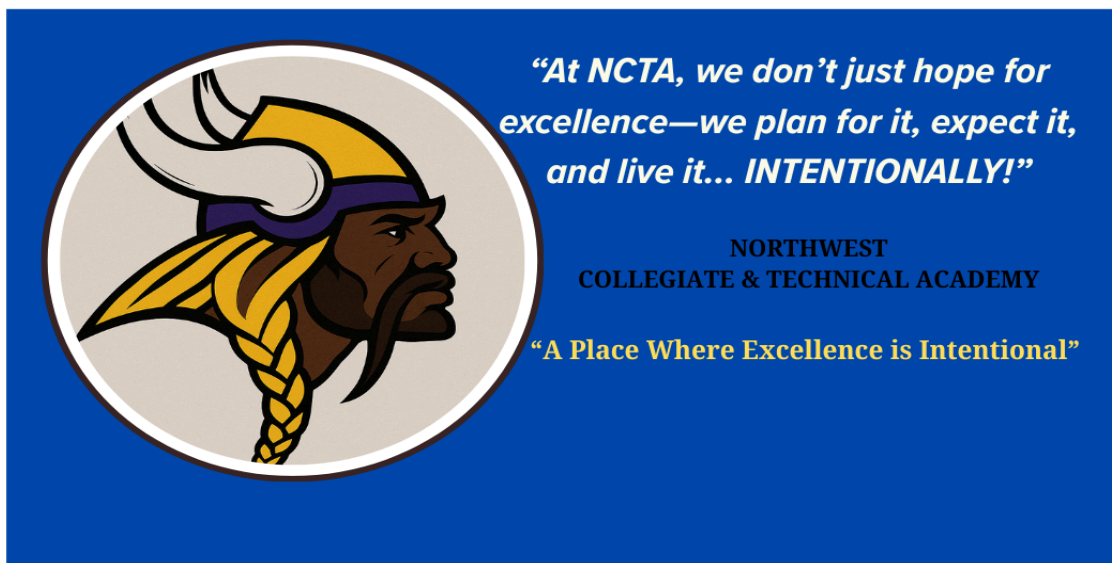


Northwest Collegiate & Technical Academy



Parents/Students Handbook

8492 Highway 48
Littleton, NC 27850
Phone: 252-586-4125
Fax: 252-586-6240

Principal

Dr. Kenya K. Grant

Assistant Principal

Dr. Tristan Hunter

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Dr. Kenya K. Grant, Principal



Principal's Letter

Greetings NCTA Students, Families, and Community Members,

I am Dr. Kenya K. Grant, and it is with great pride and enthusiasm that I welcome you to Northwest Collegiate and Technical Academy (NCTA)—a place where excellence is not accidental, but intentional.

As your principal, I bring with me over two decades of experience in education, a passion for building schools where all students thrive, and a deep commitment to the community we serve. Throughout my career, I've had the honor of transforming learning environments, coaching educators, and leading with heart, vision, and results. And now, I'm humbled to lead this exceptional high school as we prepare our students not just for graduation—but for greatness.

A Vision for Growth and Greatness

At NCTA, our mission extends far beyond the classroom. We are cultivating a campus where every student is empowered to discover their purpose, sharpen their skills, and chase their dreams with clarity and confidence. We are a Collegiate and Technical Academy—a school designed to equip students with real-world experiences, early college opportunities, career credentials, and the character to lead in an ever-evolving world.

This year, under the theme “NCTA... A Place Where Excellence is Intentional,” we are laser-focused on:

- Raising academic achievement through high-quality, data-driven instruction
- Expanding access to college courses, internships, and certification programs

- Fostering a culture of excellence, respect, and responsibility
- Creating strong partnerships with families, universities, and industry leaders
- Providing intentional exposure to life-changing experiences and career pathways

A School That Builds Futures

Whether a student's path leads to a university, the workforce, or the military, NCTA will be a launchpad—where vision meets preparation, and preparation meets opportunity. Through our collegiate and technical tracks, students will graduate with not just a diploma, but a direction.

I look forward to serving as your principal, your partner, and your advocate. Together, we will shape a school culture where students are seen, supported, and celebrated. I invite every student, family, staff member, and stakeholder to join us in this bold pursuit of intentional excellence.

Here at NCTA, we don't just hope for greatness—we plan for it, expect it, and live it...
INTENTIONALLY.

With Viking Pride,

Dr. Kenya K. Grant, Principal

Dr. Tristan Hunter, Assistant Principal



Assistant Principal's Letter

Dear Students and Families,

It is with great excitement that I join the Northwest Collegiate & Technical Academy family as your new Assistant Principal. I am honored to have the opportunity to work alongside such a talented staff, dedicated families, and most importantly, our incredible students.

I hold a Bachelor of Science in Middle Grades Education, a Master of Education in Curriculum and Instruction, and a Doctorate in Educational Leadership. Over the past several years, I have served as a classroom teacher, literacy coach, instructional coach, assistant principal, and district director of accountability and instruction. Most recently, I worked as a Regional High School Data and Assessment Manager, where I focused on using data to support teaching and learning. In every role, my work has been grounded in one goal: helping students discover their potential and equipping them with the skills to succeed in college, career, and life.

At Northwest Collegiate and Technical Academy, I look forward to continuing that mission by building strong relationships with students and families, supporting high-quality instruction, and fostering a school environment where every student feels seen, valued, and inspired to achieve.

This school year, I am committed to listening, learning, and working alongside you to ensure we provide the best possible educational experience for our students. I believe that when we work together, there are no limits to what our students can accomplish. I am thrilled to begin this journey with you and can't wait to see all that we will achieve together.

Let's Go Vikings!

With gratitude and excitement,

Dr. Tristan Hunter, Assistant Principal

This handbook has been created to demonstrate true **VIKING PRIDE**. By following the guidelines that have been prescribed here, a model **VIKING** citizen will be created.



Vision Statement

NCTA will be a school where excellence is intentional and every student is equipped with the academic, social, and career-readiness skills necessary for college and technical success.

Mission Statement

To prepare students for postsecondary success through rigorous instruction, relevant real-world exposure, and meaningful relationships within a supportive and structured environment.

Motto

“At NCTA, we don’t just hope for **excellence**—we **plan** for it, **expect** it, and **live** it... **INTENTIONALLY!**”

Telephone Directory

Main Office Numbers	(252) 586-4125 (252) 586-4126 (252) 586-4127
Main Fax #	(252) 586-6240
Guidance Fax #	(252) 586-5560
Principal, Dr. Kenya K. Grant	Ext-1601
Assistant Principal, Dr. Tristan Hunter	Ext-1605
School Counselor, Dr. Shrona Smith	Ext-1606
Data Manager, Mrs. Brenda Faulcon	Ext- 1613
Receptionist, Mrs. Lashaunda Hedgepeth	Ext-1600
Media Specialist, Maribeth Aguila	Ext-1611
Bookkeeper/Gloria Stevenson	Ext-1604
Drivers Ed Head Teacher/ Ms. Faulcon	Ext-1613
Math Department	Ext- 1625
EC Department	Ext-1615
Empowerment Zone	Ext- 1602
Cafeteria	(252) 586-4125

Email: To reach any staff member by email, use their last name and first initial

@nw.halifax.k12.nc.us

(Ex: grantk@nw.halifax.k12.nc.us)



Regular Bell Schedule for 2025-202 School Year (Updated with Minutes)

Times	Block
7:30-8:00	Students' Arrival & Breakfast Time
8:05-9:30	1st Block
9:35-11:05	2nd Block
11:10-12:00	Intervention & 3rd Block
12:05-1:40	3rd Block
Buildings 400, 500, 1000, 1100, & 1200	First Lunch 12:05-12:30
Building 700	Second Lunch 1:15-1:40
1:45-3:10	4th Block

Schedule Notes:

- (a) **15-15**: Students are not released from class the first and last fifteen minutes of class.
- (b) If a student is tardy, **allow the student to enter the class** and mark the student tardy.
- (c) When students are leaving your class, please **write a pass**.

Early Release Bell Schedule for the 2025-26 School Year

Times	Blocks
Arrival Time & Breakfast	7:30-8:00
1st Block	8:05-8:55
2nd Block	9:05-9:55
3rd Block	10:00-10:50
4th Block	10:55-12:00

Buildings 400,500, 1000, 1100, and 1200	1st Lunch 11:00-11:25
Building 700	2nd Lunch 11:35-12:00

Two Hour Delay Bell Schedule for the 2024-2025 School Year

Times	Blocks
Arrival Time & Breakfast	9:30-10:00
1st Block	10:05-11:20
2nd Block	11:25-12:45
	First Lunch 11:30-11:55
	Second Lunch 12:00 12:25
3rd Block	12:50-2:00
4th Block	2:05-3:10

Halifax County Schools Board of Education Policies

Students and their parents and/or guardians are encouraged to view the full texts of all Halifax County Schools Board of Education Policies at <http://www.halifax.k12.nc.us/>.

School Conduct and Disciplinary Procedures

All student conduct and disciplinary procedures are governed by the rules set forth in the document entitled “Halifax County Schools Conduct and Discipline Procedures” available on the Northwest Collegiate and Technical Academy website and provided by Halifax County Schools. For a written copy, please contact Northwest Career and Technical Academy or Halifax County Schools at (252) 583-5111.

Code of Student Conduct & Discipline 2025–2026

Purpose & Scope:

NCTA is committed to a safe, orderly, and inclusive learning environment. This Code applies to students:

- On school grounds before, during, and after school hours.
- At school-sponsored activities (on/off campus), athletics, and field trips.
- On school transportation and at bus stops.
- Off campus when the conduct has a direct and immediate impact on school safety or the orderly operation of school (including social media and electronic communications).

Student Responsibilities:

Students are expected to:

- Respect themselves, others, staff, and property.
- Attend school daily and on time.
- Follow directions of school personnel promptly and courteously.
- Keep learning spaces orderly and be prepared to learn.
- Protect safety by reporting threats, weapons, drugs, and bullying.
- Demonstrate integrity by avoiding cheating, plagiarism, forgery, and falsification.
- Use technology appropriately per Acceptable Use Policy.
- Comply with all laws and policies regarding prohibited items and behaviors.
- Meet dress/ID expectations.
- Care for school property and pay restitution when responsible for damage.

Due Process & Investigations:

- Administrators investigate alleged violations considering intent, impact, and history.
- Parents are notified of significant discipline.
- Some misconduct requires law enforcement referral.
- Students have the right to explain their perspective.
- Searches may occur with reasonable suspicion.

Consequence Assignment

NCTA uses progressive discipline with clear escalation. Administration may accelerate consequences for severe, dangerous, or criminal conduct.

Possible responses:

- Redirection/re-teach
- Parent contact
- Seat change/time-out
- Restorative conversation/restitution
- Detention or ISS
- OSS
- Exclusion from activities/athletics
- Law enforcement referral

Major Infractions – Definitions, Behaviors, and Response Matrix

The following chart outlines each major infraction, its definition, examples of prohibited behaviors, and progressive consequences:

Infraction	Definition	Detailed Behaviors (Examples, not exhaustive)	Offense #1	Offense #2	Offense #3
Arson	Intentionally setting or attempting to set fire, or causing a fire through reckless conduct.	Igniting paper/trash, bulletin boards, restrooms; using lighters/matches/aerosol + flame; tampering with gas/electrical or fire suppression systems; aiding or conspiring to start a fire.	OSS 3–5 days; LE referral; restitution; safety education	OSS 5–10 days; alt. placement review; LE referral	OSS 10 days; recommend long-term suspension/expulsion; LE referral
Assault on Students/Staff	Intentional use/attempted use of force or a credible threat causing reasonable fear of imminent harm.	Hitting, kicking, choking, body-slamming; throwing objects/liquids to harm (incl. spitting); group assaults; brandishing a weapon; arranging/recording fights.	OSS 1–5 days; restorative conference as appropriate; LE/threat assessment as warranted	OSS 5–10 days; behavior contract; possible alt. placement	OSS 10 days; recommend long-term suspension; LE referral
Bomb Threat / Hoax Device	Communicating a threat to detonate/explode or placing a hoax device to cause disruption/fear.	Verbal/written/electronic threats; social media posts; placing fake device or suspicious package; coordinating hoax threats.	OSS 10 days; LE referral; threat/risk assessment; restitution for disruption	Recommend long-term suspension	Long-term suspension/expulsion; LE referral

Cheating / Plagiarism / Forgery	Academic dishonesty or falsifying signatures/records.	Copying work; unauthorized collaboration; using AI/translation tools or notes without permission; buying/submitting others' work; altering grades/records; forging signatures or passes.	Re-teach; redo/alternate assessment; grade per syllabus; parent contact	Detention or ISS 1–2 days; grade impact; behavior contract	ISS 1–3 days or OSS 1–3 days for egregious repeat; academic sanctions
Classroom/School Disruption	Conduct that materially interferes with teaching, learning, or the orderly environment.	Persistent talking/outbursts; refusal to follow procedures; throwing items; horseplay; repeated hallway wandering; unauthorized device use after redirection; minor elopement without safety threat.	Reteach/redirection; parent contact; classroom consequence	Detention or ISS 1 day; behavior contract	ISS 1–3 days or OSS 1–3 days if persistent/egregious
Disruptive/Disrespectful Behavior / Insubordination	Willful refusal to comply with a reasonable request or disrespectful conduct.	Refusing to surrender prohibited items; walking away during directive; profanity directed at someone; obscene gestures; refusing assigned consequence; interfering with staff duty.	Parent contact; reflection/apology; detention; loss of privilege	ISS 1–2 days; restorative conference; behavior contract	ISS 3 days or OSS 1–3 days; activity restrictions
Vaping / Smoking / Nicotine	Possession, use, distribution, or sale of tobacco/nicotine products or e-cigs/vapes on	Possessing/using vapes, cartridges, nicotine pouches; sharing/selling devices;	Confiscation; parent contact; cessation education;	ISS 1–3 days; behavior contract;	OSS 1–3 days; extended privilege loss

	school property/events.	chargers/carts. (THC vapes → see Drugs/Alcohol)	detention/ISS 1 day	cessation referral	
Bullying / Harassment / Cyberbullying	Repeated, unwanted, power-imbalanced conduct causing harm or substantial disruption (incl. protected classes).	Slurs, derogatory memes; threats; rumor-spreading; doxing; targeted group chats; posting fight videos; stalking/intimidation; discriminatory conduct.	Parent notification; safety plan; mediation if appropriate; counseling; detention/ISS 1 day	ISS 1–3 days; no-contact orders; activity restrictions	OSS 3–5 days; LE/Title IX referral as applicable; alt. placement
Extortion / Coercion	Obtaining money/property/services by force, threat, or intimidation.	“Pay or I’ll post this”; demanding items under threat; coercing actions through intimidation.	OSS 1–3 days; restitution; safety plan	OSS 3–5 days; LE as warranted; behavior contract	OSS 5–10 days; recommend long-term suspension; LE referral
Failure to Identify / False Identification	Refusing to accurately identify oneself or providing false identity to staff.	Refusing after reasonable request; giving fake name/ID; using/altering another student’s ID.	Parent contact; detention; loss of privilege	ISS 1–2 days; behavior contract	ISS 3 days or OSS 1–3 days; activity restrictions

Infraction	Definition	Detailed Behaviors (Examples, not exhaustive)	Offense #1	Offense #2	Offense #3
Gambling / Gambling Paraphernalia	Games of chance/skill for money/items; bookmaking; possessing betting items after warning.	Dice/card games for wagers; sports betting pools; apps used for betting; dice/cards used for school betting.	Confiscation; parent contact; detention/ISS 1 day	ISS 1–3 days; behavior contract	OSS 1–3 days; privilege loss

Gang-Related Activity / Group Assault / Inciting a Riot / Displaying Gang Symbols	Conduct, symbols, apparel, gestures, recruitment, or coordinated acts that disrupt school or threaten safety.	Wearing colors/symbols after directive to remove; flashing signs; tagging; recruiting; coordinated “jumping”; online threats; organizing mass disruptions/boycotts.	OSS 1–5 days; no-contact orders; safety plan; LE as warranted	OSS 5–10 days; alt. placement review; LE referral	OSS 10 days; recommend long-term suspension; LE referral
Truancy (Attendance/Skipping)	Unexcused absence from school/class without permission; pattern of skipping.	Skipping class/blocks; leaving campus without permission; chronic unexcused absences; ignoring attendance interventions.	Parent contact; attendance plan; warning	Detention/ISS 1 day; attendance contract; referral to counselor	ISS/OSS 1–3 days; referral to truancy court if applicable
Tardy (Habitual)	Repeated late arrival without valid excuse.	Arriving after bell; pattern of tardiness causing disruption; ignoring tardy procedures.	Warning; parent contact	Detention; attendance contract	ISS 1 day; loss of privileges (parking, events)
Use/Possession of Explosives or Combustible Devices	Possessing/using any explosive/incendiary device.	Fireworks; homemade explosives; chemical devices; fuels used to ignite.	OSS 5–10 days; LE referral; confiscation	OSS 10 days; recommend long-term suspension	Long-term suspension/expulsion; LE referral

Possession or Use of Other Weapons	Possession/use of items intended to injure/intimidate or misuse of tools as weapons.	Mace/pepper spray; stun devices; firecrackers/poppers; misuse of scissors/box cutters/razors; brandishing sharp objects.	OSS 3–5 days; confiscation; LE as warranted	OSS 5–10 days; alt. placement review	Long-term suspension; LE referral
Weapons / Dangerous Instruments (Major)	Possession/use/threat with firearm or other dangerous weapon as defined by law.	Firearms (incl. BB/air guns); certain knives; clubs/chains; brass knuckles; look-alikes used to intimidate; using everyday objects as weapons.	OSS 5–10 days; LE referral; confiscation	OSS 10 days; recommend long-term suspension	Long-term suspension/expulsion; LE referral
Drugs/Alcohol/Controlled Substances (Use/Possession/Paraphernalia)	Possessing/using alcohol, illegal drugs, controlled substances, or paraphernalia at school/events.	Alcohol containers; marijuana/THC vapes; non-prescribed meds; sharing prescriptions; pipes, papers; intoxication at school.	OSS 5–10 days; LE referral; counseling; re-entry plan	OSS 10 days; alt. placement review	Long-term suspension; LE referral
Sale/Delivery/Distribution/Transmission or Conspiracy to Transmit Drugs/Alcohol	Selling, delivering, distributing, or conspiring to distribute drugs/alcohol/controlled substances.	Hand-to-hand sales; arranging delivery via messages; holding quantities for distribution; facilitating transactions.	OSS 10 days; recommend long-term suspension; LE referral	Long-term suspension; LE referral	Expulsion; LE referral
Threats/Intimidation (Non-bomb)	Credible threats to harm people or property (verbal, written, digital).	“I will hurt you” with immediate intent; menacing gestures; posting threats online; targeting property.	OSS 1–3 days; threat assessment; parent notification	OSS 3–5 days; behavior contract	OSS 5–10 days; long-term suspension review

Vandalism/Theft/ Property Damage	Intentional damage to or theft of property.	Graffiti/tagging; breaking windows; damaging tech; stealing from lockers/classrooms; tampering with vehicles; defacing books.	Restitution; ISS/OSS 1–3 days; parent contact	OSS 3–5 days; restitution; LE if warranted	OSS 5–10 days; long-term suspension; LE referral
Trespassing/Unauthorized Areas	Presence on campus/areas without permission or refusing to leave when directed.	After-hours entry; staff-only areas; loitering; re-entry after suspension.	Parent contact; detention/ISS 1 day	ISS 1–3 days	OSS 1–3 days; activity restrictions; LE as warranted
Technology Misuse/AUP Violations	Misuse of school devices/networks or personal devices impacting school.	Accessing blocked content; hacking/bypassing filters; unauthorized recording; posting prohibited content; device misuse to cheat/harass.	Device restriction; detention/ISS 1 day	ISS 1–3 days; loss of device privilege	OSS 1–3 days; extended loss of device privilege
Unauthorized Electronic Devices	Use/possession of radios, beepers, pagers, CD players, phones, or other devices in violation of policy.	Using devices during instruction without permission; refusal to store device; playing audio aloud; filming where prohibited.	Confiscation; parent contact; detention	Confiscation; ISS 1 day	Confiscation; ISS/OSS 1–3 days; loss of privilege for semester
School Bus Misconduct	Behavior on buses/stops that endangers safety or disrupts operation.	Fighting/horseplay; distracting driver; throwing objects; hanging out of windows; unsafe boarding/exiting; vandalizing seats.	Parent contact; bus warning or 1–3 day bus suspension	3–5 day bus suspension; ISS/OSS 1 day	Loss of bus privileges for semester/year; OSS as warranted
Profanity/Obscene or Abusive Language	Vulgar, obscene, or abusive language/gestures/images.	Swearing; profane language directed at a person; obscene gestures; drawing/displaying obscene images.	Parent contact; detention/ISS 1 day	ISS 1–3 days	OSS 1–3 days

False Alarms/Fire Safety Tampering	Activating alarms, making false emergency reports, or tampering with safety equipment.	Pulling fire alarm without cause; disabling detectors/sprinklers; prank 911 calls; discharging extinguishers.	OSS 3–5 days; restitution; LE referral	OSS 5–10 days; long-term suspension review	Long-term suspension/expulsion; LE referral
Indecent Literature/Media/Websites	Possessing/accessing pornographic or obscene materials.	Printing, sharing, or viewing explicit content; accessing obscene sites on school devices; distributing indecent images.	Confiscation; parent contact; detention	ISS 1–2 days	ISS/OSS 1–3 days; activity restrictions
Inappropriate Display of Affection	Physical contact beyond school-appropriate norms.	Intimate hugging; kissing; fondling; prolonged embracing in halls.	Warning; parent contact; detention	ISS 1 day; counseling	ISS 1–3 days; activity restrictions
Sexual Harassment/Misc Conduct/Sexting	Unwelcome sexual conduct; sexual images/requests; sharing explicit images.	Inappropriate touching; sexual comments/jokes; sending/soliciting nudes; sharing explicit images; quid-pro-quo requests.	Parent contact; ISS/OSS 1–5 days; Title IX process; counseling	OSS 5–10 days; behavior contract	OSS 10 days; long-term suspension; LE referral if applicable

HCS Dress Code Policy Details

To promote a safe, respectful, and distraction-free learning environment, students are expected to follow these guidelines:

1. **Footwear** – Shoes must fully cover the foot. Flip-flops, shower shoes, slides, and open-toed shoes are not permitted for safety reasons.
2. **Headwear** – Du-rags, bonnets, and bandanas may not be worn during school hours. Exceptions may be made for religious or cultural reasons.
3. **Tops** – Shirts must have sleeves and cover the chest, back, and midsection. Tank tops, halter tops, spaghetti straps, and shirts with sheer or see-through material are not permitted.
4. **Bottoms & Fit** – Clothing must provide full coverage when standing, sitting, or moving. Garments should not be excessively tight or revealing. Undergarments, including bra straps, must not be visible.
5. **Symbols & Messages** – Clothing, jewelry, or accessories displaying gang-related signs, symbols, or colors are prohibited.
6. **General Expectations** – Clothing should be appropriate for a school setting, free from language, images, or symbols that promote violence, drugs, alcohol, or discrimination.

Examples INAPPROPRIATE ATTIRE

Examples of inappropriate attire includes, but is not limited to the following:

Footwear	Headwear	Tops	Bottoms & Fit	Symbols & Messages
➤ Flip-flops, slides, or sandals without a back strap ➤ Open-toed shoes (including peep-toe)	➤ Du-rags, shower bonnets, or sleep caps worn during the school day (unless for religious/cultural purposes) ➤ Bandanas	➤ Tank tops, halter tops, or spaghetti strap tops ➤ Sheer or see-through blouses without a full-coverage shirt underneath	➤ Shorts, skirts, or dresses that do not reach at least mid-thigh ➤ Pants, leggings, or skirts that are	Clothing, jewelry, or accessories displaying gang-related colors, signs, or symbols Shirts, hats, or other items with images or language promoting:

heels) ➤ Shower shoes or bedroom slippers ➤ Cleats or shoes with wheels	of any color, pattern, or size ➤ Hats, visors, or hoods worn indoors (unless for religious/cultural purposes) ➤ Headbands wider than 3 inches that resemble a bandana	➤ Shirts that expose the chest, stomach, back, or undergarments ➤ Cropped shirts or sweaters that show skin when standing, sitting, or raising arms	see-through or excessively tight ➤ Pants worn below the waist that expose undergarments ➤ Clothing with slits that extend above mid-thigh ➤ Any garment that shows underwear or bra straps	➤ Drugs, alcohol, or tobacco ➤ Weapons or violence ➤ Sexual content or innuendo ➤ Hate speech or discriminatory language/images ➤
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Grading System

The formal issuance of grades on a regular basis is authorized by the Board of Education. Grades are issued in order to promote continuous evaluation of student performance, inform the student and his/her parents of student's progress and to provide a basis for bringing about improvement in student performance where such changes are necessary.

Meaningful evaluation shall include consideration of all activity that has occurred during the particular evaluation period. Such activities should include (1) homework, (2) projects, (3) reports, (4) class participation, and (5) tests which shall include unit tests.

Parental conferences are a valuable method of reporting to parents. Conferences regarding a students' progress in a particular class shall include the teacher of that class.

Parents shall be notified by the mid-point of each grading period if a student is failing a course or if his/her course grade has declined by a letter grade.

There will be a uniform system of recording academic performance in the Halifax County Schools. At grades 9-12, student performance will be recorded for each course the student is taking using the following scale:

A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59 and below	0

All student grades for the 9 weeks or semester that fall below a 59 numerical grade shall be considered as a 59, with the exception of the final exam.

Northwest Halifax Collegiate and Technical Academy will adhere to the current NC Grading & Weighting Standards. Examinations shall be administered in all courses. The date of administering first semester exams shall be determined annually at the time the school calendar is adopted. Second semester exams shall be administered at the conclusion of the second semester.

- Semester examinations shall account for 25% of the semester grade.
- End-of-Course tests provided by the State shall be used as semester examinations (Math I, English II, Math III, and Biology).

Halifax County Schools High School Grading Percentages

(Semester)

Homework - 15%

Practice

Classwork - 35%

Bell Ringer Activities

Guided and Independent Work

Research Process

Note-taking

Skill Based Exercises

Assessments (tests & projects) - 50%

Common Formative Assessments

Tests/quizzes

Projects

Driver's License Eligibility

For more information, please visit:

<https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Pages/license-learner-permit.aspx>

What is a Driving Eligibility Certificate?

A Driving Eligibility Certificate is used to verify that a student is meeting academic and enrollment expectations for the state of North Carolina and therefore in combination with the other requirements outlined in § 20-11 (d) (1), (2), and (3) may obtain either a limited driver's learner permit or a provisional (limited or full) driver's license.

How long is a Driving Eligibility Certificate valid?

The Driving Eligibility Certificate is valid for 30 days. § 20-11(n)(3)

Who needs a Driving Eligibility Certificate?

A person under age 18 seeking a driver's learner permit or provisional driver's license needs a Driving Eligibility Certificate. A person over age 18 may also need a Driving Eligibility Certificate if the Driving Eligibility Certificate was revoked prior to age 18 due to disciplinary action during high school or community college. § 20-11(n)(1)

How does a minor enrolled in a public school within North Carolina, obtain a Driving Eligibility Certificate?

Upon successful completion of a Driver Education program, the student may obtain a Driving Eligibility Certificate from the school once adequate academic progress (pass at least 70% of the maximum of possible courses each semester and meet promotion standards established by the LEA) 16 NCAC 06E.0301 has been verified by the school.

Why would a Driving Eligibility Certificate be revoked?

There are three reasons why a Driver Eligibility Certificate could be revoked. DROPPING OUT OF SCHOOL PRIOR TO AGE 18 As of August 1, 1998 any public, private, federal, home-schooled, or community college student under age 18 who does not make adequate academic progress or drops out of school will have their driving permit or provisional license revoked. (§ 2011) Under the Dropout Prevention Guidelines, a dropout student is one who has withdrawn from school before the end of the academic term and whose enrollment in an educational setting cannot be verified for 30 days. Parents should be notified in writing that the student's Driver Eligibility Certificate will be revoked. Parents may submit a hardship request to the principal or principal's designee to maintain the student's Driving Eligibility status.

DISCIPLINARY ACTION

Disciplinary action includes an expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days. (§ 20-11(n1))

Under the Lose Control/Lose License guidelines, the Driving Eligibility Certificate is revoked for one year. Unlike the Dropout Prevention guidelines that end when a student turns age 18, the revocation of a Driving Eligibility Certificate for disciplinary action can extend beyond age 18 if the disciplinary action took place during the time the student was age 17.

NOT MAKING ADEQUATE ACADEMIC PROGRESS

At the end of each semester, students not passing 75% of the maximum possible courses are identified. Parents are notified that the student is not making adequate academic progress and have the option of submitting a hardship request to the principal or principal's designee to maintain the student's Driving Eligibility status.

Example 1	Example 2
A student on the 4x4 block passes two courses during the first semester. The Division of Motor Vehicles will be notified at the end of the first semester and will revoke the student's permit or license. If the student is able to pass at least 3 courses during the second semester, a Driving Eligibility Certificate will be issued to the student.	A student on the traditional 6 period day has passing grades in 5 classes the first semester, but only passes 4 classes for the entire year. At the end of the school year, the Division of Motor Vehicles will be notified and will revoke the student's permit/license.

Example 3
A student on the 4x4 block passes four courses the first semester, but only passes two courses the second semester. At the end of the school semester the Division of Motor Vehicles will be notified and will revoke the student's permit/license. A Driving Eligibility Certificate can be issued to the student: ➤ At the end of summer school upon passing one course, or ➤ At the end of the first semester of the next school year upon passing at least three classes.

What constitutes a hardship request to receive a Driving Eligibility Certificate?

The school principal or principal's designee may determine specific circumstances that constitute a hardship thereby allowing a student to receive a Driving Eligibility Certificate. A hardship is

defined as "a demonstrable burden on the student or the student's family..." 16 NCAC 06E.0301 (c) (3)

How does the Driving Eligibility Certificate become reinstated?

* Under the "Lose Control/Lose License" § 20-11 (n1) (1) statute, the Driving Eligibility Certificate is reinstated one year after the disciplinary action occurred.

However, if the local education agency determines the student displayed exemplary behavior and is attending school, a student may be eligible for the Driving Eligibility Certificate six months after the ineligibility occurred. § 20-11 (n1) (2), (3), (4)

Furthermore, if the school administrator determines the student has exhausted all administrative appeals related to the disciplinary action and needs the certificate to drive to and from school, a drug or alcohol treatment counseling program, as appropriate, or a mental health treatment program, and no other transportation is available, the student is eligible for a Driving Eligibility Certificate. § 20-11 (n1) (3)

What is the appeal process for the revocation of the Driving Eligibility Certificate?

The local education agency (school, school district, school board) determines the process by which decisions concerning the issuance of a driving eligibility certificate shall be appealed. 16 NCAC 06E.0301 (d)

How do technical errors regarding Driving Eligibility Certificates from local public schools become resolved?

Public schools should work with their central office coordinator and the help desk at DPI. Send an email to: dpi.incidents@its.nc.gov and type in DEC Correction in the subject box.

* NOTE: To reinstate driving privileges, the DMV must have electronic confirmation from the child's private school, public school, community college, or for home school students-the Division of Non Public Education, as well as the paper DEC when the child and parent/guardian visit the local DMV office. DMV may also charge a restoration fee.

High School Drivers Education Requirements

- Have you passed 3 or 4 classes this semester?
- Have you missed more than 20 days this school year?
- Are you 14 ½ Years old?

You must satisfy questions 1 -3, bring your report card, birth certificate, social security card, blue or black ink pen, a # 2 pencil and 3 ring notebook to the Department of Motor Vehicles.

Northwest Collegiate and Technical Academy Student Driver Procedures & Parking Permit Policy

Eligibility Requirements

To be eligible for a parking permit, students must:

- Be a junior or senior (sophomores may apply with administrative approval)
- Hold a valid North Carolina driver's license
- Provide proof of insurance and vehicle registration
- Have no major disciplinary infractions in the current or previous semester
- Maintain a 90% attendance rate
- Arrive to school on time consistently

Application Process

- Complete the Student Parking Permit Application
- Submit:
 - Copy of driver's license
 - Proof of insurance and registration
 - \$25 annual parking fee (non-refundable)
- Attend the mandatory Student Driver Orientation session before the permit is issued.
- Sign the Parking Contract Agreement outlining rules and consequences.

Parking Rules & Expectations

- Students must park only in designated student parking areas.
- Students must display the parking permit clearly in the front windshield.
- Students may not go to their vehicles during school hours without administrative permission.

- Loitering in cars or the parking lot is prohibited before, during, or after school.
- Cars must remain parked until dismissal unless approved for early release.
- Loud music, reckless driving, and unsafe behavior in the lot are strictly prohibited.
- Students must arrive on time daily. Excessive tardies will result in consequences.
- Sharing permits or parking in unauthorized areas will result in immediate revocation.

Consequences for Violations

Violation	Consequence
1st offense (minor violation)	Warning + parent contact
2nd offense	2-week suspension of driving privileges
3rd offense	Revocation of parking permit for semester
Chronic tardiness (3 or more/month)	1-week suspension of permit + parent mtg.
Skipping, discipline, or reckless use	Immediate revocation of privilege

Parking Regulations

1. Students may park their motor vehicles in the student parking lot ONLY, provided they have been authorized to do so. Authorization is obtained by registration. The student registering the vehicle, and to whom a sticker is issued, is responsible for that vehicle. There is a fee of \$25.00 .
2. Northwest Collegiate and Technical Academy assumes no responsibility for the protection of or for damage to private property. The school carries no insurance for private vehicles parked on campus.
3. Parking stickers are available after a fee has been paid to the financial secretary. After payment, the student will complete the appropriate parking permit application (NCpTA) Form 1100).
4. Loitering is not allowed. The only time a student should be in the parking lot is going to and from his/her means of transportation. No student will be allowed to sit or wait in cars upon arriving on campus.
5. Any student who parks a motor vehicle illegally will face disciplinary action and loss of permission to park on campus.
6. Illegally parked vehicles may be towed at the owner's expense and risk.

Student Driving Violations

1. Reckless driving (i.e., driving across medians, spinning rocks, squealing tires, parking across lines, etc.).
2. Speeding in excess of 10 mph
3. Not obtaining or displaying a valid parking permit

Guidelines for Display of Parking Decals

1. All cars driven by students must be registered.
2. Decals may not be switched from one car to another.
3. Decals are to be displayed on the window or bumper (as designed by an administrator).

Having prohibited items in vehicles on school premises will result in severe consequences as determined by an administrator (i.e., guns, knives, bombs, products for constructing bombs, alcoholic beverages, tobacco products, illicit drugs, pornographic materials, drug paraphernalia, etc.). Students must abide by the rules and regulations governing students parking on campus.

Cars parked on the school grounds may be searched by school officials at any time. This includes any car driven or parked on campus by any person.

After-School Activities

Northwest Collegiate & Technical Academy is committed to providing a safe and orderly environment for all students. To ensure student safety and proper supervision, the following guidelines apply at the conclusion of the school day:

- Departure Time:
 - The regular school day ends at 3:10PM. All students who are not participating in athletics, clubs, tutoring, or other school-sponsored activities under the direct supervision of a teacher or staff member must leave campus no later than 3:30 p.m.
- Supervised Activities:
 - Students involved in athletics, rehearsals, club meetings, academic support, or other school-sponsored programs must remain in their designated activity area and under the supervision of the responsible teacher, coach, or staff member at all times.
 - Students may not wander the campus or enter unsupervised areas before or after their activity.
- Waiting for Transportation:
 - Students waiting for rides after school should do so in designated pick-up areas.
 - Loitering in hallways, parking lots, or unsupervised locations is not permitted.
- Early Departure from Activities:
 - If a student leaves a supervised activity early, they must depart campus immediately. They may not remain on school grounds without staff supervision.
- Safety & Consequences:

- Students remaining on campus after 3:30 p.m. without authorized supervision may be referred to administration for disciplinary action, and parents/guardians will be contacted.
- Repeated violations of this policy may result in additional consequences, including loss of privilege to participate in after-school activities.

Our priority is to keep all students safe and ensure that after-school time is productive and well-managed. Families are encouraged to arrange timely transportation to avoid students being left unsupervised after school hours.

Athletic Eligibility Policy

Students may not participate if he/she becomes 19 years of age on or before August 31. Students must be in attendance 85% of the time. Students cannot miss more than 13.5 days in the previous 90-day semester. This includes all absences, excused and unexcused. Attendance is regulated by local LEA policy in terms of length of day required to be counted in attendance.

Local attendance policy may be more stringent in terms of counting/earning credit for courses.

Academics

The student must pass a minimum load of course work the previous semester to be eligible at any time during the semester. Any student, including seniors, must also pass the minimum load even if they need fewer courses for graduation. All students must also meet local promotion standards, set by the L.E.A. and/or local school. Courses must be approved for credit, (i.e., audited courses would not count).

Minimum load is defined as five (5) courses in the traditional school schedule. Minimum load is defined as three (3) courses on the traditional 90 minute “block” schedule. This applies to all student athletes, including seniors. No work previously passed by a student may be submitted as part of a minimum load.

Exception: A student who receives an incomplete or is awaiting a final grade due to EOC retesting or any other state mandated testing, which causes him/her to fail to meet minimum scholastic requirements, is ineligible until the course is satisfactorily completed. Eligibility is restored immediately.

NCHSAA Regulations

Falsification of information in terms of eligibility will result in the student athlete(s) being declared ineligible for a period of 365 days from the point of notification to the NCHSAA.

Student athletes will be prohibited from involvement in all athletic-related activity for the 180-day school year and any school sponsored activity(s) during the summer. A student must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant. Students absent from athletic practice for five or more days due to illness or injury shall receive a medical release by a physician licensed to practice medicine before re-admittance to practice or contests. No student may be eligible to participate at the high school level for a period lasting longer than eight (8) consecutive semesters, beginning with the student's first entry into ninth grade or an over-aged seventh or eighth grade student's participation on a high school team, whichever occurs first. No student may participate at the high school level for more than four (4) seasons in a sport (one season per year, i.e., A student could not play fall women's soccer in one state and then play NCHSAA women's soccer in the spring). A student must not be convicted of a felony in this or any other state, or be adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.

A student may not play, practice or be on the roster if ineligible. This does not apply to summer workouts, but the student should be enrolled in your school. Managers, statisticians, etc. do not have to meet NCHSAA eligibility standards. There shall be no Sunday practice in any sport. This includes the assembling of athletic squads (full teams or selected individuals) for purposes of viewing films, chalk talks, or other materials pertaining to the coaching of the team.

A student may not dress for a game or scrimmage when he/she is not eligible to participate in the game. If serving an "ejection", a student may be in the bench area but may not be in uniform. If ejected, the coach may not be on the premises during the contest and is not allowed to communicate with the coaches/team during the contest. To maintain amateur status, a student must not accept money or awards having utilitarian value (golf balls, clubs, tennis rackets, etc.) for participation in athletics.

A student may accept an award (gift certificate/food coupon), each sport season, that does not exceed a value of \$20.00. A student must not have signed a professional contract or played on a junior college/community college team.

Tobacco Products, Alcoholic Beverages and Controlled Substances at Game Site:

"Participants, coaches, and other team representatives and game officials, including chain crew, official scorers and timers, should not use any tobacco product, alcoholic beverage or controlled substance at a game site; violation of the policy will be disqualification from the contest."

Northwest Collegiate and Technical Academy Requirements:

Each coach must sign off on the eligibility summary form that is signed by the principal and/or athletics director. Master Eligibility sheets will be shared with each member school of our conference for each sport program. A mandatory parent/guardian meeting will be held to have

the parent sign the parental permission form to acknowledge eligibility and sportsmanship policies/expectations have been reviewed.

Sports Medicine: Concussion – Northwest Collegiate and Technical Academy athletes should NEVER return to play on the day they suffer a concussion. Returning an athlete to play before complete resolution of symptoms can lead to recurrent concussion, prolonged post-concussion symptoms, OR even ‘Second Impact Syndrome’ (which is often fatal). Per the **“Gfeller-Waller Concussion Law,”** an athlete with suspected concussion cannot return to play until he/she is cleared by a licensed medical physician. The Return to Play Form must be presented prior to practicing and/or playing again. Athletes, parents, coaches and all involved with the program must receive education regarding signs and symptoms of concussions. All must sign a form indicating the education session has been conducted. All schools must develop and post an Emergency Action Plan (EAP).

Note: This information, along with the other concerns, i.e. neck injuries, heat illness, skin infections, and necessary forms are available on NCHSAA web site:

<http://www.nchsaa.org/pages/685/Rules-Eligibility-SkillsDevelopmentprocedures/>

Attendance

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student’s teachers on the day the student returns after an absence. This should be signed by all teachers and returned to the Data Manager at the end of the day. An absence may be excused for any of the following reasons noted in HCS Student Policy Code 4400. Unless otherwise required by state law, all students must attend a minimum of 160 school days per school year to be eligible for promotion or credit for a year-long course or 80 school days to receive credit for a semester course.

Any of the following excused absences will not count as absences for the purposes of meeting this minimum requirement:

- Observance of an event required or suggested by the religion of the student or the student’s parent(s) with written approval from the principal
- Isolation ordered by the State Board of Health
- Illness or injury that makes the student physically unable to attend school that is confirmed by a doctor’s statement
- Court or administrative proceedings where the student is a party to the action or is under subpoena as a witness in a court proceeding
- Death in the immediate family, including individuals in the student’s household (for absences up to five days).

If a student accumulates ten or more unexcused absences in a semester, the principal or a committee established by the principal shall consider whether the student will receive an “F” (a failing grade) because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work and/or attended “recovery.”

Suspension days count as excused absences. Missed work must be made up within five days of return. Please see HCS Student Policy Code 4400 for more details on student attendance.

Bathroom Policy

To maximize instruction, students are allowed to leave class to use the bathroom only when absolutely necessary. Students with medical needs requiring excessive bathroom use must bring a note certified by a physician. Students may also leave class when called to the office by administration, for emergency situations, parent pick-up, and when sent by the teacher only with a pass. Students may not run errands for teachers such as making copies.

Books and Other School Property

The student shall pay for the loss, destruction, or defacement of books or school property (i.e. Nooks, calculators, gym equipment, etc.). Other disciplinary action may also be taken. Charges may be filed for destruction of school property. Students will not receive their report card, diploma or participate in any extracurricular activity if fees are owed to the school.

Bus Transportation

School bus transportation is a service provided to aid students in getting to and from school. All students who ride a bus are subject to regulations. Any misbehavior that distracts the drivers is a very serious violation and jeopardizes the safety of everyone. The bus driver is subject to the direction of the principal and shall have complete authority and responsibility for the operation of the bus and the maintenance of good conduct on the bus. Riding the bus is a privilege. Improper conduct on a bus will result in the privilege being denied. The following behaviors are considered inappropriate on a school bus:

1. Abusing the driver or students physically or verbally,
2. Failure to remain seated,
3. Fighting,
4. Lighting of matches or other flammable materials,
5. Profanity,
6. Refusing to obey the driver,
7. Throwing objects,
8. Vandalism (i.e. cutting seats, drawing on seats, etc.), and
9. Use or possession of tobacco, drugs or alcohol or any banned material or substance.

Buses will depart from the campus of Northwest Collegiate and Technical Academy daily at 3:15pm. All doors will be closed and drivers will begin routes. Students wishing to ride another bus must bring a written request signed by a parent/guardian to the assistant principal or secretary before 2:00 p.m. and have the request approved prior to riding another bus in the morning or afternoon.

Checking In and Checking Out

Per HCS Board Policy Code 4210, students are encouraged to remain in school the entire school day. However, in the event a student must be released before the end of the school day, the safety of the student is a paramount concern of the board and school system. If a student has an emergency and must leave school, he/she shall REPORT TO THE OFFICE FOR PERMISSION AFTER RECEIVING A PASS FROM THE TEACHER.

The student's parent, legal guardian or parent's representative must sign the student out before release of the student to that individual. The principal or designee shall make reasonable efforts to verify that any person appearing at a school and requesting permission to take a student from the school is properly identified before the student is released. Except in the most extreme circumstances, custody of a student shall not be relinquished to any person without the prior written approval of the parent or guardian who has physical custody of the student. However, if the parents are divorced or separated, the student may be released to either parent, unless the principal has been provided with a copy of a court order or agreement that specifies otherwise.

If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal shall contact law enforcement and/or the department of social services as appropriate. In order for the student to return to school on the same day, a physician's note or the accompaniment of a parent is required. This policy does not apply to the release of students who work and report to a job prior to the end of the school day as part of their course work.

Students must be present on campus for two class blocks to be considered present for the entire school day. Leaving school without authorization will result in suspension and/or loss of parking privileges.

Conferences with Administrators and Teachers

Administrators and teachers are pleased to meet with parents and guardians. Please contact the instructor you wish to meet prior to arriving on campus to schedule an appointment. Parents and guardians should not expect teachers to be available for meetings during instructional time.

Electronic Devices

To maintain a focused and distraction-free learning environment, Northwest Collegiate & Technical Academy follows the HCS School Board Policy which is a strict no phone or personal electronic device policy for all students during the school day.

- **Prohibited Devices:** This includes, but is not limited to, cell phones, smartwatches, AirPods/earbuds, tablets (e.g., iPads), music players, and other personal electronic devices.
- **Possession on Campus:** Students may bring these devices to school; however, they must be powered off, stored out of sight, and not in use from the time they enter the school building until the end of the instructional day.

- During the School Day: Devices may not be used, displayed, or visible in hallways, classrooms, restrooms, cafeterias, or any other area of the school building during instructional hours.

Enforcement & Consequences:

- First Violation – Device will be confiscated and returned to the student at the end of the day.
- Second Violation– Device will be confiscated and must be picked up by a parent/guardian.
- Repeated Violations– May result in further disciplinary action, including loss of privilege to bring the device to school.

The school is not responsible for lost, stolen, or damaged devices brought onto campus. Families are encouraged to contact the main office for urgent communication with their student during the school day.

Chromebooks

Each student is required to have in his/her possession a laptop for classroom, instructional purposes each school day. The expectation is for 100% of our students to have full access to a Chromebook or laptop throughout the school year. If your child needs access to a Chromebook, the cost/fee is only \$20 for the entire school year. The \$20 fee protects you (parent/student) from any reasonable damage done to the device.

Students are personally and solely responsible for the security of their wireless communication devices and personal items. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices. School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Upon confiscation, the teacher is required to place the electronic device in an envelope and provide it to an administrator. The administrator may return the communicative device to the student's parent at the end of the school day. If a student continues to violate this procedure after three parental visits, the communicative device will no longer be allowed on campus. Students who refuse to give a cell phone to a teacher or administrator when asked may be subject to disciplinary action. Please review HCS Board Policy Code 4318 for more information.

Field Trips

Classroom teachers, coaches, or other staff members may arrange field trips for educational or athletic purposes. Parents/guardians must sign field trip permission forms for each trip. Students attending off campus events or field trips, including the Senior Grad Bash, must make up missed assignments within two days, as they have not been counted absent. It is the student's responsibility to obtain missed assignments and make up missed work.

Food and Beverage Policy

Food and beverages are not to be possessed or consumed in hallways, classrooms, or on school buses unless so authorized. Students should not be in the hallways during lunch without proper authorization. All lunchroom food will be consumed in the cafeteria. **Commercial food is not permitted in school.** All students will receive free breakfast and lunch for the 2025-2026 school year. Northwest Collegiate and Technical Academy believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. Therefore follow the food guidelines provided by the Child Nutrition Program as a part of the National School Lunch Program.

State law requires that competitive foods, meals from outside food establishments, may not be brought onto campus to students for breakfast, lunch, or during the school day unless it is for a classroom event or celebration and may not be served until after the last school lunch period. Students may bring their breakfast and lunch as long as it is packed from home. Further, no carbonated drinks will be allowed to be brought onto campus for consumption by students during breakfast, lunch, or during the school day, unless it is for a class event or celebration. Carbonated drinks cannot be consumed until after the last student lunch period.

Graduation Requirements

Students at Northwest Collegiate and Technical Academy must fulfill the requirements of the Future-Ready Core Course of Study, unless they are approved for the Future Ready Occupational Course of Study. All students must complete 28 credits and the required Graduation Project to graduate from high school. More information about the graduation project can be found in the Graduation Project Handbook, and on our school website. Coursework successfully completed by students in grades 9-12 in regular and summer programs of accredited private or public secondary schools may be used to satisfy any of the requirements of this policy. In addition, coursework successfully completed by students in grades 9-12 at postsecondary institutions or through other non-traditional programs may be used to satisfy graduation requirements as provided in policy 3101, Concurrent Enrollment and Other Curriculum Expansions. See NC Graduation Requirements for more information:
<http://www.ncpublicschools.org/gradrequirements>.

Hall Passes

Students are not permitted in any hallway or building, except the building in which their class is located, unless they have an appropriate hall pass signed by his/her teacher or an administrator.

Honor Code

Northwest Collegiate and Technical Academy supports student adherence to the student Honor Code regarding the merits of ethical behavior and fair play. Cheating on exams or other academic work will not be tolerated and will lead to serious repercussions for students.

Consequences for Honor Code Violations:

1st Offense: 1-3 days ISS; zero on the assignment; parent notification.

2nd Offense: 3 Day OSS; zero on the assignment; parent conference required.

3rd+ Offense: 5 days OSS; zero grade.

Inclement Weather

In the event of closing or early dismissal due to weather or other events, listen to local radio and TV stations for details. An “alert-now” may also be broadcasted by the central office to inform families in Halifax County. The closing and early dismissals of students are the decision of the superintendent or his/her designee, not the principal.

Illness

If a student becomes ill at school, he/she should advise his/her teacher prior to going to the office, where his parents/guardian will be contacted. Students remaining out of class during a classroom period without permission will receive an unexcused absence. If the illness is abrupt, the nearest faculty member should be notified. Checking out of school should be done only when it is an absolute necessity. Checking out should always be done through the office and with permission from a parent.

Late Arrivals/Tardies

Students arriving at school late – any time after 8:00am – must report to the main office for a pass to class. All parents should sign the child in upon dropping them off. Any student arriving late to class will receive a tardy in that class. Students who drive to school and consistently arrive late to school will have their own campus driving privileges revoked for a period of time determined by administration. Teachers are required to maintain a tardy log for each class. All teachers are required to maintain the logs and issue referrals when necessary. Students with excessive tardies to class will be subject to disciplinary action, which may include In School Suspension, Out of School Suspension and loss of driving privileges.

Number of Tardies	Consequence
First Tardy	Verbal Warning
Second Tardy	Written Warning and Parent Contact

Third Tardy	1 Days ISS
Fourth Tardy	2 Days ISS
Fifth Tardy	Parent Conference Required (Student in ISS until conference)
Sixth Tardy	1 day of OSS
Seventh Tardy	2 days of OSS

Lost & Found

Students who find articles of value should turn the articles in to the administrative office. Students who lose articles should report the loss to the school receptionist. **DO NOT LEAVE MONEY OR VALUABLES IN CLASSROOMS, DESKS, OR GYM LOCKER ROOM.** The school is not responsible for lost or stolen items (i.e. cell phones, iPods, money, jewelry, etc.).

Lunch

The Halifax County Board of Education policy calls for a closed lunch period. This means that students at Northwest Collegiate and Technical Academy cannot leave school to go anywhere and eat lunch. Leaving campus without authorization will result in suspension and the loss of driving privileges.

Medicine

It is recognized that students may need to take medication during school hours. The school nurse or counselor may administer medication prescribed by a healthcare practitioner upon the written request of the parents.

This includes over-the-counter medications. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

Parents/guardians of students with acute or chronic healthcare issues who need to possess and self-administer medicine on school property must provide appropriate documentation to Nurse Harris, School Nurse. Please review HCS Policy Code 6125.

Missed Assignments & Work

When absences create a need for work to be made up for credit, it is the responsibility of the student to arrange immediately with the teacher a reasonable timetable for making up the work. In the majority of cases, work should be made up within five school days.

Off-Limit Areas

The following areas are off limits to students during the school day:

1. Parking lots/bus lot;
2. Driveways around the school;
3. Halls and restrooms during instructional time without a pass, including the gym; all other areas designated by the administration
4. Teacher workrooms and lounges

Selling Items on Campus

Students are prohibited from selling items on campus except in cases of school sponsored and approved fundraisers. Advisors must ensure that the appropriate authorized form (NCITA Form 1306) has been approved by an administrator prior to selling items on campus. Violations of these procedures will be considered insubordination.

Telephone

Students are allowed to use office telephones during emergency situations ONLY. A student must receive permission from office personnel before using the telephone. The telephone is for official business, not personal talk time.

Visitors

All visitors must report to the main office in the Halifax Community College building when they arrive on the campus of Northwest Collegiate and Technical Academy. Each visitor will receive a visitor's pass that should remain visible for the duration of the visit. Friends and other associates from various schools are not allowed on campus during school hours. Animals are also not allowed on campus. Small children should not be on campus without an adult. If parents/guardians would like to observe their child's classroom, they must make an appointment with the teacher (pre-approved by administration).

Volunteers

Volunteers are a critical component in assisting students and teachers. Every effort is greatly appreciated and the total worth of the volunteers at Northwest Collegiate and Technical Academy is priceless.

The following are a few examples of ways volunteers can assist:

- Proctoring during semester examinations;
- Sharing a special talent, area of expertise, hobby, or profession;
- Operating office machines;

➤ Preparing student materials and display bulletin boards; and campus monitoring. Those wishing to volunteer are asked to contact the school to acquire the necessary clearance paperwork.

After-School Tutoring

Northwest Collegiate and Technical Academy offers FREE TUTORING for students in various subjects at our after-school tutorial programs located throughout the school. We have talented and highly motivated teachers, as well as students, who seek to make a difference not only in providing academic support but also in building relationships with students. Information about tutorial start dates will be provided by your child's teachers.

Edmentum Credit Recovery

Students who are in need of credit recovery may have the opportunity to enroll in Edmentum classes. Please see the guidance counselor for more information. Email Dr. Smith concerning the online platform and instructions.

Student Life Overview

Clubs & Organizations

Northwest Collegiate and Technical Academy has many clubs, organizations, and activities designed to stimulate interest in the subjects with which they are concerned. Each has definite aims and goals, which offer invaluable benefits to its members. A schedule will be decided upon after the clubs are organized. Meetings will be held during the school day with a sponsor.

Possible clubs and organizations include:

Army Junior Reserve Officers Training Corp (ROTC) – a four-year progressive program that is open to all students in grades nine through twelve. This program involves topics including History, Human Behavior, Management Communication Skills, Citizenship, Leadership Development, and much more. Students DO NOT need an active duty service commitment by participating in this program. Students are required to wear uniforms and maintain military grooming standards.

Future Business Leaders of America (FBLA) - An organization composed of students enrolled in any of the Business Education Courses offered at Northwest. The purpose of the club is to develop business leadership, to develop better character in preparation for useful citizenship, and to facilitate the transition from school to work.

Student Government Association (SGA) – The SGA is a leadership organization that serves as a liaison between the students and the administration. Officers for the SGA are elected in the spring through the democratic process. Any student in good academic standing may elect to run for the following positions: President, Vice-President, Secretary, Treasurer, Reporter

Parliamentarian and Executive Assistant (appointed by the advisor). The students in the organization are provided leadership skills and opportunities on the local, district, state and national levels. The SGA also oversees elected class officials and representatives. The SGA is a member of the Eastern District of North Carolina Association of Student Council.

Student Ambassadors (SA) - This leadership organization serves as a liaison for the school, community and student body. These students are leaders who go above and beyond the norm to display their leadership skills. Each student will be given an opportunity to attend workshops to enhance their oral communication skills. Students are selected by their teachers and approved by an administrator to fulfill this prestigious position.

Quiz Bowl Team – Quiz Bowl is open to any student who is interested in competing at an intellectual level with other students. The team prepares for competitions year round. Freshman and sophomores are encouraged to join.

Band & Athletics

Band

The band is open to students in grades 9-12 who have an interest in playing a musical instrument and performing at various athletic and community events. Members of the band are encouraged to register for band electives each semester.

Athletics

Athletic Teams Include:

- Baseball
- Football
- Basketball
- Softball
- Cheerleading
- Track & Field
- Cross Country
- Volleyball

Athletic Schedules for this year will be published soon.. (Please Note: Athletic Schedules are subject to change. Please see the Athletic Director, Deontre' Pittman)