

Daily Schedule

Arrival	8:30 a.m. – 8:55 a.m.
1 st block	9:00 a.m. – 10:22 a.m.
2 nd block	10:23 a.m. – 11:45 a.m.

Lunch	11:45 a.m. – 12:14 p.m.
3 rd block	12:15 p.m. – 1:37 p.m.

3 rd block	11:46 p.m. – 1:08 p.m.
Lunch	1:08 p.m. – 1:37p.m.

4 th block	1:38 p.m. – 3:00 p.m.
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BEAUFORT COUNTY EARLY COLLEGE HIGH SCHOOL

MISSION STATEMENT: BCECHS will provide a personalized and supportive educational environment that motivates all students to successfully complete an academically rigorous high school and college curriculum in an atmosphere of mutual respect, collaborative leadership, and positive relationships.

VISION STATEMENT: BCECHS will continue to be student-centered learning community that equips graduates with the knowledge and skills required for life and work in the 21st Century.

Design Principles:

Ready for College	<i>BCECHS is characterized by the pervasive, transparent, and consistent understanding that the school exists for the purpose of preparing all students for college and work. We maintain a common set of high standards for every student.</i>
Require Powerful Teaching and Learning	<i>BCECHS is characterized by the presence of commonly held standards for high quality instructional practice. The staff at BCECHS designs instruction that ensure the development of critical thinking, application, and problem solving skills often neglected in traditional settings.</i>
Personalization	<i>The staff at BCECHS understands that knowing students well is an essential condition of helping them achieve academically. The staff at BCECHS leverages knowledge of students in order to improve student learning.</i>

<p>Redefine Professionalism</p>	<p><i>The responsibility to the shared vision of BCECHS is in the collaborative, creative, and leadership roles of all adult staff in the school. The staff takes responsibility for the success of every student, holds themselves accountable to their colleagues, and is reflective about their roles.</i></p>
<p>Purposeful Design</p>	<p><i>BCECHS is designed to create the conditions that ensure the other four design principles exist: ready for college, powerful teaching and learning, personalization, and redefined professionalism. The organization of time, space, and the allocation of resources ensure that these best practices become common practice.</i></p>

ECCHS Clubs/Organization

Book Club	Fitness Club
Greenhouse Club	Prom
Robotics Club	Science Olympiad
Service Club	Student Government
Yearbook	

It is a privilege to participate in extracurricular activities. Students must maintain a C average in all subjects in order to participate. Extracurricular activities include field trips and off campus competitions. Students may join BCCC clubs once they are enrolled in college class.

Attendance in high school and college classes will be monitored. Excessive absences will result in removal from extracurricular activities.

ATTENDANCE POLICY

Attendance in school is central to educational achievement and school success. All children between the ages of seven (7) and sixteen (16) are required by state law to attend school regularly. Parents must ensure that students attend and remain in school daily.

- A. The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the compulsory attendance law. Teachers must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.

Absences are reported to parents on report cards and on interim reports, and are documented in students' records.

Schools are encouraged to design incentives for recognition of exemplary attendance. Students who achieve perfect attendance in all classes for the year will be awarded a "Certificate of Perfect Attendance" at the end of the school year.

Students who arrive at school after the school day begins are to report to the principal's office. A tardy pass indicating excused or unexcused, based upon the reason for the tardiness, will be issued. Unexcused tardies will be dealt with in the manner designated by each individual school and in accordance with the Code of Student Conduct.

- B. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with Beaufort County School Board Policy.

Parents and students are expected to cooperate with teachers and administrators to ensure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:

1. The instructional day begins at 9:00 a.m. and ends at 3:00 p.m. Once a student has arrived on the school campus, the student becomes the responsibility of the school. All BCECHS students who are already on campus and need to leave school for any reason, must be checked out by a parent, guardian, or authorized person(s).
2. The homeroom teacher, classroom teacher, and office will keep daily records of attendance, check-ins, and check-outs.
3. BCECHS students will begin taking college classes their second or third year. It is extremely important that students are in class daily.
4. Students who are absent ten consecutive days without notifying the school will be dropped from the roll.
5. Students who are excessively tardy or absent for unexcused reasons may be dismissed from the school.

ABSENCES - EXCUSED

The principal or designee shall excuse the temporary absence of a student upon showing of satisfactory evidence of one of the following reasons:

1. **Illness or Injury.** When the absence results from illness or injury which prevents the students from being physically able to attend school. Certification of an illness from a physician may be required to substantiate an illness.
2. **Quarantine.** When the isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family.** When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents, and siblings.
4. **Medical or Dental Appointments.** When the absence results from a medical or dental appointment of a student. A written excuse should be presented with a doctor's signature or stamp.
5. **Court or Administrative Proceedings.** When the absence 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. Documentation from the court system is required.
6. **Religious Observance.** When the student or the student's parent, guardian or custodian adheres to a religion whose beliefs require, or suggest, the observance of a religious event. If the student is absent due to a religious observance, approval for such absence must be granted prior to the absence. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. **Educational Opportunity.** When it is demonstrated that the purpose of absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence.

All anticipated periods of absence should be reported to school officials prior to the period of absence. Such absences should receive **prior** approval by school officials.

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

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

ABSENCES - UNEXCUSED

All absences for reasons other than those identified under the section entitled "Excused Absences" will be deemed unexcused. An absence also will be deemed unexcused unless the student's parent/guardian or custodian provides written documentation of the reason(s) for the absence within three school days of the student's return to school. **A student who is suspended for misconduct will not be considered absent without excuse for the purposes of this policy, although such absences will be considered unexcused for the purpose of makeup work and co-curricular activity eligibility. However, students suspended for ten days or less will be provided an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.**

Students who have excessive absences will be notified by teachers or administrators. Parents should monitor their student's attendance closely.

ACADEMIC CREDIT FOR EXCESSIVE ABSENCES

- Attendance is required of every student every day. Regular and consistent attendance for all students in grades 9-13 is required in addition to a minimum academic grade of 60 in order to receive credit for a course.
- Absence is defined as the failure to appear for any class. Absence from class causes students to miss important information required for academic success.
- Students who miss in excess of 8 days in a semester will not be granted credit for the course.
- Failure to make up work will result in a zero for each assignment.

- Absences are reported to parents on report cards each nine weeks, and on interim reports, and are documented in student records.
- Students are encouraged to design incentives for recognition of exemplary attendance. Students who achieve perfect attendance in all classes for the year will be awarded a “Certificate of Perfect Attendance” at the end of the school year.
- No student who is absent from school may participate in any extracurricular, social, or athletic event held on the day of his/her absence.

ACADEMICS

A = 90-100/4.0	High School Honors Classes = Additional .5 Points
B = 80-89/3.0	College Classes = Additional 1.0 Points
C = 70-79/2.0	
D = 60-69/1.0	
F = 0-59/0.0	

All students are required to take at least four classes each semester. At least one class must be taught face to face.

Students are expected to maintain a C average in both high school and college classes. Student grades will be reviewed at the end of each semester. Students who score lower than a C in a college class must attend a mandatory study hall until they meet the C average criteria. Students are expected to return academic reports to the school’s guidance counselor after the first 8 weeks of school.

ACCIDENTS - STUDENT

All accidents must be reported and documented in the office. These reports are forwarded to Central Services.

BOOKS AND SUPPLIES

There will be no fee or charges for high school instructional courses. Charges will however be assessed for lost and damaged books, materials, supplies, equipment, and property, in accordance with established replacement or repair costs.

Most materials necessary for your public school education are provided for you by the State of North Carolina. Textbooks are school and state property. If they are lost, damaged, or stolen, they must be paid for by the student.

- The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.
- The teacher will use a textbook log to issue and take up all textbooks. A copy will also be on file in the main office.

BREAKFAST/LUNCH

BCECHS students will eat breakfast and lunch on the BCCC campus. Students eligible for free/reduced meals will have the option to participate in that program. Free/Reduced lunch form will be distributed at the beginning of the school year.

CAFETERIA RULES

There is a designated lunch period for BCECHS students. Students must eat during the lunch period assigned to them. Please observe the following rules in the cafeteria:

- All food and drink **MUST BE** consumed in the cafeteria area.
- Everyone must dispose of his/her paper and trash properly.
- Student behavior in the cafeteria should be based on courtesy and cleanliness.
- No prepared restaurant food may be consumed in the cafeteria.

CARE OF SCHOOL PROPERTY

Students are expected to act in a mature and responsible manner. We are guests on the BCCC campus, with all equipment and facilities treated appropriately. School property is state property; defacing or damaging walls, desks, doors, walkways, books, and other school property is prohibited.

CHECK-IN POLICY

BCECHS students that come on campus after 9:00 a.m. must sign in at the office and receive a note to enter class. Teachers will not allow students in class who have not officially checked in and have a pass. Teachers and administration will monitor student check-ins. Excessive check-ins may adversely affect the student's grades, and could result in administrative action. All other check-ins not addressed as lawful are unlawful and may result in disciplinary action.

CHECK-OUT POLICY

Parents, guardians or listed emergency contact persons must provide a photo ID in order to check the student out of school. Parents, guardians or listed emergency contact persons must check-out students in person.

Any parent that must check out a student while they are on the BCCC campus must first officially check the student out from main office of BCECHS. A note will be provided to the individual picking up the student to take to the BCCC campus. The principal or designee will contact the BCCC secretary or designee by phone to alert them that someone is picking up a student and has received proper documentation.

After a student has left the BCCC campus following the guidelines stated above, the responsibility of the student resides with the individual who is transporting the student.

Only third, fourth, and fifth year students may leave campus between classes. Parent permission forms must be completed in person in order to allow student the opportunity to leave campus. Failure to follow these procedures will result in disciplinary action.

COMPUTERS AND ACCEPTABLE USE OF ELECTRONIC RESOURCES

It is a Beaufort County Board of Education objective to make appropriate electronic information resources available to employees and students to assist in furthering educational goals, to support valid business uses, and to provide for efficient school-related communication. This policy will govern the use of Beaufort County Board of Education electronic information resources and defines employees and students proper conduct and responsibilities while using Beaufort County Board of Education electronic information resources. Users are defined as all students, teachers, administration, and staff. This policy also applies to any non-students who are expressly authorized by the Beaufort County Board of Education to use electronic information resources, including, but not limited to, Board of Education members, contractors, consultants, and temporary workers. Electronic information resources are defined as all Beaufort County Board of Education computer equipment, including any desktop or laptop computers or other hardware owned or leased by the school system; the Beaufort County Board of Education computer network; email-accounts, stored data, and any computer software licensed to the Beaufort County Board of Education. Because electronic information resources are an integral part of the educational environment, all users must comply with the system's Acceptable Use of Electronic Resources Policy.

The Beaufort County Board of Education believes that the benefits to students from access to electronic information resources exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using such resources. To that end, the Beaufort County Board of Education supports and respects each family's right to decide whether or not to deny their child's Internet access. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to

strict guidelines. These guidelines are provided here so that users are aware of the responsibilities in using the network. In general, this requires efficient, ethical and legal utilization of the network resources. If a Beaufort County Schools user violates any of these provisions, use will be terminated and future access may be denied.

School administrators and staff are responsible for enforcing this policy for any and all student users in the school in which they work. Administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to the student's age and the circumstances of use.

Administrators and supervisors are responsible for enforcing this policy for all employees who they supervise.

Cell Phone Policy

9th and 10th grade students are not allowed to use their cell phones on campus between 9:00am – 3:00pm unless they are given permission by a staff member.

CONFISCATED ITEMS

A parent must pick up any item confiscated from a student. The school will **not** be responsible for confiscated items. **Electronic devices will be confiscated if they are displayed, used, listened to, or ring on the school campus without permission from the principal.** Playing cards, dice, inappropriate magazines, etc., are some examples of items that students may not bring on campus.

DRESS CODE

Students will follow the BCS Dress Code Guidelines at all times. Additionally, 9th and 10th grade students will wear ID tags identifying them as BCECHS students while on the BCCC campus.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. All personnel will be alerted. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building; students must remain with the class so that the teacher may take roll.

HOURS OF OPERATION

BCECHS staff will be present between the hours of 8:00 and 4:00 to ensure students are in a supervised setting. All after school sponsored activities will be supervised by staff as well. Please be reminded that students should not be dropped off before 8:00 a.m. unless in a supervised situation, and should be picked up no later than 3:30 p.m. unless staying for a supervised activity.

LIBRARY

Students will use the BCCC library, including all appropriate electronic resources. They will be required to adhere to the guidelines of the BCCC Acceptable Use Agreement. As students advance, more information will be provided regarding library usage. Students present in the library will be expected to conduct themselves in a quiet and orderly manner.

Students will be taken on a tour of the library at the beginning of the school year and familiarized with the resources that are available. In order to check out materials, you will be required to use your ID card.

OFF LIMITS AREAS

BCECHS students will only use areas specified by the principal on the other high school campuses. Students should not enter any part of the other school campuses unless given specific directions by faculty and staff. While at BCCC, students must adhere to the rules and procedures set by the President and/or their designee at all times. There are certain areas on the high school and college campus that are off-limits to students during the school day. They are as follows:

- 1) The café area of Building 5 for 1st-3rd year students
- 2) All parking lots unless accompanied by an authorized adult
- 3) All classrooms and hallways during a student's lunch
- 4) Classrooms not assigned to students while on the BCCC campus.

PARENT/TEACHER CONFERENCES

The Principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress or concerns of the student. Such conferences are highly desirable for they are beneficial to the student, parent/guardian, and teacher.

Parents may call the school to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian. School-wide conferences will be scheduled at a later date.

PUBLIC DISPLAYS OF AFFECTION

No student shall engage in any unacceptable physical contact (contact which is of a romantic or sexual nature) with any other person in the schools, on school property or during school sponsored events.

REMOVAL FROM BCECHS

Students may be removed from BCECHS for any of the following reasons:

- 1) Entering off limits areas at BCCC

- 2) Noncompliance with the Beaufort County Schools Student Code of Conduct, Beaufort County Early College High School Handbook, and the Beaufort County Community College Student Code of Conduct
- 3) The student violates any state reportable offenses
- 4) The student's average in any class falls below a "C". The student will be placed on academic probation for one semester and could be returned to their home school at the end of the probation semester if the average in each class is not above a "C"
- 5) The student does not adhere to the attendance policy as outlined in the BCECHS Student Handbook
- 6) On the first suspendable offense, the student is subject to be returned to their home school or Beaufort County Ed Tech Center, depending on the offense. Suspendable offenses are based on violations of the Beaufort County Schools' Code of Conduct and Beaufort County Community College's Student Code of Conduct as well as other state and local discipline policies

SCHOOL FEES

Fees will be charged for the following:

- 1) Special events (i.e. Graduation Cap & Gown, Prom, etc.)
- 2) Lost or damaged books
- 3) Lost or damaged materials, supplies, or equipment
- 4) If a student drops or withdraws from a college class, they are expected to cover the cost of the textbook and/or supplies ordered for the class.
- 5) Certain field trips and class activities as appropriate

STUDENT ID CARDS

Student ID cards will be generated during the first week of school. 9th and 10th grade students must wear their ID on their lanyard at all times during the school day. Students who lose their ID will be charged a replacement fee.

VISITORS

No student may bring guests on campus at any time between 8:00 a.m. and 3:30 p.m. during a school day. All other visitors must report to BCECHS main office to sign in and receive a visitor's pass from the principal or designee. Classroom visits must be made 24 hours in advance.

PBIS Matrix

	Classroom VPS	Cafeteria	Hallways/ Stairwells	Common Areas	Parking Lot
R E S P E C T	<p>Listen while others are talking.</p> <p>Keep your area clean.</p> <p>Respect school property.</p> <p>Keep your hands and feet to yourself.</p>	<p>Keep noise level low.</p>	<p>Keep noise level low.</p> <p>Stay to the right.</p> <p>Keep the flow of traffic moving.</p> <p>Keep hands to yourself and maintain appropriate personal space.</p>	<p>Keep noise level low.</p> <p>Use furniture appropriately.</p> <p>Eat food in designated areas.</p> <p>Keep hands to yourself and maintain appropriate personal space.</p>	<p>Keep noise low level.</p> <p>Keep hands to yourself and maintain appropriate personal space.</p> <p>Park appropriately.</p>
R E S P O N S I B I L I T Y	<p>Be prepared and on time for class.</p> <p>Adhere to all deadlines.</p> <p>Be open and respectful to all ideas and opinions.</p>	<p>Keep your area clean.</p> <p>Keep food in designated areas.</p> <p>Push your chair under.</p>	<p>Always pick up anything you drop or spill.</p>	<p>Always pick up anything you drop or spill.</p>	<p>Arrive and depart in a timely manner.</p> <p>Avoid loitering in or around vehicles.</p> <p>Put trash in appropriate containers.</p>

	Advocate for yourself.				
K I N D N E S S	Help others and be willing to work with everyone.	Be inclusive. Use good manners. Say please and thank you. Share space with others.	Hold doors open for others.	Share space with others.	Yield to pedestrian. Be patient.
I N T E G R I T Y	Always do your own work. Use technology responsibly Use appropriate language. Be mature. Be honest.	Use appropriate language. Be mature. Be honest.	Use appropriate language. Be mature. Be honest.	Use appropriate language. Be mature. Be honest.	Use appropriate language. Be mature. Be honest.