

# ***Madison Early College High School***

2024-25 Handbook

## ***Welcome to MECHS***

Madison Early College High School is a part of the Madison County School System. Madison Early College High School is a “school of choice”. Applicants are selected based on the following criteria(s):

- The applicant is in good standing at their previous educational setting based on recommendations.
- The applicant has no history of serious *disciplinary* or *attendance* violations.
- The applicant’s recommendations support that the applicant has demonstrated the maturity and ability to pursue the rigorous high school/collegiate curriculum.
- The applicant may be the first in their family to attend college and/or express need for financial support to do so.
- The applicant may want to fast track their educational path by being dual enrolled in high school and college.

Madison Early College students operate in two distinctly different academic environments at the same time: high school and college. We strive to prepare our students for the rigorous world of the university, so our academic policies are based on the same expectations for mature, scholarly behavior and high levels of personal responsibility as those found in colleges and universities. Early College students, who are supported by their parents in embracing these policies and practices, accepting full personal responsibility for their own learning and the consequences of their own actions, will be successful at Madison Early College.

## ***Programs of Study***

The Primary route for most students will lead to the Associate in Science (A.S.) or Associate in Arts (A.A.), or some students may acclimate to other programs of study offered by Asheville Buncombe Technical Community College. The program is a 4 or 5 year program depending the pace and completion time of the requirements.

## ***Personal Maturity and Responsibility***

Students enrolled at Madison Early College have been accepted, in part, on their demonstrated maturity of coping with the freedom and responsibility of the college atmosphere. **Madison Early College students must assume a higher level of personal responsibility for themselves, their safety, and the results of their decisions.**

## ***Maintaining Eligibility***

The faculty and staff at Madison Early College High School strive on a daily basis to establish a unique learning environment that promotes success for each student. School staff will make every effort to create a successful learning environment, including parental contacts, student/teacher conferences, and after-school remediation.

## ***AB-Tech Academic Policies***

### **Standards for Academic Progress (Academic Warning, Probation, and Suspension Policy)**

The College has established this policy to:

- Provide students with a warning when they fail to meet minimum academic performance standards;
- Limit scheduling when a student’s academic performance indicates the necessity for intervention;
- Provide a means of preventing and/or terminating prolonged failure.

### ***These policies apply to all students enrolled at AB-Tech***

Students whose semester grade point average (GPA) falls below **2.0** are subject to academic warning, which may be followed by probation and/or suspension. GPA’s will be calculated using the current official grade for each course taken that semester at Asheville-Buncombe Technical Community College.

## ***I. Academic Warning***

Students failing to meet the minimum GPA during any semester will receive an academic warning. The warning advises students of their academic status and encourages them to meet with the college advisor immediately to examine present academic plans. Students will be notified in writing of their status by a student services advisor.

## ***II. Probation***

Students whose semester GPA falls below **2.0 for two successive semesters will be placed on probation**, which means the student will have restricted scheduling and must meet with his or her college liaison/school counselor to do one or more of the following:

- Limit the number of hours attempted;
- Schedule preparatory or remedial courses as needed; Completion of “How to be a Successful Student Seminar” is required.
- Schedule repeat of courses.
- Academic probation will be posted to the student’s official transcript. Students will be notified of their status by a student services adviser.

## ***III. Suspension***

Students whose semester GPA falls **below 2.0 for three successive semesters will be placed on academic suspension for one semester**. This means that those students will not be allowed to register for curriculum courses. Academic suspension will be posted to the student’s official transcript. “How to be a Successful Student Seminar” is required for re-enrollment.

## ***IV. Appeals***

**Academic suspension may only be appealed through the Vice President of Student Services.** Appeals will be considered on the day before classes begin each semester.

## ***V. Re-enrollment After Suspension***

Students may reenroll after having been suspended for one semester if requirements are met as stated above.

## ***MECHS Academic Policies***

### ***Graduation Policy***

Students will graduate once they have met all high school requirements set by North Carolina Department of Public Instruction and Madison County Schools. This means that all 12<sup>th</sup> graders will participate in high school graduation with the opportunity to remain enrolled at MECHS for 13<sup>th</sup> grade, if they choose to do so. Students may graduate early due to acceleration and/or individual needs. The selection of Valedictorian and Salutatorian will be made based on weighted GPAs from December of the Fall Semester prior to graduation. Honor Cords and Regalia for National Honor Society, High School Honors, and College Honors are also available to students who meet the criteria in those categories. Listed below-

\*National Honor Society-Based on Membership and unweighted GPA of 3.5 or higher.

\*High School Honors-Unweighted GPAs of 3.5 or higher

\*College Honors-Unweighted College GPA of 3.5-3.74

\*High College Honors-Unweighted College GPA of 3.75-3.99

\*Highest College Honors-Unweighted College GPA of 4.0

### ***Academic Advancement Policy***

As part of the early college model, students may elect to advance beyond certain high school level courses through replacement with an equivalent college level course. To be eligible to replace certain high school credits with college equivalencies, students at MECHS must meet the following criteria:

-Pass Required Placement Exams

-3.0 or higher unweighted high school GPA

-Administrative Recommendation & Teacher Recommendation

-No Attendance Issues

## ***Drop Policy***

Students who ask to drop classes after 10 class days, will be responsible for half the cost of textbooks, access codes, and/or supplies. When a course is dropped after 10 days the student will also receive a WF on their high school transcripts. The WF will be removed when the student retakes the course with a passing grade. Prior to dropping a college/high school class, students should attend tutoring sessions at MECHS or A-B TECH. A student who wishes to drop a high school course must first speak to the teacher of record prior to dropping. Administrative discretion may be used in certain circumstances that are beyond our control.

## ***Retaking Successfully Completed College Courses***

Students who have successfully completed a college course with a C or higher will not be allowed to retake that course for higher credit under the Madison Early College tuition reimbursement program. Students wanting to retake successfully completed courses will need to understand that the tuition and textbook/access code cost will be the responsibility of the individual student/family.

## ***Summer Course Policies***

During the summer months, students may opt to take college courses, to get ahead, catch up, or replace a failing grade. Summer courses are condensed into shorter sessions and those require time management and mature study habits. The following criteria must be met in order to take summer college courses through MECHS/A-B TECH.

- Unweighted GPA of 3.0 or higher
- College Course Completion Rate of 75% or higher
- Administrative Permission

## ***Senior Seminar***

All students who are planning to graduate within the current school year, will need to be enrolled in Senior Seminar. This class will meet periodically throughout the school year, mostly communicating through emails. During this time, students will work on College Apps, FAFSA, Check-In with Counselors, College Liaison, work on College Coursework, and attend Q & A sessions with parents/guardians.

## ***Homework***

Homework is a part of the total educational process and must be taken seriously. Each teacher designates the type and relative graded weight of the homework in his or her class. All students must adhere to each individual teacher's homework policy.

## ***Student Responsibilities***

All students should:

- Follow guidelines set by school and/or teacher.
- Complete assignments in a timely manner.
- Take responsibility for learning by seeking additional help as needed.
- Make up missed assignments promptly.
- Exhibit academic honesty when completing homework assignments and/or exams.
- Respect staff at all times.
- Adhere to all policies outlined.

## ***Teacher Responsibilities***

Since we have high expectations for student success, we also recognize the need to have high levels of support. Teachers agree to the following responsibilities:

- Assign work that is purposeful and meaningful and that is realistic in length, duration, and difficulty.
- Provide clear explanations for what is expected and be available to answer any questions a student may have.

- Provide a wide variety of activities to take into account students' needs, learning styles, and abilities.
- Provide feedback by checking or grading the assignment in a timely manner, keeping Powerschool updated.
- Provide an opportunity for students to complete work after school in a supportive environment with a staff member available for assisting students who need extra help in a particular subject.
- Communicate promptly with students and parents about any concerns.
- Communicate with Administration.
- Be present at events and other duties as assigned.
- Follow all Board Policies and adhere to our Staff/Faculty Handbook [Madison County School BOE Policies](#)

### ***Parent Responsibilities***

We also hold high expectations for our parents and/or guardians to do the following to support our students and their path:

- Please check your child's grades via PowerSchool, Moodle, and Web Advisor.
- Communicate as needed.
- Volunteer and participate in school & community efforts.
- Adhere to our handbook and respect the guidelines we have in place.

### ***Accountability***

If students do not complete homework assignments as directed by the teacher, the consequences will be immediate and meaningful. For example:

- Students may be asked to call home to let parents know about missed assignments.
- Students may receive a grade of "Incomplete" until the work is completed because failure is not an option.
- Students will work with teachers to establish a plan for work completion.

### ***Inclement Weather Procedures***

Madison Early College closes when Madison County Schools close. However, if your child is taking a college class and AB-Tech Community College is open and Madison County Schools are closed, your child may be required to attend his or her college class. Watch the TV news and listen to the radio in such cases; all AB-Tech Community College closings for weather will be announced just as other institutions are announced.

### ***Student Accidents***

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

### ***Care of School Property***

Damage or misuse of school property resulting in financial or property loss shall become the responsibility of the perpetrator for restoration.

### ***Resource and Internet Access***

Madison Early College adheres to the Madison County Schools Internet Access Policy. All Early College students must have a User Agreement Form on file in the office. Laptops are available for students to check out during the school year provided the User Agreement Form has been turned in.

Student laptops are for instructional purposes. Please follow the following guidelines:

- Students using the Internet ANYWHERE on campus MUST have a User Agreement Form on file in the office.
- Students are held responsible for proper use and maintenance of all computers.
- Students should never have food or drink near computers.
- Excessive trash, vandalism or unruly behavior, and/or visiting inappropriate sites may prevent the student from being allowed to use school computers.
- Using computers to cause harm to anyone may result in loss of computer privilege and/or dismissal from program.

## ***Academic Deadlines***

All student work is due on the designated assignment date. It is the teacher's prerogative to accept or deny student work submitted past the due date and to establish the appropriate grading sanctions. In order to guarantee the student is making continuous progress towards meeting high standards, the teacher may request the student to re-submit any assignment or retake exams that fall below passing at 60%. When circumstances warrant exceptions, teachers may work with individual students to extend deadlines and/or set aside penalties if those circumstances are, in the opinion of the teacher, serious enough to make allowances.

## ***Volunteer Hours***

All students at MECHS are required to volunteer 10 hours each year for the first four years. Total of 40 hours. Students can access volunteer paperwork online or from the office.

## ***Attendance Policy***

The attendance policy set by Madison County Schools is that ***all students should not miss more than 8 unexcused days per class***. Once a student has missed the 9<sup>th</sup> day, students will be required to make-up attendance during the after-school tutoring sessions we offer. One hour after-school makes up one class period. Instructional time is very vital to the success of your student. Once you miss 10 days in any class, you and your parents may be required to attend a Truancy Hearing. You may turn in doctor's notes, court hearings, funerals, hospitalizations, school trips, etc...it will be Administrative discretion on what is excused or unexcused.

## ***Student Fees***

**Lockers-\$5.00 for Yearly Rental**

**Parking Fee-\$40.00/year**

**Technology Fee-\$25.00/device/year**

**Science Fees-\$10.00 per science class at MECHS**

## ***Driving Policy (Reiterated in Discipline Policy)***

Students who drive will need to be responsible for attending classes and adhering to policies on both MECHS/MHS and A-B Tech campuses, and obtain proper parking passes to park at both locations. If excessive absences and low academic performance becomes an issue, driving privileges may be revoked at either campus. We highly recommend riding the bus to A-B Tech for the first two weeks of the semester. This will ensure students become familiar with the campus and procedures. Also, students must have parental permission on file with MECHS to ride with another student.

## ***Leaving for Lunch***

Due to our revised daily schedule, with lunch in the middle of 3<sup>rd</sup> period. This will be monitored and revised as needed. There will be individual circumstances where students have varying schedules allowing them time to be off campus with parental permission on file.

## ***Athletics/Extra-Curriculars***

All students who attend MECHS may participate in athletics/extra-curricular activities at Madison High School. We encourage our students to get involved by participating in athletics and electives at Madison High. All participation in high school athletics falls under the guidelines of North Carolina High School Athletics Association (NCHSAA). You can visit this website for athletic forms and policies- <https://www.nchsaa.org/parents-students>

## ***MECHS Discipline Policy***

*Madison County School system and the Madison Early College High School strive to provide a structured environment that promotes an atmosphere of safety, freedom of expression, creativity, and collaboration within and across all levels of the learning community. We feel that the following guidelines are a necessary element in the facilitation of a safe, nurturing environment that is conducive to the success of our students.*

<b><u>MECHS Infractions (Administration)</u></b>	<b><u>Reportable Offenses (Law Enforcement)</u></b>
<ul style="list-style-type: none"> <li>● Forging Signature (on legal documents, or teacher signatures on any documents)</li> <li>● Pranks (destructive or resulting in injury or humiliation)</li> <li>● Public Display of Affection (French kissing, sex acts)</li> <li>● Inappropriate Comments/Talking back to Teacher (aggressive, threatening)</li> <li>● Threats to Other Students</li> <li>● Cheating</li> <li>● Sexual Behavior</li> <li>● Sexual Comments</li> <li>● Bullying on school grounds and/or school functions</li> <li>● Leaving class or campus without permission</li> <li>● Stealing</li> <li>● Vandalism</li> <li>● Weapons</li> <li>● Fighting</li> <li>● Threats</li> <li>● Alcohol/Tobacco/Vapes/Drugs –possession and/or use</li> <li>● Skipping or Cutting Class or Study Hall</li> <li>● Being in an Unauthorized Area</li> <li>● Excessive Tardies</li> <li>● Excessive Dress-code Violations</li> <li>● Excessive Cell Phone Violations</li> </ul>	<ul style="list-style-type: none"> <li>● Indecent exposure</li> <li>● Fighting (also including encouraging or promoting a fight)</li> <li>● Theft (student will make restitution)</li> <li>● False 911 calls</li> <li>● False fire alarm</li> <li>● Tampering with or vandalism of school video cameras, exit signs, or fire alarms</li> <li>● Gross disrespect of faculty or staff including all school events on or off campus (This includes inappropriate language toward faculty, staff, or general public.)</li> <li>● Physical violence or violent threats</li> <li>● Assault involving the use of a weapon</li> <li>● Sexual Assault</li> <li>● Rape</li> <li>● Kidnapping</li> <li>● Illegal possession or use of alcohol, drugs, or paraphilia</li> <li>● Possession of a firearm or weapon</li> <li>● Possession of controlled substance</li> <li>● Communicating Threats</li> </ul>

### ***Consequences:***

***Consequences for the above will result in ASD (After-School Detention), OSS (Out of School Suspension), Behavioral Contract, and/or removal from MECHS, depending on the severity of the incident. After any 3 incidents, there will be a meeting to determine what is best for the individual student and school. After 10 days of ASD and/or OSS combined, another educational placement will be considered.***

### ***Dress Code:***

***Dress and appearance should not disrupt the educational process or compromise the safety of students and faculty. School dress and appearance shall adhere to the following guidelines:***

- There is to be no exposed skin from armpit to mid-thigh (zone).
- Exposed undergarments, exposed cleavage, shirts that show mid-riffs, and sheer/see-through garments are not allowed.
- Shoes or sandals must be worn at all times.
- Hat, Hoodies, and/or Head Coverings should not be worn inside school. The only exception is when we celebrate “hat” day at MECHS, religious or medical exemptions, or if outside for a school activity.
- Clothing with vulgar, profane, or offensive statements or clothing that advertises alcoholic beverages, illegal drugs, or tobacco is unacceptable and may not be worn on campus.
- Undergarments are required.
- Skirts, shorts, and tunics must fall mid-thigh.
- If yoga pants, spandex, and/or leggings are worn, appropriate tops should be worn that meet the dress code requirement.
- Clothing should not have holes that expose any area between armpit and mid-thigh.
- Administration has the final say in what is school appropriate.
- These policies carry over to all school settings.

### **Dress Code Violation Consequences:**

1 <sup>st</sup> Offense	Send to Office and Check Clothing
2 <sup>nd</sup> Offense	Call Parents for Clothing/Clothes closet may be used
3 <sup>rd</sup> Offense	Office Discipline Referral

***MECHS Cell Phone/Device Policy:***

Cell phones and/or electronic devices are allowed at MECHS and on the AB Tech Campus. However, cell phones and other personal electronic devices **MUST BE OUT OF REACH DURING INSTRUCTIONAL TIME**, unless otherwise supervised by the teacher for educational purposes. All devices will be stored in the cell phone caddy during instructional time. Students will be assigned a numbered slot. This will ensure that students are focused on learning and not using devices during class. All electronic devices are subject to disciplinary action, if at any time, they are used inappropriately and during instructional time as stated. Students may not video or audio record a teacher, classmate, or a class without prior consent from the student, teacher, and administration. Devices used to bully, harass, and intimidate others could face criminal charges.

*The following steps will be taken if students do not follow the above plan:*

**Cell Phone/Device Violation Consequences:**

1 <sup>st</sup> Offense-Teacher/Student	Teacher collects and returns to the student at the end of the class period.
2 <sup>nd</sup> Offense-Administration/Student	Teacher collects and turns into Administration. Administration and student sign the MECHS cellphone/device contract.
3 <sup>rd</sup> Offense-Administration/Parent	Teacher collects and turns into Administration. Administration contacts parent/guardian, contract is signed by both, and discipline is assigned.

***MECHS BUS TRANSPORTATION CODE OF CONDUCT FOR ALL BUS RIDERS:***

The Madison County Board of Education recognizes the importance of safe and orderly buses during their routes to and from school. School bus transportation is a privilege, not a right. The transportation of any pupil is subject to the compliance with the lawful rules and regulations adopted by the school board. A student will be subject to disciplinary action for those violations within this policy and those covered by Policy 212 (Serious Misconduct). Minor offenses will merit a warning, and repeated minor offenses and/or major offenses will result in bus suspension, parent notification, and possible removal from the bus for an extended period of time.

- Skateboards, snowboards, live animals or any other object not related to a student’s instruction is not allowed on the school bus (see school bus contract)
- Discipline for exceptional children will follow state and federal guidelines.

***Minor Bus Offenses:***

1. Failure to keep the bus clean
2. Loud and boisterous talking
3. Disruptive and inappropriate behavior
4. Refusing to meet the bus on time and delaying the bus schedule
5. Failure to remain in their seat
6. Spitting on the bus
7. Other improper behavior
8. Inappropriate language
9. Distracting the driver’s attention while the bus is in operation.

## ***Minor Bus Offense Consequences***

1 <sup>st</sup> Offense	The parent, legal guardian, or legal custodian will be contacted and student may be assigned to a seat.
2 <sup>nd</sup> Offense	A conference may be required and the student may be suspended from riding the bus for one to three (1 – 2) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
3 <sup>rd</sup> Offense	A conference may be required and the student may be suspended from riding the bus for three to five (3 – 5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
4 <sup>th</sup> Offense	Parents will be contacted for parent conference. Consequences will be at the principal’s discretion.
5 <sup>th</sup> Offense	Bus board convened at school of the student.

## ***Major Bus Offenses***

- Using or being under the influence of, or having in their possession alcoholic beverages and/or illegal drugs.
- Vandalism of the bus and bus property.
- Bullying and any form of harassment as stated in the North Carolina Statue.
- Throwing items out of the school bus windows.
- Possession of tobacco or any form of tobacco products on the bus.
- Use or possession of any form of weapon.
- Verbal or physical abuse to other students or bus driver.
- Indecent, abusive, or loud language.
- Fighting on the bus or at bus stop.
- Tampering with any part of the bus, including emergency exits.
- Having hands, arms, legs, and/or head out of the bus window.
- Not sitting in assigned seats.
- Playing, throwing objects, use of aerosol cans or otherwise distracting the driver’s attention while the bus is in operation.
- Excessive display of affection.
- Unauthorized leaving of bus when in route.
- Refusal to adhere to a reasonable request of a bus driver.
- Failure to observe established safety rules and regulations required by North Carolina law or policy by Madison County Board of Education.
- Spitting on another student

## ***Major Bus Offense Consequences***

1 <sup>st</sup> Offense	A conference may be required and the student may be suspended from riding the bus for three to five (3-5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
2 <sup>nd</sup> Offense	A conference may be required and the student may be suspended from riding the bus for ten (10) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
3 <sup>rd</sup> Offense	The student will not be allowed to ride the bus for the remainder of the school year.

***\*\*Bus policies are for all buses that transport MECHS students\*\****

## ***Safety***

Every Early College student and staff member has the right to feel safe at school. Concerns about safety or anything that might place MECHS and/or A-B Tech at risk should be reported immediately to Administration.

## ***Driving***

Students may wish to commute to and from school (both MECHS/MHS and ABT) when they obtain their driver’s license. Students who choose to commute must consider the following, reasonable guidelines, that contribute to the safety and continuity of the educational setting of Madison Early College High School. Parents must provide written permission prior to students driving off-campus.

- Students who are new to A-B Tech Asheville are encouraged to ride the bus provided by MECHS.



- At any time, administration may revoke your driving privileges on either campus. It is imperative that you maintain your academic standings and adhere to the attendance policies set forth by your school/instructor.
- Students who commute to school may not leave during the school day unless they are signed out by a parent both at MECHS and ABT. This is a school safety issue and will be diligently monitored and enforced by MECHS/ABT staff.
- Parking passes must be purchased to park on the campus of MECHS. Cost will be \$40.00. Parking stickers may not be shared. Parking spaces should be limited to MECHS students who are on MECHS campus the majority of their school day. Parking spaces may be revoked by administration at any time if guidelines and/or discipline policy is not followed.
- Students who carpool/ride with other students must have parental permission on file, and in writing, in the office before traveling anywhere with another student.
- Students may not leave campus with another student or another student's family unless permission is on file in the office.
- Students may leave for lunch with parental permission on file in the office and if their schedule allows them the free time to do so. Lunch is 12-12:30 daily, falling in the middle of 3<sup>rd</sup> block, meaning students with 3<sup>rd</sup> block classes on MECHS/MHS campuses, will remain on campus for lunch. Students are only allowed one other student to accompany them as long as parental permission is on file for that as well. We will not accept text messages as proof. Lunch privileges may be revoked if the above is not met.
- The school day is from 8:00-2:55 at MECHS and 9-2 at ABT. Students should remain on campus during these hours. You should be in your classes, study hall, or room when not in class and/or lunch. If you plan to work and go to school, it will be highly recommended you work on days off from school and/or after 3pm. Education must be top priority.

### ***Tobacco, Vapes, and Smoke-less Tobacco Policy***

The use or possession of tobacco, vapes, and smoke-less tobacco is not permitted on school grounds or at school events. This applies to any school grounds, including A-B Tech. Consequences for possessing and/or using these products will result in OSS and confiscation of the device/product. Multiple infractions could result in program dismissal and/or charges.

### ***Student Lunch Policy***

Breakfast and lunch are free for all students. We will continue to have a 2<sup>nd</sup> chance breakfast at 9:30. Students are required to keep their lunch balance at zero and no charging for extras.

### ***What is Project Child Find?***

An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

**For More Information and/or Spanish Version Go To:**

[Madison County EC Dept](#) or [NC DPI](#)

Contact your child's school teacher or principal, or Mrs. Marshay Huskins, EC Director for MCS. Address: 5738 US Hwy 25/70 Marshall, NC 2875 Phone: (828) 649-9276 Email: [mhuskins@madisonk12.net](mailto:mhuskins@madisonk12.net)

## ***MADISON COUNTY SCHOOLS ANNUAL PUBLIC NOTICES***

At the beginning of each academic year, School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. The Madison County Schools Annual Public Notices for 2024-2025 can be found on the Madison County Schools website. Should you desire a hard copy of these public notices you may obtain one at your child's school office or at the office of the Superintendent of the Madison County Schools located at 5738 US Hwy 25-70, Marshall, NC 28753.