



The STEM Early College at N.C. A&T

**402 Laurel Street
Greensboro, NC 27411**

P: 336-370-8580 F: 336-274-7167

2023-2024 Student/Parent Handbook

The agenda belongs to:

**SCHOOL HOURS
9:20 AM – 4:20 PM**

Name: _____

BELL SCHEDULES

REGULAR SCHEDULE		EARLY RELEASE	
1 ST	9:20 – 10:40	1 ST	9:20 – 10:15
2 ND	10:45 – 12:05	2 ND	10:20 – 11:15
Lunch	12:10 – 12:40	Lunch	11:20 – 11:50
3 rd	12:45- 2:00	3 rd	11:55 – 12:50
4 th	2:05- 3:30	4 th	12:55 – 1:50
5 th	3:35- 4:20	5 th	1:55 – 2:20

2-HOUR DELAY	
1 ST	11:20 – 12:15
2 ND	12:20 – 1:15
Lunch	1:20 – 1:50
3 RD	1:55 – 2:50
4 TH	2:55 – 3:50
5 th	3:55 – 4:20

School Mission:

The STEM Early College at NC Agricultural and Technical State University will provide an interdisciplinary approach using critical thinking to solve real world issues in a STEM problem-based, learning environment.

School Vision:

The STEM Early College will provide a safe, supportive, challenging, and collaborative learning environment that will prepare students to undertake the global issues of the future.

School Value Statement:

We are committed to:

- Developing students who are prepared for future STEM careers.
- Creating an environment that celebrates innovation, creativity, mutual respect, and consideration for all stakeholders.
- Maintaining effective two-way communication with all stakeholders.
- Providing a rigorous educational experience that will allow students to reach their full potential.
- Creating an environment where students, teachers, parents, and stakeholders will take pride in the school and engage in activities beyond the classroom.

FINAL approved 4/4/2023

Guilford County Schools

2023/2024 Academic Calendar: Middle College UNC-G, Early College at Guilford, Greensboro College Middle College

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

JULY 2023						
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 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			

1 New Year's Day Holiday
 2 Optional Teacher Workday
 15 Martin Luther King, Jr. Holiday
 22 Optional Teacher Workday

Instructional Days: 19

1-2 Mandatory Teacher Workdays
 3 First Day for Students
 23 Mandatory Teacher Workday

Instructional Days: 20

AUGUST 2023						
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		

FEBRUARY 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		

Instructional Days: 21

4 Labor Day Holiday
 25 Optional Teacher Workday

Instructional Days: 19

SEPTEMBER 2023						
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

MARCH 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						

14 End Q3 (45 Days)
 15 Mandatory Teacher Workday
 4-8 Vacation Days
 23 Spring Holiday

Instructional Days: 14

12 End Q1 (44 Days)
 9 Mandatory Teacher Workday

Instructional Days: 21

OCTOBER 2023						
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				

APRIL 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				

1 Optional Teacher Workday

Instructional Days: 21

2 Mandatory Teacher Workday
 3 Optional Workday
 10 Veterans Day Holiday
 22 Vacation Day
 23-24 Thanksgiving Holidays

Instructional Days: 16

NOVEMBER 2023						
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	

MAY 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						

21 Last Day for Students, End Q4 (45 Days | Semester 2 90 Days)
 22 Mandatory Teacher Workday
 23 Optional Teacher Workday
 27 Memorial Day Holiday

Instructional Days: 15

20 End Q2 (46 Days | Semester 1 90 days)
 21-22 Vacation Day
 25-27 Winter Holidays
 28-29 Vacation Days

Instructional Days: 14

DECEMBER 2023						
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						

JUNE 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						

- First/Last Day for Students
- Vacation Day
- Holiday
- Optional Teacher Workday
- Offices Closed
- Mandated Teacher Workday



Academic Calendar Fall 2023

Deadlines are at 5:00pm, close of business unless otherwise posted.

Date	Day	Major Activities
July 31	Monday	Last day to apply for Readmission for Fall (www.cfnc.org portal closes) Last day to submit appeal for academic suspension or academic dismissal
August 2	Wednesday	Registration resumes
August 16 - 29	Wednesday through Tuesday	Late registration - \$50.00 Late Fee
August 18	Friday	Faculty/ Staff Institute - Faculty Report
August 19 - 20	Saturday	Residence Halls (open 9:00 a.m. – 3:00 p.m.) for New Students (Assigned move-in dates and times)
August 21	Monday	Residence Halls open (9:00 a.m. – 3:00 p.m.) for Continuing Students
August 23	Wednesday	Classes Begin
August 29	Tuesday	Last day to add courses (including tuition waivers) Last day to switch course sections Last day to drop a course and receive financial credit
September 4	Monday	Univeristy Holiday (Labor Day)
September 5	Tuesday	Last day to recieve Book Allowance
October 4	Wednesday	Last day to remove Incomplete(s) assigned Spring or Summer
October 2-6	Monday through Friday	Final Comprehensive Exam Week (Graduate Students)
October 9	Monday	Advisement Period begins for Spring/Summer Readmission Application Opens
October 9 and 10	Monday & Tuesday	Fall Break
October 13	Friday	Undergraduate Mid-Term Grades due (11:59 p.m.)
October 20	Friday	Last day to Defend Thesis/Dissertation
October 23	Monday	Last Day To Withdraw from a course without a Grade Evaluation Defended and Approved Thesis/Dissertation due in Graduate School Office
October 30 – November 27	Monday through Monday	Registration Period for Spring Application Period for May Graduation
November 1	Wednesday	Last day to withdraw from the Univeristy without a Grade Evaluation
November 2	Thursday	Fall Convocation (Classes suspended 10:00 a.m. – 12:00 noon)
November 4	Saturday	Homecoming
November 20	Monday	Last day to submit approved Thesis/Dissertation to Gradute School Office
November 22-24	Wednesday through Friday	University Holiday (Thanksgiving)
December 7	Thursday	Last Day of Classes
December 8	Friday	Reading Day
December 11-14	Monday through Thursday	Final Examinations
December 15	Friday	Waste Management, Global Studies Certificate Awards Program and ROTC Officer Graduate College Commencement Ceremony Residence Halls Close for Non-graduating Students at 7:00PM
December 16	Saturday	Undergraduate Commencement Ceremony
December 17	Sunday	Residence Halls Close for Graduating Seniors at 10:00AM
December 18	Monday	Final Grades Dues (11:59 p.m.)

Academic Calendar Spring 2024

Deadlines are at close of business unless otherwise posted

Date	Day	Major Activities
December 13	Wednesday	Last day to apply for Readmission for Spring (www.cfnc.org portal closes) Last day to submit appeal for academic suspension or dismissal
December 25	Monday	Registration resumes
January 1-12	Monday through Friday	Late Registration (\$50.00 late fee)
January 10	Wednesday	Faculty Report
January 11	Thursday	New Students move into Residence Hall (9:00 am – 3:00 pm) Last day to add courses (including tuition waivers)
January 12	Friday	Last day to switch course sections Last day to apply for Spring Graduation Last day to drop a course and receive financial credit
January 13	Saturday	Continuing Students move into Residence Halls (12:00 Noon – 4:00 pm)
January 15	Monday	Martin Luther King, Jr. Community Service Day (No classes; University offices closed)
January 16	Tuesday	Classes begin
January 22	Monday	Last day to receive book allowance
January 29	Monday	Ronald E. McNair Memorial Day
February 1	Thursday	February One Celebration
February 19	Monday	Last Day to remove Incomplete(s) assigned Fall
February 26- March 1	Monday through Friday	Final Comprehensive Exam Week (Graduate students)
March 2	Saturday	Residence Halls close at 1:00 p.m. on Saturday
March 4-8	Monday through Friday	Spring Break
March 10	Sunday	Residence Halls Re-Open 9:00 a.m. on Sunday
March 11	Monday	Advisement period begins for Fall
March 14	Thursday	Mid-term grades due (11:59 p.m.)
March 22	Friday	Last Day to Defend Thesis/Dissertation
March 25	Monday	Defended and Approved Thesis/Dissertation Due in Graduate School Office Last Day to Withdraw from a course without a Grade Evaluation
March 29	Friday	University Holiday
April 1-23		Registration Period for Fall/Summer
April 1-23		Application period for December Graduation
April 4	Thursday	Last Day to withdraw from the University without a Grade Evaluation
April 10	Wednesday	Honor's Convocation (Classes are suspended from 10:00- 12:00 noon)
April 15	Monday	Last day to submit approved thesis/dissertation to Graduate School Office
May 2	Thursday	Last day of Classes
May 3	Friday	Reading Day
May 6-9	Monday through Thursday	Final Examinations
May 10	Friday	Graduate Student Commencement
May 11	Saturday	Undergraduate Student Commencement Residence Halls Close for Non-graduating Students at 12:00 Noon Residence Halls Close For Graduating Seniors 5:00 p.m.
May 13	Monday	Final Grades due (11:59 p.m.)

How to calculate your GRADE POINT AVERAGE (GPA)

A student's grade point average will be determined by dividing the total number of quality points earned by the total number of units of credit attempted. The results are rounded to the fourth decimal place. Students will earn quality points based on the following:

Grading Scale

Effective for all high school students, beginning with 2015-16 school year

GRADING SCALE

A = 90 – 100	D = 60 – 69
B = 80 – 89	F = 59 and below
C = 70 – 79	I = incomplete

*Effective for the entering 9th grade class of 2015-16
(NC SBE policy GCS-L-004)*

QUALITY POINTS LETTER GRADES	STANDARD COURSES	HONORS COURSES	AP/IB COURSES
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

.....

Effective for students entering 9th grade prior to 2015-16

QUALITY POINTS LETTER GRADES	STANDARD COURSES	HONORS COURSES	AP/IB COURSES
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

Promotion Requirements

Students will be required to meet current promotion requirements as determined by board policy:

High Schools 9-12 Block Schedule for Incoming Freshmen:

- Grade 9 to 10 – A minimum of 6 units cumulative must be earned
- Grade 10 to 11 – A minimum of 13 units cumulative must be earned
- Grade 11 to 12 – A minimum of 20 units cumulative must be earned
- Graduation – A minimum of 28 units and successful completion of any other state standards must be earned according to School Board Policy IHF

ACADEMIC INFORMATION

ACADEMIC EXCELLENCE

In order to maintain high academic standards and rigor, students are expected to maintain satisfactory academic standings at the high school and college level. Students receiving a grade of “D” at STEM Early College may be required to meet with the school counselor and an assigned academic mentor each week until the grade reflects satisfactory effort and academic performance with a grade of “C” or better.

The STEM Early College looks forward to assisting students in every possible way for academic success.

COURSE LOADS

Students shall carry a load equal to the number of instructional periods in the school day, unless special permission is given to the student by the principal. All students shall carry a course load of at least four courses for academic credit.

DRIVER ELIGIBILITY

In North Carolina, students under 18 are required to obtain a driving eligibility certificate from the high school in order to get and/or keep a permit. To be eligible for this certificate, students must pass 3 or 4 courses per semester. Parents must bring a copy of the student’s birth certificate and the Driver’s Education Certificate to the school. They must fill out the driving eligibility form at the school in the presence of an administrator or designee. The form is valid for 30 days. Driving status will be changed after a revocation occurs if a student is expelled/suspended for more than 10 consecutive days for one of the following reasons: 1) possession or sale of a controlled substance on school property 2) possession or use of a weapon or firearm on school personnel on school property 3) physical assault on a teacher or other school personnel on school property.

GRADING PERIODS/INTERIMS/REPORT CARDS

Report cards are issued to students every nine weeks. At the STEM Early College at N.C. A&T, teachers are required to issue interim reports and/or updated PowerSchool grades every two weeks. The school issues a mid-quarter report announcement. Teachers shall make parental contact for students who are failing or whose grade has dropped two letter grades.

TRANSCRIPTS

The STEM Early College provides each student with official transcripts at no charge. These transcripts will be sent to any college, university, or organization requested. Please allow at least 48 hours (2 business days) to complete requests. However, the school cannot guarantee the date that any school or organization will receive the transcript.

ScribOrder Request:

<https://guilfordnc.scriborder.com>

N.C. A&T transcripts require a nominal fee and may be ordered online using a credit card. Please go to <http://getmytranscript.com/> to obtain this information.

STUDENT SERVICES

SCHOOL COUNSELING

The role of the school counselor is to offer assistance in meeting educational, vocational, and personal-social needs. Since high school is a time for studying and planning, students should not hesitate to seek assistance from the school counselor in planning academic programs and career alternatives.

Individual guidance and counseling, along with group guidance activities, have been planned to assist in all areas where needs are evident. The counselor is also in a position to provide referral services, where such resources are considered appropriate and necessary. The school counselor maintains files of occupational information, scholarship catalogues of educational institutions, information about college admissions, and testing programs.

OFFICE HOURS AND APPOINTMENT PROCEDURES

Office hours are 9:00 AM to 4:50 PM. Students may schedule appointments in the front office during lunch period or after school. Classes are not to be missed in order to set up conferences. Parents are invited to make appointments by calling (336) 370-8580.

TRANSPORTATION

A school bus driver represents the school's authority and is responsible for the passengers' safety on the bus. The driver has supervision and authority over the passengers to follow certain rules of behavior. Misbehavior on the bus can endanger the safety of others and is considered a serious offense. Misbehavior on the bus may result in various discipline options, up to and including suspension from the school and/or from riding the bus.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

The organization of clubs will take place during the first month of school. After club rosters have been determined, advisors will arrange club meetings either before school, after school, or during lunch. In order to start a club, the following criteria must be met: have at least ten members and a club advisor/sponsor. **The STEM Early College at N.C. A&T students who wish to take part in extracurricular activities that are not offered at the STEM Early College MUST participate at their home school.**

Grade Point Average and Eligibility to Participate in Athletic Activities

In addition to academic requirements established by the North Carolina High School Athletic Association, high school students must also earn a minimum GPA for the previous semester. Students in grades 10-12 must earn a minimum 2.0 weighted GPA for the previous semester. First year freshmen have no GPA requirement for their first semester upon entering the ninth grade, but must earn a 1.5 weighted GPA for the first semester in order to be eligible for the second semester.

CAFETERIA GUIDELINES

While eating lunch, students must stay in the designated area, in the lobby, in approved classrooms, or in the outside courtyard. **No food should be in any academic areas unless approved. Students are not to have lunch delivered to campus by a restaurant or vendor.** They are to bring their lunch with them in the morning or buy lunch from GCS. **If parents would like to join a student for lunch and bring outside food, they must contact the main office to get approval.** A designated area for the parent and child to eat will be provided.

HOMEWORK POLICY

PURPOSE

Homework is an important part of our educational program and will be assigned on a regular basis. Homework assignments should be purposeful, continuations (or extensions) of the instructional program, and an integral part of the total evaluation. Homework, appropriate to the student's development level, should be given for the purpose of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

EVALUATION

Students are expected to turn in work on time. Since the successful completion of homework assignments will play an important part in the final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completing of assignments. Homework will be considered in reporting a student's progress to parents; however, homework should not exceed ten percent (10%) of a student's academic grade for a marking period.

RESPONSIBILITIES OF STAFF

Each teacher shall implement the following procedures to ensure homework is appropriately assigned:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.

- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
 - Answer and clarify questions pertaining to the completion of all homework assignments.
 - Provide specific and timely feedback on homework assignments.
 - Communicate with other teachers
 - Involve parents and contact them if a pattern of late or incomplete homework develops
- Students and parents will be informed of the specific homework requirements and evaluation procedures for a given course in the policies and procedures guidelines issued by each classroom teacher at the beginning of the school year. Students are expected to turn in work on time. The following are suggestions to help develop good homework assignment procedures:

RESPONSIBILITIES OF PARENTS

Set a regular, uninterrupted study time each day.

Establish a quiet, well-lit study area.

Monitor student's organization and daily list of assignments in his/her student agenda.

Help student find the answer.

Be supportive when the student gets frustrated with difficult assignments.

Contact the teacher to stay well informed about the student's learning process.

RESPONSIBILITIES OF STUDENTS

- Write down and maintain a record of assignments
- Be sure all assignments are clear. Do not be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

Guilford County Schools offers a tutorial/homework resources link through the Parent Academy. Access the link to get additional homework support for your student:

<https://www.gcsnc.com/Page/2089>

STUDENT CODE OF CONDUCT

We are committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to this publication, each student will receive a copy of the Guilford County Student Handbook at the beginning of the school year. This handbook outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication. It is important to review policies in both this publication and the handbook. Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

All students are responsible for complying with and are expected to be familiar with the GCS Code of Student Conduct, North Carolina Agricultural and Technical State University Code of Student Conduct, and GCS School Board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the GCS Student Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the GCS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the GCS Code of Student Conduct policies shall take precedence.

Access the N.C. A&T Code of Student Conduct at the link below:
https://www.ncat.edu/_files/pdfs/admissions/code-of-conduct.pdf

DISCIPLINE CONTINUUM

The Principal, administrative staff, and teachers of The STEM Early College at N.C. A&T are vested with legal public authority. Refusal on the part of the student to comply with the authority shall be considered insubordinate conduct and will result in disciplinary action. All students must, upon request, identify themselves to proper authorities in the school building, on school grounds, at school sponsored events off campus and on school transportation. Falsely identifying yourself or failure to comply will result in disciplinary action.

Under state law, some infractions carry a mandatory long-term suspension for students in grades 6 – 12. These infractions are described in the Guilford County Student Handbook and should be reviewed.

DISCIPLINE PLAN

The STEM Early College at N.C. A&T practices a school-wide discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. The STEM Early College's school-wide discipline plan is intended to protect the rights of our students and allow our teachers to focus on learning. Anytime a student has violated and/or threatened the rights of others, he/she will be disciplined.

Students are responsible for their own actions in the classroom. When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. The following proactive system has been established to provide an opportunity for students to make adjustments in behaviors that will prevent administrative intervention.

INFRACTION	WARNING	EXPLANATION
1 st Disruption	Warning	First Warning for inappropriate behavior
2 nd Disruption	Warning	Second and final warning
3 rd Disruption	Teacher Intervention	Teacher will assign the student appropriate consequences.
4 th Disruption	Administrative Intervention	Teacher will call the Front Office for administrative assistance. Disruption may result in removal by the administrator.

SCHOOLWIDE EXPECTATIONS

- Every student has the right to learn and teachers have the right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.
- Be in your designated area.
- Be respectful and demonstrate kindness.

STANDARD OF CLASSROOM BEHAVIOR

- Be in class on time prepared to work.
- Bring the needed materials to complete your work in the classroom.

- Respect everyone's right to learn, and the teacher's right to instruct.
- Respect all rights and property of others.

STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- If the student wants to discuss the warning, he/she will wait until after class and ask the teacher to discuss the matter privately.
- Students who receive a fourth warning will remain in the classroom until the administrator arrives. The administrator will assess the situation and then determine if the student should be removed.

TEACHER EXPECTATIONS

- Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
- Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior. Administration will remove students if needed.
- Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.
- Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students. Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
- Teachers will contact a parent/guardian each time a student has to be assigned detention for disruptive behavior.
- Teachers will only use the warning system for minor disruptive classroom behavior.
- Teachers will alert administration immediately for severe violations.

ATTENDANCE

Good attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily.

Admission slips and early dismissals are recorded in the main office each morning before 1st period. Parental written explanation of absences must be presented, with documentation, for each absence upon returning to school. All parental notes for absences, early dismissals, and tardiness must include the student's first and last name, dates absent, reason for absence and parent signature. The school will code absences in accordance with the State guidelines. **If no parental note is presented within three days of returning from the absence, the absence will be coded as 'unlawful'.**

Early dismissals need to be turned in to the office before school. Students who do not turn in notices before 1st block run the risk of not being able to leave on time. If a student brings an early dismissal note to the office after the school day begins and is then tardy to the next class, the tardy will be unexcused. A student that leaves school during the day or comes in late due to medical or court appointment must bring back a note from the medical office or court in order for the time missed to be lawful. If a student requests an early dismissal with another student, both parents must submit the request in writing within 24 hours of the early dismissal.

Students who report to class without an admission slip will be sent to the office for a slip. The student will be given an admission slip and assigned an unexcused tardy. If a student has early dismissal the students must sign out at the front office before leaving school. Also students must sign in at the attendance office immediately upon return to school

from an early dismissal. **Note: 9th and 10th grade students are not to leave campus for lunch. If a student becomes sick, the student should report to the front office where office personnel will attempt to contact the parent/guardian. If parent or guardian cannot be contacted the student must return to class until contact has been made.**

It is the responsibility of the student to contact his/her teachers on the first day of his/her return to school following an absence to arrange for make-up time and work. All assigned make-up work will be completed outside of regular class time within 3 school days (except in the case of consecutive multiple absences).

Please note there are NO early dismissals during final exams.

TARDY POLICY

Students who are tardy to school must report directly to the front office. Front office personnel will determine if the tardy is excused or unexcused. Students will receive an "admit to class" slip. This slip must be shown to the teacher when entering class and the following day to teachers of classes that were missed. Students with 4 unexcused tardies will be referred for disciplinary action. Unexcused tardies includes with or without notes for oversleeping, late rides, missing the bus, car trouble, and any other reason that does not meet the lawful policy as set by the N.C. State Board of Education.

TARDY CONSEQUENCES	
INFRACTION	TEACHER ACTION
1 st Tardy	Warning with student signature
2 nd Tardy	Parent Contact
3 rd Tardy	Consequence
4 th Tardy	Administrative Intervention
Administration will document and monitor the frequency of tardies per class period each quarter. Students begin each quarter with zero tardies.	

GENERAL POLICIES AND PROCEDURES

BEFORE AND AFTER SCHOOL

Students should arrive on campus no earlier than 8:50 AM. Breakfast will be served from 9:00 AM - 9:30 AM. All food must be eaten in the cafeteria/designated area. **No restaurant or vendor can deliver food to school.** Students should wait in supervised areas and classrooms and stand so others can walk through the lobby easily.

Upon dismissal, all students should go directly to the buses or wait in the lobby area if they are car riders. Students staying after school for extracurricular activities must report by 4:25 PM to their teacher/advisor and remain there until they are picked up. Students who do not follow these procedures will face disciplinary actions. These rules are for your safety and the safety of others at the STEM Early College at N.C. A&T.

DELIVERIES/GIFTS

Items such as flowers, balloons, and gifts create a disruption of the education process when delivered to school. Delivery of such gifts to the school is discouraged and the office staff will neither sign for nor accept responsibility for these materials.

ELECTRONIC DEVICES

During the academic day (9:30 AM – 4:20 PM) cell phones or other electronics should only be used for performing an educational/classroom activity while in an academic setting such as classrooms, field trips, instruction outside, etc. Students are permitted to use electronics to listen to music during lunch **only**. If at any time a student needs to make a call during the school day they must use the designated school phone. If the policy is violated, students are expected to give the item to the adult. The items will be held in the main office where a parent can pick them up at the end of the next school day. Items will only be returned to a parent. (Ex. The phone is taken from Darren on Monday during 1st block. Darren's mother can pick up the phone after 4 PM on Tuesday). **If the student refuses to give the item to the staff member, the student will be brought to the office and may receive ISS.** If the student refuses to give the item to an administrator, the student will receive three days of OSS. Please keep in mind the Guilford County policy states that the item can be confiscated for up to 10 days.

ELEVATOR USE

Students should not use the elevator unless a documented medical condition warrants use. Unauthorized use may result in disciplinary consequences.

EMERGENCY DRILLS

School officials are required to conduct fire, tornado drills, and lockdown drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with classroom teacher. Students should refrain from talking during emergency drills. **Students who violate this policy will receive disciplinary consequences.**

FINES/FEES

Damaged and lost books will require a fee or replacement cost. Failure to pay fines or fees in a timely manner may prohibit students from attending or participating in certain school events/activities, which includes prom, school dances, etc.

INCLEMENT WEATHER

When school is dismissed early or when there is no school due to inclement weather, all student activities for the day are canceled unless special permission is granted by the Superintendent's office. When school opens later than normal, student activities for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county's website at www.gcsnc.com.

ID CARDS

Students are expected to wear their ID cards in a visible manner while on campus or at school-sponsored events during the school day. Students must correct the visibility of their ID upon request by any staff member or university faculty member. Failure to wear ID visible may result in disciplinary action. A replacement ID card will cost \$25.

Video Link-<https://youtu.be/kZmijPg8JHI>

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action. Cheating includes giving or receiving any unauthorized assistance of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.

INTERNET ACCESS AND ELECTRONIC MAIL

GCS and N.C. A&T offers Internet access and electronic mail for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. GCS uses advanced software for Internet content filtering and has procedures in place to further block accessibility to materials, as necessary. Each student will automatically be given access to the Internet and E-mail.

GCS Technology Services Link--<https://www.gcsnc.com/Page/73941>

LOST & FOUND/STOLEN

The school does not assume responsibility for any items brought to school. Should any item become stolen, the school does not have the resources to investigate theft of items. If an item is confiscated due to use or not allowed on school grounds the school is not accepting responsibility for that item. We will make every effort to secure the item so it

may be returned in the proper manner, but we are not responsible for a loss or damage to the property.

MAKE-UP WORK

It is the student's responsibility to arrange for make-ups or for extra help with materials missed while absent. Certain academic experiences can never be made up, for example, guest speakers, films, some experiments, field trips and lectures. You must complete make-ups within three days after you return, unless you have made other arrangements with your teacher(s).

MESSAGES

Students will not be called from class for incoming phone calls. Personal telephone messages for students are neither accepted nor delivered unless they are EMERGENCY (which will be determined by the front office staff) in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

OFF-LIMITS/RESTRICTED AREAS

Designated areas of the campus are off-limits to students unless being escorted by an authorized staff member. Parking lots, dormitories, elevators, and unauthorized areas on the second floor of Price Hall and the second through fourth floor of Smith Hall are **OFF LIMITS AT ALL TIMES**.

POLICIES

It is the responsibility of each student and his/her parent to become familiar with the rules and regulations of Guilford County Public School System, N.C. A&T, the STEM Early College at N.C. A&T, and each individual class. Each student will be provided copies of these rules and regulations.

GCS policies can be viewed at: <https://www.gcsnc.com/Page/56547>

N.C. A&T Policies can be viewed at: <https://hub.ncat.edu/policies/index.php>

RESTROOM BREAKS

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Students are encouraged to use the bathroom during the transition between classes and at lunch. Students who are ill should not remain in the restrooms but should report immediately to front office for assistance. Failure to do so will be considered skipping.

SCHOOL-SPONSORED EVENTS/DANCES

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event.

Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege.

SIGNS/POSTERS

Only signs or posters pertaining to school-related and approved activities will be posted on campus. Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, submit them to office for final approval before posting. All signs/posters must be displayed on the designated bulletin boards. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces. All items must be removed immediately following the event.

TELEPHONE USE

The office telephone is a business phone and should only be used by students in emergency situations. Phone calls will be restricted to school-related business. Students are encouraged to make after-school arrangements before coming to school each morning. Calls related to illness or checking out of school must be made in the front office.

TEXTBOOKS/Laptops

When textbooks and laptops are issued to students, the student becomes responsible for returning them in the same condition as when issued - except for normal wear. Charges will be assessed for lost and damaged books. Parking passes, off-campus lunch, diplomas, and other privileges will be held until all financial obligations are met.

TOBACCO-FREE ENVIRONMENT

Students may not possess, display, or use any tobacco/smoke product at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator.

VISITORS

For any school to be effective, parents must be involved. Parents are welcome to our school at any time and for any event. Obviously, time can be best used when appointments are made to see specific individuals. Please check into the office when visiting during school hours so that we may greet you. Students are not allowed to bring other students as "visitors" to the school. Student visitors are only allowed on campus to transact business.

DRESS CODE

At the STEM Early College at N.C. A&T, we are preparing students for success. We recognize that students express themselves through their own creative way of dressing. At STEM Early College students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. The following are prohibited:

- Exposed undergarments
- Excessively tight garments, No spandex (so tight that undergarments are identifiable)
- Excessively short garments
- Midriff shirts or crop tops
- Strapless shirts
- Shirts with spaghetti straps and tank tops
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind except for religious purposes
- See-through clothing
- Any adornment such as chains or spikes that could reasonably be perceived as or used as a weapon
- Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified
- Sunglasses should not be worn inside the building unless there is a medical condition that requires protective eyewear. A doctor's note will be required.
- Pajamas and bedroom slippers

We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment. Students will be given a verbal warning the first time. Repeated incidents will result in a meeting with the principal and a parent will be contacted. Students who are not able to correct the violation immediately will remain in the front office until the problem is corrected.

#FollowSTEM

Twitter:

@STEMECNCAT

Instagram:

@stemearlycollegencat

Facebook:

STEM Early College NCAT



STEM EC Inclement Weather Plan

IF GCS is closed due to weather

THEN

*Freshmen/sophomores are not required to come to school; however, juniors/seniors should adhere to the NCA&T schedule.

There will be no GCS transportation.

*Juniors/seniors who see travel to and from school as a hazard must email the principal keelsc@gcsnc.com and professors at least 90 minutes before the start of class.

IF GCS is on an alternate schedule (ie. 2 hour delay OR early release)

THEN

Freshmen/sophomores follow the GCS schedule.

Juniors/seniors should follow the NC A&T schedule (buses will run according to GCS schedule).

IF NCA&T is closed due to weather

THEN

Freshmen/sophomores follow GCS schedule unless otherwise notified by principal.

IF NCA&T is on an alternate schedule (ie. 2 hour delay OR early closing)

THEN

Freshmen/sophomores follow the GCS schedule.

Juniors/seniors should follow the NC A&T schedule (for travel hazards see orange box above).



Implement Solution

The Engineering Design Process



Define the Problem



Gather Information



Go Through the Process Again
Perfect the Design



Analyze, Select and Test Solution



Generate Multiple Solutions