

# Wilmington Early College High School Student/Parent Handbook



Our mission is to nurture honorable, committed lifelong learners who self-advocate to become college and career ready.

A copy of the Wilmington Early College High School (WECHS) Student and Parent Handbook will be posted on the WECHS website. It is the student's responsibility to share this handbook with his/her parents. It is also the responsibility of the students and parents to read and familiarize themselves with the information in this handbook. There is no way to cover all of the situations that may occur during the school year; therefore and all areas of the Handbook are subject to change during the course of the school year. Changes will be announced and parents and students notified. This handbook also includes New Hanover County Schools (NHCS) Policies and Procedures.

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## Our Program:

Wilmington Early College High School was established in 2006 through a partnership between New Hanover County Schools, Cape Fear Community College, and North Carolina New Schools to provide students with an opportunity to earn an Associate's Degree along with their high school diploma. WECHS is a four-five year program where students engage in a rigorous academic curriculum of honors and college-level coursework. Many students will be enrolled in a CFCC course by the spring of their sophomore year. Our expectation is that all of our students will graduate with both their Associate's and their diploma, making our program truly "A Degree Above."

**Our Mission:** We will nurture honorable, committed lifelong learners who self-advocate to become college and career ready.

**Our Vision:** *We will excel in academics and develop innovative 21st Century leaders.*

**Our Motto:** *A Degree Above*

## **Federal and State Compliance Information**

### **Disability Information**

No individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school. The school system seeks to locate and identify every three through twenty-one year-old person with a disability in its district. A free, appropriate, public education will be provided to any person with a disability.

### **Family Education Rights and Privacy Act / NHCS Annual Notice**

FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students, or students over 18 years of age, have a right to inspect all records kept by the school about the student. These individuals also have the right to correct inaccuracies in those records. Access to records by persons other than the parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or student age 18 or older. Requests to review student records or correct inaccuracies may be made to the principal. Any records kept by CFCC will also be made available in this same manner by making a request of the college liaison or school principal. Regulations require that parents go through the WECHS office before contacting college personnel. If you have questions concerning college classes, please contact the WECHS office.

## General Information

Office Hours: 8:30 – 5:00

School Hours: 9:15 – 4:30

Phone: (910) 362-7789

Fax:

CEEB Code: 340609

Web Address: <http://www.nhcs.net/wechs/>

Supervision will NOT be provided for students who arrive before 8:30 a.m. or remain later than 5:00 p.m. unless pre-arranged. These procedures are designed for the safety and well-being of the students. Cape Fear Community College has 24-hour security, but Wilmington Early College High School office hours are from 8:30 – 5:00.

## School Address

Wilmington Early College High School

4500 Blue Clay Road

Castle Hayne, NC 28429

## Faculty and Staff

Position	WECHS Faculty/Staff	Email Address
Principal	Regina Wooten	regina.wooten@nhcs.net
Program Coordinator	Dr. Anita Brown	anita.brown@nhcs.net
Career Development Coordinator	Kathleen Rich	kathleen.rich@nhcs.net
Child Nutrition	Barbara Iverson	
Counselor	Sharon Leinwand	sharon.leinwand@nhcs.net
Data Manager/Treasurer	Shawna Vetere	shawna.vetere@nhcs.net
Technology (Area Technical Coordinator )	Chad Barber	bryan.barber@nhcs.net
Receptionist/Secretary	Sherri Yelton	sherri.yelton@nhcs.net
Social Worker	Kim Moses	kim.moses@nhcs.net
American History I/Civics Teacher	Margaret Krulikas	margaret.krulikas@nhcs.net
Biology Teacher	David Harris	david.harris@nhcs.net
Chemistry Teacher	Derek Lapiska	derek.lapiska@nhcs.net
English I Teacher	Deborah Jones	deborah.jones@nhcs.net
English II/IV Teacher	Chris Capen	christine.capen@nhcs.net
Math 1 Teacher	Jordan Wilson	jordan.wilson2@nhcs.net
Math 2/3 Teacher	Jamie Troche	jamie.troche@nhcs.net
Microsoft/Personal Finance Teacher	Dwight Findlay	dwight.findlay@nhcs.net

Spanish Teacher	Stacey Stewart	stacey.stewart@nhcs.net
World History Teacher	Lauren Gray	lauren.gray@nhcs.net
<b>School Contact Information (Quick Reference)</b>		
504 Plans	Dr. Anita Brown	
9 <sup>th</sup> & 10 <sup>th</sup> Grade Counselor	Mrs. Sharon Leinwand	
ACT and ACT WorkKeys	Dr. Anita Brown and Mrs. Kathleen Rich	
Academically/Intellectually Gifted	Dr. Anita Brown	
Attendance	Mrs. Sherri Yelton	
Cafeteria/Lunch	Mrs. Barbara Iverson	
Check-in and Check Out	Mrs. Sherri Yelton	
Clubs	Mrs. Sherri Yelton	
College Classes (summer)	Ms. Wooten	
Counselor (9 <sup>th</sup> – 13 <sup>th</sup> )	Mrs. Sharon Leinwand	
Discipline	Ms. Regina Wooten	
Driver's Education	Mrs. Shawna Vetere	
Drop/Add High School	Mrs. Sharon Leinwand	
Due Bills	Mrs. Shawna Vetere	
English as a Second Language (ESL)	Mrs. Ashley Matlock	
Enrollment	Mrs. Shawna Vetere	
Exceptional Children (EC) Contact	Mrs. Sharon Leinwand or Dr. Anita Brown	
Field Trips	Mrs. Kathleen Rich	
Graduation	Mrs. Kathleen Rich	
Graduation Requirements	Mrs. Sharon Leinwand	
Lost and Found	Mrs. Shawna Vetere	
Medication and Emergency Plans	Mrs. Shawna Vetere	
Multi-tiered System of Support (MTSS)	Mr. Derek Lapiska	
Pictures (School and Senior)	Dr. Anita Brown	
Program Coordinator	Dr. Anita Brown	
Prom	Mrs. Sherri Yelton	
Report Cards	Mrs. Shawna Vetere	
SAT	Mrs. Sharon Leinwand	
Scheduling	Mrs. Sharon Leinwand	

School Based Mental Health Therapist	Ms. Crystal Fussell MS, LPC
Senior Counselor	Mrs. Sharon Leinwand
Social Worker	Mrs. Kim Moses
STAE Coordinator	Mrs. Margaret Krulikas
Student Government Association (SGA)	Mrs. Lauren Gray or Mrs. Margaret Krulikas
Testing	Dr. Anita Brown
Textbooks	Mrs. Sherri Yelton
Transcript Requests	Mrs. Shawna Vetere (Graduates)
Transcript Requests	Mrs. Sharon Leinwand (Current Students)
Transportation	Mrs. Sherri Yelton
Volunteer Hours	Kathleen Rich
Webmaster	Lauren Gray

## Bell Schedules

### Daily Schedule

1<sup>st</sup> 9:15 – 10:24

2<sup>nd</sup> 10:27 – 11:33

3<sup>rd</sup> 11:36 – 12:42

**Lunch 12:42 – 1:22**

4<sup>th</sup> 1:22 – 2:28

5<sup>th</sup> 2:31 – 3:37

6<sup>th</sup> 3:40 – 4:30

### Half-day Regular & County

1<sup>st</sup> 9:15 – 9:55

2<sup>nd</sup> 9:57 – 10:38

3<sup>rd</sup> 10:40 – 11:20

4<sup>th</sup> 11:23 – 12:03

5<sup>th</sup> 12:06 – 12:46

**Lunch 12:46 – 1:15**

County ½ Day

Clubs Meet 1:15 – 2:15



<b>1 hour delay</b>	
1 <sup>st</sup>	10:15 – 11:24
2 <sup>nd</sup>	11:27 – 12:33
LUNCH	
3 <sup>rd</sup>	1:13 - 2:29
4 <sup>th</sup>	2:31 – 3:37
5 <sup>th</sup>	3:40 – 4:30

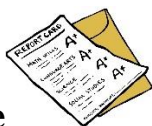
<b>2 hour delay</b>	
1 <sup>st</sup>	11:15 – 12:10
2 <sup>nd</sup>	12:12 - 1:07
LUNCH	
3 <sup>rd</sup>	1:42 - 2:37
4 <sup>th</sup>	2:39 – 3:35
5 <sup>th</sup>	3:37 – 4:30

**Club Days (4:30 Dismissal):** August 25, September 29, October 20,  
November 17, January 26, February 16, March 23, April 27

## Academics

The typical NHCS graduate will finish with 28 course credits. Some students from WECHS can graduate in four years, upon approval of the high school principal. Please consult the school counselor in order to best customize your schedule and make certain that all high school and college credits have been earned for both high school diploma and college degree.

Student progress reports will be issued every four and a half weeks for high school classes. Students taking college classes are required to complete mid-semester progress checks. Students should be able to access grades and monitor performance in their college classes either online or by requesting conferences with college instructors.



## Grading Scale

Letter Grade	Grade Scale	Units
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	Below 60	0.0

The North Carolina Department of Public Instruction (NCDPI) recommends that school districts use the following conversion chart for courses taught outside of NC school districts or for courses that did not issue a numeric grade.

### Conversion Chart Scale

Letter Grade	Is	Numeric Grade
A, A+, A-	=	95
B, B+, B-	=	85
C, C+, C-	=	75
D, D+, D-	=	65
F	=	55

Some of our students come with high school credits, which were earned in middle school. Middle school students earn a high school credit towards graduation; however, the actual grade from the coursework taken in middle school will NOT count toward the high school Grade Point Average (GPA).

All students begin accumulating their official high school GPA upon entering high school coursework following the day after completion of 8<sup>th</sup> grade (June or later for most students).

Beginning the 2015-16 school year, students repeating a course they have previously failed may have their new grade completely replace the failing mark on their high school transcript (meaning only the new course grade will be factored into the student’s GPA and listed on the transcript). In regards to testing, students repeating a course for credit shall receive a grade and take the associated End of Course Assessment (EOC). Those students who have already scored at Level 3, 4, or 5 on the associated EOC assessment may elect either to retake the EOC or use the previous passing EOC score as at least 20% of their final grade. If the student retakes the EOC, the higher of the two scores will be used in the calculation of the final grade.

Beginning with the 2015-16 school year, students who pass a course but want to repeat the course to improve their grade and knowledge may retake the course for grade replacement, if the grade is a D or F. If the student scores a higher grade on the second attempt, the original course grade will be removed from the transcript and only the new course grade will be factored into the student’s GPA and listed on the transcript. The higher of the two grades will be the one factored into the student’s Grade Point Average – even if the student does worse on the second attempt. A student may only earn credit towards graduation for a course once. Please see the school counselor for more information.

Students beginning high school in or after the 2015-16 school year will operate under the following weighted course scale.

Course Type*	Weight
Honors	.5
Advanced Placement	1
Community College Courses	1
University Courses	1

\*CTE Pathway courses do not count as weighted credit towards the students' high school Grade Point Average (GPA).

### **Before and After School Tutoring**

All teachers are required to come before school or stay after school for tutoring one day a week. Please have your student check with his/her teacher for their tutoring time.

### **Homework/Classwork& Make-up Work**

The amount of homework a student has varies according to class. Teachers will provide a calendar and/or pacing guide and class expectations (some will provide a syllabus) to all students, either paper or digital format. When homework or class assignments are missed because of an absence, it is the responsibility of the student to check with the teacher.

### **Honor Roll**

A Honor Roll All A's

A/B Honor Roll Cumulative B average Use four-point scale without rounding off.

Extra credit is not to be given for weighted courses. The same criteria are to be used for exceptional children. Students with grades lower than C are ineligible for the A and A/B Honor Rolls.

### **Intervention Plan for Student Success**

All students at WECHS either are enrolled in Striving to Achieve Excellence (STAE) or have an assigned accountability teacher. Ninth, tenth, and eleventh grade students are assigned to a STAE. Students entering WECHS with high school credits may be assigned a hybrid STAE during their junior year. STAE is designed to prepare students for the rigors of college classes and post-secondary education. Students are provided with academic, social, career, and college support. It is required for all students to attend and participate in all STAE activities.

It is the responsibility of the student to meet with the assigned accountability teacher. Students in accountability will have face-to-face and digital check-ins with their students. Graduating students are required to meet with the counselor to discuss post-secondary plans and to begin preparing for life after high school graduation. MTSS Coordinator, the School Counselor, Social Worker, and Career Development Coordinator, as well as Cape Fear Community College counseling staff are available to assist students in their secondary educational plans as well as the post-secondary transitions.

## **Graduation Requirements**

High School Standards Promotion from Grade to Grade High school students are promoted from grade to grade based on the total number of credits earned. To be classified as a tenth, eleventh or twelfth grade student, they must have earned the following number of credits prior to the beginning of the next school year:

Tenth Grade.....6 credits (with 2 required credits – Mathematics I and English I)

Eleventh Grade.....12 credits

Twelfth Grade.....20 credits Promotion and Graduation

The total number of credits required for graduation from a high school in New Hanover County is based upon the number of opportunities to earn course credit offered by the school(s) the student has attended. To determine the number of credits a student needs to graduate, subtract four (4) from the total course opportunities available to the student at their school(s). In rare circumstances, a reduced elective credit high school diploma option may be considered for at-risk students who are experiencing difficulty meeting the specified local requirements of elective credits for graduation. High school principals shall have the right to explore this option with a student, their parent/guardian, the school counselor, and at least one other school representative. Standardized procedures and guidelines for all New Hanover County high schools shall be adhered to when this option is utilized.

Students may receive credit for some high school courses by passing two phases of Credit by Demonstrated Mastery (CDM).

Phase I requires students to demonstrate foundational knowledge through an End-of-Course test or locally designed assessment.

Phase II requires students to develop an artifact that demonstrates deep understanding of course content. CDM shall be awarded to students passing Phase I and Phase II without any requirement of seat time.

Each student must complete the courses listed below for graduation and the appropriate number of electives.

### **Courses Units Required**

English 4 units

Mathematics 4 units - One (1) unit must be Mathematics I; one (1) unit must be Mathematics II; One (1) unit must be Mathematics III

Science 3 units - One (1) unit must be Earth and Environmental Science; one (1) unit must be Biology; one (1) unit must be a physical science. (The physical sciences include Physical Science, Chemistry, or Physics.)

Social Studies 4 units - For students who entered high school in the 2012-2013 school year – one (1) unit must be World History; one (1) unit must be Civics & Economics; one (1) unit must be American History I; and one (1) unit must be American History II.

Physical Ed/Health 1 unit

Graduation Project 1 unit In addition to the state required courses and standardized tests, all students must successfully complete a Graduation Project. The Graduation Project will be

completed as a co-requisite within a student's senior level English course and will be worth one unit of honors credit.

Electives 5-14 units

## **Graduation Ceremonies**

Students graduating from WECHS can participate in two graduation ceremonies. All students will participate in the high school graduation. **Students will have a mandatory practice to attend in the venue prior to graduation.** Students will receive information in May regarding high school graduation information. The graduation coordinator will distribute high school graduation and college graduation information will be sent out via CFCC email. Students are reminded to check their emails and the CFCC website for information regarding graduation. Cap and gowns are ordered through WECHS.

## **High School Graduation Information**

The student participants shall wear caps with tassels and gowns. Collars, school issued cords or other apparel or regalia recognizing outstanding academic achievement shall be allowed. **Names or logos of colleges, universities or other post-secondary programs to which students have been accepted are not to be displayed.** Students participating in the ceremony are required to follow the appropriate dress code designated by the principal. Students, faculty and the principal at each high school shall plan the graduation ceremonies subject to approval of the Superintendent or designee.

## **Accountability & Striving to Achieve Excellence (STAE)**

All students are required to have Accountability (11<sup>th</sup> – 13<sup>th</sup> graders) and to be enrolled in STAE (9<sup>th</sup> – 11<sup>th</sup> graders). The purpose of Accountability and STAE is to provide students with support as they prepare and enter college classes. Graduating students will have Accountability with scheduled meetings with the counselor. These meetings are important because they receive information regarding graduation requirements, including, but not limited to testing, college applications, scholarships, and seminars.

Eleventh and twelfth graders are on Accountability and/or enrolled in STAE to provide supports for being successful in college classes and beginning the college navigation path.

Ninth and tenth graders are enrolled in STAE in order to provide them a solid foundation for success into becoming college and career ready.

## **Books and Supplies**

There will be no fee or charges for instructional courses. Charges will be assessed for lost and damaged college text books, materials, supplies, equipment, laptops, and property. Additionally, students who fail courses with access codes will need to meet with the principal prior to retaking the course. Students who are retaking the course for grade replacement will also need to meet with the principal regarding cost of access codes.

Most materials necessary for your public school education are provided for you the State of North Carolina. Textbooks are school and state property. If they are lost, damaged, or stolen, the student must pay for them. Teachers will submit due bills for high school books and calculators not returned and Mrs. Yelton will submit due bills for college textbooks and supplies not returned.

## Care of school Property

Responsible students and good citizens need not be reminded that WECHS and CFCC facilities should be respected in every way and kept in top condition. Defacing or damaging walls, desks, doors, walkways, hallways, books, doors, and other school property is a sign of disrespect and poor citizenship. Each year, money must be spent refinishing, repairing, and replacing equipment that has been needlessly damaged. School property is state property and therefore belongs to everyone and should be treated with respect and care. Anyone who damages or destroys school property will be responsible for replacing/repairing that property. According to the severity of the offense, additional disciplinary action may be taken. If you laptop or charger is stolen, lost, destroyed, etc. you will be financially responsible for replacing the laptop at the current replacement cost.

Students at Wilmington Early College are bound by rules and regulations of two entities. Parents and students are reminded that consequences given by CFCC also apply to New Hanover County and may affect enrollment at WECHS.

## Dress Code

Dress must comply with the health and safety codes of the State of North Carolina and the New Hanover County Schools Board of Education [Dress Code Policy 8520](#). The student dress code below applies to all students at ALL school functions. The basic responsibility for the appearance at WECHS rests with the parents and the students themselves. Parents have the obligation, and the within certain prescribed bounds, the right to determine the dress for their child. A student's appearance must not disrupt the teaching-learning process.

**“See it/Take it” Procedures will be utilized for the following being worn in our building: sunglasses, headgear-scarves, bandannas, hats and other headdress; jewelry, chains, bracelets, spikes that reasonably be perceived as a weapon.**

1. Faculty or Staff member will ask the student to remove the item.
2. The faculty or staff member will turn item into the office.
3. Mrs. Vetere will attach a confiscation form to the item
4. Student will need to go to the office during lunch or after school to retrieve their item.

The following attire is considered unacceptable and is prohibited for WECHS students whether in our building, attending CFCC classes or school functions.

- Clothing which is obscene, sexually suggestive, revealing, advertises tobacco products, alcoholic beverages, drugs, or other illegal items, which contain inappropriate language, or makes sexual references; **this includes sheer tops worn over tank tops.**

- Clothing which is representative of gang affiliation. This includes rags or handkerchiefs from a pocket, scarves tied around legs/arms/necks, one pant leg up, baseball caps tilted one way, gang lettering/language, gang symbols, and/or colors that are associated with a gang.
- Any symbols, styles, flags, or attire frequently associated with intimidation, bullying, violence and/or violent groups.
- Offensive, obscene, or vulgar writing or pictures on any item being worn or any item being carried by the students. This includes book bags.
- No razorback tank tops, spaghetti straps, tube tops, sheer tops or sleeveless jerseys allowed; all shoulders need to be covered.
- Shirts, t-shirts and blouses that do not overlap at the top of the shorts, pants, and/or skirt when the student is standing.
- Undergarments being worn as outer-garments.
- Bedroom shoes/ house slippers. (Doctor's note required of student must wear a bedroom shoe or house slipper.)
- Clothing unbuttoned or cut to reveal the chest, the midriff, or a part of the body. **NO BARE MIDRIFF.**
- **No "See through" clothing.**
- Shorts, dresses or skirts whose lengths does not fall inseam to the top of the knee when the student is standing.
- **No biking shorts.**

Students who require a change of clothing will be sent to the Program Coordinator or the Principal office while the parent is contacted and appropriate clothing is brought to the school. Students referred to the office for dress code violations will be assigned the following disciplinary action:

- **1<sup>st</sup> Offense- Student sent to Principal or Program Coordinator, parent contact made and official warning documented; change of clothing is possible**
- **2<sup>nd</sup> Offense- Student assigned After School Detention, parent contacted**
- **3<sup>rd</sup> Offense- Student receives 2 days out-of-school suspension for persistent disobedience.**

All tardies/absences from class because of a student's inappropriate dress are considered unlawful and will be subject to the attendance policy and the exam exemption policy. Final decisions regarding whether a student's dress is appropriate or inappropriate rest with the administration.

**Students with attendance issues, habitual tardies, and/or discipline issues will be reported to the Student Support Team for further action.**

## **Driver's Education**

New Hanover County Schools will provide driver's Education. Students will be assigned based upon their age and availability. Students not passing 75% of their courses will have their license

pulled. Information will be posted on the county and school websites and is a first-come first-serve basis.

## **Emergency Drills: Fire Drills/Tornado Drills/Earthquake Drills**

Emergency Drills 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 or follow directions as directed by teacher. Students must remain with the class so that the teacher may take roll and account for all students.

## **ID Cards**

**Students are issued a Wilmington Early College High School ID after school pictures are taken and a Cape Fear Community College ID. Students should keep both of these IDs and should be visible with a lanyard. Ninth and tenth graders should display their WECHS IDs and college students should display their college IDs or WECHS IDs when on campus of Wilmington Early College High School.**

## **Inclement Weather**

Due to transportation and location issues, students at WECHS will follow both the New Hanover County Schools and/or the Cape Fear Community College's schedules for inclement weather. Notification of either county or community college cancellation will result in cancellation of classes for WECHS' students. If the community college closes while classes are in session, every effort will be made to provide bus transportation home through the county facilities. If these efforts prove unsuccessful, parent will be required to pick up their child at the campus.

**If CFCC closes (for days that are not already scheduled) and NHCS are in session, then WECHS will not be in session; the day(s) missed will have to be made up. Please see the school calendar for the make-up days.**

**If NHCS are closed and CFCC is in session, students and parents are to make the best decision about attending classes. Students are responsible for calling and/or emailing their instructor and the principal if they are not attending classes.**

**Please use discretion when making decisions about travel in hazardous conditions. Notifications will be made by local television, radio, ALERT phone calls and/or emails for school closings and delays due to inclement weather.**

## **Laptops/Computer Lab/Classrooms**

The computer lab and classrooms at CFCC will be used from time to time. Students using the Internet at either location must have an Internet permission form on file for New Hanover County Schools.

Students on the high school campus and the community college campus are held responsible for proper use and maintenance of the computer labs and of computer usage.



Students using classrooms and labs are expected to behave in a mature and college-ready manner. Food and drink are to be cleaned up and students must follow rules of teachers and/or college instructors. Some college instructors do not permit students to use laptops in class. Students must abide by the rules of their college instructors. While students may be issued a school laptop, it should not be used if not permitted by college instructor.

Students who need specific software installed on their laptops for their college classes must complete work-order. They can meet with technology coordinator assigned to WECHS or check-in with STAE or Accountability advisor.

## **Library**

Students will use the CFCC library for research and other assignments that require library usage. Students must sign in to use study rooms and are only allowed to use library during flextime or as permitted by teacher. While we provide guidelines for students, it is the responsibility of the student to display integrity and honesty regarding whereabouts. Students are governed by rules of CFCC and NHCS. If students are penalized by CFCC, the consequence also applies to WECHS. Parents are asked to review rules and regulations of CFCC.

## **Lost and Found**

Students who find lost items are asked to take them to the office (Ms. Vetere) where the owner may claim them. Items lost at CFCC may be claimed in office of campus police.

## **Lunch**

Wilmington Early College High School students have a separate and specified lunch period from the total population of Cape Fear Community College. Ninth and tenth graders do not have permission to eat at vendors that are provided by Cape Fear Community College. Students who are enrolled in college classes that interfere with lunch must meet with the principal.

- All food and drink **MUST BE** consumed in the cafeteria, outside picnic tables, or other designated area.
- Everyone must dispose of his/her paper, trash properly (use trashcans in the hallway and not in the classrooms).
- Students are not allowed behind the building or on the grass during lunch, unless supervised by a teacher or adult
- Student behavior in the cafeteria and in designated areas should be based on courtesy and cleanliness.
- Microwaves are available for student use and should be cleaned regularly by students. Students are not allowed to use microwaves in Teacher's Lounge.
- Students are not allowed to go off-campus for lunch. This includes students taking college classes. Lunch can occur when students are on either campus, but students are not allowed to leave campus for lunch and return to campus for lunch. This is a safety precaution for all of our students and we ask parents to support and reinforce.

**Students may bring lunch from home. Bag lunches are also available in the cafeteria. Lunch cannot be delivered to students from outside vendors and parents should not bring outside lunch (restaurant food) to students.**

**Ninth and Tenth graders are not allowed to purchase food from any vendor (Port City Java, CFCC bookstore, vending machines) between the hours of 8:30 a.m. and 4:30 p.m. Eleventh graders who are on campus and have high school courses other than STAE, are also not allowed and if they purchase they must eat the food in the CFCC cafeteria area. Students, who fail to follow policy, will receive a warning, then detention, then parent conference, and possible suspension. Eleventh and twelfth grade students who have downtown classes can eat on downtown campus; however, they are strongly encouraged to discuss with their parents.**

Students who have downtown classes cannot bring food back to North Campus for their peers. Failure to comply will result in disciplinary action.

## **Network and Internet Access**

### **Online responsibilities**

The New Hanover County Schools' wide area network (WAN) connects thousands of users to valuable resources on the internet. The integrity of this network, both hardware and software, is dependent upon the responsible behavior of its users.

**The following is an abbreviated listing of prohibited actions while using the Internet:**

- Accessing, posting, producing, sending or displaying material in violation of any state or federal regulations, which includes copyrighted, threatening, obscene, disrespectful, inflammatory, or sexually suggestive material.
- Harassing, insulting, or attacking others.
- Knowingly or carelessly performing an act, such as vandalism or creation of a virus that will interfere with the normal operations of the computer, terminal, peripheral devices, or networks.
- Using another's ID or password.
- Illegally using, destroying, or manipulating data in folders or work files.
- Intentionally wasting limited resources, such as sending mass emails or large graphic images.
- Downloading files without prior approval from supervising staff.
- Accessing chat rooms or other networking sites (Facebook, Snapchat, etc.).

### **Internet safety**

- NHCS uses a technology protection measure to monitor and filter internet access. This filtering service blocks access to websites deemed inappropriate.
- Students will only be allowed to access websites as needed for special projects, and will be supervised by authorized personnel.

## **Off Limit Areas**

While on the CFCC North Campus, students must adhere to the rules and procedures set by the Director of the North Campus 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) CFCC North Campus Parking Lots (unless supervised by a teacher or with permission)
- 2) All CFCC/WECHS classrooms, computer labs, labs, offices, and hallways during a student's lunch (unless supervised by a teacher)
- 3) Classrooms not assigned to students while on the CFCC – North Campus
- 4) **During college breaks, students are not to be in CFCC classrooms.**
- 5) Cosmetology services are off-limits to students during regular school day

## **Parent/Teacher Conferences**

A principal, counselor, or 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 staff member at any time during the school year. The teacher will schedule a time that is convenient for both the teacher and the parent/guardian.

## **PARENTAL INVOLVEMENT**

WECHS students cannot survive and thrive without the support of their parents and families. Parents of WECHS students must be actively involved in their students' education and fully engaged in school events and activities. At least one parent per family is expected to join us at each of the following:

**Volunteer hours** – service to the school's ongoing projects, School Improvement Team, host/hostess duties at Quarterly Conferences, chaperoning trips and events, assisting with supervision and test proctoring during exams, assisting with student extracurricular activities, etc. Parents are asked to volunteer for ten hours per year.

**PTSA:** All parents are members of the school's Parent-Teacher -School Organization (PTSO), whose activities are directed by the Parent Advisory Council (PAC). The PAC is a small group of parents, based on number of students enrolled and elected by parents, who meet monthly with the Principal to assist in the design and development of school programs and general school governance.

## **PARKING GUIDELINES**

Parents and guests should park in white lined spaces when visiting WECHS. Parent should not park in the Cosmetology Parking lot for more than 10 minutes. All parents should park in the NA Parking lot 1 or 2. When students are eligible to drive, they will be responsible for purchasing a parking pass from CFCC and displaying in prominently in their car. Do not park in the parking lot in front of the Cosmetology Building or in reserved parking. This lot is reserved for the Cosmetology customers and CFCC staff will issue tickets.

## PLAGIARISM POLICY

A teacher has the responsibility to gauge whether plagiarism has occurred and what awareness of plagiarism the student understands. If the instance of plagiarism is flagrant, the logical repercussion is a zero on that part of the work. If the instance is due to lack of awareness, the student should be allowed to redo that part of the project with no penalty or with points deducted for lateness at the teacher's discretion. A student has the right to appeal a teacher's decision to the principal, who will review the case with the students, parents, and teacher.

**Plagiarism or Cheating** (per DePaul University definition) includes, but is not limited to

- The direct copying of any source, such as written and verbal material, computer files, audio discs, video programs, or musical scores, whether published, in whole or in part, without proper acknowledgement that it is someone else's.
- Submitting as one's own work a report, examination paper, computer file, lab report, or other assignment, which has been prepared by someone else. This includes research papers purchased from any other person or agency, used in whole or in part.

**Cheating and Plagiarism** (per 2017-2018 CFCC Catalog and Student Handbook) is governed by, but not limited to the following:

### Cheating

Cheating is any practice, which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; altering of any grade or academic record; or plagiarizing. Plagiarism includes submitting as one's own work or creation of any kind that which does another wholly or in part create. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and constitutes plagiarism.

When a faculty member observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has observed cheating that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class. If the student accepts a grade of "F" in the course, the faculty member has the option of withdrawing the student from the class with a grade of "WF".
2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair and Vice President of Student Development within three (3) weekdays from the time the incident occurred.

3. A student who considers the action taken to be unfair and who desires to appeal to the Academic Subcommittee of the Judicial Board may present to the Vice President of Student Development a written request within five (5) class days from the time the incident occurred.

### **Right of Appeal**

The right of appeal is granted to any student who has been determined to be cheating at Cape Fear Community College. To initiate such an appeal, the student must submit a written appeal and follow CFCC guidelines.

### **POSTERS**

All posters, pictures, announcements, etc., which are displayed anywhere on the school premises, must have an approved administrative signature before they are exhibited.

### **PUBLIC DISPLAYS OF AFFECTION**

Noncompliance with the rules listed below, may result in disciplinary action. This policy is for WECHS and for CFCC (please refer to Cape Fear Policies).

- There will be no kissing.
- There will be no inappropriate touching of any kind.
- There will be no public displays of affection.

### **SCHOOL FEES**

Fees will be charged for the following: special events (i.e. Graduation Cap & Gown), lost or damaged books, lost or damaged materials, supplies, or equipment, certain field trips, lost IDs, yearbooks, class dues.

All fees must be paid before students can attend the prom and participate in graduation.

### **SCHOOL PROCEDURES AND PRECAUTIONS**

**Please be reminded that the New Hanover County Schools Code of Conduct rules apply in addition to the rules listed here.**

#### **SEARCH AND SEIZURE**

##### **A. SCHOOL PROPERTY:**

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 said school officials have 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.

##### **B. STUDENT'S PERSON:**

The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body, to search the person of said student(s) under the following conditions:

Any such action shall not be taken unless there is a reasonable suspicion, which can be substantiated if necessary. **Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student (s).**

## **SELLING OR SOLICITING ON SCHOOL CAMPUS**

**No student is allowed to sell any items or to solicit business for individuals or any group for any reason without the express written consent of the principal.**

## **SKIPPING POLICY**

If a student arrives to class late ten minutes or more without a hall pass or admission slip, he/she is considered skipping. Students are considered skipping if they arrive or leave campus illegally or are in an unauthorized area. The administrator will handle skipping and excessive skipping may result in out-of-school suspension.

## **STUDENT ACCIDENTS**

- **All accidents must be reported and documented in the office.**
- These reports are forwarded to Central Services.
- Accidents resulting on either campus must be reported. To minimize accidents, students are encouraged to take the shuttle from North Campus to downtown campus. **All students driving must have a parking decal and proof of license and insurance must be provided to the data manager.**
- **Students riding with other students must have parental permission on file. Forms can be obtained from the data manager and will be provided to students at the beginning of the year. Students who fail to provide information are at risk and parents are encouraged to complete paperwork so that we will have documentation of all students.**

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## **STUDENT DISCIPLINE**

### **NHCS Discipline Policy**

The following is an abbreviated list of prohibited actions in the NHCS Discipline Policy.

- Possession of weapons or any look-alikes
- Making a false bomb report or bomb hoax
- Assault on a teacher, staff member, or another student
- Making a false report, threat, or hoax of an act of terror

- Possession of drugs, alcohol, tobacco, other narcotics, or any facsimile or drug paraphernalia use, transmission, or being under the influence of drugs, alcohol, or other harmful substances
- Sexual assault, indecent exposure, rape, or any other form of sexual harassment
- Theft, vandalism, arson, or any other destruction of school property
- Threatening, abusive, or profane language or gestures directed at school personnel or another student
- Bullying, harassment, or discrimination
- Misuse of the internet
- Possession of offensive literature, illustrations, or other materials
- Disruption of the learning environment, including insubordination or disrespect of school personnel, and violating school rules
- Trespassing

**The following is an abbreviated list of possible disciplinary actions in the NHCS Discipline Policy.**

- Student conference
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension
- Recommendation for long-term suspension
- Parent attendance in the classroom
- Restitution
- School/work service
- Alternative placement
- Outside counseling
- Possible removal from extra-curricular activities

## **Removal from WECHS**

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

1. Persistent disobedience
2. Persistent violation of off limits areas at Cape Fear Community College.
3. Noncompliance with the New Hanover County Schools Student Code of Conduct, Wilmington Early College High School Handbook, and the Cape Fear Community College Student Code of Conduct.
4. The student violates any of the state reportable offenses as listed below:
  - a. Assault resulting in serious injury
  - b. Assault involving the use of a weapon
  - c. Assault on school personnel
  - d. Bomb threats
  - e. Burning of a school building
  - f. Death by other than natural causes
  - g. Kidnapping

- h. Possession of alcoholic beverages
  - i. Possession of controlled substances
  - j. Possession of a firearm or powerful device
  - k. Possession of a weapon
  - l. Rape
  - m. Robbery with a dangerous weapon (armed robbery)
  - n. Robbery without a dangerous weapon
  - o. Sexual Assault (not involving rape or sexual offense)
  - p. Sexual Offense
  - q. Taking indecent liberties with a minor
  - r. Other offenses outlined in the New Hanover County Schools Code of Conduct
5. 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 New Hanover County High School at the end of the probation semester if the average in each class is not above a "C".
  6. The student does not adhere to the attendance policy as outlined in the WECHS Student Handbook.
  7. On the first suspendable offense, the student is subject to be returned to their districted New Hanover County High School or Alternative Pathways School, depending on the offense. Suspendable offenses are based on the WECHS Code of Conduct, the New Hanover County Schools' Code of Conduct, Cape Fear Community College's Student Code of Conduct as well as other state and local discipline policies.
  8. Other criteria as determined by the School Improvement Team at Wilmington Early College High School and the faculty at Cape Fear Community College.

### **THEFT PREVENTION**

The best method of theft prevention is to be conscious of the possibility of theft occurring and strive to eliminate these opportunities. Each student and employee of the school has a responsibility in the area of theft prevention; however, the school cannot be responsible for items that are lost or stolen. Listed below are some hints to prevent theft:

- a. The best practice is not to bring valuable items to school.
- b. Never leave cameras, jewelry, money, or valuables lying around.
- c. If you are staying after school for any reason, follow the same theft-prevention habits you would practice during school.
- d. NHCS and WECHS are not financially liable for the theft or destruction of personal property.

### **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 has the authority to suspend pupils from riding the bus for the following infractions as well as any others announced during the year.**

- a. Delaying the bus schedule.



- b. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or bus driver while riding the bus.
- c. Tampering with a school bus.
- d. Refusing to meet the bus at the designated stops.
- e. Unauthorized leaving of the bus when traveling from home to school or vice versa.
- f. Playing, throwing trash, paper, or other objects while the bus is in operation.
- g. Violation of New Hanover County School Board Rules.
- h. Failure to observe established safety rules and regulations.

Students who need to ride home with other students must present a note to the secretary before the end of the school day (by lunch). Notes that are presented at the end of the school day will not be permitted. Both students must present notes from parents/guardians and the secretary will call to verify.

Students who will be getting off at a different designated stop (other than their home) must also provide notes to the secretary. Students must provide notes before lunch so that verification can be made and notes issued to bus drivers.

Parents/guardians picking up children must sign students in. Parents/guardians need to come inside the building to check them in and out. If parents are picking up another student, permission must be granted prior to checkout. Parents and/or guardians must have Identification to check students out of school.

**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.**

<b>1st Offense</b>	<b>Warning and/or dismissal from school bus (1-3 days)</b>
<b>2nd Offense</b>	<b>3 days bus suspension</b>
<b>3rd Offense</b>	<b>5 days bus suspension</b>
<b>4th Offense</b>	<b>10 days bus suspension</b>
<b>5th Offense</b>	<b>Suspension from school bus for the remainder of the year or a long term suspension</b>

Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offenses. All Wilmington Early College High School rules for student behavior apply while riding the bus. New Hanover County buses have scheduled times of arrival for stops on their routes. On a normal school, day students should allow a 10-minute window 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.

Students missing the bus should contact their transportation division:

- **Northern (Laney) - 910-350-2095 or 910-350-1832**
- **Central—910-254-4083 or 910-254-4096**
- **Southern—910-254-4385 or 910-254-4098**

## **TUTORING**

Tutors will be brought in to assist students during their seminar class. These tutors may be CFCC students, UNCW students, or community volunteers.

Tutors are also available at the Public Library.

## **VENDING MACHINES & CFCC North Campus Cafeteria**

Students may utilize the CFCC Cafeteria after the lunch hour and with permission from their supervising seminar teacher or the principal. Only students who have college classes during the lunch hour may have lunch in the CFCC cafeteria. Those students who are receiving free or reduced lunch and miss regular lunch will receive a bag lunch. **Prior to 1:00 p.m., no students are not allowed to get items from the vending machine in any building located on the North Campus.**

Students will not be allowed to go the business office to get change. Student use of vending machines is at their own risk. It is the responsibility of the student to have appropriate change and WECHS will not be held liable for any currency lost in a vending machine located on the school campus.

Vandalism of any of the vending machines will result in disciplinary action from Cape Fear Community College.

## **VISITORS**

No student may bring guests on campus at any time between 8:30 a.m. and 4:30 p.m. during a school day without permission.

All visitors must report to WECHS main office, room ND122 to sign in and receive a visitor's pass from the administrative assistant. All visitors must return their passes and sign out in the main office before departing the campus.

## **Special Services**

### **Hospital / Homebound**

Students who are unable to attend school because of serious illness or injury are eligible for specialized instruction. Please contact Student Services to see if he/she is eligible for hospital/homebound services.

## **Vocational Rehabilitation Cooperative School Program**

### **Attendance**

#### **School Attendance**

The faculty and administration at Wilmington Early College High School (WECHS) desire all students succeed. We believe that regular school attendance is necessary for student success. The need for regular attendance is especially true with the rigorous curriculum that is offered at both the high school and college level. School attendance and success in school are directly related and are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the state of North Carolina (G.S. 115C-378) requires that every child in the state of North Carolina between the ages of seven (or younger if enrolled) and sixteen years of age attend school. Parents and legal guardians have the responsibility of ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor (G.S. 115C-380).

After an absence, a parent must send a note to the school (attendance secretary) explaining the reason for the absence. If a student fails to bring a note from his or her parent/guardian, the absence will be unexcused.

#### **A. Lawful Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the attendance office on the day returning after an absence. An absence may be excused for the following reasons only:

1. Personal illness or injury that prevents the student from being physically able to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment (doctor's note required);
5. Participation under subpoena as a witness in a court or administrative proceeding;
6. Observance of an event required or suggested by the religion of the student or the religion of the student's parents with prior approval by the principal;
7. Participation in a valid educational opportunity, such as travel, with prior approval by the principal;
8. Absence due to pregnancy and related conditions or parenting, when medically necessary;

9. Extended absences due to illnesses (a statement will be required from a physician).

**Any absence not meeting the requirements of an excused absence shall be an unexcused absence.**

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services, 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 will be granted additional absences at the discretion of the superintendent or designee to visit his or her parent or legal guardian. Five days prior to the absence, the parent or legal guardian must present to the school principal a written statement requesting the absence be lawful. The principal shall use his or her discretion on the reasonable number of days the student may be excused from school.

In the case of lawful absences and out-of-school suspensions, the student will be permitted to make up his or her 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.**

### **C. Unlawful Absences**

A student's absences from school for any reason other than those listed under "Lawful Absences."

### **D. School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school
2. School-initiated and scheduled activities

Students will complete assignments missed for these reasons. 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 specific time.

## **Attendance Records**

Teachers are expected to personally account for attendance in each of their classes. Attendance is taken during each class period.

The Attendance Secretary will complete absence reports for each student, keep documentation of lawful/unlawful absences, and report this information to teachers, the school social worker, the principal, and parents. If a student fails to bring a note, the absence may be deemed unlawful.

Students must attend at least 40 minutes of class to receive credit; however, habitual early checkouts (three or more in the same class) will be addressed by the administration. The following procedure will be implemented each semester:

1. **First and Second Absences:** the student's teacher as deemed appropriate shall assign Make up work. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher.
2. **Third-Tenth Absences:** Make up work shall be assigned by the student's teacher as deemed appropriate. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher. If absences are consecutive, more time may be allowed at the teacher's discretion. **Parents will be notified after the third, sixth, and tenth absences.** The school social worker will be notified after the sixth absence.
3. **Eleventh Absence:** A student who misses more than 10 days in a semester will receive a grade of 65 for the course and shall not be awarded course credit except by determination of the attendance committee upon careful review of the student's records. The student's teacher as deemed appropriate shall assign make-up work. All make-up work shall be completed within a reasonable amount of time as determined by the student's teacher.
4. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.)
5. The principal, school social worker, guidance counselor, and program coordinator will develop a plan to provide the student with an opportunity to earn credits in core courses.
6. **A parent or student may appeal the failing grade before a school-based Attendance Committee. The social worker will contact parents and guardians and inform of attendance-based policy. The committee will present their decision to the principal who will make the final decision per NCGS§ 115C-288.**

Once a student has reached the 10-day threshold, the student will lose the privilege of participating in extracurricular activities, but not limited to school dances, the prom, and clubs.

### **WECHS Early Checkouts**

Students who need to leave school before 4:30 must present a written note (**phone calls will be made to verify note**) from a parent or guardian **at the beginning of the day** or be checked out by a parent or guardian in person. Checkouts prior to 4:00 will need to wait for 4:30 dismissal. Notes should be given to Mrs. Yelton, Program Coordinator, or the principal. Notes from the parent or guardian requesting an early release from school must contain the following information:

- **Reason the student needs to sign out**
- **Parent signature**
- **Time the student needs to sign out**
- **Date for early check-out**
- **Telephone number when the parent can be contacted**

Early checkout times should be arranged to coincide with class changes as much as possible. Upperclassmen in college classes must complete an "early release" card to have on file in the office. **Upperclassmen that have early release must be off campus by the time the next class starts or be under the direct supervision of school personnel** (upperclassmen can study in common area or cafeteria or if necessary, will be assigned to a classroom and will remain until the class period ends.) Transportation arrangements must be made prior to early release. Notes must be given in the morning so that requests can be verified. Students will need a note to get on the bus. No student may give another student a ride unless we have documentation from the parents or guardians of both students.

Students must attend at least 40 minutes of class to receive credit; however, habitual early checkouts, tardies, and absences will be addressed by the administration, which may include lunch detention, after school detention, parent conferences, and suspension.

Students enrolled in college classes must follow attendance policy of their college instructors. Students enrolled in both high school and college classes, must follow both attendance policies. All 9<sup>th</sup> and 10<sup>th</sup> graders have a dismissal time at 4:30, unless special circumstances occur.

The following procedures will be implemented each semester and parents can request conferences at any time. It is the hope that parents will monitor attendance and grades and remain in contact with teachers.

Absences	Procedure
First and Second Absences	Provide note to Ms. Yelton. The teacher as deemed appropriate shall assign make-up work. Most teachers post on their websites and students are able to turn in work, even when absent. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher. College instructors may have a different policy
Third-Tenth Absences	Provide notes (doctor's notes); Student should email teacher and/or college instructors. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher. If absences are consecutive, more time may be allowed at the teacher's discretion. Parents will be notified after the third, sixth, and tenth absences from high school classes. College classes are governed by attendance policy of CFCC instructors.
Eleventh Absence	A student who misses more than 10 days in a semester shall not be awarded course credit except by determination of the Attendance Committee. The committee will review the student's records and documentation. All make-up work shall be completed within a reasonable amount of time as determined by the student's teacher.

When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.)

The principal, school social worker, and guidance counselor will develop a plan to provide the student with an opportunity to earn credits in core courses.

A parent or student may appeal the failing grade before a school-based committee. The committee will

present their decision to the principal who will make the final decision per NCGS§115C-288. Once a student has passed the 10-day threshold, the student may lose the privilege of participating in extra-curricular activities including, but not limited to the prom, clubs, and field trips.

### **Disclaimer**

**Wilmington Early College High School has used reasonable endeavors to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. WECHS reserves the rights at any time to make changes, as it deems appropriate.**