

# **The Middle College at GTCC High Point**

## **Student-Parent Handbook**



**901 S. Main Street  
High Point NC27260  
336-819-4111**

**Thea McHam, Principal**

**Principal Supervisor, Ms. Ashley Young  
MCHP College Liaison, Ms. Bell**

### **Middle College at GTCC Vision:**

All Middle College at GTCC High Point students will graduate as globally competitive career and college ready adults who will positively impact their communities.

### **MC at GTCC Mission:**

The Middle College at GTCC High Point is a relationship- based learning community that supports all students through rigorous standards for academics, integrity, leadership and global citizenship.

### **Core Values**

*Diversity* - We are committed to creating an educational organization where a variety of persons and perspectives are welcome. We are committed to providing an environment where students and staff from all cultures and backgrounds may succeed.

*Empathy* - We are committed to developing a culture where our employees identify with and understand the feelings of our students and parents as well as their colleagues.

*Equality* - We are committed to creating a school system where everyone is appreciated for who they are and evaluated based solely on their contributions and performance. Through the work of this institution, we will create awareness of – and develop strategies to understand and eradicate – prejudice, discrimination and racism on the individual and organizational levels.

*Innovativeness* - We are committed to fostering a work environment where the goal is not to manage innovations, but to become innovative. Problems are identified, ownership of those problems is assumed by the adults in the district, and everyone works together as agents of the solution until the problems are solved. We will not stop until obstacles are removed, solutions are found, and clear and compelling goals are established.

*Integrity* - We are committed to creating a school district that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and treating everyone with respect.

## SCHOOL HOURS

The school day begins at 11:00 a.m. promptly. The building is not open for students until 10:35 a.m. Neither the MCHP, GCS, GTCC, GCS or GTCC personnel will assume liability for any student who arrives on campus or reports to a classroom before 10:35 a.m. or stays on campus after school hours for any event without permission from the parent and the MCHP. Each individual student is responsible for securing permission from parent/guardian. If permission is given, parents can write a note and include their contact information for verification. However, this does not mean that a MCHP or GCS staff member will be present to supervise.

## ARRIVAL/DISMISSAL PROCEDURES

**Arrival:** Upon arrival, students are encouraged to report directly to their first block upon arrival. Students are considered tardy at 11:00 a.m.

**Bus Riders:** Buses will drop students off at the “bus stop” on Hamilton Street next to Parking Lot A entrance. Students will be dismissed from the buses as close to 5:15 as possible, depending on the arrival of the buses.

**Car Riders:** Car riders should be dropped off at the designated location in Lot A starting at 10:35 and picked up in Lot C between 5:08 - 5:15. Students are considered tardy at 11:00. If students are dropped off prior to 10:35 or are not picked up by 5:25 (10 minutes grace period), MCHP, GTCC or GCS is not liable for your student.

Students that have college classes or arrive on campus prior to the official start of the school day for the MCHP, may not be supervised by MCHP faculty and staff.

If parents would like their student to arrive early or stay after school for use of MCHP facilities or other GTCC facilities or to attend any event on the GTCC campuses, they assume full responsibility for their student. The student must provide a written note with a contact number before they are permitted to stay. Again, students may not be supervised by MCHP or GTCC staff and the parent or guardian takes full responsibility for their student.

**Dismissal:** To ensure greater student safety, all drivers must follow the directions of MCHP staff and GTCC Police.

- All individuals picking students up for dismissal must adhere to the pickup pattern outlined for dismissal in Lot C.

*Car riders should not be picked up in Lot A at dismissal.* After a warning, you are subject to consequences from the GTCC Campus Police, which may include a ticket and fine.

If your student does not exit the building when car riders are dismissed, you may be asked to circle back around to pick your student up. We cannot hold up the car rider line while you wait on your student. Please remind your student that they do not have time to “run” to the vending machines or anywhere else at dismissal.

Parents who do not wish to allow their child to ride with other high school drivers must make sure that their child understands these expectations. MCHP, GCS nor GTCC can be held liable if an accident takes place while your child is transported to and/or from campus by another high school student. Please have this discussion with your child/student regarding your expectations about riding with other students.

## LEAVING CAMPUS AND UNAUTHORIZED AREAS

Students are required to be in attendance in all high school and college classes, and study sessions assigned throughout the school day. Students cannot leave campus without checking out in the main office with a parent/guardian/designee or, if eighteen or over, with written permission from a parent/guardian that includes the parents’/guardian’s contact information. Furthermore, if a student is found to be in an unauthorized location on campus at any time during the school day or during afterschool activities, they are subject to consequences, including suspension or being sent back to their homeschool, if a repeat offender.

Furthermore, for liability reasons, students that do not have college classes should not go into other buildings during the course of the school day.

9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> graders are not allowed to leave campus to purchase food or have food delivered to campus during high school class times. Only seniors and super-seniors have the flexibility to leave campus during lunch.

- Parents that do not wish to allow their child to ride with other high school drivers must make sure that their child understands those expectations. The Middle College at GTCC High Point, GCS nor GTCC cannot be held liable for any accidents or incidents that take place while your child is transported to and from campus by another high school student.

## **BREAKFAST AND LUNCH**

Upon arrival to campus, students will be given breakfast. They are expected to report to their first core class by 11:00. They will have until 11:15 to finish their breakfast. It is imperative that students adhere to these times and pick up breakfast and lunch at the designated times to ensure that they get a meal. All students can eat breakfast and lunch for free.

### **Ordering Lunch**

- All MCHP Students eat for free this school year. Students should scan the QR Code that is posted throughout the school, to select their lunch choices to ensure that we have enough food.
- Follow this link for department webpage and daily breakfast and lunch menus:

<http://gcsmeals.com/index.php?sid=1502124195510>

## **ATTENDANCE**

The Middle College at GTCC High Point students have the unique opportunity to participate in both high school and college classes. During this time, attendance policies must be followed as dictated in the Student/Family Handbook of Guilford County Schools (GCS), The Middle College at GTCC High Point Student/Parent Handbook and GTCC. Please note that the GTCC attendance policies for college classes are more stringent than those of Guilford County Schools (GCS) and must be adhered to as outlined in the individual policy of each college instructor. It is the responsibility of each student to know the attendance expectations as prescribed for high school and college classes

We believe that it is essential that students attend school regularly and arrive on time, 11:00 a.m., to get the most benefit from school. If a student arrives after 11:00 they must report to the main office to sign in and obtain a tardy slip. We expect students to be in their assigned classroom and ready to begin the day by 11:00 a.m.

- **Excused tardies include illness or medical appointments (See full list below.) However, when possible, we ask that you please make every attempt to schedule your child's appointments before school, 8:00 –10:00 or after 4:30 to limit the amount of instructional time they will miss. Our school day is 11:00 –5:15.**
- Reporting to class late because of visiting the vending machine or the bookstore to get snacks are not valid excuses for being tardy.

**Failure to report to class on time can result in the following steps being taken:**

### **Tardy Policy**

- 1<sup>st</sup> Tardy            Verbal or written warning.
- 2<sup>nd</sup> Tardy            Teacher/Student conference and time owed.
- 3<sup>rd</sup> Tardy            Parent contact (Written or Phone Call) and time owed.
- 4<sup>th</sup> Tardy            Parent contact & detention.
- 5<sup>th</sup> Tardy            Parent contact and office referral.

## ABSENCES

The Guilford County School System's policy states that if a student is absent, the parent/guardian must send a note with the dates(s) of the absence, the reason for the absence, and the parent's /guardian signature and daytime phone number, within three days of the absence, otherwise it is considered an unexcused (unlawful) absence. Students must submit their parent note for an excused absence to the front office staff.

- When a student is absent, especially during extended periods of time, they are encouraged to log in to each teacher's Canvas Page or make arrangements to pick up missed work to keep up with their assignments.
- Absences due to extended illnesses may also require a statement from a physician.
- All anticipated extended periods of absence should be reported to school officials prior to the period of absence and must receive prior approval in advance from the school principal in order to be considered excused absences. Students must make arrangements to get their work in advance of the absences.

For high school classes, students are limited to *six (6) absences semester or twelve (12) per school year*. Parents will receive notification of unexcused absences at three (3), six (6), and ten (10) days. Excessive absences can result in Child Protective Services being called.

- College courses are subject to their own attendance policies. Be sure to verify the attendance and tardy policy with each college instructor.
- Parents will be notified each evening through an automated MC at GTCC High Point voice message that their student was tardy or absent from a class or some portion of the day. Parents should check PowerSchool Parent Portal or contact our data manager for the specific class that their student was tardy or absent.
- Students must be present at least one half of the class period to be counted present for a specific class Any student arriving **later than 2:07 p.m. or leaving earlier than 2:07 p.m. will be considered absent for the day** and cannot participate in any afterschool activities at their homeschool.

## MAKE-UP WORK/TIME

- Students are expected to make up missed work because of absences. Arrangements can be made between the teacher, student and parent, to allow for additional help or support. *Students should check Canvas to locate missed assignments*. If nothing is posted on Canvas, the student should contact the teacher via email. Students should refer to the teacher's class syllabus regarding make-up work and make-up time. It is the student's responsibility to seek help and adhere to the arrangements agreed upon with the teacher.
- Just as make-up work is owed to teachers for non-submission, likewise, make-up time is owed to each teacher for unlawful absences in each class. Therefore, starting with the fourth unlawful absence, a student must complete 45 minutes of make-up time for each class missed.
- Failure to complete the required makeup time will result in the student being placed on NO CREDIT STATUS, receiving and INCOMPLETE (I) on their report card. Students will have 10 school days at the end of the quarter to complete make-up time and missing assignments.

Once the time and assignments have been completed, the NO CREDIT STATUS will be removed, and the student will be issued their grade.

If the student does not complete make-up time and makeup work, the student will be given a 59(F)

## EARLY DISMISSAL

Early Dismissal Pick-up: If students have an early dismissal, parents should park in a parking space and come in to sign the student out with a proper ID. Please do not pull up in front of the school entrance and run in to sign them out nor expect your child to come out. For safety reasons, we must see the person or persons, listed in the system, that the student is leaving with and make sure that the person is authorized to pick the student up.

- Students should be picked up early for emergencies only and will not be allowed to wait in the front office for more than fifteen minutes prior to being picked up. After fifteen minutes, they will be sent back to class until their ride arrives.
- Parents/guardians or the individual that has permission to pick up a student must come in, show their face and ID to sign the student out before the student is allowed to leave with the individual. Emergency contacts must be updated with the name of anyone that has permission to pick your student up. Or parents may call first and send an email after the call.
- Parents of 12<sup>th</sup> and 13<sup>th</sup> grade students that take mostly college classes understand that their child will not be supervised during extended periods of time throughout the school day because they sometimes travel back and forth between the various GTCC campuses and/or may take several college classes. GCS nor GTCC can be held liable for students' behavior as they navigate their college schedule. Additionally, it is the parents/guardians' responsibility to ensure that their child knows the expectations for appropriate behavior when they are unsupervised during the course of the school day.
- To ensure that they attend all their high school classes, 12<sup>th</sup> grade students that have two or more high school classes do not have permission to leave campus during the instructional day and are expected to adhere to the same rules and expectations as underclassmen that are on campus for the duration of the day.
- If a student drives or walks to school, the student is not allowed to leave school before the end of their day without specific parental and appropriate school personnel permission.
- If students are dropped off for any event on GTCC campuses before or after school, parents understand that students may not be under the supervision of the MC @ GTCC High Point staff, therefore, the MC@ GTCC High Point, GTCC nor GCS will assume responsibility for the student.

*Note: Please make every effort to have your child present and on time for school. The Guilford County Schools Board of Education gives magnet school principals the authority to request that magnet school students return to their home school if efforts to resolve tardiness and attendance problems fail. After five absences or eight tardies, a request may be made to reassign the student to his/her home school.*

## CHANGE OF ADDRESS/EMERGENCIES

- Please inform our data manager immediately of any changes in phone numbers (work, cell, or home), email, addresses, emergency contacts, or formal custody agreement. During the school year, there may be times that the school will need to reach you regarding your student. Please make sure emergency information remains correct and that your student is familiar with the appropriate contact numbers for you and other family members.
- Additionally, it is imperative that you keep your contact information current so that you will receive all connect-ed messages/announcements and emails.

## MEDICAL FORMS

- Students may not take medication of any kind, i.e., prescription or over-the counter, without a medical form completed by a physician. Forms are available in the office. All medication will be discarded if not picked up at the end of the school year.

## **VISITORS/VOLUNTEERS**

All visitors must report to the main office and sign in. Parents are always welcome in the building and are encouraged to visit the school as often as possible but should never report directly to a classroom. They must sign in at the front office and be escorted to the location.

- Volunteers are always needed and are an important part of the school program.
- All volunteers are required to go to the GCS website and complete the volunteer Criminal Records check.

## **EMERGENCY MEDICAL TREATMENT**

- In the event of minor scrapes or bruises, the area is washed and bandaged. Appropriate staff will contact the parent/guardian and complete an accident form, of which a copy will be provided for the parent.
- If it is a very serious situation that requires immediate medical attention, EMS may be called. This will be in extreme cases only. It is imperative that all contact information is kept current in case of an emergency.

## **CHILD CUSTODY**

- If you have been granted custody of your child through a court order or deed of separation, please advise us of this fact by providing the appropriate paperwork.

## **WITHDRAWAL FROM SCHOOL**

- Parents should notify the Counseling Office at least one week in advance if a student is withdrawing from school. This process is necessary to complete withdrawal forms, check textbooks, and collect any fees.

## **DRESS STANDARDS**

In an effort to create an atmosphere focused on academic success and professionalism, the following dress standards will be required for all students at the Middle College at GTCC High Point. Please be advised that in addition to the MC at GTCC High Point standards, the standards for dress outlined in the Guilford County Schools' Student Code of Conduct will be enforced as well. Before students arrive on campus each day, they must already meet these guidelines.

Students are required to adhere to the following standards: Students are required to dress appropriately for school and school-related activities. Dress should be comfortable and appropriate for the situation, rather than a distraction or a disruption to the learning process. Students will also be required to adhere to the dress code adopted by GTCC for its students.

Appropriate dress sets the stage for a productive learning environment. Creativity and individuality of dress can be achieved while maintaining decency. Clothing that is distractive, suggestive or disruptive to the educational process is considered inappropriate for high school and for college. Clothing, jewelry or headgear which is marked or imprinted with political, obscene, vulgar, violent, profane or sexually suggestive messages; is demeaning to race, gender, nationality or heritage; or which promotes the use of alcoholic beverages or illegal substances is not appropriate dress for school. Additionally, do-rags, bonnets, bandanas, wrap caps and other inappropriate headgear should not be worn at school. Hoodies are not allowed to be worn in buildings or during instructional time.

Clothing must cover the body and undergarments. Therefore, tube tops, mesh tops, bare midriff tops, sheer or see-through tops, pants worn below the hips, short shorts and mini-skirts and short dresses are not appropriate. Skirts, dresses and shorts should be long enough to reach the tips of the longest finger with hands completely stretched downward by the side. Students who come to school inappropriately dressed will be asked to alter their appearance by changing the clothing in question. Students that do not alter their appearance are considered noncompliant with school policy and will be subject to disciplinary action. Parent/guardian will be contacted to bring appropriate clothing.

Administrative discretion will be used at any time deemed appropriate.

**\*\*Every Friday will be spirit day at MC at GTCC High Point. MC at GTCC High Point students are encouraged to show their school spirit by wearing BLACK and GOLD.**

## **CELL PHONES**

- *Students will not be permitted to use the student's cell phone during instructional day.*
- If there is an emergency and parents need to get a message to their student, please call the front office at 336-819-4111.
- If a student is caught using their cell phone or any other unauthorized electronic device; even if it is with a parent, we reserve the right to confiscate the device until the end of the class period or school day.
- Students may appropriately use their cell phones or other appropriate electronic devices during the following times: upon arrival before school officially starts, during lunch, and during class transitions. (Please note that students can be directed by any staff member to put these devices away or confiscated during these times if it is determined that it is causing a distraction, disturbance or used inappropriately.)

## **CONSEQUENCES**

1st Violation- Verbal warning or Confiscate until the end of class. (Teacher Discretion)

2nd Violation- Confiscate until the end of the class and parent contacted.

3rd Violation-Confiscated until the end of the day and parent contacted.

4th Violation-Confiscated and turned into the front office until it is picked up by a parent and administrative consequence.

5th Violation -Administrative discretion

At the beginning of each class, students will adhere to the process outlined by their teacher in each class. This may include putting them in their assigned caddy/area or another designated location in the classroom. If a student refuses to adhere to the expectations outlined by any of their teachers, it may be taken by administration and a parent will have to pick it up.

**Consequences will be given to students who are found responsible for posting videos and/or pictures on any social media network, i.e. You Tube, Instagram, Facebook, Twitter, etc that has a negative impact on the learning environment at the MC at GTCC High Point or puts the MC at GTCC High Point in a negative or unfavorable light.**

- If a student chooses to bring their personal laptop, iPad, tablet, or any other electronic device to school for instructional purposes, the MC at GTCC High Point or GTCC will not be responsible if it is lost, stolen, or damaged while at school.
- The MC at GTCC High Point also reserves the right to periodically make sure that the device is being used for instructional purposes versus non-instructional purposes. If it is suspected and proven after an investigation that the device is not being used for instructional or academic purposes, the student may not be allowed to use it during the school day and may receive consequences for not complying with our expectations. The student may not be allowed to bring it back to school.

## **GRADUATION REQUIREMENTS**

Students that entered middle colleges and academies must complete at least 22 units of study. Students on a traditional yearlong schedule must also complete at least 22 units of study while students with a traditional block schedule must complete 28 units.

Please be mindful that middle college students are expected to complete four full years of study and take full advantage of the middle college experience, which includes the opportunity to earn as many college credits as possible and/or take additional high-level high school classes to help further prepare them for college. They are expected to have a full schedule of at least three classes per semester, while enrolled at the MCHP.

## **COLLEGE CLASSES, TEXTBOOKS, RESOURCES, STUDY HALL, ID'S**

The early/middle college experience provides students opportunities to take college classes throughout the school day. Taking college classes requires students to spend additional time studying and going over their notes after each class. Parents are asked to take an active role in helping students review and study their notes once they arrive home. Being successful in college classes will require students to change and improve their study habits. Students must become more focused to ensure greater success.

### **COLLEGE CLASSES:**

College classes can be taken based on a student's readiness, which will be measured by their academic performance and meeting college placement criteria. To increase the chances of success in college classes, students must maintain at least a **75 (C) or above in college classes**, an 85 (B+) or above average in high school classes and an 80 (B- or above) in online classes to continue to be enrolled in and/or eligible for college and GCS or NC VP online classes.

**Administrative discretion may be used at any time.**

### **PROBATION:**

- If a student does not meet the requirements listed above, 75, 80 and/or 85, they will be placed on probation for the following semester but may be given the opportunity to take at least one college class in an area where they did meet the above requirements stated, while on probation and taking college classes, they will not be allowed to take a college class the next semester and will take all face-to-face high school classes.
- If a student is already in college classes and does not meet the 75 or above requirement in one or more of those college classes at the end of the class, they can be placed on probation for the next semester and allowed to take one college class in the area that they did meet the criteria listed above. At the end of the semester, if they have met all criteria listed above, they can take additional college classes the following semester. However, if they do not meet all the criteria, they will delay the opportunity to take more than one college class during the next semester. Per GTCC policy, any student that falls below a college GPA of 2.0 will be placed on Academic Probation and remain there until their college GPA is above at least a 2.0. During this time, additional support meetings will be required to ensure that the student is taking full advantage of the college opportunity. If the student does not maintain at least a 2.0 college GPA while on probation, they will be unable to take college classes for the next semester.
- Students have a right to an appeal, but all appeals must be in writing to the principal.

**Number of High School and College Classes per semester. Administrative discretion can be used in any situation.**

- **Freshman – 9th grade**
  - A. Take 6 high school classes, including Freshman Focus
- **Summer After Freshman Year**
  - A. One online class, if criteria of earning an 80 or above in the related content area.
  - B. One face to face college course, if grade of a 95 or above.
  - C. One online and one face to face, if 95 or above average in all classes.



- **Sophomore Year (10<sup>th</sup> grade)**
  - A. Take at least 2 – 3 high school classes per semester, including Entrepreneurship.
  - B. Will take at least two college classes.
- **Summer After Freshman Year**
  - A. Take 1 online or college class, if criteria met.
- **Junior Year (11<sup>th</sup> grade)**
  - A. Take at least 1 – 2 high school classes per semester including Leadership.
  - B. Can take 2 – 3 college classes = 4 to 6 college classes for the year, if criteria met.
- **Summer After Junior Year**
  - A. Take 1 – 2 college classes if criteria met.
- **Senior Year (12<sup>th</sup> grade)**
  - A. Must take Leadership and attend advisory each semester.
  - B. Can take 3 – 4 college classes per semester = 6-8 college classes for the year, if criteria met.
- **Summer After Senior Year, if staying for 13<sup>th</sup> year**
  - A. Can take 2 college classes, if the criteria are met.
  - B. Must have at least a 2.0 to be eligible to continue as a Super Senior.
- **Super-Senior Year (13<sup>th</sup> grade)**
  - A. Must attend advisory and Leadership as assigned each semester.
  - B. Can take 4 – 5 college classes per semester= 8-10 college classes for the year, if criteria met.

## GTCC College Criteria

- 9<sup>th</sup> and 10<sup>th</sup> grade students must take and score a 70 or above on the GTCC RISE test, given each fall.
- 11<sup>th</sup> and above grade students can qualify for college classes with the GTCC Rise test or an unweighted high school GPA of 2.9 or above.
- Any student with a PSAT, Pre-ACT, SAT or ACT score that is classified as college ready can meet the requirements with those test scores.
- College Refunds, Reimbursements & Drop/Add If a college class is taken off a student's schedule and the college inadvertently issue a refund to the student's home address, it is the responsibility of the parent/guardian to return the refund to the MC at GTCC High Point so that we can assist you with getting it returned and properly credited to our GCS account. Tuition and fees for college classes are billed to and paid for by GCS, not the student or parents. Failure to return the refund will result in the parent/guardian having to repay the cost to the MC at GTCC High Point and/or your name being sent to a collection agency if not paid. Until the bill is paid, the student may not be allowed to take another college class and will not receive his/her diploma if the money is still owed at graduation.
- Additionally, no college class should be added to or dropped from a student's schedule without the permission of the college liaison, counselor and/or principal. If a student drops a class after the deadline the student is responsible for reimbursing GCS, the total cost of the class(es).
- Use of the academic calendar is essential to college student success. Students and parents must familiarize themselves with the University Academic Calendar and understand that students are expected to be in college classes whenever GTCC is in session. This includes days when Guilford County Schools is out for holidays or any other reason. Parental discretion may be used; however, it does not change the outcome of the college instructor's policy.
- Registration changes after the last day of drop/add will result in graded coursework on the college academic transcript (i.e. W or WF).

## WHO TO CONTACT:

- **DROPPING/ADDING COLLEGE CLASSES:** All requests to add or drop a college class must go through our school counselor, Mrs. Preston – [prestos@gsnc.com](mailto:prestos@gsnc.com) or our college liaison, Mrs. Bell. Once final approval has been established, you will be given the next steps.
  - **ONCE ENROLLED IN COLLEGE CLASSES:** All other questions related to issues with a college class should go to our College Liaison, Mrs. McCandless, at [lmccandless@gtcc.edu](mailto:lmccandless@gtcc.edu).
- **TEXTBOOKS:** High School and College Textbooks are loaned to students for use during the school year. It is important that students handle their books carefully. Students should keep books clean and in good condition. At the end of the year, or when a student withdraws from school, he/she should turn in all books issued at the beginning of the year. Textbooks and other material and supplies are the student's responsibility and will be paid for by the student if lost, stolen, or damaged. Students should make sure that they sign each teacher's book assignment list to document when they receive and return their books. Diplomas will be held if money for books, other supplies or damages are owed at the time of graduation.
- Books and other supplies purchased by GCS for college classes remain the property of the MC@GTCC HP/GCS and should be returned at the conclusion of each class. If a student loses books or other supplies for a college class, the parent/guardian and/or student will be required to purchase the replacement materials within a week so that the student does not get too far behind. GCS will not purchase a second set of materials needed for a college class.
- Students are expected to bring textbooks and all necessary supplies to each high school and college class daily.
- **RESOURCES/ACADEMIC SUPPORT:** Students should take advantage of the GTCC Student Success Center's academic support and workshops, the Writing Center, Library, our Advisor/Advisee period, tutoring, Saturday Academies, counseling services, Apex Learning Systems, [khanacademy.org](https://www.khanacademy.org) and all other resources, including those on campus, to ensure their success in both their college and high school classes.

For safety reasons and accounting for the location of our students, when students are not in class, students should adhere to the following:

- Only seniors and super-seniors will have the option to work on the 2<sup>nd</sup> floor of H5 or the library in H4 in between their college classes and on their off days while they are on campus (Provided appropriate behaviors occur in these areas.) If seniors and super-seniors have permission to leave campus in between classes, a note from their legal guardian must be on file stating that the parent or guardian relieves GCS and GTCC of any responsibility for students during those times. Otherwise, if upperclassmen are not in these designated areas, they may lose this privilege and be assigned to a teacher's classroom or Commons/Student Success Center/Front Office area, during their "Study Hall" period.
- 11<sup>th</sup> graders are expected to report to the Commons/Student Success Center/Front Office area in H1 in between college classes and on alternating days of their classes. 11<sup>th</sup> graders are not permitted to work in areas designated for seniors and super-seniors in H5.
- 10<sup>th</sup> graders are expected to report to the Commons/Lion's Den/Front office or the designated teacher on alternating days.

During “STUDY HALL” students remain subject to all GCS, The Middle College at GTCC High Point and GTCC rules and regulations, including but not limited to those outlined in the MC at GTCC High Point Student/Parent Handbook, the GCS Student Code of Conduct and the GTCC Code of Conduct. Any student found to be in violation of our rules, regulations, policies and procedures are subject to school disciplinary action, which could include being banned from GTCC campuses and/or sending the student back to their home school. Parents, please clearly help communicate these expectations to your student.

## STUDENT IDs & ACCESS to BUILDING

- MC at GTCC High Point students is required to have their GCS One Card and GTCC provided ID cards with them at all times. One Cards will be utilized by GCS for various things including transportation and GTCC is working on upgrading safety protocols that may involve the use of the college ID.

## SERVICE LEARNING

- The *Service-Learning Diploma* is a locally developed official recognition program designed to recognize high school students who are committed to serving their community. Students who complete 250 hours of service-learning experience over the course of their high school years will receive this certification upon graduation. The program is designed to recognize students who dedicate a significant amount of their time to service-learning to address challenges and solve problems in their community. All students who complete this program will be awarded a GCS Service-Learning Diploma. For students that earn 100-249 hours, they will receive the *Service-Learning Exemplary Award*. Also, at graduation, these students will be distinguished by wearing a Service-Learning cord.
- For both the Service-Learning Diploma (250 + hours) and the Service-Learning Exemplary Award (100-249 hours), students may begin documenting hours on the first day of their ninth-grade year and may continue their work throughout the school year and during the summer. Service-Learning hours performed over the summer must be approved in advance. All documentations to be considered for graduation must be submitted by the GCS established deadline in early April of the student's senior year.
- All MC at GTCC High Point students are encouraged to earn at least 250 Service-Learning hours over the course of their four years beginning with the freshmen class that starts in 2023. It is suggested that students follow the following plan: Freshman-50 hours, Sophomore-75 hours, Junior- 75 hours and Senior- 50 hours.

## STEP PROCESS FOR SERVICE- LEARNING HOURS

- Student submission
- Verification by the adult overseeing the project
- Final approval by the service-learning coach
- Hours must be submitted within the semester that they are completed. Hours completed from June-December must be entered into x2vol by the end of December.
- Hours completed from January-May must be entered by the end of May.
- SL Approval Forms must be submitted within the semester that service is started with the organization and should be submitted **PRIOR** to beginning service.

## PLEASE REVIEW THE UPDATED SERVICE-LEARNING HANDBOOK!

Starting June 15, 2023, students will fill out service-learning approval forms via X2VOL. The student will see a link that guides them to the service-learning approval form. The link will be located on your homepage of X2VOL. In addition, students can find the link on their school's service-learning Canvas page. If you have trouble finding this information, please contact your school service-learning coach! **Remember, please submit a service-learning approval form BEFORE completing an opportunity.**

It is each student's responsibility to track their Service-Learning hours in the X2Vol system. If students or parents have questions about service-learning hours, they should contact our on-site Service-Learning Coordinator.

### LAPTOPS

- Students will be issued a school laptop and charger that must be returned at the end of the school year or upon leaving MCHP.
- Students are required to take the GCS acceptable use technology training.
- If students damage the computer or misplace their chargers, they are held responsible for any repairs or replacing them. Their diploma will be held until repairs or replacement have taken place.
- Students should not use GCS or GTCC computers or any other technology to go to sites that would be deemed inappropriate by the faculty, staff, and administration at the MC at GTCC High Point, GCS and GTCC.

### INTERIM REPORTS/REPORT CARDS

- Students and parents will receive one interim per quarter. Interim progress reports and report cards will be sent home with the student.
- Report Cards will be distributed at the end of each nine weeks.
- Teachers will supplement interim reports and report cards by including such forms of communication as phone calls, notes, email and conferences. Parents should also keep up with their child's progress by utilizing PowerSchool's' Power-Parent tool to look up your child's grades.
- Students and parents will receive one interim per quarter. Interim progress reports and report cards will be sent home with the student. Report Cards will be distributed at the end of each nine weeks. Teachers will supplement interim reports and report cards by including such forms of communication as phone calls, notes, email and conferences. Parents should also keep up with their child's progress by utilizing PowerSchool's' Power-parent tool to look up your child's grades.

#### High School Grading Scale

A= 90-100	B= 80-89
C= 70-79	D= 60-69
F= 0-59	

#### College Grading Scale

A = 90-100	B = 80-89
C = 70-79	D = 60-69
F = 0-59	

# MCHP – Daily Schedule

Breakfast	10:35 – 10:55	(Pickup and go directly to Block 1.)
Block 1	11:00 – 12:30	
Block 2	1:10 – 2:35	(Leave and go to lunch Bldg. H4-203.)
Lunch	12:40 – 1:05	(Eat in Bldg. H4-203.)
Block 3	2:40 – 4:10	
Block 4	4:15 – 5:15	

## HONOR ROLL

- Honor roll at the MC at GTCC High Point means excellence in academics and character. To make Honor Roll, students must maintain an A and/or B in all subjects and have all S's in conduct.
- Students that maintain an A and/or B in all classes but do not maintain satisfactory conduct in all classes will be acknowledged in our awards ceremony for academic honor roll.

## HOMEWORK

The staff supports the concept of homework as an extension of the student's classroom learning experience. Students can expect regular assignments in all classes. This does not always mean every night, but it does mean most nights. Homework assignments are considered a part of the grade a student earns. Teachers will provide students and parents with the weight of homework for determining students overall average.

- To further assist our families, each teacher will provide a syllabus and have a Canvas page that provides course requirements, homework, assignments, etc. Parents and students will also be able to email any comments or questions to that teacher through their Canvas page or via their GCS email.
- Each parent should keep up with their child's progress in all of his/her classes through PowerSchool where parents are able to check their child's grades.

## BUS TRANSPORTATION

Students who come to school on a bus should return home on that bus unless they have a note from their parent or guardian. Riding the school bus is a privilege. Therefore, improper conduct on the bus can result in that privilege being denied and a student having to provide his/her own transportation to and from school.

Possible consequences for inappropriate behavior are outlined.  
Administrative discretion may be used at any time.

Violation #1: Warning/Student conference held  
Violation #2: Parent Contact  
Violation #3 or more: Suspension from the bus and parents will be responsible for providing transportation.

### **ATHLETIC TEAMS/EXTRACURRICULAR ACTIVITIES**

The MC at GTCC High Point does not have any athletic teams; however, our students may participate in any of their home school's extracurricular activities and sports. Also, parents are responsible for providing transportation for any MC at GTCC High Point student that decides to participate in any activities at their home school. *The student is responsible for getting the assignments ahead of time and having them completed upon their return the next day.*

FINAL approved 4/4/2023

# Guilford County Schools

2024/2025 Academic Calendar: Academy at Smith, Kearns Academy, MC at GTCC-Greensboro, High Point, Jamestown  
The A&T Four MC at NC A&T, STEM EC at NC A&T

Holidays: 11  
Vacation Days: 10  
Optional Teacher Workdays: 5  
Mandatory Teacher Workdays: 9  
Student Days: 180  
Student Hours: 1,080

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day Holiday  
2 Vacation Day  
3 Optional Teacher Workday  
20 Martin Luther King, Jr. Holiday  
27 Optional Teacher Workday  
Instructional Days: 18

1-2 and 5 Mandatory Teacher Workdays  
6 First Day for Students  
21 Mandatory Teacher Workday

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Days: 18

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Mandatory Teacher Workday  
Instructional Days: 19

2 Labor Day Holiday

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Instructional Days: 20

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 End Q3 (46 Days)  
14 Mandatory Teacher Workday  
Instructional Days: 20

10 End Q1 (46 Days)  
11 Mandatory Teacher Workday  
18 Optional Teacher Workday

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional Days: 21

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-17 Vacation Days  
18 Spring Holiday  
Instructional Days: 17

4 Mandatory Teacher Workday  
5 Optional Teacher Workday  
11 Veterans Day Holiday  
27 Vacation Day  
28-29 Thanksgiving Holidays

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional Days: 15

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 Last Day for Students, End Q4 (45 Days | Semester 2 91 Days)  
26 Memorial Day Holiday  
27 Mandatory Teacher Workday  
28 Optional Teacher Workday  
Instructional Days: 17

20 End Q2 (43 Days | Semester 1 89 Days)  
23 Vacation Day  
24-26 Winter Holidays  
27, 30-31 Vacation Days

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Days: 15

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First/Last Day for Students

Vacation Day  
Holiday

Optional Teacher Workday  
Mandated Teacher Workday



## 2024-2025 GTCC Calendar

*The academic calendars on this page are for planning purposes and are subject to change based on action by the college administration, the GTCC Board of Trustees, the N. C. Community College System office, or the N.C. General Assembly.*

*\* Corporate & Continuing Ed classes in session as normal*