

**Granville Early College High School**  
**Student Handbook**  
**(2024 - 2025)**

**MISSION STATEMENT**

*Granville Early College High School will prepare all students to enter and be successful in a field of higher education and the world of work.*



**SCHOOL COLORS: *Black and Gold***

**SCHOOL MASCOT: *The Spartans***

**“COMMITTED TO EXCELLENCE AND ACHIEVEMENT FOR ALL”**

**While this handbook presents rules and regulations, policies, and programs, as accurately as possible at the time of printing, we reserve the right to revise any or part without notice or obligation.**

**The Granville County Public School System does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs or activities. If you have an inquiry regarding the nondiscrimination policies, please contact: Assistant Superintendent for Human Resources and Operations, Granville County Public Schools, PO Box 927, 101 Delacroix Street, Oxford, NC 27565 (919)-693-4613**

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## **STUDENT EXPECTATIONS**

**Always maintain high academic and behavior standards**  
**Commit to excellent attendance by being on time for school and on time for all classes**  
**Academic honesty is expected**  
**Be respectful and responsible**  
**Be prepared with books, materials, and supplies every day**  
**Earn an Associate Degree along with a high school diploma**  
**Check school email and VGCC email on a daily basis**

## **PARENT EXPECTATIONS**

**Support regular attendance and call school on the day of an absence**  
**Attend and participate in school functions, such as parent conferences**



**and other meeting/activities**  
**Keep up to date on Early College activities by checking our website and listening to the complete Blackboard Connect phone messages**  
**Expect and follow up on progress reports and report cards**  
**Encourage and expect students to continue college after graduation to obtain a 4-year degree**  
**Communicate with school administration and staff as needed**

## **STAFF EXPECTATIONS**

- \_\_ Provide a safe and orderly environment conducive to learning**
- \_\_ Provide rigorous and relevant instruction**
- \_\_ Provide academic support**
- \_\_ Provide open communication**
- ”Committed to excellence and achievement for all”**

## **GENERAL INFORMATION**

### **DAILY SCHEDULE**

Our hours of operation are 9:00 am – 3:30 pm daily. On early release days, we will dismiss at 12:15 pm.

### **WEBSITE**

The school maintains a website that lists various school information. Go to [www.gech.gcs.k12.nc.us](http://www.gech.gcs.k12.nc.us)

### **ARRIVALS AND DEPARTURES**

Granville County Public School policy states that all schools operate on a closed-campus basis. This means that students are to stay on the school grounds from the time they arrive, until dismissal time in the afternoon. Students who do not drive and arrive at school before 8:00 am are NOT allowed in the building. Students who drive to school are NOT to arrive before 8:00 am. All students must leave campus by 4:00 pm unless they have written permission from a teacher or are participating in an extracurricular activity. If a student is unable to leave campus by 4:00 pm, the student needs permission from the Principal or an office staff member to remain on campus. **The only exception to this rule is classified Juniors and Seniors that have off campus permission forms signed and filed in the front office.**

### **INFINITE CAMPUS**

Infinite Campus is the new web-based system that will replace PowerSchool. It will provide access to a student's information, such as grades, credits earned to date, student's schedule, and additional information. Trainings with Infinite Campus are currently taking place, and additional information about student and parent access will be shared as it becomes available.

### **PERSONAL PROPERTY**



Granville County Public Schools is not responsible for vehicles or personal property including electronic devices on school campuses. The Administration strongly encourages students not to bring personal items to school.

### **SCHOOL CLOSING**

In the event of unscheduled school closings, parents will be notified using Blackboard Connect. Closings due to snowfall or other hazardous weather conditions are also announced on the following stations: WCBQ in Oxford, WICE in Oxford, WDNC in Durham, WPTF in Raleigh, WRAL in Raleigh, and WTVD in Durham. Closing and delays will also be posted on the Granville County Public Schools website.

### **VISITORS TO CAMPUS**

Visitors are welcome to Granville Early College. All visitors **must** check in at the main office upon entrance to the building. Visits for the purpose of soliciting business are not permitted. Visits should not interfere with instruction.

The administrative staff and teachers extend a special invitation to parents who are interested in the school's educational program and activities. Appointments may be made with teachers during their planning period or afterschool.

Students may not bring relatives, friends, or small children to school during the school day.

Parents wishing to visit should make an appointment with office staff in advance.

**Students are not permitted to leave class to pick up lunch from their parents, relatives, or friends.**

**VGCC students are not allowed to visit students on the GECHS campus.**

### **TOBACCO PRODUCTS**

Effective July 1, 2007, Granville County Public School's campuses became 100% Tobacco Free!!! No one can smoke or use smokeless tobacco or any item that contains nicotine, including e-cigarettes or vaporizers on any school property at any time. Students are not allowed to have tobacco products in their possession on school property at any time (including athletic events such as football games). Students will receive a Level 2 offense.

### **LUNCH REGULATIONS AND PRICES**

Breakfast and Lunch will be provided free of charge for the 2024 – 2025 school year and may be eaten in the cafeteria and/or on the picnic tables outside. No food is to be taken to other areas of the building or grounds without permission. Students are not allowed to leave campus during school hours unless they are juniors or seniors and have the necessary paperwork on file. **Outside lunches are not to be brought to campus nor shared with other students under any circumstances.**

## Academics

Students at Granville Early College High School (GECHS) have committed to four or five years of study in order to receive both a high school diploma and an associate degree from Vance Granville Community College (VGCC). This degree will allow students to transfer to a 4-year college or university with up to two years of college credit. The chart below illustrates the program of studies needed to complete both goals. This program of study is intensive and compact, requiring students to complete courses and promotion targets on time. The high school courses will follow this basic sequence from year to year. There may be some variation with the college courses based on course availability and flexible student scheduling.



★ Subject to change due to course availability and High School courses taken in Middle School

<b>Postsecondary Plans &amp; VGCC Degree Preference:</b> <input type="checkbox"/> Military <input type="checkbox"/> Workforce <input type="checkbox"/> 2- Year College <input type="checkbox"/> 4- Year College <input type="checkbox"/> AA Degree <input type="checkbox"/> AS Degree		<b>Student Name:</b> _____ <b>Credits:</b> _____ <b>Weighted GPA:</b> _____ <b>Unweighted GPA:</b> _____				
M/S	SUBJECT AREA	Year One	Year Two	Year Three	Year Four	Year Five
	<b>HS English (4)</b> English 1 English 2	English I	English II			
	<b>HS Math (4)</b> Math 1 Math 2 Math 3/AFM	Math I	Math II	Math III	Math IV or College Math	
	<b>HS Science (3)</b> Earth Biology Chemistry	Earth Science	Biology		Chemistry	
	<b>HS Social Studies (4)</b> World Hist. Civics EPF	World History	Civics		Economics & Personal Finance	
	<b>Seminar</b>					
<b>VGCC Required Courses</b>						
	<b>VGCC English</b> Eng. 111/Eng. 112 Eng. 241 ENG 231/232 Eng. 242= Eng. 4			ENG 111 /ENG 112 ENG 231	ENG 241	
	<b>VGCC Math</b> MAT 143 MAT 152=Math 4 MAT- 171 MAT 172 (AS)				MAT 143 or MAT 152 (AA) MAT 171 and MAT 172 (AS)	
	<b>VGCC Science</b> Bio. 110 Bio. 111			BIO 110 (AA) BIO 111 and BIO 112 (AS)		
	<b>Social Studies</b> HIST 131 HIST 132			HIS 131 and HIS 132		
	<b>Foreign Language/ASL</b> SPA 111 SPA 112			SPA 111 and SPA 112		
	<b>VGCC Health &amp; PE (1)</b> HEA 110 PED 110	PED 110			HEA 110	

**Subject to change due to course availability and High School courses taken in Middle School**

**EARLY GRADUATION POLICY**

Some students will have a desire to complete the academic program earlier than the 5-year plan; to do so, students must complete both the high school and associate degree requirements.

**GRADUATION REQUIREMENTS**

In conformity with the Granville County Board of Education regulations, graduation prior to that of one's class is permitted for students who have completed all state and local requirements. These students will be allowed to participate in the graduation ceremony at the conclusion of the school year. Depending on the student's year of graduation, the following graduation requirements apply:

**Future Ready Requirements for Students Entering 9<sup>th</sup> Grade in 2012/13 and Later**  
*English 4 credits*

Math 4 credits  
 Science 3 credits  
 Social Studies 4 credits  
 Health/PE 1 credit  
 Electives 12  
**Total 28 credits**

**COLLEGE COURSES AND PLACEMENT**

College courses may only be taken with the approval of the school counselor, community college liaison, and the principal. College classes and materials are provided free to students. Students completing college classes at an acceptable level will receive both high school and college credit. All Early College students are expected to complete the required college courses as part of their graduation requirements. Students will receive a syllabus from their college instructor that explains all course expectations and the attendance policy.

**HONORS COURSES**

All high school courses, with the exception of Math I, will be taught at the Honors level.

**END-OF-COURSE TEST REQUIREMENTS**

In accordance with Granville County Board of Education policy, students must score a designated minimum scale score for all courses with an End-of-Course test (English 2, Math 1, Math III, and Biology).

**NOTE: End-of-course tests are given as final exams and count as 20% of the student’s final course average which includes the exam grade.**

If a student is absent from an EOC test and fails to take the test on an alternate date, he/she is not eligible to attend summer school for any course or participate in the graduation ceremony.

**EXEMPTION POLICY:**

Students classified as Juniors or Seniors who are taking courses that do not have an End-of-Course Test, North Carolina Final Exam, CTE Post Assessments, or Online Courses or Career-College Promise Courses may be eligible to be ***exempt*** from their final exam. Teachers are responsible for determining Junior and Senior exemptions in each class based on the criteria below. If anyone disagrees with the teacher’s decision, he/she may appeal to the principal. If a student is eligible to be exempt but chooses to take the final exam, the student will not be penalized if the exam grade lowers their overall average for the course. For year-long courses, the student's exam grade will be the average of the two semester grades. For semester-long courses, the student’s exam grade will be the average of the two quarter grades.

To be exempt from a teacher made final exam, students must meet the following specifications:

- Average grade of 93 or higher in the course
- No more than four (4) total **excused** absences (no unexcused absences) in a year-long course; \*  
no more than two (2) total **excused** absences (no unexcused absences) in a semester-long course \*

**Not counted in the total for exemption:**

- School-sponsored field trips/activities
- School days missed for college visitation
- Excused Absences for Religious Reasons

←

← \* Exceptions may be granted for absences caused by demonstrated disabilities as defined by Section 504 or the IDEA.

**PROMOTION REQUIREMENTS:** Students enter the 9th grade upon promotion from the 8<sup>th</sup> grade.

To be Promoted to Grade*	Requirements
10	Students must have earned 6 units, one of which must be English I.
11	11 <sup>th</sup> grade students must have earned 12 units, two of which must be English I & II
** 12	12 <sup>th</sup> grade students must have earned 20 units, three of which must be English I, II & III

\* Mid-year promotions may occur for qualifying students at principal’s discretion.

\*\* The Granville County School Board has approved an exception to this promotion policy. The policy involves students with 19 credits, who are in good academic standing, and are registered to earn nine credits during the upcoming school year.

**REPORT CARDS AND GRADING SYSTEM**

Report cards are issued to parents shortly after each nine-week grading period has ended. The report card reflects academic progress, attendance, and teacher comments. Numerical grades are given, and the following grading scale is used:

A	90 - 100	Excellent Progress
B	80 - 89	Good Progress
C	70 - 79	Acceptable Progress
D	60 - 69	Poor Progress
F	0 - 59	Unsatisfactory Progress

Report cards will be available for parents or guardians to pick up during the scheduled Parent/Teacher Conference period. If parents or guardians are unable to visit the school during this time, the parents or guardians may pick up report cards in the front office during office hours on weekdays from 9:00 am to 4:00 pm. If this is not convenient, please call the front office to arrange a time to pick up the report card.

**PROGRESS REPORTS**

Progress Reports will be provided at 4½ weeks of each grading period. These reports will identify areas that need improving. The teacher may also make additional recommendations, which might include a student-teacher conference or a parent-teacher-counselor conference.

**MAKE-UP WORK**

Students with absences or out-of-school placements may make up missed work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. *All make-up work must be completed within two days for each day of absence and prior to the end of the grading period or it will be recorded as a zero.*

Students are given 2 days to make work up for each day of an absence or out of school placement, up to 10 days, unless other arrangements are made with the teacher. Teachers may use discretion in special circumstances.

If students are absent on the day that an announced test was given or the day that pre-assigned work was to be due, then they must take the test or turn in the assignment on the day they return.

*If students miss classes due to a school-sponsored event (field trips, athletics, band, club activities, etc.), they are to obtain their assignments and be prepared for class on the day they return. They do not get two days to makeup the work.*

**WEIGHTED GRADE SCALE INFORMATION AND CLASS RANK**

Some high school courses are weighted for the purposes of determining class rank and selecting marshals. Students are ranked after each semester of their high school career. Courses are weighted according to the difficulty of the course and the outside preparation. Power School completes this ranking process. Students with questions or concerns about the ranking process should see their counselor.

**GRADES, GPA, and COURSE WEIGHTS:**

**The State of North Carolina legislates the way classes are weighted and the way class ranks are figured. This serves to standardize these two processes, so colleges have a basis for comparison. The NC Board of Education made changes to the grading scale and weighting of courses beginning with the 2015-2016 school year. For all students entering the 9<sup>th</sup> grade for the 2015-2016 school year, AP classes will receive 1 quality point and Honors and Community College classes will receive .5 quality points. For all students entering the 9<sup>th</sup> grade for the 2014-2015 school year or**

earlier, AP classes will receive 2 quality points and Honors and Community College classes will receive 1 quality point.

Beginning with the 2015-2016 school year, ALL high school students (regardless of entry date to 9<sup>th</sup> grade) will receive grades and grade point averages (GPA) conversions based on the following scale:

<b>100 point grade</b>	<b>100-90</b>	<b>89-80</b>	<b>79-70</b>	<b>69-60</b>	<b>59-0</b>
<b>Letter grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>GPA conversion</b>	<b>4.0</b>	<b>3.0</b>	<b>2.0</b>	<b>1.0</b>	<b>0</b>

### WITHDRAWAL FROM SCHOOL

If the situation arises that a student must withdraw or transfer from school (due to moving, dropping out, etc.) the parent/guardian must see the school counselor or the data manager. Certain procedures must be followed so that the student's records, grades, etc. may be forwarded to other schools or employers in the future. All laptops must be turned in and all books must be returned, and all fees must be paid before any records will be forwarded. It is the student's responsibility to take care of these matters before leaving Granville Early College.

### ACADEMIC ELIGIBILITY FOR NORTH CAROLINA DRIVER'S LICENSE

North Carolina has legislation that coordinates statewide efforts to motivate & encourage students to complete high school.

*Learner's Permit* – Students are eligible to get a Learner's Permit at age 15 once they have satisfactorily completed the driving and classroom phases of Drivers Education. Before going to the DMV office to get the permit, the following conditions must be met:

The parent or guardian who will accompany the student to DMV must come to GECHS and sign the necessary forms. Bring the student's birth certificate, social security card, and Driver's Education Certificate (which was issued to the student after completion of the classroom and driving phases of Driver's Education).

**The certificate expires after 30 days.**

*Driver's License* – A student may get a license after having his/her permit for 9 months and be 16 years old

*Revocation of Driving Privileges* – A student's driving permit or license will be revoked if the student is unable to maintain adequate academic progress or drops out of school. This applies to all students under the age of 18. At the **end of each semester, a student must have passed at least 70%** (for example, 3 out of 4, 4 out of 5, or 5 out of 6) **of his courses the previous semester** in order to keep his/her driving privileges (**this is based on the final average grades at the end of each semester**). Students who do not meet these criteria are reported to DMV and will have their permit or license revoked. Students who drop out of school are reported to DMV.

### ATHLETIC PARTICIPATION

Students must have passed 75% of their classes during the preceding semester and been in attendance at least 85% of the semester to be eligible to participate in athletics. Summer schoolwork used to make up part of the minimum load may be applied to spring semester. Students must meet promotion requirements at the end of spring semester to be eligible for participation during the next fall semester. All first time ninth graders are eligible first semester of their ninth-grade year. To determine eligibility for VGCC athletic participation, a student must contact their Early College liaison.

### TARDINESS

Students arriving to school after 9:00 am must report immediately to the main office. *Arriving late to school and failing to check in immediately to the main office may result in disciplinary action.* **Lawful tardies are only given in the event of a late bus or medical appointment. A doctor's note on original letterhead is required.**

Students who drive or ride private transportation and are tardy due to car trouble, etc., shall receive unlawful tardies since bus transportation is provided for students.

Students tardy because of a late bus must go to the main office to obtain a late bus pass. Students show this pass to their teacher when they arrive for class. Tardies due to a late bus are lawful. If the student does not have a note or late bus pass, their late arrival will be marked as an unlawful tardy.

Students tardy for class should obtain a note from the previous teacher if that teacher detained them.

**5 tardies is equal to 1 absence.**

**\*\*Students will be marked absent if they are not in attendance for at least 51% of a class period. Each period is marked independently.**

**1<sup>ST</sup> TARDY: CONFERENCE WITH THE STUDENT**

**2<sup>ND</sup> TARDY: CONFERENCE WITH THE STUDENT—PARENTAL CONTACT—LETTER—EMAIL OR PHONE CALL.**

**3<sup>RD</sup> TARDY: DISCIPLINE REFERAL—AFTER SCHOOL DETENTION ASSIGNED TEACHER**

**4<sup>TH</sup> TARDY: DISCIPLINE REFERRAL—ADMINISTRATIVE AFTERSCHOOL/WORK DETENTION**

**FAILURE TO SERVE AN ASSIGNED AFTERSCHOOL DETENTION WILL RESULT in a level 2 referral.**

**THE TARDY POLICY STARTS OVER 2<sup>ND</sup> SEMESTER.**

## **ATTENDANCE**

### **GRANVILLE COUNTY ATTENDANCE POLICY**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

**The *North Carolina Compulsory Attendance Law* provides, in pertinent part: “every parent, guardian or other person in this State having charges or control of a child between the ages of 7 and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school shall be in session.” (NC General Statute 115C-378) In accordance with the *North Carolina Compulsory Attendance Law*, the Board of Education expects all students to be present at school each day and to be on time for classes, thus providing an opportunity to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.**

Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

Granville County Board of Education requires that the successful completion of any specific course shall include attendance for a minimum number of days per semester of the class sessions.

**Granville County School Board Policy 4400 states that any student that has over 5 unexcused absences is subject to receive no semester credit for that course. If the student has a passing grade for the course, it may be reduced to a failing grade.**

The school notifies parents in writing when their child has taken the third, sixth, and tenth absence each semester. After 5 accumulated lawful and/or unlawful absences in a semester, the principal or counselor shall confer with the parents to determine if a “good faith effort” has been made to comply with attendance rules. At the principal’s discretion, the district attorney is notified, or a complaint is filed with the juvenile intake counselor if the student is between the ages of 7 and 16. (NC General Statute 115c-3780)

## **ABSENCES**

Students returning from being absent, for whatever reason, must present a written excuse signed by a parent or guardian **within two days** of returning to school for the absence to be considered excused/lawful. Absences due to extended illnesses may also require a statement from a health care provider. Students must take this written excuse to the Student Information Data Manager prior to the beginning of 1<sup>st</sup> period. Students will not be allowed to come to the office during instructional time. If a student misses part of a day due to checking in or out of school, they must have their check-in or checkout slip to show the teacher. It is very important that all notes have complete information and details.

The written excuse must have the following information:

1. Student's full name.
2. Date of the absence(s)
3. Phone number where parent/guardian may be reached
4. Reason for the absence; and
5. Parent's/guardian's signature

**Absences will be marked unexcused if the written excuse is missing important information.**

## **EXCUSED ABSENCES**

Note: There are only nine (9) reasons for excused absences according to the Granville County Board of Education and State policies on school attendance. These are as follows:

1. illness or injury which prevents the student from being physically able to attend school
2. quarantine as ordered by the State Board of Health or. Local health officer
3. death in of an immediate family member
4. medical or dental appointment
5. court proceedings where the student is party to or is under subpoena as a witness
6. religious observance (minimum of two school days each academic year)
7. educational opportunity with a prior approval from the school's Principal
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active-duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

***Suspension from school as a disciplinary action is considered an excused/lawful but is not waived in the attendance policy.***

In the case of absences and out-of-school suspensions, the student will be permitted to make up work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. **All make-up work must be completed within two days for each day absent.**

## **ATTENDANCE POLICY PROCEDURES**

- \* 5 early checkouts (without approved documentation) will equal 1 unexcused absence
- \* After the 10th unlawful absence an Attendance Conference should be held with the parent(s)/guardian(s) and a contract addressing the absences and/or tardies outlining possible solutions and future consequences should be developed.
- \* After 15 unlawful absences the student's grade will be lowered to a 59 for each class for which the student has been absent. The student may complete a waiver and the principal, or a committee shall review the circumstances of the absences and review other measures of academic achievement.

## **CHECKING IN AND OUT OF SCHOOL**

By law, the school is responsible for the safety, health, and welfare of the students. Therefore, it is imperative that the school has the knowledge of the comings and goings of the students during the school day. For this reason, GECHS operates on the policy of requiring parental presence, a written request, or a telephone request (**only in cases of extreme emergencies**) from the parent or guardian before a student is permitted to check out of school early or to sign into school late. Telephone verification must be made for all written requests.

**A student must attend at least 51% of a class in order to be counted present for that class.**

**A student must attend at least 51% of a school day in order to be counted present for that day.**

**Any student who leaves the GECHS campus without checking out properly or takes another student off the campus who has not checked out properly will be written-up and appropriate disciplinary actions will follow.**

It is preferred that students will not request permission to check out of school early unless it is necessary, since the time the student misses from class will count as an absence from that particular class missed. Only the excused reasons listed above in the Absences section will be considered lawful. Those doctor or dental appointments that necessitate checking out early or checking in late must be verified with a signed note (on original letterhead) from the doctor or dentist. The student should go to the main office to check out of school. **Non-driving students will not be allowed to checkout by phone call or note. The parent or adult picking up the student must come into the school and sign the student out.** Students who drive to school will be allowed to check out by note or phone call only if a parent can be contacted to verify. **If verification cannot be made, the student will not be allowed to leave campus.** All notes for checking out early must have the following information:

1. Student's full name
2. Date and time of desired release
3. Phone number where parent/guardian may be reached
4. Reason for release; and
5. Parent's/guardian's signature

**Early dismissal notes are to be turned into the office before 9:30 am. Students who fail to follow this procedure will not be allowed to checkout.** Students arriving to school after 9:00 am must report immediately to the main office with a note from a parent or guardian. Students and parents should be aware that absences are counted in each individual class.

**Only students that have the appropriate documents signed by parents are allowed to leave campus. Only students that have the appropriate documents turned in are allowed to ride with other students.**

#### **PROOF OF RESIDENCY**

When a student registers for school **or moves to a different residence**, Proof of Address to verify the residence of the parent(s) or court appointed guardian **MUST** be presented to the data manager of the school. **The document must show the name and present address of the parent/guardian.**

**The documentation you present MUST be one of the following:**

1. Original heating fuel, water, or electric bill in the name of the child's parent/guardian. The bill must be within the last 60 days.
2. Official rental/lease agreement signed by the child's parent(s)/guardian and owner of the property.

**If the above documentation cannot be provided, the following must be provided for approval: (NOTE: Both the parent and the individual providing the proof of residence must be present)**

1. Proof of residence from the individual(s) that the child's parent is living with
2. Original heating fuel, water, or electric bill. The bill must be within the last 60 days.
3. Official rental/lease agreement signed by the renter and/or owner of the property.

**And any TWO** of the following that verify the parent/guardian's name and the above listed address.

1. Driver's License
2. State ID card (from the Department of Motor Vehicles)
3. Car Registration
4. Letter from employer on company letterhead verifying address of the child's parent(s) or guardian)
5. Medicaid card (with name of student, parent(s), or guardian)

#### **CONFERENCES AND COMMUNICATION**

Parents are encouraged to stay in contact with the teachers, school counselor, community college liaison, and principal. Please call the Granville Early College **{919-528-5583}** if you wish to schedule a conference, check out a student, or inquire about your student. In addition, emails serve as an effective communication tool. We welcome your regular



communication and invite you to visit or volunteer in our school whenever possible (please contact the counselor or principal if you would like to visit or volunteer)

### **COMMUNICABLE DISEASE PREVENTION AND CONTROL**

Students are excluded from school in cases of communicable disease. When a student is suspected of having one of the following diseases, it is the responsibility of the parent to take the child to their health care provider for verification and treatment before he/she can return to school.

**Chicken Pox:** Student is excluded from school until **ALL** blisters have formed scabs.

**Ringworm:** Student is excluded from school until treatment is started.

**Scabies:** Student is excluded from school until one treatment with prescription medication is completed.

**Pink Eye:** Student is excluded from school until 24 hours after appropriate treatment has started.

**Impetigo:** Student is excluded from school until appropriate treatment has started.

**Fifth's Disease:** Children with Fifth's Disease should not be excluded from school since they are not contagious once the rash occurs. **Note:** Pregnant women in contact with an infected child between three days and two weeks before the rash should speak with their doctor.

### **FEVER**

Although variations occur, an elevation of the body's temperature to 100.5 degrees Fahrenheit (37.7C) or above is generally considered fever and a possible sign of illness. Therefore, parent/guardian should be contacted to take student home under the following conditions:

1. Temperature of 100.5 degrees or higher.
2. Temperature of 100 degrees or higher when accompanied by other indicators of beginning illness, such as:
  - Known exposure to communicable illness
  - Nausea, vomiting, and/or abdominal pain
  - Extreme malaise
  - Symptoms of upper respiratory infection
  - Headaches

**\*\*Students, faculty, or staff with influenza-like illness (fever>100 degrees, with cough) should keep away from others as much as possible, stay home, and not attend school or go into the community (except to seek medical care or for other necessities) for at least 24 hours after fever is gone without the use of fever reducing medication.**

### **IMMUNIZATION POLICY**

According to North Carolina public law, all students must be fully immunized before they may enter school. New students entering Granville County Public Schools have **30 days** to present their immunization records to school personnel or be excluded from school. A student presently enrolled in the Granville County Public Schools must have a completed immunization record or be scheduled to complete it. If this is not the case, then the student will be excluded from school.

**Each incoming student should have the following:**

- **5 doses of DTP** (Diphtheria, Tetanus, Pertussis), DTaP, DT-The last dose needs to be **on** or **after** the fourth birthday.
- **4 doses of polio** (If the third dose is on or after the fourth birthday-three will be accepted).
- **2 doses of MMR** (Measles, Mumps, Rubella) First dose must be **on** or **after** the first birthday and the second dose **before** enrolling in school.
- **1-4 doses of Hib**-Not required after age 5.
- **3 Hepatitis doses**- if born on or after July 1,1994.
- **1 Varicella**- if born on or after April 1, 2001.

### **LICE**

Anyone, regardless of socioeconomic status, can get head lice. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, etc.). Dogs, cats, and other pets do not play a role in the spread of human lice.

Students found to have head lice will be sent home immediately for treatment. To keep this problem under control, parents should conduct periodic checks at home. The school should be notified if lice are found.

### **MEDICATION**

School personnel can administer only medication authorized in writing by a health care provider. Those individuals administering medicine must complete training each year. At no time will the school supply medication for students (e.g., Tylenol). Medication must be supplied by the parent and kept in a locked cabinet in the front office. All medication bottles shall be properly labeled with the student's name, name of the medication, dosage, how administered, time administered, and physician's name for prescribed medication. **The school office must have on file a School Medication Form**

**completed by the physician and signed by a parent before any medication can be administered.** Forms can be obtained in the school office or online at Granville County Public School's Website.

## Granville Early College Laptop Rules and Consequences

### Category 1 Offenses:

1. Being off task with technology during instructional time
2. Going to unapproved websites during class time, which includes social media (Facebook, Twitter, etc.)
3. Downloading movies, games, or software illegally without proper permission
4. Using another person's username or password
5. Deliberately changing how name appears on laptop
6. Having Desktop backgrounds or screensavers containing imagery of inappropriate dress, alcohol, tobacco, drugs, gangs, guns, or violence

**\*\* Third offense and Subsequent Offenses = will be considered Category 2 \*\***

### Consequences for Level 1 Offense:

*First offense:* Teacher consequence

*Second offense:* Teacher consequence, documented teacher/parent contact by telephone

*Three or more:* Disciplinary referral to administration/Designated Day User for up to two weeks, and reimaging of laptop (Loss of all saved data)

### Category 2 Offenses:

1. Downloading software designed to avoid detection or apps to defeat monitoring network and/or distributing it to others
2. Invading the privacy of others
3. Downloading obscene content
4. Having pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols
5. Having illegal file-sharing software

### Consequences for Level 2 Offenses:

*First offense:* Conference with administrator, designated day user 5 days, parent contact, laptop reimaged

*Second offense:* Administrative consequence, and designated day user for ten days, laptop reimaged

*Third offense:* Administrative consequence, and designated day user for remainder of the year, laptop reimaged

### Category 3 Offenses

1. Gaining unauthorized access to network systems
2. Vandalizing or tampering with equipment, files, software, system performance, or network
3. Intentionally causing network congestion or interfering with the work of others
4. Opening the computer to access internal parts
5. Intentionally damaging or defacing a laptop
6. Transmitting to others any obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, harassing, or demeaning content
7. Cyber-bullying including harassment, threats, or any disruption of school

**\*\*Offenders are subject to criminal prosecution by Law Enforcement\***

### **Consequences for Level 3 Offenses**

***First offense:*** 5 days at Phoenix Academy, assigned as day user for remainder of year, laptop reimaged

***Second offense:*** 10 days at Phoenix Academy with possible recommendation for long-term, suspension, loss of computer privileges for remainder of the year, laptop reimaged

### **Technology Responsible Use - GCPS Policy 3225/4312/7320**

**Level I or Level II Offense (UB: Misuse of school technology, UB:Honor Code Violation, UB: Communicating Threats, UB: Cyber-bullying, UB: Property damage)**

**All students are expected to follow the guidelines outlined in the Technology Responsible Use Agreement and GCPS Board Policy Code: 3225/4312/7320. Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes.**

**Students shall not use school system technology to:**

- **Log on to a computer or website using another person's credentials.**
- **Use programs designed to circumvent network controls and monitoring.**
- **Use the network for commercial or for-profit purposes.**
- **Use the network for product advertisement or political lobbying, other than student offices.**
- **Intentionally seek access to protected data.**
- **Disrupt the use of the network for others.**
- **Destroy, modify, or abuse hardware and/or software and/or network configurations.**
- **Maliciously use the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.**
- **Use the GCPS network to create, access, process or distribute images or text files that are obscene, pornographic, threatening, or otherwise threaten to disrupt the educational environment, or files dangerous to the integrity of the local area network.**
- **Install programs in such a way as to violate copyright and/or licensing agreements.**
- **Download, copying, otherwise duplicating and/or distributing copyrighted materials without the specific written permission of the copyright, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.**
- **Use profanity, obscenity, racist terms, or language that is reasonably likely to cause a substantial disruption in the school environment is prohibited.**

### **GECHS DRESS CODE for 2024 - 2025**

The Granville County Board of Education encourages students to wear appropriate dress that would enhance personal and school pride. Student dress and grooming are the responsibility of the parents and the students. The Board Policy prohibits appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school, (2) is substantially disruptive, (3) is provocative, revealing, vulgar or obscene or (4) endangers the health or safety of the student or others.

Students are expected to always dress neatly and appropriately. Clothing that is appropriate at the beach, at the gym, or at one's home may be improper for school. The following statements should serve as a guide:

1. *Shoes are to be always worn. No slippers should be worn during school.*



2. Tank tops, halter-tops, or similar blouses or shirts that expose the waist, chest, midriff, or back areas are not allowed. Shoulder straps must be a minimum of 3 inches wide at their narrowest point. Sundresses and halter-tops are not to be worn to school.
3. **No hats, headgear, hair picks (metal or plastic), fishhooks on hat bills, combs, bandanas, stocking caps, headbands, or sunglasses may be worn during regular school hour inside any building on the campus. Repeat offenders will have items confiscated by staff.**
4. No apparel with letters, initials, or prints that the administration or faculty considers offensive to others are allowed. No shirts with offensive, vulgar, or obscene language or pictures are allowed. Students may not wear clothing that promotes alcohol, tobacco, drug use, or any illicit behavior.
5. Dresses, shorts, skirts, and skorts cannot be more than 5 inches above the knee. Splits or openings in any of the aforementioned garments cannot be shorter than 5 inches above the knee.
6. Track shorts are not permitted. No pants with holes above the knee, exposing skin, are permitted. No leggings with shorts or skirts that are shorter than 5 inches above the knee are permitted. Spandex leggings with visible undergarments, yoga pants, and **pajama pants** should not be worn as pants and jeans.
7. "Sagging" (pants worn loose and big, well below the waist) **is not allowed**. Students must wear pants at the waistline so that underwear is not exposed.
8. Chains/wallet chains are not allowed.
9. Clothing must be worn as it was intended. Articles (clothing and non-clothing) cannot be draped over the head, neck, shoulders, etc. Appropriate attire and neat appearance are very important.
10. Boys' tank tops are to be worn with a t-shirt underneath, covering the armpit area.
11. Dress code violations must be corrected **immediately**. Violators will remain in the Office or with an administrator until the violation has been corrected and will receive a written referral.
12. Violators **will not** be allowed to return to class until violation has been corrected.

### **Consequences and dress procedures**

Guidelines and procedures for dress will be reviewed at the start of the school year (DAY 1), and from that point forward, **will be enforced without warning**. Each offense will result in a discipline referral.

If a student is inappropriately dressed, they will be given the option to call home and have their parents bring them appropriate clothing.

If a student continues to come to school inappropriately dressed, they will be considered to be in Defiance of Authority and a referral to Phoenix Academy will occur.

### **Discipline consequences for Dress Code Violations**

- FIRST OFFENSE:** Student will be allowed to call home for appropriate clothing.  
**SECOND OFFENSE:** Administrator will assign appropriate consequence.  
**THIRD OFFENSE:** Student will be given a referral to Phoenix Academy.

### **AUTOMOBILE REGULATIONS**

Students with a driver license may purchase a parking permit in the front office for \$25.00. This includes parking on the hill. **Permits are limited and will be filled on a first come first serve basis.** All students driving must complete a registration form in the office and include names of students having permission from parents to ride with them. Any student driving without a permit will be subject to disciplinary infractions and possible loss of the privilege to drive and park at school. Students and parents have to signoff on an automobile/parking agreement prior to receiving a permit.

1. **All students are to leave their vehicles immediately after arriving on campus.** Students cannot hangout in the lot.

2. No students are to return to a vehicle or to the parking area until it is time for them to leave school, unless an Administrator gives them permission.
3. All students are asked to help keep the parking areas clean and free from bottles, etc., for appearance and safety reasons.
4. The driver is responsible for his/her vehicle and is to see that all passengers follow the rules of Granville County Public Schools and Granville Early College. **NO STUDENT SHOULD RIDE IN OR LEAVE CAMPUS WITH ANOTHER STUDENT UNLESS THE SCHOOL HAS DOCUMENTED AUTHORIZATION ON FILE.**
5. **Any student who leaves the GECHS campus without checking out properly or takes another student off the campus that has not checked out properly or has no authorization on file will be written up for a Level II offense.**
6. Tardies due to car trouble, etc., for students driving or riding private transportation, will be unexcused/unlawful tardies, since bus transportation is provided.
7. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.
8. Granville County Public Schools is not responsible for vehicles or personal property on school campuses.
9. All parking fees go to the school general funds account.

**STUDENTS ARE TO PARK IN DESIGNATED AREAS ONLY. STUDENTS CANNOT PARK IN THE LIBRARY PARKING AREAS.**

**DISCIPLINE POLICIES AND PROCEDURES**

Granville Early College High School is committed to providing a safe and orderly school environment that will allow all students to have the best educational opportunity to grow academically. Therefore, in accordance with policy 4302, a plan for managing student behavior will be implemented. This plan will include: (1) the process by which student behavior will be addressed, (2) the expected standards of managing student behavior, and (3) the consequences for displaying inappropriate behavior.

**GECHS Discipline Program**

Teachers and/or students will develop individual classroom rules and procedures. Please listen to and follow the instructions and directions of any school employee, including administrators, teachers, custodians, bus drivers, cafeteria workers, and substitute teachers. School employees are interested in students as people and as students. They are here to assist students in a learning experience. Also, according to Granville County Public Schools and its policies, students are expected to respond to all school employees in a polite, respectful manner and comply with their requests. *The discipline program is in effect for the regular school day and for any school-sponsored functions or activities that occur before or after regular school hours both on and off the school premises. Such activities include athletic events, field trips, proms, and any bus travel.* The school's discipline program focuses on assisting students to develop the self-discipline needed to make good choices and, thus, create the best possible learning environment for all students. With this focus in mind, the Granville Early College High School discipline program separates inappropriate behavior into five levels based on the severity of the offenses.

**Granville County Public Schools  
Rules of Conduct by Level and Offense**

**[For More Details see Student Code of Conduct](#)**

**Consequences by Level**

Offenses are given a Level rating based on seriousness; a range of consequences for each level is set forth in this Handbook. If a particular offense may be classified in more than one Level, the administrator should select the appropriate level consequence based on the seriousness of the offense. This is also known as considering aggravating and mitigating factors. Aggravating and mitigating factors are relevant when, in the judgment of responsible school officials, they have a bearing on the student's level of responsibility for the behavior. When both aggravating and

mitigating factors are present, principals should exercise their discretion in weighing and balancing them. Administrators should note any relevant aggravating or mitigating factors that led them to choose a particular consequence in the disciplinary write-up.

Examples of aggravating factors, or factors that make an offense more serious:

- Repeated instances of the same misconduct after prior warnings or discipline.
- Not telling the truth when questioned by staff about the incident, or falsely blaming another.
- Causing injury to another or destroying property of others.
- Inducing others to take part in the prohibited behavior.
- Repeated and blatant disrespect for school officials.
- Causing a significant disruption of the educational environment.

Examples of mitigating factors, or factors that may merit a lower-level consequence:

- Age, maturity level, developmental level of the student.
- Lack of intent.
- Playing a passive or minor role in the offense.
- Truthfulness and taking responsibility.
- Repairing damage, one has caused or making appropriate restitution.
- Respectful cooperation during the investigation and discipline process.
- Lack of recent prior offenses.

### Description of Levels

#### Level I:

**Classroom interventions** - These interventions aim to teach and correct behaviors so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of instructional and classroom management strategies.

- **MTSS Team interventions** - These interventions often involve support staff, both school-based and from the community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate behavior or disruptive behavior.

**Level II:** These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

**Level III:** These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.

**Level IV and V:** These interventions involve the removal of the student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative learning program that provides structure to address behavior. These interventions focus on maintaining the safety of the school environment while supporting the student with ending dangerous behavior.

#### Level I Responses

This list contains some of the interventions that may be used by the classroom teacher or school administrator in addressing student conduct. This is not intended to be an exhaustive list. Classroom teachers or administrators may choose to use a combination of interventions.

- Administrative Conference with Parent
- Administrative Conference with Student
- Before or After School Detention
- Behavior Contract
- Bus Suspension
- Teacher Conference with Student and/or Parent

- **Confiscation of Unauthorized Items**
- **Lunch Detention**
- **Parent Contact**
- **Referral to MTSS Team**
- **Referral to School-Based Mental Health Services**
- **Referral to Student Services Team**
- **Refocus**
- **Restriction of School Privileges**
- **Restorative Justice**
- **Reteach Expectation**
- **Saturday Academy**
- **Student Written Warning**
- **Student Pays Restitution**
- **Teach Replacement Behavior**
- **Verbal Warning**
- **Work Detail with Parent Permission**

### **Level II Responses**

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

#### **Elementary**

- **Choice of Response from Level I**
- **ISS (In School Suspension) for Up to 3 Days**
- **ISS - Partial Day**
- **Sent Home Early**

#### **Middle and High School**

- **Choice of Response from Level I**
- **ISS (In School Suspension) for Up to 5 Days**
- **ISS - Partial Day**
- **Revoke Driving Privileges**
- **Sent Home Early**
- **Tobacco Cessation Class (First Offense)**

### **Level III Responses**

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

#### **Elementary**

- **Out of School Suspension (OSS) for Up to 5 Days**
- **Referral to Substance Abuse Family Education (SAFE) Program (First Offense)**
- **Report to Law Enforcement for Offenses Labeled as PD and RO**
- **Short Term Placement (Up to 10 Days) at Second Chance Academy for Students in Grades 3-5**

#### **Middle and High**

- **Out of School Suspension (OSS) for Up to 10 Days**
- **Recommendation for Long-Term Suspension Based on Aggravating Factors**
- **Referral to Substance Abuse Family Education (SAFE) Program (First Offense)**
- **Report to Law Enforcement for Offenses Labeled as PD and RO**
- **Revoke Driving Privileges**

**Level IV Response**

- **OSS with possible recommendation for Long-Term Suspension or long-term alternative placement**
- **Recommendation for OSS 365 days Only for Specific firearm Offenses Under State Law)**

**Level V Responses**

- **Expulsion: The indefinite removal of a student from school and all school properties for a student (age 14 or older) whose continued presence constitutes a clear threat to other persons or who is a registered sex offender. Expulsion requires a hearing before the Board of Education.**

## **Policy Code: 4318 Use of Wireless Communication Devices**

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. Except as permitted by this policy, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices until after the conclusion of the instructional day.

Procedures for enforcement of this policy have been developed for administrators.

### **A. AUTHORIZED USE**

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Electronic devices may be used by students for instructional purposes with the permission and under the personal supervision of the teacher within the classroom.

#### High Schools:

Students may not use cell phones during the instructional day, except during their assigned lunch period, and between classes. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

#### Middle Schools:

Students may not use cell phones during the instructional day, except during their assigned lunch period. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

#### Elementary Schools:

Students may not use cell phones during the instructional day. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

### **B. CONSEQUENCES FOR UNAUTHORIZED USE**

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The disciplinary consequences for violations of this policy 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 violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; (5) engage in the selling or use of any drugs or alcohol, or (6) in any other manner that would make more severe disciplinary consequences appropriate.

### **C. SEARCH OF WIRELESS COMMUNICATION DEVICES**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. If there is any reason to believe the device contains illicit or illegal material the information will be provided to law enforcement.

**D. LIABILITY**

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device while on school property or at school events.

Legal References: [G.S. 115C-36, -390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342), Internet Safety (4205)

Adopted: August 17, 2015

Granville County Schools