

2025-2026

Student Handbook



5301 Sidbury Road
Castle Hayne, NC 28429
(910) 530-6300 Main
(910) 251-2954 Fax

Mission: The mission of SEA-Tech is to allow students to explore career options at an early age and empower students with the knowledge and skills needed for effective participation in a global economy as world-class workers, productive citizens and contributors to society.

Vision: SEA-Tech will enrich the community by empowering students to explore college and career opportunities.

Motto: Explore. Empower. Contribute.

School colors: Royal Blue, Sea Foam Green, Anchor Grey

Mascot: Sid the Sea Dragon

2025-2026 SEA-Tech Staff Directory 5301 Sidbury Road Castle Hayne, NC 28429				
Room	Letter	Name	Subject/ Position	Extensions
504	G	Appleton, Heather	Counselor	77241
303		Bain, James (CFCC)	Culinary	77209
100		Blackley, Kathy	Health/ PE	77202
504	F	Bunn, Audry	CDC/SPC	77233
603		Butler, Richard	Carpentry/Construction Bldg.	77232
506		CFCC classes	CFCC classes	77223
101		Conference Room	Lobby	77247
207		Dining Hall	Dining Hall	77203
300		Doherty, Dugyu	Math	77204
Fax		Fax	Fax	910-251-2954
102		Fitness Center	Fitness Center	77225
310		Folk, Alan	EC	77212
		<i>FRONT DESK - Taylor, Kelly</i>	FRONT DESK	77201
514		Hall, Nick	Senior Custodian	Radio
202	B	Hoge, Jessie	Treasurer	77249
100		IT	IT	Email/Chat
514		King, Terika	Custodian	Radio
202	A	Kiser, Stacy	Data Manager	77243
313		Kukor, Rick	Science	77213
314		LaBeau, Megan	Math	77216
207		Lingo, Valerie	Cafeteria Manager	910-530-6301
602		Long, Lia	CTE/FACS	77231
Main		Main Phone	Main Phone	910-530-6300
200		Main Office	Workroom	77250
104		Makerspace	Makerspace	77227
504	D	TBD	College Liaison	77240
514		Muno, Mike	Custodian	Radio
400		Nash, Kathryn	English	77220
508		Pfirman, Eric	Social Studies	77224
307		Riesner, Gabrielle	Science	77217
504	B	Simpson, Asjah	School Social worker	77246
200	A	Skipper, Edith	Principal	6302
308		Supply Closet	Supplies	77228
316		Thomas-Reid, Ben	English	77218
318		Tompkins, Christa	English	77219
103		Toothman, Sara	SparkLab Leader (High Tech Accelerator)	77226
504	C	TBD	CIS	77245
302		Wilkinson, Molly	Social Studies	77206
204		Wilkes, Terri	Nurse	77244
306		Williamson, Christen	Math	77211
601		Woodcock, Gayle	CTE	77230

Policies and Guidelines

SEA-Tech High School

New Hanover County and Pender County Schools partnered with Cape Fear Community College to create Southeast Area Technical High School. It is a unique and innovative high school with a curriculum designed for students to receive their high school diploma and an opportunity to earn a certificate, multiple credentials in a specific technical program of study, and/or an associate degree. The innovative design integrates high school and college courses as well as blends some traditional graduation requirements with elective courses to maximize credit potential, provide relevance to the subject material and flexibility to the student schedule.

Since the design differs from the traditional high school curriculum, our elective offerings are career specific and are earned through the community college. In addition to real world relevance and academic/technical skill rigor, the opportunity to participate in extracurricular activities such as clubs, enrichment and athletics makes SEA-Tech a place where all students can find their place. SEA-Tech High School is under the jurisdiction of the New Hanover County Board of Education and students must abide by rules and procedures set forth from NHCS, SEA-Tech and *Cape Fear Community College (CFCC) Please see the separate *Frequently Asked Questions about CFCC for SEA-Tech Students* information at the end of this document.

Academic Standards

The primary academic obligation of SEA-Tech is to ensure student success in becoming high school graduates. All students are expected to make satisfactory academic progress toward receiving their diploma. The same standard of academic progress applies to SEA-Tech students in their career program of study. All SEA-Tech students must enroll in a minimum of three courses each semester. Exceptions can be made *only* when a student needs fewer courses in order to graduate from SEA-Tech and CFCC.

High School satisfactory progress is determined in part or whole through several indicators:

- Adequate performance in high school courses.
- Passing the North Carolina End of Course tests (EOCs)
- Appropriate participation in Career Camps, Career Academies, Job Shadowing, Service Learning, Internships or Apprenticeships
- Yearly promotion to the appropriate grade level

For students seeking credits toward a certificate, diploma or AA, AS, AFA, or AAS degree, satisfactory progress is determined by their continuous demonstration of successful Career & College Readiness by:

- Being academically prepared for college level coursework
- Maturely functioning successfully in the college environment
- Independently maintaining classroom and course expectations in college courses
- Satisfactory progress with high school courses

Announcements

School information relevant to the student body and/or specific groups will be made each day during the morning announcements. Important announcements, dates and other information can be found on our school's web page: <https://seatech.nhcs.net/>

Attendance Requirements

Class attendance and participation are critical elements of the education process and may be taken into account in assessing academic achievement. Students who continue to be absent from their classes will be subject to dismissal from the school and may be required to transfer back to the traditional home school or alternative school. All makeup work must be completed in the same semester as the absences. Students with extenuating circumstances have the right to appeal to the principal for a waiver of absences. The appeal must be submitted in writing along with appropriate documentation of the extenuating circumstances. Students with excused absences due to chronic health problems are exempt from the policy.

Behavior and Conduct

All SEA-Tech students are responsible for following the guidelines of New Hanover County Schools and Cape Fear Community College. This includes all academic and behavioral policies.

All students at SEA-Tech have a right to learn in a safe and orderly environment. All teachers at SEA-Tech have the right to teach without the disruptions caused by students making inappropriate choices. To strengthen the educational program at SEA-Tech, it is expected that students practice self-discipline at all times and remember that they are always expected to follow the directives given by any SEA-Tech faculty, staff, or administrative personnel unless the directive imposes immediate danger to the student. Disturbances or distractions that interfere with the teaching-learning process will not be tolerated. Based on this philosophy, the expectations below are required for educational success.

- Students will respect themselves, others and school property.
- Students will come to school prepared and ready to learn.

- Students will take responsibility for their learning and actions.
- Students will follow all specific classroom rules and procedures as well as those rules and procedures in the school and county handbooks.

The General Statutes of the State of North Carolina state that the principal shall have the authority to exercise discipline over the pupils of the school. In accordance with those statutes, the principal shall exercise that authority and take necessary action to ensure a safe and orderly school. Any student found in violation of student behavior guidelines (at school, on a school bus traveling to or from school or to or from any school function or activity) is subject to disciplinary action. The school administration will involve law enforcement officials when necessary and report such incidents to the superintendent and the college president. The school administration will notify parents of disciplinary actions.

Bell Schedule:

Monday - Thursday	
1st Period	9:30-10:30
2nd Period	10:33-11:33
3rd Period	11:36-12:36
Lunch	12:39-1:21
4th Period	1:24-2:24
5th Period	2:27-3:27
6th Period	3:30-4:30

Friday	
1st	9:30-9:55
2nd	9:58-10:23
3rd	10:26-10:51
4th	10:54-11:19
5th	11:22-11:47
6th	11:50-12:15
Lunch	12:18-1:00
Dismissal We will have clubs/advisory once or twice per month.	

Bus Transportation

Riding a school bus is a privilege. Students are assigned a bus number and the appropriate pick-up and delivery point on the bus route. **Students are not permitted to ride a bus that they are not assigned to by their home address without written permission from administration.** Shuttle services to CFCC North Campus and downtown are provided throughout the school day.

Cape Fear Community College

(Please see additional "Frequently Asked Questions about CFCC for SEA-Tech Students" information at the end of this document.)

CFCC Attendance Requirements

Attendance requirements for each class are stated in the instructor's course syllabus. Due to the nature of some courses, some instructors may have more restrictive attendance requirements. Students who do not meet minimum attendance requirements will be given a failing grade and it will be computed in the student's grade point average.

Absences will seriously disrupt students' progress in a college class and diminishes the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students must be in attendance at least eighty (80%) percent of the clock hours of a course to receive credit for the course. Those not meeting the course attendance requirements shall receive a grade of F which will be recorded on the student's high school transcript and factored into the grade point average. **There are no excused absences in college classes.**

CFCC Enrollment

SEA-Tech students are expected to continuously meet the following standards to be eligible for college classes:

- demonstrate "Academic Readiness" (see College & Career Readiness Rubric)
- maintain satisfactory progress toward their high school diploma in all core/program of study courses
- have appropriate participation in, "Academic, Educational or Leadership Camps or Programs", "Job Shadowing", "Service Learning" and "Career Internships or Apprenticeships"

Prior to taking classes at CFCC (9th and 10th graders):

- All 9th and 10th grade students will be fully scheduled every day.
- All ninth grade students will complete a four-year or five-year Individual Career Action Plan (ICAP) that includes all high school and college coursework. Most AAS programs require students to follow the five year plan.

- All students in grades 9-12 will be required to meet with the high school counselor twice a year for a total of two meetings (one fall semester, one spring semester). This is a minimum requirement; additional meetings are allowed. Parents are invited to attend these meetings.

While taking classes at CFCC:

- When a student makes a “D” or “F” in a college class, that grade remains on the transcript for both high school and college and all grades count in the high school GPA.
- When questions arise, college instructors should be contacted by the student enrolled in the class. By law, college instructors do not talk with parents or guardians of students.

SEA-Tech’s Academic Success Policies and Procedures for College Classes

It is vitally important that SEA-Tech students make satisfactory progress in college classes to remain enrolled at SEA-Tech and CFCC. Please read the related policies and procedures below:

1. All SEA-Tech High School students must maintain a minimum cumulative GPA of 2.0 at Cape Fear Community College (CFCC). This GPA is calculated separately from the high school GPA. Degrees, Diplomas, Certificates, and Credentials will not be awarded by the college if a student has an overall GPA lower than 2.0 at CFCC.
2. Freshmen (9th), Sophomores (10th), and Juniors (11th) may be allowed to take classes at CFCC if they are *Recommended for College Coursework* or *Highly recommended for College Coursework* according to SEA-Tech’s College Readiness Rubric that will be completed once per semester until the end of the student’s junior year.
3. Freshman (9th), Sophomores (10th), and Juniors (11th) must maintain an overall GPA of 2.0 and/or pass all CFCC classes. In addition, a student whose cumulative GPA falls below a 2.0 at CFCC will not be permitted to register for CFCC classes again until their 12th grade year.
4. Seniors (12th) will have full access to Cape Fear Community College and can begin/continue the program of their choice. A College Continuation Rubric will be completed during the Fall semester for each senior. Students not meeting the *Recommended* criteria on the rubric will be given a grace semester and will be placed on a College Success Plan to continue CFCC courses in the Spring semester.
5. If at the end of the grace semester the student was not able to pull up their GPA to a 2.0 and/or has continued to fail any CFCC courses, that student will graduate in May of their 12th grade year and not be able to spend their super senior (13th) year at SEA-Tech.
6. If a senior (12th) in good standing, wishes to continue at SEA-Tech through their super senior year (13th), that student/parent will be required to sign a SEA-Tech 5th year contract stating they intend to continue their CFCC program through SEA-Tech. Students **MUST** maintain a 2.0 GPA and pass all courses. If these parameters are not met, the student will graduate mid-year (December) during their super senior (13th) grade year. Students in this situation will walk at graduation with their class in May.
7. All students, regardless of grade level, whose cumulative college GPA falls below a 2.0 are required to **participate in and complete a College Success Plan during this probationary semester** while taking CFCC Courses.
8. Students who do not want or need to take college courses the semester after dropping below a 2.0 GPA may complete the required success plan during their next semester of taking college classes.
9. All students on a success plan **MUST** make a **C** or higher in their course(s) during the success plan semester to be eligible to continue at CFCC the following semester.

Generally, the above policies and procedures will be followed during a student’s enrollment at SEA-Tech. However, due to the varying nature of the students’ high school schedules, the courses needed to graduate high school, the diverse programs of study at the college and other factors, there may be extenuating circumstances that allow for rare exceptions to these policies and procedures at the discretion of the principal.

CFCC Online Courses

Attendance is measured by the initial log-in by the enrollment verification date and regular log-in, participation in forums/discussion boards, and timely submission of assignments..

CFCC Tuition, Fees and Program Specialty Charges

Tuition at CFCC is waived and textbooks, kits and course materials are provided for SEA-Tech students throughout their time, as a high school student, as long as the required materials are made available at the CFCC Bookstore for charging purposes. CFCC expendable course or program specific supplies and materials are the responsibility of the student and/or their family. If a student chooses to attend summer school, the cost of textbooks, kits and course materials are the responsibility of the family except for programs that have required summer-only courses. Tuition is waived for all of our high school students during summer months.

Closed Campus

Students are not to leave the grounds of the school at any time without written parental/guardian permission and the acknowledgement of school administration and/or staff. Students are **NOT** permitted to go off campus for lunch or *order lunch to be delivered*. Students are expected to be in an adult supervised area at all times when on campus.

Computer Usage and Network Guidelines (One-to-One)

Computer technology provides the students with unique opportunities for acquiring and sharing information, knowledge, and ideas that can positively impact their learning. SEA-Tech High School continues to implement technology to enhance instruction and encourage student use. With one-to-one access to computers, computer networks and programs, and the internet comes responsibility for proper conduct. All students and their parents must sign a computer usage agreement form before students will receive their devices. Students will be held responsible for their actions while using their laptop or network workstation and activity within any of their accounts. **Administrative action will be taken against any student who violates the agreement or damages any computer or workstation at SEA-Tech High School or Cape Fear Community College.** For information regarding devices and any technology related questions and/or concerns, please visit the NHCS website.

Dining Services

New Hanover County Schools provides nutritious breakfast and lunch meals designed around USDA Dietary Guidelines and the EAT SMART NC Nutrition Standards. Guidelines restrict the amount of fat, sodium and sugar in our meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches are one of the cornerstones to success in the classroom and improving a student's academic performance. Menus are posted on the New Hanover County Schools website at www.nhcs.net and in the local media.

SEA-Tech is eligible for the Community Eligibility Provision (CEP) program. This program allows schools to offer nutritious meals at no cost to all students through the National School Lunch and School Breakfast Programs.

Lunch will be made on the SEA-Tech campus. Please contact the cafeteria manager for any account information or with questions/concerns.

Disciplinary Program

Although SEA-Tech is a school of choice and it is expected that all students will behave in a manner that is appropriate for an educational institution, a process needs to be in place in the event a student should fall short of the standards set by admission. The following provides policy in relationship to:

- Consequences for behavior violations can include, but are not limited to: administrative conference, detention, loss of privileges, community service, in-school suspension, out-of-school suspension, long-term suspension, expulsion, restitution.
- Long-term suspension: A student may be recommended to the superintendent for a long-term suspension for serious or repeated violations of the student code of conduct. Students on a long-term suspension may be placed in an Alternative Learning Program.
- Law enforcement will work in conjunction with the administration when necessary.
- Expulsion: The Board of Education may expel a student who is at least fourteen years old and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
- Please be advised that neither this handbook nor the New Hanover County Discipline Handbook are all-inclusive. Incidents cited will be dealt with according to federal, state, and local policies and laws.
- The NHCS Policy Manual may be found at: https://boardpolicyonline.com/bl/?b=hanover_county_new

Dress Code

Dress must comply with the health and safety codes of the State of North Carolina and the New Hanover County Schools Board of Education Dress Code Policy 8520. The student dress code applies to all students at ALL school functions. The basic responsibility for the appearance at SEA-Tech rests with the parents and students themselves. A student's appearance must not disrupt the teaching-learning process. Closed toe shoes are strongly recommended for all students and may be a requirement in some career programs.

Drivers Education

(The offering of Driver's Education is dependent upon State Funding.)

The Driver Education course is offered on our campus after school during each school year, and during the summer at districted schools. Students must be at least 14 ½ years old on or before the course enrollment date. Students must be enrolled in a public or private school, and parents must provide transportation to and from the class. Eligible students are selected by age with older applicants being given priority.

Driver Education – Site Coordinator: Chuck Leake - charles.leake@nhcs.net

Driver's Eligibility Certificate

As of August 1, 1998, North Carolina has new legislation that reflects a coordinated state-wide effort to motivate all students to complete high school. Students must maintain adequate academic progress (successfully pass seventy-five percent of classes per semester) towards a high school diploma or its equivalent to receive this certificate.

Fifth (5th) Year Option - Super Senior Year - 13th Grade

Many programs of study working toward an Associate of Applied Science Degree are designed to allow an optional 5th year. Students completing high school diploma requirements and/or are satisfactorily pursuing their AAS or additional credentialing will be allowed to continue. Otherwise, students will be considered a graduate upon completing their high school diploma requirements. Continuation in the 5th year is approved by the faculty advisor and principal.

Students failing two or more college courses in the same semester or who make below a 2.0 gpa in their college coursework will not be allowed to continue in college classes as SEA-Tech students. High school completion shall become the focus for these students, at their home/districted schools, in order to graduate from high school.

Graduation Requirements

To graduate from New Hanover County Schools, a student must complete the following requirements:

1. Course Credits (22)

For graduation each student must complete the appropriate number of courses listed below.

- 4 Units in English: English I, II, III, IV
- 4 Units in Mathematics: Math I, II, III, and a fourth math higher than Math III
- 4 Units in Social Studies: World History, Civics and Economics, American History
- 3 Units in Science: Earth/Environmental, Biology, & a Physical Science
- 1 Unit Health and Physical Education
- 1 Hands-on CPR instruction course
- TBD Career & Technical/College Elective credits

2. Required Graduation Course of Study/Program of Study

To graduate, students must meet the requirements of the Future Ready Core Course of Study and declare a pathway from one of the programs at CFCC.

3. Internship Project

The Internship is a semester-long project offered in the senior year. It is designed to engage students in Work-Based Learning, which promotes the transition from school to the real world. The project requires students to complete 120 hours of hands-on, real world learning, engage in dialogue with the business community, and foster creativity leading to a deeper understanding of individual talents and technical skills/abilities. Critical thinking, independent and cooperative learning, research skills, and written/oral communication skills are emphasized through the end-of-course project.

Guidelines:

All students are expected to complete an internship in their CFCC program area of study during their senior year at SEA-Tech. Due to the rigor and responsibility of an internship in our community, not all students will receive this face-to-face opportunity. Please view the list below to understand your responsibility to fulfill the internship requirement based on your NC Weighted GPA at the end of your Junior year.

GPA 3.0+: Each student will be expected to complete a face to face internship and all of its requirements, working at least 135 hours during one semester.

GPA 2.8-3.0: Pending the recommendations of CTE Facilitators, students will complete either a face-to-face internship or an online internship course to fulfill the requirement.

GPA <2.8: Students will be required to complete the online internship course and all of the assignments in order to fulfill the internship requirement.

Important Note About Internships:

There are many programs of study at CFCC that require work-based experience (apprenticeships, clinicals, etc.) within the program requirements. These experiences may be able to count as a student's SEA-Tech internship. It is the student's responsibility to bring these experiences/program requirements to the attention of their College Liaison and the Internship Coordinator at SEA-Tech to determine if they can count as the high school internship.

Service Learning Hours:

Students must complete all service requirements prior to graduation. Each school year, students must complete a minimum of 25 hours. **All graduation requirements, including 100 hours of service, must be met prior to participating in SEA-Tech graduation exercises.** Any extenuating circumstances must receive approval from the principal.

Junior Marshals

SEA-Tech Juniors have the opportunity to earn recognition as a Junior Marshal. This is based upon the students' weighted GPA at the end of Q3 of their Junior year. SEA-Tech will have 3-5 Junior Marshals based upon the size of the graduating class. Each Junior Marshal will have a role in the graduation ceremony and will be recognized during Awards Day.

Honors Graduates

SEA-Tech students have the opportunity to graduate with honors, earning them recognition and a cord as Cum Laude, Magna Cum Laude, or Summa Cum Laude. Students must earn the following GPAs in order to qualify:

Cum Laude: 3.5-3.74 unweighted GPA or 3.95-4.24 weighted GPA

Magna Cum Laude: 3.75-3.9 unweighted GPA or 4.25-4.39 weighted GPA

Summa Cum Laude: 3.91-4.0 unweighted GPA or 4.4+ weighted GPA

Endorsements

SEA-Tech students have the opportunity to earn a variety of endorsements on their high school diplomas. Here are the endorsements and qualifying variables:

Career Endorsement:

- Students shall complete the Future-Ready Core mathematics sequence.
- Students shall complete a CTE concentration in one of the approved CTE Career Pathways.
- Students shall earn an unweighted GPA of at least 2.6.
- Students shall earn at least one industry-recognized credential. This includes earning the Silver level or above on the Workkeys assessment.
- Students shall earn at least the benchmark reading score established by a nationally norm-recognized college admissions test.

College Endorsement:

- Students shall complete the Future-Ready Core mathematics sequence. The fourth math must meet University of NC system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the NC Community College System's Multiple Measures Placement policy.
- Students shall earn an unweighted GPA of at least a 2.6.
- Students shall earn at least the benchmark reading score established by a nationally norm-referenced college admissions test.

College/UNC Endorsement:

- Students shall complete the Future-Ready Core mathematics sequence. The fourth mathematics course will meet UNC system Minimum Admissions Requirements that include a mathematics course with either Algebra II, Math III, or Integrated Mathematics III as a prerequisite.
- Students shall complete three units of science including at least one physical science with a lab, one life science, and one additional science course.
- Students shall complete U.S. History or equivalent coursework.
- Students shall complete two units of a world language (other than English).
- Students shall earn a weighted GPA of at least a 2.5
- Students shall earn at least the benchmark reading score established by a nationally norm-referenced college admissions test.

NC Academic Scholars Endorsement:

- Students shall complete the Future-Ready Core mathematics sequence. The fourth mathematics course will meet UNC system Minimum Admissions Requirements that include a mathematics course with either Algebra II, Math III, or Integrated Mathematics III as a prerequisite.
- Students shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry.
- Students shall complete four course credits of social studies.
- Students shall complete two course credits of a world language (other than English).

- Students shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area.
- Students shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as CFCC courses.
- Students shall have an unweighted GPA of at least a 3.5.

Global Languages Endorsement:

- Students shall earn a combined unweighted 2.5+ GPA for the four English Language Arts courses required for graduation.
- Students shall establish proficiency in one or more languages in addition to English, using one of the options outlined below:
 - Establish “Intermediate Low” proficiency or higher per the ACTFL proficiency scale
 - Complete a four-course sequence of study in the same world language, earning an overall GPA of 2.5 or above.
 - Pass an external exam approved by the NC Department of Public Instruction establishing “Intermediate Low” proficiency or higher per the American Council on the Teaching of Foreign Languages proficiency scale.
 - English Learner students shall complete all the requirements above and reach “Developing” proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

President’s Award for Educational Excellence

Please note the principal plays a leading role and has sole discretion in choosing recipients.

SEA-Tech students have the opportunity to be recognized based on their academic success in the classroom. Students must meet the following requirements:

- A. Grade Point Average:** Students are to earn an unweighted GPA of a 3.5 through the fall semester of their final year of high school.
- B. State Tests and Nationally-Normed Achievement Tests:** A score of a 22 or higher in reading or math on state tests or nationally-normed tests.

SEA Dragon Award

SEA-Tech graduates are in the running to receive the SEA Dragon Award. This award recognizes and celebrates one student who has embodied the values of SEA-Tech during their time as a SEA Dragon. This student must meet the following requirements and be voted upon by the SEA-Tech Staff:

- ★ **Explore:** This student must complete their senior internship, proving they have explored a career they are interested in pursuing.
- ★ **Empower:** This student must have a minimum unweighted GPA of 3.0.
- ★ **Contribute:** This student must have completed 70 volunteer hours, showing a significant contribution to the community.

End of Course Testing

End-of-Course tests are given for the following courses:

- Math I
- Math III
- Biology
- English II

Note: Each EOC counts twenty (20%) percent of a student’s final grade and students may not be exempt from any state required End-of-Course test.

CTE Indicator Assessment

All students who follow the Standard Course of Study for a Career Technical Education course must take a state End-of-Course post assessment. The post assessment will count twenty percent (20%) of the student’s final grade in the course.

Financial Obligations (NHC Schools Board Policy #8560)

The New Hanover County Schools Board of Education has passed a policy concerning the payment of school fees and sets the fee schedule each school year. Payment of fees is a prerequisite for driver education, participation in athletics, and graduation exercises. Fees should be paid during the first week of each semester. If a parent writes a check for fees, a separate check should be written for each fee as schools are not allowed to cash checks and teachers are not allowed to collect fees for classes other than the class they teach.

Seniors who owe fees or other monetary debts to the school will not be allowed to participate in prom or graduation exercises. Also, participation in an extra or co-curricular activity, including athletics, is a privilege and not a right. All fines and fees owed by the student to the NHCS or to the school must be paid before a student is allowed to participate in athletics, extra-curricular activities.

www.schoolcashionline.com is our website for purchasing items for school.

Intervention Plan for Student Success

Each school in New Hanover County has designed a variety of programs and services to provide a successful, quality education for each student. When a student is not being successful and/or continuously improving, one method of addressing these concerns is through the school's Student Support Team. Any individual (parent, student, teacher, or community member) may make a Request for Intervention Assistance as a way to access this proactive, problem-solving program in improving student success. Such a request will lead to the development of an Intervention Plan for Student Success through a team process of reviewing information, proposing success strategies/interventions and monitoring results. To make a Request for Intervention Assistance, contact the Chairperson of the Multi-Tier Support System (MTSS) Team.

Lockers

There are no student lockers at SEA-TECH. Students must be prepared for each class and transport personal items between blocks/periods in their bookbag. School authorities, for any reason consistent with board policies or school rules, may conduct bookbag or personal inspections. Inspections can also include vehicles parked on the school grounds.

Lost or Stolen Property

Students should make every effort to ensure that their personal property is kept in a safe and secure place at all times. This includes locking items in a bookbag or purse. **Neither Southeast Area Technical High School, New Hanover County Schools or Cape Fear Community College are responsible for lost or stolen student personal property or assisting in the recovery of such property.** Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students should not leave money or valuables in a purse or bookbag. Students are responsible for marking their personal possessions so that lost possessions can be identified. During club or school activities, all valuables are to be secured in an appropriate location. The school administration cannot be responsible for items lost, stolen, or irresponsibly managed by students. A lost and found box will be kept at the front desk.

Medication

All prescription medication must be checked into the front office. The office will dispense the medication as prescribed. **Students are NOT permitted to carry any type of drug/medication or controlled substance in their possession at any time.**

Misconduct on a School Bus

New Hanover County Schools provides transportation for students to and from school via a school bus. It is expected that students will behave in an appropriate manner while on a school bus and follow certain rules and procedures when riding a school bus. Riding a school bus is a privilege, and students who misbehave on a school bus will lose that privilege.

Bus Rules and Procedures:

1. Be at your bus stop at the appropriate time in the morning. This includes being at your assigned pick up spot for shuttle service from traditional schools.
2. Follow all directives and rules of the bus driver.
3. Remain seated at all times. Only stand up when the bus has come to a complete stop and you are ready to exit the bus.
4. Keep all body parts in the bus.
5. Do not throw objects on or out of the bus.
6. Use a reasonable tone and voice when talking on the bus.
7. Foul and inappropriate language on a school bus is prohibited.
8. Students should not conduct themselves in such a manner that is unsafe or a distraction to the bus driver.

Students who violate the bus rules and procedures may face the following consequences:

1st offense: Warning and/or parent contacted

2nd offense: 3 Day bus suspension

3rd offense: 5 day bus suspension

4th offense: 10 day bus suspension

5th offense: Permanent bus suspension

PLEASE NOTE THAT THE ADMINISTRATOR MAY DETERMINE AT HIS OR HER DISCRETION THAT AGGRAVATING CIRCUMSTANCES MAY JUSTIFY TREATING A MINOR VIOLATION AS A SERIOUS VIOLATION.

The following actions on a bus will lead to out of school suspension: fighting, possession of illegal/controlled substances, use of tobacco products, possession of a weapon, bullying, disrespect towards the bus driver, etc. (Board Policy 4300)

Student IDs

Students are required to have a school-issued ID while on campus during the school day. All new students will be issued a new CFCC ID at the beginning of the school year. Students who lose or do not bring their CFCC ID with them to school will be charged a \$10.00 fee from CFCC to have a new one made. The \$10.00 fee will be charged for each occurrence.

Student Services

The Student Services Department provides invaluable services for students. These services include advice and information concerning:

- Course planning to facilitate attainment of immediate and long-range career goals, as well as graduation requirements
- Personal counseling to develop and maintain emotional maturity
- Entrance requirements for the programs offered by technical schools, colleges, and universities
- College entrance examinations including the PSAT, SAT, ACT, and achievement tests
- Scholarships and financial aid for post secondary education
- The issuance of transcripts
- Applications for special/summer academic programs

All students are encouraged to meet with both their faculty advisor, any member of the student services team and their school counselor on a frequent/regular basis.

Family Educational Rights & Privacy Act

Pursuant to the Family Educational Rights and Privacy Act, the New Hanover County Schools Board of Education publishes the Board of Education statement regarding student records. To all parents of students currently attending the New Hanover County Schools who have reached the age of 18: The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the students. The New Hanover County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and counselor's office of the school.

Student Activities (Athletics, Clubs and Organizations)

Student activities are an important part of a student's career in high school. Many of the clubs and student organizations at Southeast Area Technical High School have a major activity and perform a service project for the school or the community. Students are encouraged to form and create a club based on their interests. All SEA-Tech students are eligible to pursue CFCC clubs and organizations as well.

Athletics

Southeast Area Technical High School allows our students to participate in athletics at their districted school or Laney High School (if from Pender County) during the academic year. Students are encouraged to support the athletic program by participating as an athlete or as a fan. Students wishing to participate on any athletic team or cheerleading squad at their home attendance zone school, must have passed seventy-five percent of their courses the previous semester with a 2.0 average. Freshmen students are exempt from this rule for the first semester. For second semester eligibility, students must have passed seventy-five percent of their fall semester courses. Seniors must take at least three classes (one must be high school level), in order to be eligible for athletics. Students must have been in attendance 85 percent of the previous semester. There are additional requirements for athletic eligibility that can be located on the NCHSAA website.

A current physical and insurance information must be on file at school prior to tryouts for any athletic program. Students will not be allowed to practice nor participate in an athletic contest if they are not in attendance during the school day. Students who have been suspended from school may not participate in athletic games or practices during the period of suspension. All financial obligations to the school must be settled before students may participate in athletics.

Esports

SEA-Tech offers a free esports program for anyone who would like to participate. The esports program consists of popular video game offerings in a safe, competitive, and fun environment for casual and advanced players. Team offerings change every semester but always include individual and team competition settings at the national high school level. Typical game offerings include Minecraft Survival Games, Chess, Rocket League, Super Smash Brothers, and others on a rotational basis. We currently use UNC Greensboro - Scholastic Esports Association, High School Esports League, and Generation Gaming as our governing Esports body. Our team utilizes Discord for organizing matches played at home. For more information, please contact Sara Toothman, sara.toothman@nhcs.net.



National Technical Honor Society

The National Technical Honor Society is dedicated to students who demonstrate good character, leadership, have a career focus or concentration and scholarship. Students must attain a cumulative grade point average of an **unweighted GPA of 3.25 or higher and 3.5 or higher in CTE courses** to be considered for induction. Students must also have documented community service hours (which can be used for school graduation requirements). Excellent grades and community service do not guarantee induction into the honor society. Those hoping to achieve induction should work hard, behave well in and out of class, and participate in clubs, a career & technical student organization and/or athletic teams. Students are chosen for induction into the National Technical Honor Society during the fall of their junior year. A faculty committee chooses the candidates for membership, and a formal induction ceremony is held with family and friends in attendance.

SkillsUSA

This organization prepares students to become America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. SkillsUSA emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

Student Government Association

The SEA-Tech Student Government consists of elected students and other representatives that serve as a liaison between the faculty, clubs and the student body. The Student Government Association handles student concerns, plans student activities, organizes student elections, and participates in a variety of community service projects. All student elections are planned and implemented through the teaching staff. The Student Government Association consists of elected members, a representative from each grade level, and five officers.

Trespassing

- No student shall be on any other school campus in the New Hanover County Public School System (including the four CFCC campuses) during the school day without the knowledge and consent of the officials of the school that he/she is visiting. Violators may face disciplinary consequences.
- Students who loiter at any school after the close of the school day without a specific reason or adult supervision will be considered trespassers. Furthermore, they may be prosecuted in the case of not leaving the campus when instructed to do so.
- Any student who has been suspended from SEA-Tech High School will be considered trespassing if he/she appears on our school campus during the suspension period without the permission of the principal.
- Likewise, adult visitors are required to sign in at the main office and must obtain permission to be on campus. Violators will be subject to trespassing charges and/or denial to be on campus at future times.

Visitors

All visitors must report to the main office when they arrive on campus to sign in and receive a visitor's pass. Visitors should sign-out as they leave the school's campus. Visitor passes must be worn at all times while on campus. Anyone not properly signed in to campus without a visitor's pass will be considered trespassing and the proper authorities will be summoned. Appointments for conferences with teachers must be arranged ahead of time. Students from other schools are not permitted to visit our campus unless the visit has been approved by the administration.

Withdrawal

SEA-Tech students enrolled in college courses are expected to successfully complete the course and its requirements. Students needing to withdraw from a course due to extenuating circumstances must have approval of the principal. Withdrawal grades of F will be recorded on the student's high school transcript and factored into the grade point average. Students who wish to withdraw from SEA-Tech should complete the entire school year to ensure proper course credit is transferred. It is important to note that withdrawals from CFCC may have negative effects in the future when applying for financial aid in college after high school graduation.

Federal and State Compliance Information

Disability Information

No otherwise qualified individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school. The school system seeks to locate and identify every 3 through 21-year-old person with a disability in its district. A free appropriate public education will be provided to any person with a disability. Please note that services from high school do not automatically carry over to the college. Students should register with CFCC's Accessibility Services office to seek services at college.

NHCS Notice of Nondiscrimination 2021-2022

In compliance with federal law, including Section 504 of the 1973 Rehabilitation Act (Section 504), New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination on the basis of disability, race, religion, national origin, ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding Section 504 contact:

6410 Carolina Beach Road, Wilmington, NC 28412
(910) 254-4200

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner.

This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

John Henry
6410 Carolina Beach Road, Wilmington, NC 28412
titleix@nhcs.net
(910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

ADDENDUM
CFCC Student Expectations, Rights, and Responsibilities

Student Records:

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students:

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents:

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty:

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel. A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration:

Student Services and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the student's educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information:

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email addresses.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Frequently Asked Questions about CFCC for SEA-Tech Students

As a SEA-Tech student, you are also a Cape Fear Community College student. There are many differences between high school and college, especially regarding the policies, procedures, grading and calendars of New Hanover County Schools and Cape Fear Community College. This document is designed to highlight the differences and answer many of your questions.



WHEN DO I OFFICIALLY BECOME A COLLEGE STUDENT AT CFCC?

Students enrolled at SEA-Tech high school are immediately considered CFCC students once your CFCC application is completed online and processed through Admissions at the college. Students are assigned a student ID number (**different from your NHCS ID**), which you receive via email from the college.

As CFCC students, all SEA-Tech students may participate in student clubs, organizations, and activities but not official athletic teams at the college.

You will get a college ID your first year at SEA-Tech and have access to the myCFCC portal.

What is the myCFCC Portal?

The myCFCC Portal is the way CFCC students and staff access important information online. First time access to the portal requires a username and your CFCC student ID, which you will receive in an email from the college.

Within the portal, you can access:

- Your CFCC gmail account
- Canvas--CFCC's Learning Management System
- Your college grades
- Self-Service for registration and course planning
- And much more

Please note, that your CFCC student ID is different from your New Hanover County School ID.

WHEN DO I GET TO START TAKING COLLEGE CLASSES?

SEA-Tech students generally begin college classes in 11th grade unless taking ACA 122 in 9th grade or participating in one of the SEA-Tech Academies in 10th grade.

The Academies are clusters of courses offered by the college for SEA-Tech students in specific program areas. Academy offerings vary based on student interest and instructor availability. These Academies are designed to give students a jump on their program of interest at the college.

12th and 13th graders at SEA-Tech are usually done with their high school classes. Therefore, they take only CFCC classes in their senior and super senior years. SEA-Tech students must take enough high school and/or college credits each semester to meet New Hanover County Schools' enrollment guidelines to be considered a full-time high school student. **For students taking only college classes, this is usually a minimum of three classes per semester. Be sure to verify with the high school counselor that all high school requirements are being met.**



WHAT IS ACA 122 AND WHEN DO I NEED TO TAKE IT?

ACA 122 is a college course called College Transfer Success, and it is used at many early colleges and cooperative innovative high schools as a great introductory course to college. Such topics as study skills, college reading, college resources, online learning, and more are covered so students can get to know their college—CFCC. You will complete projects related to your chosen program of study in ACA.

You may take ACA 122 in 9th or 10th grade. Staff at SEA-Tech will determine college readiness and eligibility. ACA 122 is a required course in the AA (Associate in Arts), AS (Associate in Science), and AFA (Associate in Fine Arts) transfer degree programs. It is not required in Technical and Vocational certificates, diplomas, and degrees at the college.

WHEN SHOULD I CHOOSE MY COLLEGE MAJOR/PROGRAM OF STUDY?

At the latest, you should have a CFCC program of study (a certificate, diploma or degree program) selected by March of your junior year (11th grade) or sooner if you begin taking CFCC classes before 11th grade. During the ACA class is a great time to choose a CFCC program of study. Students should take advantage of the many opportunities provided to explore the various programs at the college. These opportunities include college campus tours, visits to various programs at the college, attendance at the CFCC Roadshow at SEA-Tech, participation by students and their parents at CFCC Open Houses, and more. These opportunities will be announced throughout the school year via SEA-Tech and CFCC messaging. Students should check their college email daily.

There are numerous benefits to choosing your CFCC program of study as soon as possible.

CAN I STUDY ANY CFCC PROGRAM WHILE AT SEA-TECH?

You are eligible to take most CFCC classes towards most CFCC programs, unless there is an age restriction. Also, you can't be officially accepted into any selective admissions health science programs while enrolled in SEA-Tech. High school graduation is one of the requirements for admission. CFCC's selective admission programs include:

- Dental Assisting
- Dental Hygiene
- Health and Fitness Science
- ***Medical Assisting** (This program may be an Academy option for rising 10th graders with regular admission requirements waived)
- Nursing
- Occupational Therapy Assistant
- Pharmacy Technology
- Veterinary Technician

If you are interested in applying to a CFCC health science program, you may take all of your general education requirements while at SEA-Tech and then apply for acceptance to the selective admission program once you have completed your NHCS graduation requirements.

HOW DO I GET SIGNED UP FOR MY COLLEGE CLASSES?

To register for CFCC classes, you will utilize the course planning tools in Self Service in your My CFCC portal and sign up for an advising/registration meeting with the college liaison. Meeting sign-up information will be sent to your CFCC email, which should be checked daily. **Students may only take courses within their chosen program of study.** Advising/registration meetings with the college liaison take place twice a year: once in the fall around October/November to discuss your spring schedule and once in March/April to discuss your fall schedule (and summer if required).

All 12th & 13th graders and any other students who have been notified that they can take college classes (occasionally some 10th & 11th graders) are required to schedule and attend these two meetings. Students are encouraged to use the course planning tools in Self Service to select and plan their schedule before their meeting. Students may register for their courses prior to their meeting if registration day arrives before the meeting. **These meetings are mandatory.**



WHERE WILL MY COLLEGE COURSES BE LOCATED AND HOW DO I GET THERE?

Students may sign up for classes offered at any of the campuses if they have their own transportation. However, your first college classes will likely be at CFCC's North Campus since New Hanover County Schools provides bus transportation. While the shuttle does also go downtown, due to the route and schedule constraints, students can maximize their time if they can provide their own transportation downtown. Some CFCC classes may even be offered right on the SEA-Tech campus.

SEA-Tech students must park in the designated student parking areas and must display a parking decal.

WHERE DO I GET MY PARKING DECAL?

Students must pick up their FREE parking decal from the CFCC Business Office, located at either the downtown or north campus. The cost is covered by SEA-Tech.

WHO PAYS MY COLLEGE EXPENSES WHILE I'M A SEA-TECH STUDENT?

NHCS pays for tuition; SEA-Tech covers fees, textbooks, and any other required course equipment and materials needed during the fall and spring semesters, as long as the items are available at the CFCC Bookstore. SEA-Tech will only cover the above expenses in the summer for required courses that are not offered in the fall or spring. **Be sure to attend the required CFCC Orientation meetings held at SEA-Tech** to get specific details on how to get your required textbooks and other materials. Dates of these required meetings will be sent to your CFCC email.

WHAT IF I GET AN EMAIL FROM THE CFCC BUSINESS OFFICE SAYING I OWE MONEY?

Since SEA-Tech covers most college costs for students, any bill you receive (except for non-covered summer expenses) is likely a mistake. Be sure to forward anything like that to the college liaison to look into to avoid being dropped from courses.

If you attend summer school, you will be billed for fees. If you get any parking tickets, you must pay for those. There is a link to make payments to the college in the myCFCC portal.

HOW WILL MY IEP AND OTHER SERVICES FROM HIGH SCHOOL WORK AT CFCC?

These services at CFCC are completely separate from whatever may be set up with New Hanover County Schools. Therefore, you must register with CFCC's Accessibility Services office in order to learn about your eligibility for services. SEA-Tech Exceptional Children staff can also help with transitions.

Please be sure to reach out to the CFCC liaison and/or CFCC's Accessibility Services Office directly (910-362-7800) for additional information.

WHAT ENGLISH LANGUAGE ASSISTANCE IS AVAILABLE TO ME AT THE COLLEGE?

There is no specific English language assistance built in to your courses at the college. However, you may seek tutoring from the Learning Lab for any of your classes.

The college does offer **FREE** English language classes to the public for anyone. This would be done entirely outside of SEA-Tech and directly through the college.

Any family members are welcome to attend these English language classes as well. ***Please reach out to the college liaison for more information on these FREE English language classes.***

IS THE SEA-TECH CALENDAR THE SAME AS CFCC'S CALENDAR?

SEA-Tech and CFCC do not have the same academic calendar. It is important to pay attention to the different days off by checking the CFCC academic calendar, which is available to the public at CFCC.edu. Occasionally, cancellations are made due to inclement weather. CFCC posts weather-related cancellations on cfcc.edu and its official social media channels.

SEA-Tech students are expected to attend all CFCC courses even when SEA-Tech may be on a break. However, CFCC classes that meet on the SEA-Tech campus will not be held in person on days that the SEA-Tech building is closed. On these days, students may be asked to log into Canvas to complete work online.

HOW DO I KEEP UP WITH IMPORTANT DEADLINES AND OTHER INFORMATION RELATED TO THE COLLEGE?

Please be sure to read all emails, listen to all SEA-Tech phone messages and daily announcements, and read all SEA-Tech and CFCC liaison newsletters to receive important information. Reach out to the college liaison with any questions.

WHERE DO I GET SPECIFIC INFORMATION ABOUT THE CLASSES FOR WHICH I'VE REGISTERED?

You can access your schedule in Self Service. Once you begin classes, every instructor is required to provide you with a course syllabus on the first day of class with all of your course information in it.

WHAT IS A SYLLABUS?

A syllabus is a document prepared by the instructor of the course that is shared with students on the first day of class. It contains all of the policies and information about the class, including attendance/tardy policies, grading scale, late work policies, and more. It is vitally important to carefully read the syllabus for every course you are taking. If you have questions about class policies throughout the semester, the best place to address those questions is to refer to the syllabus and speak with the instructor of the class.

Tip: The syllabus for every class is different! Each instructor has their own policies and procedures. It's important to familiarize yourself with each syllabus. CFCC policies may differ from policies at SEA-Tech and NHCS.

WHERE CAN I SEE MY CFCC GRADES THROUGHOUT THE SEMESTER?

Grades can be found in the Canvas grade book during the semester and in Self Service at the end of the semester. Both are located in your myCFCC Portal. CFCC does not use Infinite Campus. Final grades from CFCC are recorded in Infinite Campus at the end of each college semester. Grades from CFCC may translate differently into Infinite Campus.

AM I REQUIRED TO MAINTAIN A CERTAIN GPA AT THE COLLEGE?

Students are expected to maintain a 2.0 GPA in college classes. Students and parents should familiarize themselves with the detailed policies and procedures regarding this GPA rule and subsequent required success plans if the college GPA falls below a 2.0. Students who fall below a 2.0 GPA and fail to successfully complete their success plan may be required by the SEA-Tech principal to be transferred to their districted school.

Your college GPA is not the same as your high school GPA. However, all of your college course grades contribute to your high school GPA.

WHAT HELP IS AVAILABLE IF I AM STRUGGLING IN A COLLEGE COURSE?

Free tutoring is available and encouraged at both CFCC campuses. Please reach out to the CFCC liaison if you need to be connected to this or any other support services.

WHAT OTHER COLLEGE RESOURCES ARE AVAILABLE TO ME?

Student support and services at CFCC include counseling, tutoring, a food pantry, a library, a career center, accessibility services, and much more. A link to college resources and other important information can be found on the SEA-Tech liaison web page. You can also reach out to your liaison directly.

DO I NEED TO CHECK MY CFCC EMAIL AND MY NHCS EMAIL?

YES. The primary means of communication at the college is CFCC email. Students should check email **daily** in order to stay informed and not miss important information and deadlines.

Tip: Forward your CFCC email to your NHCS email account so you won't miss anything!

SHOULD MY PARENT(S)/GUARDIAN REACH OUT TO MY CFCC INSTRUCTORS OR TO THE COLLEGE IN GENERAL?

NO. In general, students should advocate for themselves by communicating with their instructors. The college liaison can help provide tips and guidance for such communication. Student records are protected by privacy guidelines for higher education (FERPA). However, students may sign a release form to grant parental permission to access such information. This permission form can be found on the CFCC website at the following link: <https://cfcc.edu/records-registration/ferpa/>

Tip: Communicate with your instructor as soon as a question arises and copy the CFCC liaison on important emails to your instructors, so the liaison is aware of the situation.

WHAT HAPPENS IF I WANT TO CONTINUE AT CFCC AFTER I GRADUATE FROM SEA-TECH WITH MY HIGH SCHOOL DIPLOMA?

If you would like to continue your studies at CFCC after you graduate from SEA-Tech, **you must re-apply to CFCC.** Your college liaison has a meeting every spring for upcoming SEA-Tech graduates (and their parents) to go over the process. The new application can be filled out prior to graduation from SEA-Tech. Tuition after graduation is not covered, but financial aid and scholarship opportunities may be available for students who qualify. Students may also contact CFCC for assistance at 910-362-7000.



WHAT IS THE BEST WAY FOR ME TO FIND ADDITIONAL INFORMATION ABOUT CFCC AS IT RELATES TO ME AS A SEA-TECH STUDENT?

Visit the SEA-Tech website and go to "About Us" and then "CFCC Information" to learn more. Also, you may schedule a meeting with your college liaison.