

CRAVEN EARLY COLLEGE HIGH SCHOOL
STUDENT HANDBOOK
2023-2024



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I. ARRIVAL AND DEPARTURE OF STUDENTS

Students who arrive between 7:30AM-8:15 AM will be required to go to a designated classroom with a teacher. Students who arrive between 8:15 AM-8:50 AM may go to a CEC hallway or to the picnic area. Only sophomores and juniors may go to Ward Hall in the morning. Being tardy to class will result in a loss of privilege(s) and/or additional consequences.

- **8:50 AM - Announcement for all students to report to Campfire**
- **8:55 AM - Campfire begins; student-led morning announcements at the beginning of Campfire**

Cars should drop off students in front of the Craven Early College High School (Bender Building). Cars should pick up students in the large Craven Community College parking lot across from the Brock Building at the conclusion of the school day. The only reason a parent should use the Craven Early College parking lot for pick-up is in the event of mid-day checkouts. Students should not be checked out the last 30 minutes of the day (**3:45 PM or after**).

When school is dismissed, all students should leave campus immediately. **All students should be picked up and be off campus by 4:35 PM unless attending a supervised school activity.** No student may stay later than 4:35 PM unless the student's parent/guardian discusses the situation with the principal and provides written permission.

If your child is to go home other than by bus or car, we should have written documentation of parental permission. We discourage students from walking home due to safety concerns. Additionally, if your child is to ride home with someone other than the person who normally picks up the student, you will need to provide written permission. All notes need to be turned in before lunch.

BUS TRANSPORTATION

Bus transportation for CEC students will not be provided until traditional schools begin. Additional dates when bus transportation will not be available may be added. If traditional schools are closed or are having exams, there will be NO bus transportation at all – to or from school.

Craven Early College will have Fall Break from October 16 through October 20, 2023. During Fall Break, Craven Early College will not have high school classes, and bus transportation will not be available. However, Craven Community College will be in session the week of October 17. Students who are enrolled in college classes should attend those classes unless other arrangements have been made with their college instructor(s).

In the case of an emergency (extreme inclement weather, flooding, etc.), students may need to be picked up at school if bus transportation is not available.

BUS REGULATIONS

Under North Carolina law, the driver of a school bus shall have complete authority and responsibility for the operations of the bus and maintaining of good order and conduct on the bus. The same conduct standards apply to a bus as they do at school. Students are expected to behave the same for the bus driver as they would any CEC staff member. Misbehaving on the bus may put a student's status at Craven Early College in jeopardy. The bus driver will report all misbehavior to the principal.

For the safety of all students riding the bus, all bus riders will be required to:

1. Be courteous, considerate and show respect.
2. Enter and leave without pushing or crowding.
3. Remain in one's seat for the entire trip.
4. Use a reasonable tone of voice.
5. Keep the bus clean.
6. No open food or drinks.
7. Fighting will not be tolerated.
8. Do not tamper with the equipment.

STUDENT DRIVERS

Parking in the Bender parking lot (the CEC and BLET building parking lot) is reserved for CEC staff and CCC's Basic Law Enforcement students and faculty. If a student has a medical condition that requires him/her to park closer to the CEC building, he/she will need to have a physician's note to do so.

LEAVING AND RETURNING TO CAMPUS

No student is to leave the campus during school hours without permission from the principal, administrative assistant, college readiness & partnership coordinator, or school counselor. Parents or legal guardians must sign students in or out during the school day in the CEC office.

If possible, please try to schedule appointments after school. We have early dismissal every Friday, which is a good time to schedule appointments. Students should notify their college instructors when they are going to miss class.

Anytime that a college class is cancelled, students are required to return to Craven Early College High School.

Students may not go to their cars during the instructional day without permission from the principal, administrative assistant, college readiness & partnership coordinator, or school counselor. Consequences will be determined by the principal.

SKIPPING

Skipping is defined as the student not being in the appropriate location for the stated time on the student's schedule (high school and/or college classes). Craven Early College High School will strictly enforce the following consequences for any

infractions of skipping:

- 1st Offense – One week of lunch detention; no Ward Hall privileges
- 2nd Offense – One month of Friday detention (4 Friday Afternoons); no Ward Hall privileges
- 3rd Offense – Out-of-school suspension

It is imperative for our students' safety that we know where they are at all times. Not being in the appropriate places jeopardizes students' safety. Students should report to college class(es) and then return to the CEC building without exception.

II. ATTENDANCE & TARDIES

ATTENDANCE: LENGTH OF INSTRUCTIONAL DAY

The Craven Early College school day begins at 8:55 AM every day, and ends at 4:15 PM, Monday through Thursday, and 12:00 PM on Friday. Students are expected to be at CEC by 8:50 each day, which is when our morning announcement is made for students to report to Campfire.

Craven County Schools' attendance policy states that students are counted present if they are present for 90% of a class period. For example: when a student attends a 70-minute class, the student will need to be present for at least 63 minutes to receive credit for attendance. Late check-ins and early check-outs are discouraged, as valuable instructional time will be missed.

Our 4th- and 5th-year seniors are expected to be on time to all high school and college classes according to their individual schedules.

ATTENDANCE: PROCESS

Absences for students in grades 9-11 will be frequently reviewed. Students should submit documentation for absences as soon as they return to school. The principal or designee may require additional documentation from medical service providers, court officials, or other appropriate officials. Parents/guardians/students should maintain their own records and documentation that can be provided to the Student Services Management Team if needed. When students are absent from school, they should reach out to their teachers via email to request the assignments that they have missed as well as review Canvas.

Attendance Policy for Craven County Schools:

If a student has more than 10 absences in a semester-long course or more than 20 absences in a year-long course, course credit will be denied unless waived by SSMT (Student Services Management Team). In order to obtain a waiver, a student must supply documentation for absences. The principal and/or designee shall notify parent or guardian by phone or mail of his/her child's excessive absences after

three unexcused absences. After the accumulation of not more than 6 unexcused absences, the principal shall notify parent/guardian by mail that he/she may be in violation of Compulsory Attendance Law (G.S. 115C-378) and may be subject to prosecution if the absences cannot be justified under the established attendance laws of the State and local board of education. This letter will contain a warning of possible retention. A letter from the district attorney will also be sent to the parents/guardians. The social worker and/or drop-out prevention personnel assigned to the school, along with the counselor, shall have a meeting with the student's parents and develop a plan of action to improve the student's attendance. Law enforcement may be called upon if a home visit is necessary.

4th- and 5th-year seniors who are enrolled in only college classes will follow the attendance policy that governs each of their courses (see individual college course syllabus). However, not attending required Senior Advisory classes will result in students being withdrawn from college classes. Students will not be allowed to miss any more than two Senior Advisory classes. Senior Advisory is a high school course for which students will earn a pass or fail grade on their transcript.

Please note: 4th- or 5th-year seniors who are enrolled in high school classes are required to follow all Craven County Schools attendance policies as they pertain to students' high school classes.

Extended Illness

In the case of an extended illness of more than two days, please contact the teachers to report the status of the student. **You may request information on assignments at that time.** Be sure to check for assignments online. It is the student's responsibility to contact their college instructor(s) regarding absences from college courses.

TARDIES

A student is tardy when he or she is not in his or her seat ready to work at the designated time of the schedule. The student is responsible for being aware of the time. The student needs to communicate with a teacher before going to another location, such as the bathroom or administrative office.

Tardy Consequence Process

- **First Tardy** - Teacher provides verbal warning and documents tardy in PowerSchool.
- **Second Tardy** – Teacher provides second verbal warning, documents second tardy in PowerSchool, and reminds student of consequences for future tardies.
- **Third Tardy** –
 - Freshmen: Lunch detention for one week (Monday-Thursday). Lunch detention will be held in a designated classroom in Bender; students will not be allowed to use cell phones or computers, and there will be no talking.

- Sophomores and Juniors: Loss of all Ward Hall (CCC café) privileges for one week and/or lunch detention for one week.
- Continued tardies will result in additional consequences determined by CEC administration.

III. BEHAVIOR EXPECTATIONS

Enrollment at Craven Early College is a privilege, and we intend to uphold the integrity of this program by maintaining a learning environment that is built on mutual respect and trust. Our students are focused on excelling academically, and we do not tolerate disruptive behavior and distractions to the learning environment.

All CEC students are governed by two sets of standards: Craven County Schools Policies and Craven Community College Code of Conduct Policy. Although 4th- and 5th-year seniors may be enrolled in only college courses, any violation of the CCC Code of Conduct Policy and/or Craven County Schools Policies could be detrimental to the student's continued enrollment in CEC. It is the students' and parents' responsibility to understand the policies and regulations from both governing institutions.

Craven Early College students will be expected to have exemplary behavior. From time to time students may make poor choices, and we will provide appropriate consequences while notifying parents of our efforts.

If an offense occurs that relates to safety (i.e. not being in the right place or not following directions), respect to a staff member, or maturity on campus; the Principal will contact a parent immediately requesting a Warning of Transfer Conference to insure the incident will not happen again. A second offense **may** result in that child returning to the appropriate high school in his or her attendance area. **Disrespect to a staff member will not be tolerated. PLEASE REFER TO THE PARENT COMMITMENT AGREEMENT FOR MORE SPECIFIC EXAMPLES.**

In the event of an incident that threatens another student or staff member (verbally or in body language), results in an assault of ANY kind, involves a weapon or use of an object to do harm, starts or engages in a fight, or inflicts harassment or taunting of a student, the student(s) will immediately be referred to the superintendent and recommended for transfer back to his or her attendance area high school. Students who are guilty of violent incidents may be removed from their college courses immediately and banned from the college campus until court procedures have been completed.

We do not have the alternative facilities for behavior modification that the traditional high schools possess, and if a student is displaying these behaviors, the student will receive more appropriate treatment in those settings.

COMPUTERS

Students will be issued a laptop if the parent/guardian has paid the insurance fee and signed Craven County Schools' Acceptable Use Policy for electronics. **Students**

are required to utilize school-issued computers during the instructional day. Each student is responsible for bringing his/her laptop to school each day – along with all attachments needed to ensure proper use (battery charger).

A wireless system has been installed by Craven County Schools for internet use and is monitored closely. The monitoring of computer use for school students is mandated by law. No student shall use a staff member's computer for confidentiality reasons. Parents should supervise student use of computers at home.

All laptops will be subject to scheduled maintenance and random checks for violations of the computer policy. Repeated violations of the computer policy (such as accessing inappropriate sites) will result in severe consequences and could be detrimental to the student's enrollment at CEC.

DRESS CODE

Students are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created and the educational process is not disrupted. The principal has the authority to regulate student dress, especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate. Craven Early College High School students in grades 9 through 11 will follow Craven Early College High School's dress code policy, enumerated below:

- The shoulder width of shirts or blouses must completely cover undergarments. Spaghetti strap tops or dresses, tube tops, exposed bras, inappropriate athletic clothing, or tank tops are not acceptable.
- Exposed/bare midriffs; see-through, sheer, or net tops/shirts; inappropriately tight-fitting clothes; or other revealing attire (i.e. exposing cleavage) are not acceptable.
- Dresses, skirts, or shorts must be at mid-thigh or longer. Anatomically, the tips of your fingers reach your mid-thigh, and this will be used to measure for dress-code violations.
- Pants and shorts must be worn at the waistline. No underwear should be revealed.
- Hats, hoods, do-rags, skull caps, bandanas, any type of headgear, and/or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- Clothing, jewelry, or accessories with letters, initials, symbols, or wording that is obscene, alcohol- or drug-related, gang-related, violent or sexual in nature, offensive, inflammatory, or inhibitive to the instructional process are not allowed.
- Shoes are required. Bedroom shoes/slippers are not permitted for safety reasons.

All CEC staff will enforce our school dress code. Improperly dressed students will not be allowed to attend class until they have changed into appropriate attire. Parents will be called to bring appropriate clothing for their child.

Although most 4th- and 5th-year seniors are enrolled in only college classes, they are still students of Craven County Schools. They are responsible for abiding by Craven Community College's policies while on the CCC campus; additionally, they are to abide by the CECHS and Craven County Schools' dress code policies whenever they are in the CEC building or at CEC/CCS functions/events. Our 4th- and 5th-year seniors are expected to always represent CECHS in a positive manner.

ELECTRONICS

According to Craven County Schools' Student Handbook, students are permitted to have cell phones and other wireless communication devices with them during the school day, but these devices should not be used or be visible during the instructional day (unless otherwise directed by school staff). Students may utilize electronic devices before school until 8:55 AM, during lunch from 11:55 AM-12:30 PM, and after school.

If a student is seen using (or is suspected of using) a cell phone or other electronic device during the instructional day, the teacher/staff member will provide a verbal warning. If an additional infraction occurs, the cell phone/device will be confiscated. All cell phones, electronic devices with internet capability, paging devices, two-way radios, and similar devices that are confiscated will be turned over to the principal. A conference will be held to determine consequences and next steps.

If you need to contact your child in an emergency situation, please call the school at (252) 637-5706. Students should not be texting parents during the school day. We also ask that parents refrain from texting their child during class to maintain the integrity of instructional time.

Teachers will require students to place their electronic devices in a designated area in the classroom (i.e. calculator/cell-phone holder) each day to alleviate the potential distraction posed by these devices. Students are expected to place their devices in the designated area, and devices will be returned to students at the end of each class period. Occasionally, devices may be used as a tool for instruction, but teachers will provide directives for students when devices are used for instructional purposes.

CEC is not responsible for personal electronic devices during the school day or on field trips if they are damaged, lost, or stolen.

Academic Support Center (ASC)

CCC's Academic Support Center (ASC) is a team of highly trained Craven CC students and staff who provide academic assistance to curriculum students enrolled in courses at all levels. They're available to help students reach their academic, personal, social, and economic potential by supporting intellectual growth, connecting students with resources, and motivating them to become lifelong learners. The ASC offers free tutoring and many other support services. Appointment scheduling is available to current students on [Panther Portal](#). Students should consult www.cravencc.edu to find the current ASC operating hours.

College Course Attendance – Craven Community College has an attendance policy for each course based on the number of days allotted for that course. Each instructor maintains his/her own attendance and tardy records. Each instructor’s policy on making up a missed assignment/lab/assessment due to an absence is listed in his/her course syllabus. If Craven Early College is not in session, but Craven Community College is in session, students are expected to report to their college classes unless the community college or the college instructor communicates otherwise.

College Grading – CCC courses are on a 10-point grading scale. See individual course syllabi for specific details. **Ds** in college courses **DO NOT TRANSFER** to any four-year universities/colleges. **Fs** in college courses are **never** removed from a student’s college transcript. The general grading scale is listed below:

A: 100-90 B: 89-80 C: 79-70 D: 69-60 F: 59 and below

Instructor/Student/Parent Communication – Communication with college instructors is different than communication with high school teachers. If a student or parent has a question or concern about a college class, the STUDENT must initiate and make contact through the preferred method that is listed on the instructor’s syllabus. Due to privacy and confidentiality policies, instructors will not speak to parents about a student without the student present. To build the college-ready skill of self-advocacy, STUDENTS need to communicate with instructors. If the student runs into difficulty in communicating with the instructor, the student needs to contact our college readiness & partnership coordinator or school counselor. Our early college staff will assist/support the student if there is an issue that the student cannot resolve by him-/herself.

Student Behavior Expectations – CEC students are expected to conduct themselves in the most mature manner while in college classes. Punctuality, appropriate participation, and preparedness are non-negotiable.

Student Support – Students enrolled in college classes have free access to the Academic Support Center in both New Bern AND Havelock. Free tutoring and writing help are available. Please reference the CCC website and/or the instructor’s syllabus for more specific information.

Syllabus – A college syllabus includes your instructor’s expectations of students and course plan for the semester. It contains very important information, such as objectives to be taught, contact information, attendance policy, due dates, assignment directions and expectations, office hours, and more.

Online Components – Even if the college course is a face-to-face course, it may have an online component.

- **Moodle** is a program that supports the course. Students will have a username and password to log-in to reference the course syllabus, and most instructors maintain a grade book within the site. It is the STUDENT’S responsibility to remember his/her log-in information. CEC staff members do not have access to this information.

- **Self-Service Portal** is a program where students can access their final college course grades and evaluate the remaining courses necessary to obtain various associate degrees. It is the STUDENT'S responsibility to remember his/her log-in information. CEC staff members do not have access to this information.
- All students will have a **CCS email account** and a **CCC email account**. Students MUST check their email at least once a day. College AND CEC staff will contact students through these accounts. It is the STUDENT'S responsibility to remember his/her log-in information.
- Passwords for Moodle, Self-Service Portal, and CCC student email can be reset by going to reset.cravenc.edu or by visiting the Academic Support Center (ASC) in Ward Hall for technical assistance. If a student is locked out of any of his/her CCC online accounts, the ASC can help. However, the student must initiate contact with the ASC in order to get assistance in resetting passwords.

Registration – College course registration is handled by the Craven Early College school counselor. The counselor will coordinate a time/schedule to meet with students once per semester, prior to registration (March for fall semester registration and October for spring semester registration) to discuss options for the appropriate classes that will complete both high school graduation and associate degree requirements. College course registration is contingent upon placement test scores, high school course grades, attendance, and/or behavior.

Withdrawing from a College Course – Craven Early College High School students **will not be permitted to withdraw from classes** at Craven Community College. Students who are withdrawn from college classes due to breaking the attendance policy may have their college class schedule reduced or stopped completely for the next semester. Students will be responsible for being proactive and utilizing the guidance provided by school staff to utilize early intervention before school (8:15 AM-8:50 AM) with their high school teachers, intervention time embedded during the school day, high school counselor, college readiness & partnership coordinator, Craven Community College Academic Support Center, principal, and open lines of communication with their parent(s) to assist them in passing their classes. College class grades below a "C" are non-transferrable to college institutions. We are expecting our students to be **proactive** before they get into academic jeopardy, to **persevere** during difficult courses, and to be **determined** to complete a task that they have started.

College Course Pacing – It is our priority to ensure that students complete high school requirements first before focusing on earning an associate's degree. A student's freshman, sophomore, and junior years may include college courses, but students' first three years at CEC are mainly focused on completing high school graduation requirements successfully. The summer after a student's junior year, the student and parent(s) are REQUIRED to meet with the Craven Early College school counselor and/or college readiness partnership coordinator to discuss college course pacing and planning for the remainder of the CEC program.

Craven Early College - Craven Community College

Academic Suspension Policy

Good Standing

A student who maintains a cumulative COLLEGE grade point average (GPA) of 2.0 (Cs or better) or above is considered to be in good academic standing with CCC.

Academic Warning

A student who fails to maintain an overall/cumulative GPA of 2.00 after one semester of college classes will receive a notice from Student Services (CCC) that he/she is placed on Academic Warning. The CEC student should make an appointment to meet with the Craven Early College school counselor or college readiness & partnership coordinator to discuss any course issues. A CEC staff member will discuss the following options: tutoring options, reduced course load, development of an action plan, and/or a change of schedule for future semesters.

Academic Probation

A student who fails to maintain an overall/cumulative GPA of 2.00 after two consecutive semesters of college classes will receive a notice of Academic Probation from CCC. The student should attend an advising session with the Craven Early College school counselor or college readiness & partnership coordinator. The advising session may cover a referral for tutoring at the Academic Support Center, a reduced course load/schedule change in future semesters, a development of an action plan, and/or a discussion of program/educational aspirations.

Academic Suspensions

A student who fails one or more college courses while on Academic Probation will be on Academic Suspension with CCC. This means that the student will be enrolled in high school courses ONLY for the following semester.

Reinstatement

After one semester of Academic Suspension, a student is eligible to take college courses again if the student passed all of his/her HS courses the semester prior. The suspension will continue if the student failed one or more HS courses during Academic Suspension.

Schedules

Mon-Thurs Schedule	
Campfire	8:55-9:25
1 st Period	9:30-10:40
2 nd Period	10:45-11:55
Lunch	12:00-12:30
3 rd Period	12:35-1:45
4 th Period	1:50-3:00
5 th Period	3:05-4:15

2 Hour Delay Schedule	
Campfire	10:55-11:05
1 st Period	11:10-12:00
Lunch	12:00-12:30
2 nd Period	12:35-1:25
3 rd Period	1:30-2:20
4 th Period	2:25-3:15
5 th Period	3:20-4:15

Friday Schedules			
“A” Schedule		“B” Schedule	
Campfire	8:55-9:05	Campfire	8:55-9:05
1 st Period	9:10-9:40	Club #1 Meeting	9:10-10:00
2 nd Period	9:45-10:15	Club #2 Meeting	10:05-10:55
3 rd Period	10:20-10:50	Special Schoolwide Presentations	11:00-12:00
4 th Period	10:55-11:25		
5 th Period	11:30-12:00		

Academic Framework & Grading

Academic Framework

The three key skill requirements for your child to be successful in the global workforce of this era are writing, team work, and problem solving. We will teach our students to access information and begin these career skills from freshman year through graduation.

Craven Early College possesses one of the most unique curriculum designs in the state. We will promote rigor by teaching through project/challenge/quest-based learning, digital/personalized learning, blending of content (interdisciplinary learning), problem solving, inquiry-based learning, as well as traditional methods.

Campfire is an instructional class. Students will discuss study skills, organization, good habits, college & career exploration, decision making, wellness, collaboration and task completion. This class is a crucial part of success at the early college. Punctuality, participation, and attendance are required.

Some classes are conducted online and may require phone contact with an instructor. Online classwork should be completed during the scheduled class period, as detailed on your student schedule. Frequently, assignment completion and participation must be completed for homework.

College classes will start students on the college journey in their currently desired pathways. These pathways may change as a student's interests and strengths develop, but for right now college classes are aligned in those directions so students will not lose credit towards high school and college graduation.

Seminar is a class period during which students will work to complete college coursework and high school assignments, learn and implement organizational skills, and develop additional soft skills necessary for success in both high school and college courses.

Early Review is an individual or small group tutoring session for students that need additional supports in a particular content area. This is provided by the classroom teacher from 8:15-8:45 on scheduled days: Monday (English), Tuesday (History), Wednesday (Math), Thursday (Science), & Friday (Electives).

Grading Scale

Craven Early College will use the following grading scale:

A: 100-90 B: 89-80 C: 79-70 D: 69-60 F: Below 59

CHILD NUTRITION

School lunch may be ordered via a Google form at the beginning of the school day; students may also order breakfast for the next day using the same form. Breakfast and lunch are delivered to CEC from HJ MacDonald Middle School. Students may pick up school lunches from the front office each day. School breakfast may be picked up from the refrigerator in Bender 119.

4th- and 5th-year seniors may also order school breakfast/lunch using the aforementioned Google form. Seniors should contact Mrs. Edwards (4th-year) or Mrs. Lucas (5th-year) for more information.

EMERGENCY AND HEALTH CARE

Please be sure we have accurate health and emergency information. We need current phone numbers and emergency contacts. If this information changes during the school year, alert the front office as soon as possible.

Our administrative assistant will also coordinate the administration of medicine during the school day. A physician's signature is required on the Physician's Authorization of Medication for a Student at School Form.

Students may bring over-the-counter analgesics if they are in the original container with directions.

Parents/guardians will need to notify teachers, principal, and administrative assistant if a student has severe allergies that can cause an anaphylactic reaction and the specific allergen.

Students shall never give medication to other students.

Please note: All 4th- and 5th-year seniors are **required** to adhere to the above policy regardless of the fact that they may be entirely enrolled in college classes.

SAFETY PLAN

Craven Early College and the Craven Community Critical Response Team have developed a plan of safety that addresses state requirements, district requirements, standards for the community college system, and will hopefully alleviate any parent/student concerns. Your feedback on issues of safety is always welcome.

We will conduct Fire, Tornado, and Lockdown Drills as mandated by the state and district. We also work in collaboration with the Critical Response Team at Craven Community College.

Please note: Students may encounter drills in their college classes and should follow all safety procedures set forth by Craven Community College staff members.

Laptops should be closed at the request of any instructor to ensure instructional focus. The use of laptops in college classes is contingent upon the course and the instructor.

It is the responsibility of all 4th- and 5th-year seniors to maintain the security and safekeeping of their assigned laptop whether in the CEC building or on the Craven Community College campus. If a 4th- or 5th-year senior is enrolled in high school courses, he/she is required to purchase insurance and use a school laptop in those classes.

STORING PERSONAL ITEMS DURING THE DAY

Students will always keep their laptops with them. All other items must be stored in a backpack or in the rack below the desk. Craven Early College does not have lockers for storage due to limited space. Students are responsible for their personal belongings and should not leave them unattended.

FULL-TIME HIGH SCHOOL ENROLLMENT

In order to maintain full-time high school enrollment, students must be enrolled in at least four (4) courses each semester. These four courses could include: high school courses taught by Craven Early College faculty, high school courses taught online via North Carolina Virtual Public School, or Craven Community College courses.

Withdrawing or dropping courses, going below full-time enrollment status can have serious consequences for high school students. NC DMV must revoke a NC driver's license based on the school's notification of inadequate progress towards graduation, which can include not meeting full-time enrollment status or completion of high school graduation requirements (graduation project) or **failing multiple courses** (see drop process). The drop below full-time enrollment status can also affect the student's eligibility as a dependent for health insurance coverage (medical/dental/etc).

PROMOTION AND RETENTION

In order to ensure successful high school diploma completion, each student is monitored individually in regard to his/her college class success. If a student fails college courses that are required for high school graduation, students will be enrolled in high school courses delivered by high school teachers in the classroom or online via NCVPS. Students will not be able to continue college courses until they have met the high school graduation requirements.

Craven Early College will use an array of assessment tools to guide student progress. Please watch for scoring rubrics that we will use throughout the year.

GRADE LEVEL TEAM EXPECTATIONS

Each grade level team has developed expectations for behavior, homework, make-up work, and etc. These expectations will be posted on teacher webpages. Syllabi will be given out the first day of class. Students and parents are expected to read and adhere to each grade level teams' stated expectations.

HOMEWORK

Craven Early College will follow the homework policy of Craven County Schools. CEC homework and tests look different from the middle school. We encourage engaging homework, and students will use Canvas as a tool to submit their projects, research, and assignments to their teachers throughout the year.

Research or long-term projects will be assigned, but a rubric for scoring will be provided at the onset of

the project.

In Grades 9-12, district policy states that homework should be based on a student's need and ability up to a maximum of 30 minutes per subject or 10 hours per week for all subjects. Most of our classes are Honors classes due to increased "rigor" so some assignments may exceed this time. This does not include independent reading.

If your child is consistently spending excessive time on homework, **please communicate** with your child's teacher.

We also encourage students themselves to communicate with their subject teachers if they are experiencing problems with homework, or any procedure during the day. For example, if a student is up until midnight consistently, the student needs to talk to the respective teacher. If a special need arises, a student and teacher may mutually negotiate assignment criteria.

4th- and 5th-year seniors are expected to adhere to homework policies as described in each college course syllabus. If a 4th- or 5th-year senior is taking a high school course, he/she will be expected to follow the homework policy of Craven County Schools.

CEC SENIOR ADVISORY CLASSES (4th- and 5th-Year)

4th- and 5th-year seniors will have scheduled class time to meet face-to-face with a CEC advisor on a weekly basis. Meeting with your CEC advisor on a weekly basis ***is required*** for continuous participation in the early college program. The purpose of the class is to provide students and Craven Early College faculty with a means of direct communication. The Senior Advisory classes will address specific skills and information that is necessary for students to be successful. Throughout the semester, students will receive updated information, discuss skills for being successful in college, and utilize resources from CFNC (College Foundation of NC) to plan, apply, and pay for college. **Senior Advisory classes will meet on Fridays, and students will earn a Pass or Fail high school credit. Please coordinate your work schedule so that it does not conflict with required Senior Advisories.**

CLUBS AND ACTIVITIES

Academic and exploratory clubs will be developed to meet student needs. All students are encouraged to participate in a CEC club. These clubs are developed to promote social, academic, and leadership growth in all students. All 9th, 10th and 11th graders will have an opportunity to participate in at least two clubs.