops out of school,
- Or is not making adequate progress toward obtaining a high school diploma or its equivalent, unless the student is not affected by the legislation, or granted a waiver due to hardship.

Upon notification, DMV will revoke the student's driver's permit or license.

Adequate progress, as defined by the State Board of Education, is passing 75 percent of classes per semester for schools on block scheduling. Students whose driving privileges are revoked due to academic reasons may have their license reinstated at the end of the next semester, if the student makes adequate progress. Also, students that receive a parking permit, but lose their license will have their parking privileges revoked and will not receive a refund. Students who drop out of school and do not enroll in another school will lose their license until their 18th birthday.

FIELD TRIPS

School-sponsored field trips are a very important part of the CCCA experience. Each trip is tied to an educational outcome and may require readings and work to be turned in for a project grade. If a student is unable to participate in a trip, he or she will be required to do the readings and other activities just like the other students and turn it in by the same deadline. Some field trips will be at a cost to the student. Opportunities for fund-raising will be provided with each student credited to an account the actual amount raised to be applied to the total cost of a trip.

FLOWERS, BALLOONS, AND OTHER GIFTS

The delivery of food, flowers, and gifts to students at school is *strictly prohibited*. Parents may drop off school-related items into the front office, however; students will not be called out of class to pick up such deliveries. Students will be permitted to pick up items during lunch or class change. **Food delivered through various delivery services such as Doordash or UberEats or directly from the establishment will be confiscated and can be picked up at the end of the day.**

FOOD SERVICE

Our school lunches will be brought in from Chadbourn Elementary School. It is the students' responsibility to sign up for lunch each morning and lunches cannot be ordered after 9:30 a.m. If a child is late to school or absent during their specified lunch period, it is the responsibility of the parent to make sure he eats before getting/returning to school. Because of limited food services we will not be able to offer lunch outside of the assigned lunch time. Also, please be aware that federal law prohibits students purchasing items from vending machines prior to their assigned lunch period. In addition, foods prepared by the culinary classes will NOT be available to the general student body, although they may be for sale to the public.

Columbus County Schools Meal Prices are as follows:

Student Lunches:	free
Adult Lunches:	\$ 3.30

Students will NOT be permitted to leave campus for lunch and then return for class. Additionally, food deliveries are not permitted.

GRADE POINT AVERAGE, MARSHALS AND HONOR GRADUATES

GRADING SYSTEM

A – 90 to 100
B – 80 to 89
C – 70 to 79
D – 60 to 69
F – 0 to 59/fail course

P – Pass course (Credit Recovery)
I – Incomplete
FF – Failure due to excessive absences

RECEIVING CREDIT

To receive credit for a course a student must:

- ◆ Have a final average of 60 or higher from the nine weeks' averages and the final exam grade.
- ◆ Meet all teacher requirements and expectations.
- ◆ Meet local school system requirements and expectations.
- ◆ Maintain attendance in accordance with the Columbus County School's attendance policy.

ACADEMIC COURSE LEVELS AND WEIGHTS

Each letter grade will be granted quality points that will determine a student's GPA as follows:

A – 4 points B – 3 points C – 2 points D – 1 point F/P – 0 points

**** For SCC courses, one quality point will be added. For Honors level courses, one-half quality point will be added.*

GPA

- A student's Grade Point Average (GPA) will be used to academic honors.
- High School courses taken in middle school do not count towards a student's GPA.
- All courses taken in grades 9 through 13 will be included in determining honors at graduation including concurrent enrollment courses except where limited by school board policy.

RECONIZING ACADEMIC ACHIEVEMENT FOR SENIORS & JUNIOR MARSHALS

- ◆ Latin Honor System: Beginning with the graduating class of 2019, CCS began utilizing the Latin Honor system to recognize academic achievement. (*See CCS Policy 3450.*) Determination will be based on the student's total high school experience as determined by final weighted grade point averages as calculated by NC Power School. Students attaining a 4.40 or greater weighted Grade Point Average (GPA) will be recognized as Summa Cum Laude. Students attaining a weighted GPA of 4.25 to 4.39 will be recognized as Magna Cum Laude. Students attaining a weighted GPA of 4.0 to 4.24 will be recognized as Cum Laude.
- ◆ Junior Marshals: The top ten percent of the students in the junior class will qualify to serve as marshals based on their academic performance as calculated at the end of the first semester of the junior year. This calculation will be based on freshmen and sophomore final weighted grade point average plus first semester of the junior year weighted grade point average.

Other important information:

- Qualities such as: character, leadership, and citizenship will also be considered for the honors mentioned above.

NORTH CAROLINA SCHOLAR'S PROGRAM REQUIREMENTS

English	4 units
Mathematics (Math I, Math II, Math III, Advanced)	4 units
Science (Biology, Chemistry, and one other advanced science).	3 units
Social Studies (American History I & II, Civics, World History)	4 units
Foreign Language (two levels of the same language in grades 9 –12).	2 units
Health and Physical Education	1 unit
Four Credit Concentration in CTE or college courses, subject specific	4 units
Honors Level or Higher Courses taken during Junior or Senior year	3 units

Students satisfactorily completing the requirements enumerated above with an unweighted GPA of 3.5 shall be named North Carolina Scholars and shall receive a NC Scholars Medal at the Senior Awards Ceremony in the spring to be worn at the graduation ceremony in June.

PRINCIPAL'S LIST AND HONOR ROLL

Students will be recognized for the Principal's List each grading period, plus first and second semesters, by earning all A's on courses completed. Honor roll is for those with all A's and B's. Certain school-sponsored honor clubs/societies have their own published criteria which may consider character and conduct.

GRADUATION

Students should make adequate progress towards completing all requirements for a high school diploma. Credits towards the diploma are earned both through high school coursework and completion of college courses. Through dual enrollment, college credits also satisfy high school requirements, as well as, a pathway towards a technical certificate or associate's degree through SCC.

Any student who plans to graduate at the end of the current academic year must complete an application for graduation and turn it in to the school counselor with all included documentation before the end of September of their final year. It is highly recommended that the student and a parent or guardian attend a meeting with the counselor well prior to this time. Informational meetings will be held each spring semester for those interested in graduating the following year. It is possible to complete the program requirements early. Any student who wishes to graduate from the SCC campus in less than five years must also have completed their associate degree or associate diploma by the end of that spring semester. If a student will be unable to complete the associate degree or associate diploma as well as 28 high school credits, he/she must return for a fifth year. There will be no completion of requirements during summer session.

HIGH SCHOOL DIPLOMA ENDORSEMENTS

Students may earn the following endorsements as additional recognitions to their high school diploma: Career Endorsement, College Endorsement, College/UNC Endorsement, North Carolina Academic Scholars Endorsement, and Global Languages Endorsement. Students may earn more than one endorsement. For more information on how to earn specific endorsements at graduation, please see the school counselor or visit the website <https://tinyurl.com/nchsendorse>. Each endorsement has specific academic, course, and testing requirements that must be met.

JROTC, ATHLETICS,

When CCCA was established, it was determined that the school would not have JROTC. CCCA students may not participate in programs such as athletics, arts, and JROTC, etc. at the high school in their attendance zone.

LEAVING CCCA TO TRANSFER TO ANOTHER SCHOOL

There is no revolving door between CCCA and the other high schools in Columbus County. Students may only enter CCCA at the beginning of the ninth grade. Should the student, parents, and/or staff decide that CCCA is not the appropriate educational environment for the student, he or she may only transfer out at the end of the first or second semester of the ninth grade year. The exception would be expulsion from the program for disciplinary action by CCCA or SCC. It is the policy of the Superintendent of CCS that other high schools in the Columbus County System will not enroll CCCA students once they have begun 10th grade without written express consent.

Students who live in another district or choose to go to private school may enroll at the discretion of the heads of those schools.

When a student leaves CCCA in the middle of a semester, he or she is automatically withdrawn not only from the high school, but also from Southeastern Community College and drops any college classes he or she was enrolled in that semester.

LIBRARY

Use of the SCC library is a privilege that comes with attendance at CCCA. Students present in the library will be expected to conduct themselves in a quiet and orderly manner and failure to do so may result in suspension of library privileges or suspension from school.

Students will be taken on a tour of the library at the beginning of the freshmen year and familiarized with the resources that are available. We hope that you will take advantage of the access to resources that will be available to you while maintaining respect to those in the facility and the facility itself.

In order to check out materials, you will be required to use your SCC library card. Without this card, you will be unable to check anything out whether you plan to use it in the library or outside the library. You are responsible for any charges you incur in the library.

LOST OR STOLEN PROPERTY

Students should make every effort to ensure that their personal property is kept in a safe and secure place at all times. This includes locking items in your vehicle or securing the items in your book bag or on you. *Neither CCCA, SCC, nor Columbus County Schools are responsible for lost or stolen student personal property or assisting in the recovery of such property.*

If an item is suspected of being stolen, students are to inform the school resource officer or principal and he/she will make a reasonable effort to recover such property. If a student is found to be in possession of stolen property, then he/she will be subject to disciplinary action including, but not limited to, suspension and criminal charges. Students who find lost items are asked to bring them to the main office where the owner can claim them.

MASKS

Each month, and by law, the Columbus County Board of Education will make a determination, based on data, on the wearing of masks.

Current Mask Policy: MASKS or other mouth and nose coverings are NOT REQUIRED.

NORTH CAROLINA TESTING EXPECTATIONS

CCCA is a public high school and as such, students must complete all EOCs, CTE Exams, WorkKeys, and ACT assessments given by the state just as at any other public high school. Students will be notified in advance about tests they are required to take. Accommodations can be made in the event there is a conflict with a college course. Students can opt to take additional national assessments such as the ACT or SAT at no cost. To take advantage of the no-cost option, please pick up a fee waiver from the school counselor.

****Currently, the UNC Board of Governors has waived SAT/ACT requirements for admission to a UNC system university through Fall 2024.*

OFF LIMITS AREAS

Students must be in their assigned places at all times during the day. CCCA classrooms are located in M, T, and B buildings of SCC, and the college liaison is located in the Nesmith Building. Students not registered for college courses should not be in other buildings around campus unless they have explicit permission from the principal.

Students are also not permitted in the following areas or facilities unless they are there with part of a class: weight room, baseball field, softball field, and wooded areas.

PARENT/TEACHER CONFERENCES

The principal, counselor, or a teacher may request a consultation at any time with the parent/guardian to discuss the progress of or concerns with the student.

Parents may call the school office at 910-642-7141 ext 422 to schedule a conference with a teacher at any time during the school year. The school counselor will schedule a time that is convenient to both the teacher and the parent/guardian. Please make it a habit to attempt to resolve issues at the lowest level before moving up the chain of command. For example, if a student has an issue with a teacher, the student should first talk to the teacher in private and attempt to work it out before involving the parents. If the parents feel the need to become involved, they should first try to work through the situation with the teacher before asking the principal to intervene. If the family has an issue with the school, they should attempt to resolve it with the people on site at the school before involving the Superintendent or School Board members.

PRIVACY VIOLATIONS

It is expected that all students and staff are entitled to the privacy and ownership of their own image. For that reason, students are prohibited from video or audio recording events at CCCA or posting videos to various internet platforms (Facebook, SnapChat, Instagram, etc.) without permission from the principal. This includes in the classrooms, hallways, auditorium, restrooms, etc. Students who video altercations and other events may be assigned OSS and possibly referred to law enforcement, depending on the nature of the offense and the student's discipline record.

PUBLIC DISPLAYS OF AFFECTION

Noncompliance with the rules listed below may result in disciplinary action.

- 1) There will be no kissing.
- 2) There will be no inappropriate touching of any kind.
- 3) Hugging will be brief and non-intimate only.

Our policy is that each individual should keep his hands to himself. In addition to public displays of affection, this policy limits horseplay, hitting, fighting, or any other type of violence or inappropriate physical contact.

PUBLIC AND PERMANENT

Students are to remember that anything they do with technology, whether on the internet or by phone, are public and permanent. Texts, photos, and internet posts may be removed later but could have been downloaded and saved by others in the meantime. Anything done outside of school that is disruptive to the school process may be investigated and punished by school officials. Please be wise when using technology and don't venture into inappropriate posts in the name of freedom.

REPORT CARDS AND INTERIM PROGRESS REPORTS (IPR)

Interim Progress Reports for all students will be distributed at the 4.5 week mark for each marking period.

Parents are encouraged to monitor their student's progress utilizing the Parent Portal in Power School or Schoology. Report Cards will be distributed at the end of each nine-weeks grading period.

Progress Reports Issued: Fall
TBA

Progress Reports Issued: Spring
TBA

Report Cards Issued
TBA

****As a reminder, student progress reports are emailed weekly to the parent/guardian linked to the student in Schoology.*

SCHOOLGY

CCCA utilizes Schoology as a means of learning and announcements. Students can find daily objectives, assignments, lessons, grades, and attendance information through your course specific Schoology page. Announcements and other important information is shared through Schoology and students can communicate via messaging. Students will be assigned a Schoology account at the beginning of their freshmen year that will be active until they graduate. Parents can also have access to Schoology via their own account to monitor student progress. Those requests can be made to the front office. Posts and comments are constantly monitored and will be removed if inappropriate, controversial, or not instructionally/CCCA related. Disciplinary consequences will be distributed in necessary.

SCHOOL PROCEDURES AND PRECAUTIONS

Please be reminded that the Columbus County Schools Code of Conduct rules apply, as well as, all rules for Southeastern Community College in addition to the rules listed here. All students are given a copy of the student handbook and are directed to Student Rules and Regulations for grades 9-12 on the Columbus County Schools website (www.columbus.k12.nc.us). Additional rules and expectations for SCC can be found on their website (www.sccnc.edu). Students are expected to read and familiarize themselves with these rules and expectations.

SECTION 504/AMERICANS WITH DISABILITIES ACT

No qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/section 504 Coordinator.

SEARCH AND SEIZURE

Desks and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever there is reasonable suspicion that some substance or other material is contained therein which is illegal or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

SELLING OR SOLICITING ON SCHOOL CAMPUS

Students are prohibited to sell any items or to solicit business for individuals or any group for any reason without the express written consent of the principal. Students are prohibited from posting fliers or posters on the campus of SCC. School sponsored activities can be promoted through posters and fliers in the M Building and CTE classrooms in the B Building only, if approved by the principal.

STUDENT ACCIDENTS

All accidents must be reported and documented in the office. These reports are forwarded to the Board of Education and college vice president of operations.

STUDENT DRIVING PRIVILEGES, RULES, & EXPECTATIONS

A student being permitted to drive and park on school campus is a matter of privilege, not a right. A student not meeting the rules, regulations, and expectations of the CCCA administration will forfeit their privilege to drive

and park on the school premises on a temporary or permanent basis. Students wishing to park on campus must pick up a parking permit from the A-Building. Students should complete this task before or after school or during lunch.

Students who are consistently tardy to school or leave campus without permission will have their parking privileges suspended or revoked.

Students are not permitted to go to their vehicle during the instructional day without first obtaining permission and an appropriate pass from the front office. Per CCS Policy 4342, vehicles that are parked on campus are subject to search by administration.

STUDENT FEES

Although CCCA takes care of college tuition and fees for SCC, students will still be responsible for other school fees like any other Columbus County Schools student. In addition, some college fees may be required for things like parking, library costs, computer or science lab fees, printing, etc. Students who owe fees may not be allowed to enroll in college classes or receive college textbooks.

All Students:

Instructional Supplies	\$5.00
Guidance	\$5.00
Student Activities	\$25.00
Technology/Printing	\$10.00

STUDENT ID CARDS

Students on the SCC campus must wear a college issued ID at all times while on campus. If a student loses their ID, the replacement cost is \$5.00. Failure to have your ID displayed is a violation of school dress code and could result in disciplinary action.

STUDENT SERVICES DEPARTMENT

The Student Services Department will work hard to provide the following services and information to CCCA students and parents:

- | | | |
|-------------------------------|-------------------------------|-------------------------------|
| ● Registration for courses | ● Peer mediation | ● Academic Advising |
| ● Career selection | ● Individual counseling | ● Attendance counseling |
| ● Scholarship information | ● Drop-out Prevention | ● Mental health referrals |
| ● College/University planning | ● Teacher Parent Consultation | ● Family counseling referrals |

TARDY POLICY

Arriving to class is a practice and essential skill that is necessary for both academic and post-secondary success. Arriving late to work or a college class could have detrimental effects. Over the past several weeks and months, we have seen an uptick in the number of students arriving late to class. Arriving late reduces the amount of instructional time a student receives and is a disruption to students who arrive to class on time. Teachers document the number of times a student is tardy/late to class and when a student reaches 3, 5, and 7 tardies in a class, they will receive a discipline referral. Please make sure that you arrive to your classes each and every day. We appreciate your prompt attention in making the necessary adjustments to arrive to school and class on time. *(Late buses do not count, but walking over to Nesmith then being late to class does count!)*

TRANSCRIPTS – HIGH SCHOOL

High School transcripts generated and received prior to the end of the school year are unofficial draft copies and subject to change. Official transcripts will not be issued until the school year has been completed. There are no charges for transcripts for students currently enrolled for the purpose of scholarship and college applications, academic programs, or entrance into the military. In order to receive this transcript, the student must turn in a completed *Transcript Request Form*, found in front office, to the data manager. Please allow one to two weeks to process requests. There will be a \$5.00 charge per transcript for any purpose after graduation.

TAKING CLASSES AT SCC - Student Eligibility

While enrolled at CCCA, students will have the unique opportunity to pursue workforce credentials or college credit towards an Associate's Degree. While taking classes at SCC, students must maintain eligibility according to criteria listed below.

To Maintain Eligibility:

1. Students enrolled in college classes must adhere to the academic and behavioral standards as outlined in the SCC Catalog.
2. Communication is key for success of college courses. Students should maintain regular contact with their instructors, the college liaison, and SCC staff. If you fall behind, please reach out to SCC and CCCA for guidance on how to proceed.
3. Students must remain enrolled in the course for the semester. If a student drops a course after the first five days of class, the student will receive a grade of 59 on their high school transcript for that course and be responsible for any textbooks or fees associated with retaking a course. Any student who is considering dropping a course should meet with the college liaison and school counselor to discuss options.
4. Students who fail or are withdrawn from 50 percent of their college courses for behavioral or academic issues in two consecutive semesters will be required to meet with the liaison, principal, and counselor to review their progress and determine their future goals.
5. In accordance with the college's Academic Probation Policy, students with less than a 2.0 GPA will take no more than 9 credit hours of seated college classes.
6. Attend required student transcript evaluation/academic plan review each semester.
7. CCCA will be notified when the liaison receives an academic, attendance, or behavior concern about a student from SCC faculty/staff. SCC and CCCA will determine any necessary and appropriate actions.
8. While in SCC facilities, on SCC property, or in SCC classes, the students of CCCA will comply with all state and local laws, SCC's Code of Conduct, and applicable SCC policies. Failure to live up to these standards will subject the individual to the disciplinary procedures of the community college and/or the high school and may result in the removal from SCC courses. All college instructors will use AVISO to report all student academic/behavioral issues and personal concerns to the college liaison. Students with more than three instructor behavioral or academic complaints will be dropped from the college course. General course guidelines will be outlined in the course syllabus addendum. If a student must be removed from the SCC class, CCCA will make arrangements for the students to complete additional high school coursework.

TRANSPORTATION

School buses are state property and are the means of transportation provided by the state. Students who ride the buses are expected to conduct themselves in an orderly manner. The school principal and administrators from the other three traditional high schools have the authority to suspend pupils from riding the bus for the following infractions as well as any others announced during the year.

- 1) Delaying the bus schedule or refusing to meet the bus at the designated stops.
- 2) Talking loudly, profanity, or arguing and annoying other students.

- 3) Making derogatory hand signals at people or vehicles.
- 4) Refusing to give another student a place to sit.
- 5) Fighting, hitting, smoking, striking matches, stealing, or refusing to obey the instructions of school authorities or bus driver while riding the bus.
- 6) Tampering with a school bus or destroying or defacing bus property.
- 7) Hanging body parts out of the window.
- 8) Departing the bus in an unauthorized way.
- 9) Disrespecting school personnel.
- 10) Playing, throwing trash, paper, or other objects while the bus is in operation.
- 11) Moving around on the bus while it is in motion.
- 12) Transporting audio visual equipment or toys.
- 13) Violating Columbus County School Board Rules.
- 14) Failing to observe established safety rules and regulations and other matters which present an imminent danger to driver/passengers.

Riding the bus to school is a privilege and not an inherent right. Students may lose this privilege by violating bus conduct rules. The bus driver has full charge over all pupils riding his/her bus.

Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offenses. All Columbus Career and College Academy rules for student behavior apply while riding the bus.

Columbus County buses have scheduled times of arrival for stops on their routes. On a normal school day, students should allow at least a 20-minute leeway before and after their scheduled time of pick-up. Please allow more time throughout the school year on inclement weather days and for delays that may arise due to mechanical problems. Please feel free to call the school if you have any questions.

For bus routes, students will ride a bus to a traditional high school. From there, students will ride a shuttle to CCCA in the morning and from CCCA in the afternoon. Once arriving at the traditional high school, students will get on the bus that will take them home. Students should not visit or move to other parts of the traditional high school campus unless they have permission from one of the administrators at that school.

VENDING MACHINES

CCCA will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk. Vandalism of any of the vending machines will result in disciplinary action. Vending machines are monitored and owned by SCC.

VISITORS

Students are prohibited from bring guests on campus at any time during a school day without express permission of the principal. Parents, volunteers, and mentors may be on campus but must sign in through the office. Any school volunteer must be approved by the Board of Education after conducting a background check.

STUDENT/PARENT CONTRACT

PLEASE READ THIS DOCUMENT. KEEP A COPY FOR REFERENCE. PRINT OR TEAR OUT THIS PAGE, SIGN, AND RETURN TO THE OFFICE.

As a student, I understand that I am bound by the student code of conduct outlined in this handbook as well as any rules or regulations of Columbus County Schools as a system and Southeastern Community College. I pledge to follow these to the best of my ability and accept due penalty for my failures to do so.

_____ (Student) _____ (Date)

_____ (Parent) _____ (Date)

From time to time, students of CCCA are photographed or video taped for instructional and/or promotional purposes for the school's website or Facebook page, YouTube, local newsletters or newspapers, or for other instructional or promotional methods. If you do not want your student photographed or videoed, you must fill out this contract, sign it and return it to the office asap. By not returning this contract to the office, you are telling us that you approve of all the above.

☐ APPROVE

☐ DISAPPROVE

_____ (Student) _____ (Date)

_____ (Parent) _____ (Date)