Innovation
Early College High School

STUDENT/PARENT HANDBOOK
2025-2026

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TABLE OF CONTENTS

Staff, Vision, Beliefs & Special Information----------3
Handbook Signature Page----------4
Academic Information----------6-13
- Academic Integrity
- Academic Advising
- Academic Recognition
- Credit for Promotion
- Exams & Mandated Testing
- Grading Scale & GPA
- Graduation/Promotion
- Progress Reports and Report Cards
- Student Supports
- Satisfactory Academic Progress and Academic Recognition
- Student Records
- IECHS Technology
- ECU Expectations
  - Academic Integrity
  - ECU Code of Conduct

Attendance and Tardy Policy----------13-15
Student Code of Conduct----------15-20
Discipline
- Classroom Conduct
- Lanyards, IDs, and Campus Safety
- Dress and Appearance
- No-Fault Turn In
- Reporting Bullying, Harassment, Criminal and Suspicious Activity
- Theft
- Electronic Devices and Computer Policy
- Computer Usage
- Buses
- Student Privileges

General Information----------20-25
- Accidents
- Agendas
- Athletics
- Bell Schedules
- Cafeteria
- Clubs
- Change of Address/Telephone/Email
- Drivers Education
- ECU Library
- Gold/Purple Pass
- Lockers
- Medication Policy
- REC Time
- Student Insurance
- Student Messages/Deliveries
- Textbooks
- Visitors

Emergency and Hazardous Weather Procedures----------24-25
Federal and State Compliance ----------26
Appendix A – G----------27-34

IECHS Staff

Administrative Staff

Mrs. Hyatt	Principal
Ms. Putney	Counselor
Mr. Grant	Dean of Students
Ms. Powell	Instructional Coach
Officer Cabacar	Resource Officer
Mrs. Everett	ECU Liaison

Office Staff

Ms. Miller	Data Manager/ Bookkeeper/Payroll

Faculty

Ms. Jackson	Digital Learning Facilitator
Mr. Jester	ELA Teacher
Ms. Smith	ELA Teacher
Ms. Woolard	ELA Teacher
Mr. Tinay	Math Teacher
Ms. Slade	Math Teacher
Ms. Johnson	Science Teacher
Ms. Risden	Science Teacher
Ms. Attardi	Social Studies
Mr. Fussell	Social Studies
Ms. Vazquez	Spanish Teacher

Support Staff

Ms. Lugo	Nurse
Ms. Farmer	Social Worker

IECHS Vision

It is the vision of Innovation Early College High School to provide a personalized, academically-energized, innovative environment that will develop individual talent and prepare students for a successful transition to an institution of higher education.

School Mission:

Together, we lead with respect to foster growth and success while making a difference in the community.

School Motto:

Strong individually, legendary together

School Colors:

Purple & Gold

IECHS Common Beliefs:

As committed faculty, we practice by the following beliefs:

- Every person needs love, praise, and encouragement to reach their highest individual potential.
- Empathy and open-mindedness empower students to become advocates for themselves and others.
- Quality instruction engages learners in collaboration and metacognition.
- Goal-setting and reflection ensure that ambitions are not left as dreams.
- Any person can develop the skills needed to be a contributing leader in society.

Parent/Student Handbook Signature Page
2025-2026

Dear Students and Parent(s)/Guardian(s):

The IECHS handbook is located on the IECHS website under IECHS Resources/Important Information bit.ly/IECHSStudentHandbook2025 or scan the below QR code). If you prefer to have a hardcopy of the handbook please request one from Mrs. Miller, school secretary.

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of accelerated learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. Please note this handbook can be found on the school website and is subject to be updated. This form and the IECHS Academic Integrity/Honor Code form are part of the student registration/enrollment process at Innovation Early College High School and **must** be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook. Additionally, the signing parties understand that the student must maintain a 2.0 unweighted cumulative GPA, abide by Pitt County Schools' attendance policy, and have minimal behavior infractions in order to remain enrolled at IECHS for the following school year.

_____	_____
Print Name of Student	Grade of Student
_____	_____
Signature of Student	Date
_____	_____
Signature of Parent/Guardian	Date

IECHS Academic Integrity/ Honor Code Copy

Plagiarism Definition:

- The act of presenting the literary or academic work of another as your own (including ideas, thoughts, direct quotes, reports, essays, research papers, projects, publications, articles, artificial intelligence, etc).
- The act of intentionally or unintentionally copying and pasting literary or academic work from another source or reference material without properly citing the source as a reference (including journals, newspaper articles, internet sources, magazines, artificial intelligence, etc).
- The act or attempt of re-using your own work that may have been previously submitted for another assignment or course. Exceptions will be made with the instructor's pre-approval.

Cheating Definition:

- The act of giving or receiving answers on assessments including lessons, projects quizzes, tests or final exams.
- The act of allowing someone else to complete a quiz or test on your behalf in courses that you are enrolled in.
- The act of seeking or providing (publishing) online course curriculum content, questions, or answers to internet sources or answer banks.
- The act of copying answers that have been previously submitted by another student or resource.
- The act of working with another student to complete an assessment (including working side by side, accessing another's work by logging in as them, sharing login information, or printing completed materials to share).
- The act of using a translator or artificial intelligence where it is specifically prohibited.

Consequences for violating the Honor Code

1st offense

- Notification by the teacher to the parent & school counselor.
- Redo assignment for ½ credit.

2nd offense

- Notification by the teacher to the parent and school administration for academic review following school guidelines. These types of violations may carry significant penalties, including disciplinary referrals, in-school suspension, removal from honor societies & may be prohibited from taking certain future courses with Pitt County Schools and East Carolina University.
- 0 on the assignment.

Signatures from the students and parents/guardians are requested to ensure that everyone has read and understands the IECHS Academic Integrity/ Honor Learning Code.

_____

Print Name of Student Date

_____

Student's Signature Date

_____

Parent's/Guardian's Signature Date

ACADEMIC INFORMATION IECHS

ACADEMIC INTEGRITY

The Honor Code is designed to protect the honesty of our students and the integrity of their academic achievement. The promotion of this character education creates an atmosphere of trust and respect in our school community.

IECHS Honor Code (see Appendix E for full honor code):

1. I will not lie, cheat, or steal in giving assistance or receiving assistance in my academic endeavors.
2. I will not plagiarize. (See PCS handbook)
3. I will forthrightly oppose each and every instance of academic dishonesty.
4. I will give prompt notification to the appropriate teacher when I have witnessed any student who has given or received information of a dishonest nature.

Cheating is defined as the willful and/or intentional giving or obtaining information from an outside source and presenting it as your own.

If any subject-related materials (study guides, cell phones/text messages, notes, textbooks, websites, etc.) are visible during testing this would constitute cheating.

ACADEMIC ADVISING

The school counselor is available to help students with personal and academic concerns. The school counselor also helps students evaluate their abilities, interests, and course selections by personalizing their educational plan. Additionally, the school counselor provides services such as college preparation, ACT/SAT preparation, scheduling, developing academic plans, social/emotional learning, and assists with completing college applications and scholarships.

The school counselor and Dean of Students can assist students as they explore senior colleges and universities. Be advised that each college has specific admissions requirements. It is the student's *responsibility* to educate themselves regarding the admission requirements and to assist during academic scheduling to ensure that they are meeting the requirements of the institutions to which they will be applying.

The high school counselor and Dean of Students are the student's first contact when registering and withdrawing from any high school and/or college course. Parents are required to participate in their child's Fall and Spring semester registration process. After meeting with the high school counselor, students will meet with the Dean of Students to discuss ECU courses.

The school counselor and administrators have the right to assess a student's college readiness and determine the appropriate amount of college courses they should take during any given semester. **Students who are not making progress toward graduation or are placed on an academic contract may be excluded from taking college classes the following semester.**

ACADEMIC RECOGNITION

Students will receive recognition for their academic success in various ways such as awards in individual competitions, nominations to honor societies, Academic Excellence Awards and the Latin Honor System at graduation.

Endorsements (seals) are placed on students' diplomas to identify a particular area of focused study. Students may earn a College Endorsement, a College/UNC Endorsement, a NC Academic Scholars Endorsement, and Global Languages Endorsements.

To view the requirements for the College, College/UNC, and Global Languages endorsements visit https://drive.google.com/file/d/1aOGIDqv4xWbgAfp8xfP3zgLCtPfKc1np/view. To view the requirements for the NC Academic Scholars

Program visit
http://www.ncpublicschools.org/curriculum/scholars

CONTINUING AT IECHS

Ensuring students receive a high-quality education is one of the top priorities of IECHS. Sometimes, through behaviors and/or grades, students demonstrate that they are either unable or unwilling to be successful in the college setting. If students do not exhibit college-ready behaviors or academic success, the principal reserves the right to prohibit them from either taking college classes or continuing at IECHS. Furthermore, if students are not meeting satisfactory academic progress or not obtaining the courses necessary to move into university courses, a conference will be held with the student, parent and IECHS administration to determine the plan to complete the student's high school experience.

In order to take un-cohorted college classes students must maintain a 3.00 unweighted cumulative GPA and have no more than 1 major discipline incident/referral. If students are not enrolled in ECU courses their junior/senior years they should expect to take all IECHS high school courses, many of which may be online courses.

In order to remain enrolled at IECHS students must maintain a 2.0 unweighted cumulative GPA, be in good standing with ECU, and have zero legally reportable discipline incidents (See PCS Student Code of Conduct: https://www.pitt.k12.nc.us/Domain/91 and ECU Good Standing policies: http://www.ecu.edu/cs-acad/advising/academicStanding.cfm?id=-1%27).

Students who receive a grade of 70 or below on their report cards in an IECHS course or ECU course will be placed on academic contract (Appendix E) during a meeting with student services. Students who continue to make a 70 or below will be placed on academic probation (Appendix F) during a meeting with student services.

CREDITS FOR PROMOTION, REPEATING COURSES AND ALTERNATE METHODS OF OBTAINING CREDITS

Credits required for promotion

Promotion to Grade 10

- Earn 6 units of credit

Promotion to Grade 11

- Earn 13 units of credit – must include English I

Promotion to Grade 12

- Earn 20 units of credit – must include English II

Graduation

- Must earn 87.5% of credits attempted
- CPR Requirement- Passed in 2012, House Bill 837 is "an act to make successful completion of instruction in CPR available to all students with a plan to phase in completion of CPR instruction as a high school graduation requirement by 2015.

High School Course Repetition

Students have the opportunity to retake a high school class in which he/she failed. Students will need to see the school counselor for details and requirements.

Credit by Demonstrated Mastery (CDM)

In 2013, GCS-M-0001 Policy Defining *"Course for Credit",* was approved by the State Board of Education. Within this policy are guidelines for offering Credit by Demonstrated Mastery (CDM) to North Carolina students. CDM is the process in which local education agencies employ a body-of –evidence to award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time. The CDM process is open to all NC public school students in grades 9-12 in high school courses.

If a student is interested in receiving Credit by Demonstrated Mastery they need to talk with the counselor a semester before beginning the process.

ECU CLASSES AT IECHS
IECHS students begin taking ECU courses during their freshman year. ECU courses during the first two years are cohorted classes with only IECHS students. When possible the ECU professors come to IECHS and teach students in the Brewster Building. If a student is accelerated they may take an online extra ECU course in their sophomore year. Students who qualify for this option will meet with the school counselor during their freshman year.

IECHS juniors begin taking ECU courses on the ECU campus during their fall semester. **It is expected that students in face-to-face uncohorted courses check in and check out to the IECHS office prior to their ECU course. A waiver to self sign out for ECU courses must be signed by parents. Once parents sign the waiver students will be given a Gold Card to show IECHS staff members they are eligible to sign out.**

Students are expected to follow all IECHS and ECU rules, procedures and processes when in ECU courses.

EXAMINATIONS AND MANDATED TESTING
Students are required to take exams at the end of each semester in each course. Semester exams are administered the last five days of the semester. The principal must pre-approve all exceptions to the exam schedule prior to testing.

All testing is important and we want to ensure that students have the best testing environment. **Therefore, students will not be allowed to check-out until the testing session is complete each day.**

All End of Course Exams will count 20% of the final grade (PCS Policy 3410). All make-up exams must be completed on the approved make-up day.

Personal schedules should be planned carefully around critical testing days. In the event of an unforeseen emergency, contact the principal.

In addition to the EOC's students are required to participate in other tests such as the ACT. Students will be notified prior to testing. Students will also be required to take any other tests that become mandated by federal, state or local governments.

GRADING SCALE and GPA
Although all grades are reported each period as numeric scores, these scores represent various levels of achievement. The following equivalency scale is also used to determine the grade points for each course average.

NUMERIC AVERAGE	LETTER
90 - 100	**A**
80 - 89	**B**
70 - 79	**C**
60- 69	**D**
BELOW 60	**F**

Some college courses will satisfy both high school and college requirements. These courses are considered dual credit courses. IECHS and ECU use a 4.0 grade point system, which is used to calculate student grade point averages (GPA). Each number grade is assigned quality points.

High School GPA Information
For high school courses students will receive quality points for the purpose of calculating their grade point average (GPA) depending on the year they entered high school.

Students entering high school in 2015

	A	B	C	D	F
Standard	4	3	2	1	0
Honors	4.5	3.5	2.5	1.5	0
College	5	4	3	2	0

At IECHS most high school courses are taught at the Honors level and most college courses receive college weight. The school counselor has more detailed information.

To calculate students' high school GPA:
1. List their courses and grades;

2. List quality points earned for the grade received in each course;
3. Add the quality points together; and
4. Divide by the credits attempted.

Rank is based on the student with the highest GPA being designated number one (1) in the class.

GRADUATION AND PROMOTION REQUIREMENTS

The Pitt County Board of Education has adopted the following policy promotion standards. Refer to Board Policy #3420 Student Promotion, Accountability for complete guidelines. In order to receive a diploma from Pitt County Schools the following must be successfully completed. If a student entered high school after 2009-10 they must meet the Future-Ready Core requirements. www.ncpublicschools.org/promotionstandards/hsgate .

1. Completion of a Course of Study or Future Ready Core Requirements:
2. Minimum 28 Course Requirements must be met, Must earn 87.5% of credits attempted;
3. CPR Training
4. Any additional requirements set by NCDPI and/or Pitt County Schools.

To earn credit from ECU students must maintain good academic standing in courses taken. Students are responsible for monitoring their progress through Pirate Port. Students' official records regarding completing their college credit is maintained through the college, not high school.

The school counselor will meet with students to review their academic plan and to assist in scheduling classes each semester. Scheduling high school classes is the first priority. College classes are scheduled around the high school classes. When possible, the high school makes schedule changes so that it is possible for students to take the high school and college classes they need and want. However, it is not always possible to make a change in the high school schedule.

IECHS TECHNOLOGY

IECHS provides laptops to all students. Laptops are managed by ECU. There is no fee for the daily usage of this technology. However, students are responsible for loss, damage, or neglect to the device. In these instances the cost is the student's responsibility.

Students are allowed the option of being a 24-7 technology user. This option requires a one time fee of $100 for 24-7 usage during every school year the student is enrolled at IECHS. This fee can be split into payments of $25 for each year of 9-12 grade. Students who are interested in this option must read and abide by the 24-7 technology user agreement and PCS technology policies/procedures. A copy of the 24-7 technology user agreement can be requested from the school digital facilitator.

LATE WORK

It is the responsibility of the student to proactively speak with their teacher if they foresee they need an extension on an assignment. Extensions may not be granted if the student does not speak to their teacher in advance. **Students will only be given the opportunity to turn in late work if the teacher gives approval for a student to turn in late work in advance.** Meaning, a student must be proactive and speak with the teacher prior to turning in late work. Teachers have the autonomy, based on students being proactive and on the situation, to allow for late work to be submitted.

In case of an illness, students have 2 school days per day out of school to complete and turn in missed assignments. In high school classes, it is the student's responsibility to talk with their teachers the day they return to school regarding missed assignments. Students will have 2 days to make-up missed work in semester long classes and 4 days to make up work in year long courses. Until the assignment is made-up it will be recorded with a blank in PowerSchool. It is the student's responsibility to talk with their teachers in order to determine what work needs

to be made up. **Assignments not submitted by the deadline will retain the grade of 0.**

After an absence in the student's high school courses, any previously assigned work is due the day they return to school. Students MUST be present during exams and any additional mandated testing.

PROGRESS REPORTS AND REPORT CARDS

The IECHS faculty realizes the importance of academic feedback to students and their parents. Therefore, students will receive reports for their high school classes every three weeks. It is their responsibility to share their progress reports with their parents/guardians.

Students and their parents/guardians have access to their grades via PowerSchool Parent Access Portal. Directions will be distributed to students and parents on how to access this portal at the beginning of the school year. Parents must sign up for the portal in order to gain access.

Be advised that students will not receive progress reports from their college courses. **Students are to be responsible and aware of their grades in their college courses and schedule an appointment with their instructor during office hours if they have questions and/or concerns. Many college instructors use Canvas and students can access their grades and assignments through this platform.** ***Parents can ask their child to access their child's college grades through Canvas at any time, or request their child's password from their child.***

Students will receive computerized report cards at the end of each marking period, or four times a year; see school calendar. Students are responsible for sharing their progress reports and report cards with their parents/guardians. Always check report cards very carefully as mistakes can be made. Any errors should be reported immediately to the school counselor.

Final report cards will be mailed to the parent/guardian.

Progress reports are expected to be issued by the dates: **Sept. 5, Nov. 6, Feb. 6, April 10**

STUDENT SUPPORTS

Student Success Meetings

Students, their parents/teachers/administrators can request a Student Success Plan conference to assist in developing a plan of success. This meeting is student-led and the team works with the student to develop solutions for areas of concern.

REC Time

Part of our vision is to provide opportunities for students to become independent learners that manage their responsibilities, relationships and time.

IECHS has a REC time to assist students with these skills. Students sign up for their preferred REC Time offerings. Teachers meet with their students during REC Time to discuss and participate in relevant topics such as design challenge, relationship-building activities, diversity awareness, social/emotional development, college readiness, career planning, tutoring, and financial planning. Individual meeting topics include affective and academic concerns and community service.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal regulations require that institutions establish standards of academic progress. Satisfactory Academic Progress standards are:

- Students must maintain a **2.0 unweighted GPA each** semester and a 3.0 unweighted GPA to take college courses;
- A student whose cumulative ratio of completed to attempted hours falls below 80% will receive a warning and be placed on an academic contract;
- Students must meet the time frame requirements for satisfactory progress;

- Students who habitually withdraw from college classes will be determined not to be making satisfactory progress;
- **Students need to be aware that college courses taken at ECU will forever affect their college GPA, which in turn could permanently affect their eligibility for financial aid in the future.**

Students who are not making satisfactory academic progress (scoring below a 70) at report cards, end-of-term college classes will be placed on an academic contract. A meeting will be held with the student, parent, counselor and Dean of Students to discuss the specifics of the contract. Once placed on an academic contract students must adhere to the contract for the rest of the marking period. Students who fail to make improvements while on the academic contract will be moved to academic probation. A sample of the academic contract and academic probation can be found in Appendix E and F.

Students who are placed on academic probation will have only one marking period (9 weeks) to fulfill the specified terms of the probation. A meeting will be held with the student, parent, counselor and principal to discuss the terms of the probation. Failure to fulfill the terms of academic probation will result in a student being sent back to their home high school.

STUDENT RECORDS

All student records will be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for meeting all legal requirements pertaining to the maintenance, review and release of records retained at the school. Information placed in cumulative files by parents/guardians need to be updated from year to year. Parents/guardians wishing to include or review information in their child's file must see the school counselor.

SYLLABI

All teachers are required to have a syllabus for each class. IECHS recognizes our teachers as instructional experts and therefore supports teachers and their expectations for rigorous academics in the classroom. Students are expected to read and follow ALL components/procedures of the syllabus for every class. These components/procedures include, but are not limited to: turning in assignments, late work, expectations for assignments, grading, project guidelines, etc. **It is expected that students thoroughly read and understand their IECHS and ECU course syllabi for every course.**

ECU

EXPECTATIONS OF ADULT LEARNERS AT ECU

While taking college classes, students and their parents need to be aware that subjects and topics will be discussed on an adult level. Part of the learning process is to be made aware of different ideas and beliefs. This does not mean that students have to agree or conform. The expectation is that students will be respectful of others' ideas and beliefs. If students have a question or concern, see the counselor.

Engagement, enthusiasm, motivation, and self-discipline are essential elements of individual learning and development. Therefore, all students should show respect for themselves, their peers, and college personnel. For example, an adult learner at ECU is expected to:

- be courteous to fellow students, faculty, staff members, and the public.
- be honest in academic work and in one's interactions with members of the campus community.
- obey local, state, and federal laws.
- keep confidential all passwords, PINs, and usernames.
- respect the property of the College, fellow students, and others.

ECU Academic Integrity

Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity ensures that students derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. IECHS is an institution that values academic integrity. To this end, students will exhibit absolute honesty in all of their academic endeavors.

Students are also expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A student knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the Office of Student Rights & Responsibilities.

ECU students will refrain from acts of *academic dishonesty* such as cheating, fabrication, lying, bribery, assuming another's identity, and/or use of any device not specifically allowed by the instructor in class. This also includes and is not limited to: inappropriate collaboration, the giving or receiving of information (including test materials) without permission, and the unauthorized submission of the same paper in different courses.

Plagiarism is an act of academic dishonesty, and therefore, a serious violation of the ECU Honor Code. Students commit plagiarism when they use words, ideas, statistics, images, and/or graphics from other sources and present this material as their own work or do not attempt to document their sources. If students are unsure what information needs to be cited, they should ask their instructors for guidance.

Examples of plagiarized assignments include

- word-for-word copies of essays and articles taken from web sites, books, periodicals, or other sources.
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source.
- paraphrased and summarized words and ideas whose sources are not clearly cited in the student's text.

All students are obligated to report incidents of academic dishonesty of which they have knowledge to the appropriate authorities. Instructors who suspect that a student has participated in academic integrity violation will follow ECU's Academic Integrity Policy (https://osrr.ecu.edu/wp-content/pv-uploads/sites/234/2018/04/EastCarolinaUniversityFacultyManual.pdf).

ECU GRADING SCALE and GPA

Most of the college courses receive weighted quality points.

ECU Numerical Values for Letter Grades

Letter Grade	Numerical Value	Letter Grade	Numerical Value
A	4.0	**C**	2.0
A-	3.7	**C-**	1.7
B+	3.3	**D+**	1.3
B	3.0	**D**	1.0
B-	2.7	**D-**	0.7
C+	2.3	**F**	0*

To calculate students' college GPA:

1. List student courses and grades for the semester;
2. List the semester hour credit for each course, then add up the semester credit hours;

3. List quality points earned for the grade received in each course;
4. Multiply credit hours in each course by the quality points earned by each grade received;
5. Add up the results;
6. Divide the total number of quality points by the total number of credit hours to get student GPA

For a course to transfer, the student must earn a grade of A, B, or C. If students' grade is below a C they may have to retake the course; see the school counselor. If it is necessary for the student to repeat a course, the course will be listed twice on their college transcript. The highest grade is used for calculating GPA.
If a student feels there is an error on their transcript, they can speak with the school counselor immediately so the issue can be addressed. Through ECU Banner, students can access all their college records and information.

GRADE REPLACEMENT POLICY
A student is permitted to use the Grade Replacement Policy a maximum of four times in which he or she has earned a grade C-, D+, D, D- or F. For more information regarding grade replacements, please review the Grade Replacement Policy under the Academic Regulations section of the University Catalog.

To grade replace a 1 or 2 credit hour course, please complete the **grade replacement form** 3 or 4 credit hour courses are grade replaced automatically.

DROPPING CLASSES
If a student wishes to drop/withdraw an ECU class they must see the IECHS Dean of Students. Students must attempt to receive help in the class through tutor.com and the Pirate Academic Success Center before withdrawing from a class. Proper paperwork must be completed and a thorough discussion must be held before the drop paperwork is submitted to ECU. Students must adhere to the ECU calendar for course drops. Students are only allowed 16 credit hours worth of withdrawals during their entire college career.

Students who withdraw or drop an ECU class after the drop date will be invoiced by IECHS for a withdrawal fee. This fee, which must be paid in order to receive a diploma, is the responsibility of the student and not of IECHS.

ATTENDANCE & TARDY POLICIES

Attendance in high school classes and college classes is extremely important; and **it is the student's *responsibility* to complete all assignments, projects, tests, etc. according to the procedures of each institution.** Students need to make every effort to be at school every day.

IECHS

ATTENDANCE

- If the student is absent, **they must bring a note of explanation to the school office before first period the day they return to school. Notes that are 5 days or older from the absence, will have to get permission from the principal for the absence to be changed.**
- If a student is tardy or must leave early, they MUST bring a note of explanation and sign in and out in the main office.
- All notes must be from the student's parent/guardian or doctor and must include:
    1. Student's full name,
    2. Student's parent/guardian's name and phone numbers,
    3. doctor or dentist office information,
    4. reason and date(s) for absence, late arrival, or early dismissal.
- Once students are in school, they may not sign out before their classes are completed for the day, unless a parent/guardian is picking them up for an appointment.
  Parents/guardians must come to the main office to sign students out for appointments

or other approved reasons to leave school early.

In high school classes, it is the student's responsibility to talk with their teachers the day they return to school regarding missed assignments. Students will have 2 days to make-up missed work in semester long classes and 4 days to make up work in year long courses. Until the assignment is made-up it will be recorded with a blank in PowerSchool. It is the student's responsibility to talk with their teachers in order to determine what work needs to be made up. **Assignments not submitted by the deadline will retain the grade of 0.**

After an absence in the student's high school courses, any previously assigned work is due the day they return to school. Students MUST be present during exams and any additional mandated testing.

Pitt County Board of Education Policy 4400

A high school student who is absent from a course for a total of eleven (11) or more periods (after all make-ups and waivers are applied) will fail that course.

At the discretion of the principal, a high school student who is passing a course and has been absent from the course at least eleven (11) but no more than fifteen (15) periods may be provided an opportunity to make up time missed. Each high school will provide sufficient make-up opportunities to allow a student to make up fifteen (15) class periods per semester, if the work is made up in a reasonable amount of time.

A high school student who is passing a course and has missed eleven (11) or more periods of the course may appeal to the principal for a waiver of his or her lawful absences. If waivers are granted, absences will be recalculated. *Absences due to extended illness or frequent absences will require a statement from a physician*.

At 18 days students fail the course.

School Attendance Make-Up Days

A student, who is passing a course and has amassed less than fifteen (15) absences in the course after waivers, if any have been granted, may appeal to the principal for a makeup ruling. The principal has the option to do any or all of the following:

1. Assign a student to after-school, teacher workday, REC Time make-up and require one and a half (1 ½) class periods to be made up for each class period missed. Example: missing a 90- minute class requires 135 minutes of make-up.
2. Assign a student to Saturday make-up and require one and a half (1 ½) class periods to be made up for each class period missed. Example: missing a 90- minute class requires 135 minutes of make-up.

School Attendance Ruling

While the intent of this policy is to provide a procedure for the review and disposition of attendance-related academic and disciplinary issues, the final legal authority with regard to such matters remains with the principal.

TARDIES

Tardy to school and Early Outs

In order to receive the most benefit from school, it is important that students acquire the habit of regular, punctual attendance. Students are tardy to school if they are not in their assigned homeroom when school begins at 9:15 or in their classroom at the start of the class period. Homeroom is an important part of the school day and it is expected that all students will attend homeroom. Excessive tardiness/early outs will result in a warning by administration and consequences as outlined in PCS Code of Conduct.

1st and 2nd Tardy- Parent Contact by Teacher
3rd Tardy- Admin Conference with Student
4th Tardy- Admin Call Home
5th Tardy- Letter Home and Project Equal (After School Detention)

6th Tardy- Project Equal (After School Detention) and Social Worker Contact
7th Tardy- Project Equal (After School Detention)
8th Tardy- Admin/Teacher Conference with Parent
9th+ Tardy- ISS 1 Day

Early Sign Out
We request that students be picked up prior to 3:30 if they need to be picked up early. This helps to keep dismissal organized and efficient. **Students taking un-cohorted face-to-face ECU courses this year must sign in and sign out in the front office**. Students who do not have a 4th-period IECHS course and whose ECU courses end prior to 4:00 may sign out from school. This will not count as an early out. **Student's parents/guardians must grant permission, by signing a yearly self-sign out form, for students to leave campus after all face-to-face IECHS and ECU courses have been completed.** This form is only for students who have un-cohorted ECU courses and is given to all eligible students at the beginning of the school year.

Tardy to Class
Students are tardy to class if they are not in their assigned class when the class begins. Excessive tardiness will result in a warning by administration and consequences as outlined in PCS Code of Conduct. Students must report to the front office to get a tardy note.

Skipping Classes
If you are on campus and you choose not to attend a high school or college class for which you are enrolled you are skipping. IECHS will follow the Pitt County Code of Conduct and issue consequences as appropriate.

Illness at School
If a student becomes ill at school and they are unable to report to class or remain at school, they should report to the office immediately. The school receptionist will notify their parents/ guardian that they need to leave school.

ECU

ATTENDANCE
Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a written statement to this effect in the course syllabus. Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments.

STUDENT CODE OF CONDUCT IECHS

In addition to this handbook, students and their parents/guardians need to review the Pitt County Schools Student Code of Conduct and ECU Student Handbook, both of which are available on-line. PCS Student Code of Conduct:
https://www.pitt.k12.nc.us/Domain/91
ECU Student Code of Conduct:
http://www.ecu.edu/PRR/11/30/01/

Students must abide by the policies and procedures in all these documents.

Respect for Diversity: It is our intent that students from all diverse backgrounds and perspectives be well served at IECHS, that students' learning needs to be addressed both in and out of class, and the diversity that students bring to this school be viewed as a resource, strength and benefit. Diversity can include gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. We also expect that our students treat each other with care and respect regardless of their differences.

IECHS will not tolerate any type of disrespect or exclusion based on students' diverse differences.

ANONYMOUS REPORTING: BULLYING, HARASSMENT, CRIMINAL OR SUSPICIOUS ACTIVITY

Students have two ways to report criminal or suspicious activity anonymously.

1. Contact the IECHS administration or school counselor.
2. Email the PCS Tip line at https://www.pitt.k12.nc.us/Page/1519 and leave as much information as possible.

COMPUTER USAGE

IECHS has laptops for students to use and a computer lab in the D102 office suite. **Students must use the ECU computer networks within the policies set forth by Pitt County Schools and ECU.** If students disregard the policies, they can lose the privilege of using a computer at school**.**

Personal laptops are not required in class and are not necessary to have at school. Students may bring a laptop computer to school with the understanding that it will only be used in compliance with the instructors' rules regarding its use. Students must complete a personal device form prior to bringing their personal devices to school. The student is responsible for their computer. (Policy Code 3225/4312/7320).

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it should be at the heart of the student's education. By developing the habit of self-discipline, students develop self-control, self-respect, character, orderliness, and efficiency.

Self-discipline is the key to good conduct and respect for self and for others. By doing their part in making their school an effective place of learning and developing the habit of self-restraint, students will learn the value of the power of integrity. IECHS utilizes various school-wide positive behavior supports to celebrate student success.

IECHS administrators will follow and enforce the PCS policies. In addition, students must adhere to the ECU Student Code of Conduct. Be aware that if a student's behavior warrants, IECHS and the college have the right to prohibit them from coming on the ECU campus; therefore, this will affect where they attend high school.

Please keep in mind that the IECHS administration may use discretion on discipline matters as indicated in the PCS Student Code of Conduct. This discretion could include dismissal from IECHS.

CLASSROOM CONDUCT

Each teacher is charged with the responsibility and given the authority to make and enforce any classroom rules which he/she feels will provide for a more effective, orderly, and productive learning environment. Serious misbehavior or serious Code of Conduct violations will result in referral to the administration. Teachers are expected to notify parents of student misbehavior.

IECHS Classroom Expectations

IECHS implements a system of positive behavior and expectations in the school and classrooms. These expectations will be shared with students during the first week of school and are posted in all classrooms. It is expected that all students follow classroom expectations every day. A copy of school-wide expectations can be found in Appendix G.

If a student's behavior warrants suspension from IECHS, they are not allowed on the college campus for any reason for the duration of the suspension. It is their responsibility to communicate with their

college instructor regarding assignments, tests, etc.

DRESS AND APPEARANCE

Dress and personal appearance of students affect their academic performance and their interaction with other students. This policy is about giving students options and flexibility. Of course, exercising good judgment is still needed… how students present themselves reflects on their personal brand as much as on the IECHS brand. The Board of Education prohibits any appearance of clothing that does the following;

1. violates a reasonable decency policy adopted and publicized by the school;
2. is substantially disruptive;
3. is obscene, or
4. endangers the health or safety of the student or others.

Therefore, IECHS is committed to instilling a decency dress policy for students.
Students shall follow the below guidelines:

- Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
- Shirts/tops must have sleeves, cover the chest and back from arm to arm; this applies to tank tops.
- When the body is standing straight, clothing must cover the chest, back, torso, stomach and lower extremities from arm to arm to mid-thigh with no exposed undergarments.
- Shoes must be worn at all times and must conform to requirements for specific classes
- Pajamas, bedroom shoes or slippers, and blankets shall not be worn, except for school activities approved by the principal.
    - No stuffed animals.
- Sunglasses are not to be worn over the eyes while in the building.
- Inappropriate Illustrations – Clothing which promotes alcoholic beverages, tobacco, and the use of controlled substances, is of a sexual nature, depicts violence, and is racist or harassing based on cultural or ethnic differences.
- Gang-Related Clothing or Insignia – students are not permitted to wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items with intent to convey membership or affiliation with a gang.

1st Offense: Staff addresses student
2nd Offense: Contact parent/guardian
3rd Offense: Minor referral and refer to administration

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are definitely a convenience in this day and age, but they are not a necessity. **Bringing a cell phone to school is a privilege, not a right.** The administration of IECHS asks that all students abide by the below policy to keep cell phone and earbud usage an asset.

Students have the privilege of using their electronic devices at certain times while not in a class. Devices are never to be used in any way that compromises educational integrity, disrupts the educational environment, or in any other lewd, inappropriate, and/or disruptive manner.

If requested by a teacher, electronic devices must be turned OFF and out of sight while in classrooms, examples of devices include but are not limited to cell phones, AirPods, earbuds, tablets, etc.

Any adult who witnesses a violation of this policy will immediately confiscate the student's electronic device, and allow the student to pick up the device at the end of the day. On the second offense the adult will take the device and it will be given to the front office. The electronic device must be picked-up by the parents/ guardians. If a student repeatedly violates this policy they will be disciplined for insubordination. **It is expected that students, who violate this policy, give their electronic device to a staff member upon the staff member asking for the cell phone.**

If a student uses any electronic device to send harassing text messages, obscene photos, bully, make threats, or to cyber cheat they will lose their privilege of bringing the device to school in addition to other disciplinary actions.

IECHS and ECU are not responsible for any damage, loss, or theft of personal electronic devices that are brought to school.

STUDENT IDs AND CAMPUS SAFETY
Student IDs
Students are required to obtain an ECU One Card ID. They must present their ECU ID when requested to do so by any teacher, ECU personnel, or administrator. ECU One Cards are used to enter IECHS, in the library, game room, and Athletic Center. IECHS will pay for the initial ECU One Card. If a student needs a new One Card it will be their responsibility to pay for the new card. New cards are $20.00. Students must report to administration when their ECU One Card has been lost.

Campus Safety
IECHS is located on the ECU campus; therefore, problems or concerns that would be addressed by the School Resource Officer will be under the authority of the ECU Campus police. The campus police are located on 10th Street and/or can be reached at 252.328.6787 for non-emergency calls.

NO-FAULT TURN IN
If a student finds or discovers a weapon, object, or substance which they think might be prohibited, or they witness or become aware that another student has such items or intends to use them, it is their responsibility to notify a teacher or administrator immediately. There will be no penalty against students who take such action.

If students inadvertently find themselves in possession of prohibited weapons, objects, or substances they may turn those items in to a school official without fear of penalty. If a student is discovered in possession of such items prior to turning them in; however, all relevant penalties will apply, regardless of their "intent" to turn them in at a later time.

THEFT
Theft will not be tolerated, and offenders will be referred to the campus police for action under the PCS Code of Conduct.

TRANSPORTATION
Car Riders
Students who are car riders are expected to follow all safety rules when exiting and entering cars. ECU is a very busy campus, so it is important that students practice safety at all times. **Students are required to use only the designated drop off and pick up locations for IECHS and ECU.** Failure to use the proper location could result in drivers receiving a ticket from ECU parking. Students shall use crosswalks any time they cross any street on campus.

A student must have a signed waiver on file in order to stay after school and remain on ECU campus before or after school.

Buses
School transportation service is a privilege, not a right. **Students shall observe the directives of the bus driver at all times while riding a school bus.** Prohibited behavior is outlined in the Pitt County Schools Student Code of Conduct. Consequences for improper bus behavior include warning, administrative conference, parent contact, bus probation, and bus suspension. Parents/guardians are responsible for making arrangements for students suspended from the bus to get to and from school. Absences from school due to bus suspension will count towards total absences for both IECHS and ECU. Refer to PCS Student Handbook for more details.

If students need to change their designated stop, their parent/guardian must speak with the PCS transportation department at 252-756-1424.

Acceptable Bus Behavior

- Students may have earphones. The volume must be at an acceptable level so the driver can be heard at all times.
- Students are responsible for personal belongings at all times. If ownership or maintenance of items becomes an issue, this privilege can be revoked. Students must dispose of their own trash.
- Students may read or work on assignments silently while on the bus. They may not require additional seat space in order to do so.
- Students may have water or beverage bottles with screw-on caps. These must be kept in a book bag or kept out of sight. No drinking on the bus.
- Students may have cell phones but phones must be used appropriately and with headphones. (see Electronic Device Policy in this handbook)
- Students may not stand or move on the bus before the bus comes to a full stop.
- Students may not lie down on the seat or sit with body parts extended in an unsafe way. This includes feet in the aisle, hands/arms in aisle or out the window, feet under body on seat, or body facing any direction other than toward the front of the bus.

STUDENT PRIVILEGES

Through academic progress and self-discipline, students obtain privileges. If at any time students do not meet school expectations, they will forfeit privileges at the discretion of the administration.

Privileges may include: Cell phone usage**,** The ECU Student Center, Field Trips, Croatan Courtyard, Free time, Gold Card, Team Building Activities, PBIS events, etc.

ECU

ECU STUDENT CONDUCT POLICIES

As an academic community, East Carolina University is dedicated to providing a safe and vibrant learning and working environment for all its members. The Student Conduct Regulations are intended to aid in the fulfillment of ECU's mission and in securing the broadest range of freedom for each member of the community.These policies and procedures set behavioral standards that protect the health, safety, welfare, property, and human rights of all members of the community as well as the property of the University. Visit http://www.ecu.edu/PRR/11/30/01/ for more information on ECU's Student Conduct Policies.

ECU is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and fellow students. East Carolina University students are expected to refrain from the following behaviors.

1. *2.1. Alcohol:* Illegally possessing, consuming, having consumed, and/or providing alcoholic beverages to those under the legal drinking age. Being intoxicated in public.
2. *2.2. Drugs, Drug Paraphernalia, and Other Controlled Substances:* Possessing, using, distributing, buying, selling, facilitating a sale, delivering, manufacturing, and/or abusing illicit or illegally obtained substances. Misusing prescription or counterfeit drugs. Consuming, including huffing or sniffing, any substance not intended for such use. Possessing or using drug paraphernalia.
3. *2.3. Endangerment:* Acting in a manner that could or did endanger or injure a person or the ECU community. Examples of endangerment include, but are not limited to, fighting, or operating a vehicle while under the influence of alcohol or drugs.
4. *2.4. Harassment, Threats, Bullying or Intimidation:* Directing action toward a particular individual or group in a manner which is unwelcome and, under the totality of the circumstances, is so severe or pervasive, and objectively offensive that it undermines and/or detracts from the target's academic pursuits, participation in University-sponsored activities, or

employment effectively denying equal access to University resources and opportunities.

5. *2.5. Hazing:* Acting in a manner that would subject another student to physical injury or mental or emotional harm as part of an initiation, or as a criterion of membership, into any organized University group, including any society, military groups, athletic team, fraternity or sorority, or other similar group. Planning or preparing to engage in hazing activity is also a violation of the Code. The expressed or implied consent of participants will not prevent disciplinary action.

6. *2.6. Weapons:* Possessing, distributing, using, manufacturing, assembling, storing, transporting, selling, purchasing, or acquiring any weapons as defined in this policy on property owned or controlled by the University, including ECU vehicles is a violation of the Code, with the exception of a handgun possessed pursuant to a concealed handgun permit and stored according to law. Possessing any illegal weapons, including nuclear/biological/chemical weapons, or home-made weapons, either on- or off-campus. This provision also applies to students on the way to and present at any off-campus curricular and extracurricular activity sponsored by the University. Illegally concealing any weapon is a violation of the Code.

7. *2.7. Disruptive Conduct:* Being disruptive or disorderly in a manner that interferes with the function of the University or interferes with conduct of others, including law enforcement officers, who are on-campus or off-campus. Refusing or failing to submit appropriate identification or refusing to comply with a request from an identifiable University official acting on behalf of the University.

8. *2.8. Theft:* Stealing or attempting to steal property, including intellectual property, or services of any person or entity. Receiving, possessing, or selling/giving away such property when the student recognizes, or should have recognized, that the property was stolen. Selling books or helping sell books without the owner's permission is an example of theft.

9. *2.9. Vandalism, Defacement, or Misuse of Property:* Defacing, destroying, damaging, or misusing private, University, or other public properties.

10. *2.10. Trespassing and Unauthorized Use of Property:* Entering or using university facilities and/or the personal property of others without explicit permission. This includes but is not limited to, unauthorized access to residence halls, vehicles, stadiums and fields, as well as unauthorized possession, duplication, or use of the property of others or the University.

11. *2.11. False Information, Forgery, and Fraud:* Publishing and/or circulating false information that is harmful to others. Providing false information to the University, including on an application required to participate in a University activity.

12. *2.12. Having Knowledge of or Assisting with a Violation:* Having knowledge of, being present during, instigating, encouraging, or facilitating a violation of the Student Code of Conduct.

13. *2.13. Gambling:* Placing a bet or wager on an uncertain outcome for money or other items of value unless permitted by law.

14. *2.14. Hindering the University Conduct Process:* Coaching, intimidating, retaliating against, or otherwise influencing witnesses, Conduct Board members, conduct administrators, and other participants in the conduct process. Failing to provide the University with relevant information regarding a conduct case as a witness, except in instances where such failure would require a student to identify his/her own violation of the Code. Failing to abide by sanctions, including bans.

15. *2.15. Violation of University Policies:* Violating University policies including, but not limited to those listed in the related policy section of this regulation and the University Policy Manual. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the student code of conduct and imposition of sanctions.

Both faculty and students shall enjoy a positive and supportive environment guided by clearly defined expectations and policies. Therefore, faculty should review these expectations, including the Academic Integrity Policy, with their students during the first week of class. For

each course, the instructor shall clarify the extent to which collaboration on assignments or the use of technology will be permitted.

GENERAL INFORMATION

ACCIDENTS

Any accident in college buildings, on college grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. For more information about Student Accident Insurance or to enroll, please go to the Pitt County Schools website www.pittschools.org. Please click on the Parents and Students link and then click on Student Insurance Forms.

AGENDAS/PLANNERS

Planners are an important method for keeping students organized. It is expected that all students utilize a planner. Each student will receive a school planner at the beginning of the school year upon request. Upperclassmen may purchase their own agenda that best suits their planning style.

ATHLETICS

IECHS does not have any athletic sports teams. Currently, students are not allowed to participate in sports at other high schools.

BELL SCHEDULE

Monday-Friday

9:15-9:25: Homeroom
9:25-10:40: First Period
10:43-12:00: Second Period
12:03-1:57: Third Period & Lunches
2:00-3:15: Fourth Period
3:17-4:00: REC Time
4:00 Dismissal

BOOK BAGS

Students can carry book bags for their classroom books and materials. IECHS and ECU are not responsible for any personal items that are lost or stolen. The administration strongly suggests that students do not bring expensive personal items to school.

CAFETERIA/ECU DINING OPTIONS

Breakfast and lunch will be provided, for a fee, in our cafeteria for all students. A-La-Carte items may be purchased from the cafeteria. Students may eat in the classrooms, multi purpose room or courtyard (between building D and A, as long as a staff member is supervising them). It is each student's responsibility to clean up after him or herself. IECHS follows the mindset of "leave this place better than we found it."

IECHS must comply with Pitt County Schools Food Policies; therefore, any student not in ECU un-cohorted face-to-face courses is not to purchase food from ECU dining areas until IECHS lunch has concluded each day. This includes breakfast and Starbucks coffee. Items purchased prior to 9:00 AM are allowed to be brought to campus. However, students cannot go to ECU dining sites at 9:00 or after to get food.

Also, lunch from offsite locations/restaurants cannot be brought to students from visitors during the school day. The only exception to this is for a student's birthday.

CLUBS

Clubs will meet at least twice a month during Rec Time. Club membership may be capped depending on the club, so many are first come, first served. Students may sign up to be in 1-3 clubs. In order to receive cords and honors for your club, students must have at least 80% attendance and participation. Graduation Cords: 80% attendance and participation and only awarded if the club has a service learning component or GPA requirement. Resume: 80% attendance and participation. In order to list a position as an officer, students must have held and served in that position.

COMMUNICATION WITH INSTRUCTOR

IECHS Instructors

Communication with IECHS instructors is encouraged. Parents can communicate with instructors by face-to-face meetings, phone calls, written notes and emails.

In order to schedule a face-to-face meeting parents are required to contact the teacher to set up a meeting date and time that is agreeable to both parties. Parents should not arrive at school without an appointment and expect to speak directly with an instructor.

Phone calls to instructors will not be routed to the classroom during instructional times. Emergency phone calls will be handled on a case-by-case basis and most likely will result in the secretary taking a message and hand delivering the message to the instructor. Please understand that IECHS staff will respond to all phone messages within 24-48 business hours after receiving the message.
Emails to IECHS staff should be sent using the Pitt County Schools email address. All staff email addresses are located on the IECHS website. Please understand that IECHS staff will respond to all emails within 24-48 business hours after receiving the email.

ECU Instructors
Students will need to reference individual instructor syllabi to know and understand the communication preferences and policies of individual ECU instructors. Per FERPA regulations, ECU instructors may not discuss student records with third-parties, including parents/guardians, unless the student completes and submits legal written consent to do so using the *Buckley FERPA Form* via ECU's PiratePort.

CHANGE OF ADDRESS, TELEPHONE NUMBERS and/or EMAIL ADDRESSES
Communication between IECHS, students, and parents/guardians is extremely important. **Therefore, any change of address, phone number, or email address must be reported to the secretary immediately.** Providing updated information will ensure students receive all communications. **To update an address, students must provide two forms of verification of a new address; i.e. a bill, to the secretary.**

DRIVERS EDUCATION
North Carolina Driving School offers Drivers Education Classes at IECHS. The NC Driving School determines when the classes are offered. IECHS will notify students of opportunities to attend drivers education classes. The classes are held at IECHS in the evenings. IECHS announces when students can sign up for drivers ed. The NC Driving School determines the roster for the classes.Visit Pitt County Schools Drivers Education page to learn more: https://www.pitt.k12.nc.us/page/96.

ECU LIBRARY
IECHS students are encouraged to use the ECU library. In order to check-out a book, students must have their student ECU One Card. Lost book fees are the responsibility of the student. **Unpaid fees will be placed on student IECHS records and must be paid prior to high school graduation**. Unpaid library fees may result in students not being able to take college courses the following semester.

GOLD PASS
The Gold Pass is for students eligible to take un-cohorted ECU courses. It allows students to go off IECHS campus to Chick-Fil A, Starbucks, other ECU locations or the vending machines. If you do not have a Gold Pass you can only go to those places during REC time with teacher approval. **This pass can be revoked if a student's GPA falls below a 3.0 or for discipline, attendance, or tardy issues.**

Students who have a Gold Pass may also self-sign out as long as their parents have completed the waiver form.

LOCKS, LOCKERS, AND LOCKER INSPECTION
There are 55 lockers available. Lockers will be assigned to students at the beginning of the year on a first come first serve basis. The locker is

small and should be used appropriately. Students will provide their own locks. Students should not give anyone, except their teacher and administration, their locker combination. Lockers may not be shared. Lockers should be locked at all times. Valuables should not be left in unlocked lockers including those in the athletic center. Although the school will investigate any reports of stolen property, it cannot be responsible for items lost, stolen or damaged. The administration reserves the right to check any locker at any time with reasonable cause. Students are responsible for items in their lockers.

MEDICATION POLICY

Before bringing any prescription or over-the-counter medication to school students must obtain a medical form from the counselor. The medical form must be completed by the student's physician. Once the form is properly completed parents must bring the form and their medication to the counselor to be stored and dispensed. Violation of this policy will result in confiscation of the substance, parent/guardian conference, and school consequences.

NEWS MEDIA

During the school year students are likely to be recorded, videotaped, photographed, interviewed and/or quoted by various types of news media (i.e. radio, television and newspaper) or for PCS publications such as the school or district social media or website. **If parents do not wish for their child to be interviewed, recorded, videotaped or photographed, please notify the principal in writing expressing your child's restriction to the news media and/or PCS publications.**

NOMINATIONS TO HONORARIES, SOCIETIES, CLUBS, & ENRICHMENT EVENTS (CAMPS, SUMMITS, CONFERENCES, ETC.)

Students may be solicited to join/become members of honoraries, societies, and clubs that are not affiliated with Pitt County Schools, Innovation Early College High School, or East Carolina University. Students are encouraged to bring solicitation materials to IECHS Student Services staff to discuss the qualifications, benefits, and risks of joining these organizations and/or attending their events; however, neither PCS, IECHS, nor ECU are responsible or liable for the student/family decision to accept or deny these offers, payments to or refund requests from these organizations, or transportation and lodging to these organizations' meetings/events.

PERMISSION TO BE ON CAMPUS AFTER HOURS

Students who wish to be on the ECU campus prior to and after the school day MUST have a signed waiver on file in the school office. Waivers can be requested from the school secretary and must be updated each year. **No student will be allowed to stay after school or walk alone on campus for any reason without a signed waiver.** Locations that students are allowed to visit with a signed waiver are: Academic Classrooms and Lab Spaces, Croatan, Joyner Library, Student Center, and Wright Place. Students are not allowed to be at the Student Rec Center without an IECHS staff member.

PERMISSION TO SELF SIGN OUT

Students who qualify for ECU uncohorted courses and who wish to self sign out after IECHS courses are over MUST have a signed waiver on file in the school office in order to receive a Gold Card. Students who are not eligible for uncohorted ECU courses cannot use this waiver. Waivers can be requested from the school secretary and must be updated each year. **No student will be allowed to sign out from school for any reason without a signed waiver.** Students must sign out at the front desk prior to leaving campus**. Upon returning to school (from ECU course) students must sign back in at the front desk**. Failure to comply with signing in and out will result in a student losing the privilege of self sign out.

REC TIME

Involvement and engagement in REC time is expected. Teachers will decide what happens during REC time given student interests and suggestions. Students will sign up for REC times using a program called Acuity. Students are responsible for choosing REC times in their homeroom by Thursday of each week. Students may NOT double book REC times. Once students have signed up for a REC time they cannot change it unless their homeroom teacher approves of it by 9:30 on the day of. Any student without a REC time needs to see Mrs. Collette or Mrs. Miller. Students who continually fail to sign up for REC time, double book, and consistently delete REC times will receive a referral to administration.

STUDENT INSURANCE

Voluntary student accident insurance is offered through QBE Insurance and the Young Group. For more information about Student Accident Insurance or to enroll, please go to the Pitt County Schools website www.pittschools.org. Please click on the Parents and Students link and then click on Student Insurance Forms.

STUDENT MESSAGES AND DELIVERIES

Classes will not be interrupted for messages or deliveries during the school day. Only messages of an emergency nature will be delivered to students, and those will be accepted only from a parent or guardian. Students will not be called to the telephone. Also, parents will not be given the schedule of another student to go to a classroom to see that person. **Food deliveries to school are strictly prohibited.** The only exception to this would be a parent bringing a special lunch to celebrate their student's birthday.

Additional deliveries such as flowers or balloons are disruptive to learning; therefore, such deliveries will remain in the office until the end of the day. Balloons and large items are not allowed on school buses.

STUDENT VOLUNTEER HOURS

All students are required to complete 100 volunteer hours by the time they graduate from IECHS. Students are responsible for determining and locating volunteer opportunities that are right for them. Many opportunities will be shared with students during the school year.

Students must keep a verified/signed log of all volunteer hours. This log can be found on the school website under Parent/Student Resources. This log will be turned in prior to graduation and will count as a grade in the AVID class. It is highly recommended that all students enter their volunteer hours into their required digital portfolio. HSA hours can count towards the total IECHS volunteer hours.

TEXTBOOKS

IECHS will be utilizing the ECU First Day program. Information for the program is linked here. This program will lower the cost of course materials for the school as IECHS pays for required textbooks for ECU courses. Included in this are textbook rentals and digital course materials, depending on the class. Enrollment in the program is automatic and the cost is $20 per credit hour per term. If IECHS students choose to opt out of the program, they will be responsible for purchasing their own textbooks.

IECHS pays for textbooks. Students are responsible for the textbooks issued to them. In the event students lose a textbook, they should report the loss immediately to their teacher. Fines will be assessed for damaged or lost books. Records will be withheld until fines are paid in full.

*Because we re-use college textbooks students may not write in the textbook, unless the book is a consumable textbook. *

All college textbooks and supplementary materials are property of IECHS. Therefore, they must be returned to IECHS at the end of each semester, regardless of what students' college instructors may say. **If students do not return all items they will be responsible for**

the cost. Please keep in mind that some college textbooks cost over $200.

TRANSPORTATION

Car Riders

Parents and students can receive a drop off/pick up map from the front office of IECHS. **The locations on the map are the ONLY locations where students should be dropped off** in the morning between 9:00-9:15 and picked up in the afternoon between 4:00-4:10 (M-Th) or 2:00-2:10 (F). Parents are encouraged to not arrive for afternoon pick up prior to 3:55 (M-Thurs.) or 1:55 (F). ECU Parking and Transportation may issue cars without parking permits a parking ticket.

Students should not arrive at school any earlier than 9:00 and should be picked up no later than 4:10. Staff will not be available to supervise students prior to 9:00.

Buses

Students are assigned bus routes from the Pitt County Schools Transportation Department. It is expected that students ride their assigned bus. Any questions about bus stops, routes, pick up/drop off times should be directed to the transportation department at 252.756.1424.

Transportation Changes

All changes in transportation MUST be sent to the school in writing by 12:00 PM. This is for safety purposes and there are no exceptions to this rule.

VISITORS

All visitors must first report to the main office, 107, building D, while visiting on campus. This includes parents/guardians who have scheduled conferences with teachers. Younger children, friends of students, or relatives are not to come to school to visit with students. Parents/ guardians coming to pick up their child must report to the Main Office. CLASSROOM INSTRUCTION WILL NOT BE INTERRUPTED EXCEPT IN EXTREME EMERGENCIES.

EMERGENCY PROCEDURES

Civil Emergencies

In the case of a civil emergency, the school emergency plans will be placed into effect. Local law enforcement agencies, the superintendent and emergency management officials will aid the school administration in determining the appropriate actions to be initiated. *PARENTS/GUARDIANS, PLEASE DO NOT CALL OR COME TO THE SCHOOL. YOU WILL BE NOTIFIED AS TO THE TIME, PLACE AND CONDITIONS WHEREBY YOU WILL BE REUNITED WITH YOUR CHILD.* Civilian cars and bystanders must remain out of the area. Streets, driveways, and parking lots must remain clear for emergency vehicles and personnel.

Fire Drills

When a fire signal is announced, students will follow the directions that are given by the teacher(s). Everyone should leave the building quickly and in an orderly manner. Students follow the exit route as directed by the teacher(s) who will take the roll once the class has exited the building and in a predetermined secure location. At the end of the drill, students should quickly return to the classroom by the same route. *NOTE: IT IS UNLAWFUL TO TAMPER WITH THE ALARM SYSTEMS; VIOLATORS ARE SUBJECT TO SUSPENSION AND REFERRAL TO LAW ENFORCEMENT.*

Lock Down

In an emergency situation, the school will be in a "lock down" until the situation is cleared for the school to return to its normal schedule. All students must go to the nearest classroom when the "lockdown" announcement is made. Parents/guardians will not be allowed to pick-up students from the school during a "lockdown." Law enforcement and staff will stop entrance and exit to the school during the "lockdown" period.

Tornado Drills

When the tornado drill signal is given, students will follow the directions that are given by the

teacher(s). Students will go to the specified part of the building, kneel down and cover their head, remaining quiet. Students return to the classroom at the end of the drill in an orderly manner.

HAZARDOUS WEATHER

Local radio and television stations will announce should Pitt County Schools (PCS) close due to inclement weather. In such cases, the superintendent will decide prior to 6:00 a.m. In addition, a ConnectFive telephone call will be made to parents/guardians.

If PCS is closed, it is the students' responsibility to access assignments for their college classes and meet all deadlines.

In case of early dismissal of school, announcements will be made as soon as possible, and a ConnectFive call will be made to the parents/guardians. *Please be sure phone information is correct and updated as needed*.

DISCLAIMER

Innovation Early College High School has used reasonable endeavors to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, IECHS reserves the right at any time to make changes as it deems appropriate. Procedure is in compliance with NC Statutes, laws, and Title IX Regulation.

FEDERAL AND STATE COMPLIANCE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Right Educational Rights and Privacy Act (FERPA) is a federal law that governs maintenance of student records. Under the law, parents/guardians of students (or students who are at least 18 years of age) have the right to inspect records kept by the school about the student. They also have the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18-year-old students under FERPA.

GRIEVANCE PROCEDURE FOR STUDENTS OR STUDENT GROUPS
While the Board encourages informal resolutions to student and parent grievances, it recognizes that students and parents may want a more formal process for certain types of complaints or to follow if an informal process is not found to be satisfactory. Board Policy 1740/4010 outlines the grievance process to address situations in which a student or parent believes that a violation, misapplication, or misinterpretation of school board policy or of state or federal law or regulation has occurred. The exception is of the appeals related to disciplinary actions under the Code of Student Conduct and other situations for which a specific appeal process has been identified by policy. As the first step in the grievance process, students or parents should discuss the grievance with the most immediate and appropriate school official within ten (10) calendar days of the occurrence giving rise to the grievance.

MARITAL/MATERNAL/PATERNAL STATUS
Marital, maternal or paternal status shall not affect the rights and privileges of students to receive a public education or to take part in any extracurricular activity offered by the school system.
Pregnant students shall be permitted to continue in school in all instances unless the student's physician rules otherwise. If the physician does not advise continued attendance, the principal is authorized to make special appropriate educational programs available.

TITLE IX
Pitt County Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in its education programs, activities, or employment policies.

APPENDIX A

2025-2026 Innovation Early College Bell Schedule

Monday thru Friday		
Homeroom Period	9:15	9:25
1st	9:25	10:40
2nd	10:43	12:00
3rd	12:03	1:57
Lunch A Lunch B	12:03 12:33	12:33 1:03
4th	2:00	3:15
REC Time	3:17	4:00

2 Hour Early Release Schedule

Homeroom Period	9:15	9:25
1st	9:25	10:25
2nd	10:27	11:17
3rd	11:19	12:55
Lunch A Lunch B	11:20 11:50	11:50 12:20
4th	12:57	2:00

3-Hour Early Release Schedule

Homeroom Period	9:15	9:25
1st	9:25	10:10
2nd	10:12	10:58
3rd	11:00	12:10
All lunches combined	11:00	11:25
4th	12:12	1:00

To accommodate college classes, the high school schedule will not be altered due to weather delays.

1 Hour Delay: Report to Period 1
2 Hour Delay: Report to Period 2
3 Hour Delay: Report to Period 3

APPENDIX B

Innovation Early College High School 2025-2026 Academic Calendar

2025-2026 Innovation Early College High Academic Calendar

July 2025

Su	M	Tu	W	Th	F	Sa
		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		

31	Teacher Workday

August 2025

Su	M	Tu	W	Th	F	Sa
					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	Teacher Workday
4	System Designated Workday
5	Teacher Workday
6	System Designated Workday/Open House
7	Teacher Workday
8	First Day of Fall Semester
25	ECU Classes Begin
29	Professional Learning Day

September 2025

Su	M	Tu	W	Th	F	Sa
	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	Labor Day Holiday
19	Professional Learning Day

October 2025

Su	M	Tu	W	Th	F	Sa
			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	

3	End of Marking Period
13-14	Teacher Workdays
13-14	ECU Fall Break
24	Professional Learning Day

November 2025

Su	M	Tu	W	Th	F	Sa
						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						

7	Professional Learning Day
11	Veterans Day Holiday
26	Annual Leave Day
27-28	Thanksgiving Holiday

December 2025

Su	M	Tu	W	Th	F	Sa
	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			

5	Professional Learning Day
8	ECU Classes End
16-19	Exams
22	Make up Exams/Last Day of Semester
23	Annual Leave Day
24-26	Christmas Holiday
29-31	Annual Leave Days

January 2026

Su	M	Tu	W	Th	F	Sa
				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	Teacher Workday
5	System Designated Workday
6	First Day of Spring Semester
12	ECU Classes Begin
19	Martin Luther King Jr. Holiday
30	Professional Learning Day

February 2026

Su	M	Tu	W	Th	F	Sa
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

13	Teacher Workday
27	Professional Learning Day

March 2026

Su	M	Tu	W	Th	F	Sa
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				

6	End of Marking Period
9-13	Annual Leave Days / Spring Break
27	Professional Learning Day

April 2026

Su	M	Tu	W	Th	F	Sa
			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		

3	Good Friday Holiday
17	Professional Learning Day
28	ECU Classes End

May 2026

Su	M	Tu	W	Th	F	Sa
					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						

8	Professional Learning Day
15-20	Exams
21	Make Up Exams/Last Day of Semester
22	System Designated Workday
25	Memorial Day Holiday
26-27	Teacher Workdays

June 2026

Su	M	Tu	W	Th	F	Sa
	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				

IECHS
INNOVATION EARLY COLLEGE HIGH SCHOOL

EXAM SCHEDULE		
SEMESTER	**EXAM DATES**	**EXAM MAKE-UP DATES**
1st Semester	December 16-19, 2025	December 22, 2025
2nd Semester	May 15-20, 2026	May 21, 2026

GRADES 9-12 (Nine Week) MARKING PERIODS		
WEEK	**END DATE**	**REPORT CARD ISSUED**
1st 9 Weeks	October 3, 2025	October 10, 2025
2nd 9 Weeks	December 22, 2025	January 6, 2026
3rd 9 Weeks	March 6, 2026	March 20, 2026
4th 9 Weeks	May 21, 2026	Mailed Home

APPENDIX C
IECHS Title One Parent Involvement Policy

Section 1118 of the ESEA Waiver formally replacing No Child Left Behind Act (NCLB) requires the involvement of parents of participating children in the planning and implementation of District and School Title I projects. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

To involve parents in the policy process we will:

- Encourage all parents to attend the IECHS meeting, held at the beginning of the year, to learn about IECHS's participation in Title I, the requirements of the Title I program, and your rights as parents to be involved.
- Hold Title I Parent Involvement meetings at different times and on different days, and may provide transportation, child care, or home visits to accommodate the scheduling needs of our parents.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of IECHS's Title I programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan (if applicable).
- Provide parents with timely information about Title I programs, a description and explanation of the curriculum in use at IECHS, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet for IECHS and ECU classes.
- Upon request, provide parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to suggestions as soon as possible.
- If IECHS's schoolwide program plan (if applicable) is not satisfactory to the parents, we are required to submit any parent comments on the plan to Pitt County Schools Federal Programs Office.

To share responsibilities for high student academic achievement we will:

- Develop with parents, a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement.
- Help parents create a supportive and effective learning environment at home by providing information on the importance of attendance, homework completion and the positive use of extracurricular time; limiting time spent watching television and playing video games; and volunteering at their child's school; and participating in decisions relating to the education of their children.
- Address the importance of communication between teachers and parents through parent-teacher conferences, progress reports, communication logs, and provide reasonable access to staff.
- Provide parents with opportunities to attend workshops that focus on: IECHS curriculum, strategies for being successful in college courses, college course pathways, STEAM and AVID.

To build capacity for involvement we will:

- Ensure effective involvement of parents and support partnerships among IECHS staff, our parents, and our community to improve student academic achievement.

- Provide assistance to parents in understanding topics such as the State's academic content standards, the State's student academic standards, State and Local assessments, the requirements of Title I, and how to monitor your child's progress and work with educators to improve the achievement of your children.
- Provide parents with materials and training, such as literacy materials and technology training, to help them work with their children to improve their achievement, and to foster parental involvement.
- Educate teachers and school staff about the value of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between the parents, the school, and the community.
- Coordinate and integrate Title I parent programs and activities with other programs, and conduct activities and provide resources that encourage and support parents in more fully participating in the education of their children.
- Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and to the extent practicable, in a language the parents can understand.
- Provide other reasonable support for parental involvement activities as requested.

To be accessible to all parents we will:

- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Provide information related to Pitt County Schools, IECHS, plans, meeting notices, report cards, and other accountability information in a format, and to the extent practicable, in a language that parents understand.

Innovation Early College High School Title I Program Description:

Students will be identified for tutoring and remediation services with the utilization of EOC Scores, EVAAS data, and teacher assessment data. Tutoring and remediation services will be provided during the schools REC Time period as well as after school. Students will be identified for tutoring/remediation services by IECHS staff.

All students in 10th and 11th grade will receive instruction in ACT preparation in the areas of Math, Science and English Language Arts. ACT preparation instruction will be provided during the school day.

APPENDIX D

SAMPLE---------DRAFT------DO NOT SIGN

IECHS Academic Integrity/ Honor Code

Plagiarism Definition:

- The act of presenting the literary or academic work of another as your own (including ideas, thoughts, direct quotes, reports, essays, research papers, projects, publications, articles, etc).
- The act of intentionally or unintentionally copying and pasting literary or academic work from another source or reference material without properly citing the source as a reference (including journals, newspaper articles, internet sources, magazines, etc).
- The act or attempt of re-using your own work that may have been previously submitted for another assignment or course. Exceptions will be made with the instructor's pre-approval.

Cheating Definition:

- The act of giving or receiving answers on assessments including lessons, projects, quizzes, tests or final exams.
- The act of allowing someone else to complete a quiz or test on your behalf in courses that you are enrolled in.
- The act of seeking or providing (publishing) online course curriculum content, questions, or answers to internet sources or answer banks.
- The act of copying answers that have been previously submitted by another student or resource.
- The act of working with another student to complete an assessment (including working side by side, accessing another's work by logging in as them, sharing login information, or printing completed materials to share).
- The act of using a translator where it is specifically prohibited.

Consequences for violating the Honor Code

1st offense

- Notification by the teacher to the parent & school counselor.
- Redo assignment for ½ credit.

2nd offense

- Notification by the teacher to the parent and school administration for academic review following school guidelines. These types of violations may carry significant penalties, including disciplinary referrals, in-school suspension, removal from honor societies & may be prohibited from taking certain future courses with Pitt County Schools and East Carolina University.
- 0 on the assignment.

Signatures from the students and parents/guardians are requested to ensure that everyone has read and understands the IECHS Learning Honor Code.

_____

Student's Signature Date

_____

Parent's/Guardian's Signature Date

APPENDIX E

SAMPLE---------DRAFT------DO NOT SIGN

Innovation Early College High School – Academic Contract

Student Name: _____Date: _____

Desired Student Outcome: To meet the expectations of IECHS and ECU, to demonstrate academic success and to graduate college ready.

IECHS is committed to our vision of graduating every student college ready. Therefore, we have established additional academic support systems to assist students who receive grades below 70. As a result of earning a grade below 70 on the most recent IECHS and/or ECU reporting period all time spent in the school environment will be structured in the following manner.

1. Student will turn in all assignments by the due date. No late assignments, for any reason, will be accepted.
2. Student is required to attend REC Time Tutoring every time tutoring is offered for the class they have below a 70.
3. Student will attend all classes as assigned.
4. In AVID the student will reflect on their academic goals and make appropriate adjustments to reflect a goal in the class they have below a 70. They will successfully complete two strategies and track them in their goal setting spreadsheet each week.
5. Student may be required to attend tutoring time during PBIS reward time. During this time, they will accurately complete the PBIS reflection log.

Result of fulfillment/non-fulfillment of contract: Upon receiving grades above 70% in all classes at progress report or report card time, you will be eligible to request reinstatement of privileges. It is the student's responsibility to set up a meeting to request reinstatement of privileges. If you do not meet the grade requirements, you will be placed on Academic Probation with consideration for alternate placement the following school year.

I, _____, have met with the IECHS Administration and accept full responsibility for my class performance.

Signed_____ Date_____

(Student)

Signed_____ Date_____

(Administrator)

Signed_____ Date_____

(Parent)

SAMPLE---------DRAFT------DO NOT SIGN

APPENDIX F

SAMPLE---------DRAFT------DO NOT SIGN

Innovation Early College High School – Academic Probation

Student Name: _____Date: _____

Desired Student Outcome: To meet the expectations of IECHS and ECU, to demonstrate academic success and to graduate college ready.

IECHS is committed to our vision of graduating every student college ready. Therefore, we have established additional academic support systems to assist students who receive grades below 70. As a result of continually earning a grade below 70 on multiple progress/report cards for IECHS and/or ECU reporting period all time spent in the school environment will be structured in the following manner.

1. Student will turn in all assignments by the due date. No late assignments, for any reason, will be accepted.
2. Students are required to attend REC Time Tutoring every time tutoring is offered for the class they have below a 70.
3. Student will attend all classes as assigned.
4. In AVID the student will reflect on their academic goals and make appropriate adjustments to reflect a goal in the class they have below a 70. They will successfully complete two strategies and track them in their goal setting spreadsheet each week.
5. Student may be required to attend tutoring time during PBIS reward time. During this time, they will accurately complete the PBIS reflection log.

Result of fulfillment/non-fulfillment of contract: Upon receiving grades above 70% in all classes at progress report or report card time, you will be eligible to request reinstatement of privileges. If you do not meet the grade requirements, by the end of this marking period you will be considered for alternate placement next semester.

I, _____, have met with the IECHS Administration and accept full responsibility for my class performance.

Signed_____ Date_____

(Student)

Signed_____ Date_____

(Administrator)

Signed_____ Date_____

(Parent)

SAMPLE---------DRAFT------DO NOT SIGN

APPENDIX G

IECHS School Expectations

Mission: Together we strive to persevere, lead and succeed

Motto: Strong individually, legendary together

L- Listen with purpose

- Be an active listener: body language, paraphrase, question
- Seek first to understand and then be understood
- Be present in the moment

E- Engage fully

- Attend class everyday, on time
- Prepare for success
- Actively participate
- Be proactive
- Use technology appropriately
- Communicate with instructors

G- Give grace (everyone makes mistakes, everyone has bad days)

- Treat yourself and others with dignity
- Assume positive intentions
- Forgive self and others
- Keep a positive attitude
- Be honest and accountable

E- Endure through challenges

- Persevere, Learn from failure
- Be responsible for own learning
- Meet established deadlines
- Challenge yourself to do your best

N- Navigate together

- Keep personal and shared space clean
- Use language appropriate to the educational setting
- Be a team player and keep commitments
- Be a positive role model
- Follow the rules
- Build relationships and help others

D- Deepen understanding

- Respect for multiple viewpoints
- Exceed expectations
- Have a thirst for knowledge
- Take initiative
- Strive for cultural competence

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