

THE EARLY/MIDDLE COLLEGE AT GTCC- Jamestown

STUDENT/PARENT

HANDBOOK

TaWuana Cook
Principal

**“Preparing productive,
resilient, global citizens”**

2024-2025

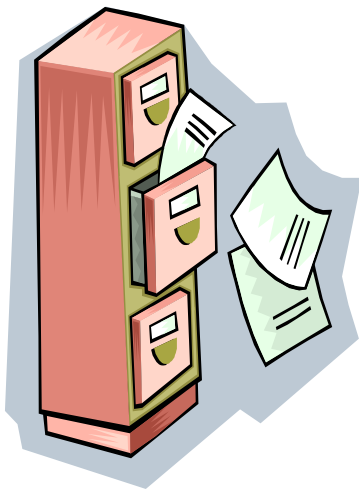
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FOREWARD

Motto: “Unlocking Doors, Building Futures”

Dear Middle College @ GTCC Jamestown Families,

It is with great excitement and enthusiasm that I introduce myself to you as the new leader at the Middle College at GTCC Jamestown! I can assure you that I am joining this learning community with the commitment to continue and support the school’s mission and vision to provide an educational environment where our students can and will be successful; by nurturing positive relationships and providing rigorous educational experiences for all students within a safe environment. I whole-heartedly believe that if we as educators take care and maintain the welfare of our students and keep their best interest at heart; then our learning community will always be successful in preparing our students for their future. The Middle College @ GTCC-Jamestown will be an environment that is inclusive, intentional, and inspiring! GTCC-Jamestown will also be committed to addressing the individual needs of our students by focusing on social emotional learning (SEL) to help each of our students grow and excel individually to create a healthy lifestyle, and schooling experience.

As we begin the 2024-2025 academic year on August 6, 2024, let’s begin by working together to ensure that every student can receive a high-quality education and graduate ready for college, career, and life. The partnership between home and school will be no different than our school’s mission and vision, as we share a common goal to support our scholars in a culture of excellence and achievement. I am truly excited to collaborate with you on this journey as we foster a conducive learning environment for our scholars and celebrate student success during their time here at the Early/Middle College.

“Education is for improving the lives of others and for leaving your community and world better than you found it.” - Marian Wright Edelman
TaWuana Cook, Principal



STAFF ROSTER

Name	Title	Room #
TaWuana Cook	Principal	DH-210
Ashlea Eakin	School Counselor/504 Coordinator	DH-216B
Taylor Gordy	Treasurer/Data Manager	DH- 216A
Holly Bullock	Curriculum Facilitator	DH- 213
Donna Gordy	Office Support	DH-220
Meri Amweg	Science	DH-313
Geoff Barham	Social Studies	DH-221
Dr. Nichole Bignall	Social Studies	DH-307
Tonya Bodie	Math/Seminar	DH-111
Linda Browning	English/ Academic Support	DH-119
Bryan Heide	Physical Education	DH-123
Marcelo Espinoza	EL/Spanish	DH-306
Matt French	Online/Seminar/ Testing Coordinator	DH-122
Josh Brethauer	English	DH-206
Sarah Jones	Exceptional Children	DH-113
Megan McElroy	Math	DH-118
Samantha Patino-Perez	Math	DH-305
Felicia Rhodes	Math	DH-208
Lisa Sunshine	Science/Seminar	DH-312
Latisha Wyatt	Exceptional Children	DH-115
Jennifer Wilson	English/Creative Writing	DH-207
Latoya Russell	Exceptional Children TA	DH-115

SCHOOL CONTACT INFORMATION

Guilford Technical Community College
Jamestown Campus, (601 East Main Street)

The Early/Middle College at GTCC-Jamestown
Davis Hall
613 East Main Street
Jamestown, NC 27282
Main Office: (336) 819-2957 (Ms. Gordy)
Counseling: (336) 819-2959 (Mrs. Eakin)



HISTORY

The Early/Middle College at GTCC was one of the first of its kind in the state of North Carolina. The idea was brought to Guilford County Schools by Dr. Terry Grier, previous superintendent of Guilford County Schools.

There are now over 135 early/middle colleges in the United States. Guilford County Schools has nine early and early/middle colleges. The philosophy varies from school to school but does address a segment of the population that is looking for a unique educational environment, at risk of dropping out or not fitting in the traditional high school setting.

The Early/Middle College-GTCC Jamestown has received the North Carolina Lighthouse Award for creative and innovative schools for teaching and learning. In August 2004, the school became one of five model Middle College High Schools now offering an Early College program via Governor Easley's Initiative. As an acceleration site, the Early/Middle College at GTCC-Jamestown will provide examples of best practices for partnerships across North Carolina. In 2014, the Early/Middle College at GTCC-Jamestown became one of the North Carolina New Schools STEP – or Teacher Education Programs for math and science.

EXPECTATIONS

As an early/middle college model, our school will:

- Begin/continue the process of designing curriculum and support structures that ensure the possible attainment of an associate degree and/or two years of transferable college credit at no cost to the student;
- Develop a plan to serve a diverse population of approximately 270 students within our high school program in terms of gender, ethnicity, socioeconomic status, academic ability, achievement, and motivation;
- Incorporate work-based learning experiences, when possible;
- Design and implement affective and academic systems of support to help students attain the high expectations presented by the early college model;

MISSION STATEMENT

The mission of the Early/Middle College at GTCC-Jamestown is to provide relevant, rigorous, and engaging instruction as we develop positive relationships with students, such that students are prepared to cope with life's challenges and ensure that each and every one of our diverse students graduates in four or five years with an associate's degree or some college credit and are prepared to be resilient, productive global citizens.

We Believe:

1. All students can learn,
2. Each student is unique and will have instruction that is appropriate to his/her needs, and
3. Each student's self-concept will be nurtured by the student-centered, caring, orderly environment of our school.

THE PROGRAM

The Early/Middle College is a program specifically for students who generally have the ability to do honors or greater academic work. There is no typical early/middle college student. Each student is unique, and we strive to provide the best possible learning environment for each individual student to the best of our ability. Students must have a desire to be successful within our program. They must be willing to do the work necessary to earn high school, and hopefully college, credit. Attendance is necessary in order to truly be successful.



Goals:

1. Every Early/Middle College student can graduate from high school with the potential for post-secondary pursuits.
2. Every Early/Middle College student will earn at least some college credit, though that credit may not be transferable.
3. Every student is provided the opportunity for a revitalized outlook toward education that a setting on a college campus with a low student-teacher ratio affords.
4. Every student will develop the necessary academic and social skills to become active and productive members of their communities.
5. Students will learn to work cooperatively with other students and teachers while realizing individual talents and building self-esteem.

Students who attend the Early/Middle College program are representative of every high school in Guilford County.

HOURS OF OPERATION

9:45 am – 11:00 am	Planning Block/Student Tutoring
11:00 am – 12:00 pm	1 st Block (60 minutes, w/lunch)
12:30 pm – 2:00 pm	2 nd Block (90 minutes)
2:05 pm – 3:35 pm	3 rd Block (90 minutes)
3:40 pm – 5:15 pm	4 th Block (95 minutes)



The core courses (English, math, science, social studies, and Spanish) courses will be taught from 12:30 until 5:15. We offer a semester schedule with four courses the first semester and four courses the second semester. All 9th – 11th grade students will be grouped by their HOUSE and have an 11:00 am high school course called “Leadership Development”. All 12th -13th year students will participate in Leadership Development based around their college classes, and schedule meetings communicated by Mrs. Eakin or Mrs. Bullock.

The high school offerings will follow a unique academic calendar, shared by the other two GTCC early/middle colleges and the academies within GCS. This calendar will also be posted on the Guilford County Schools website. College courses will be offered before 12:30, after 5:15, and during the school day for some students. Any college courses taken and passed will count as an elective and will count toward dual enrollment. This means that college courses will count as high school elective credit as well as college credit. Some college courses are considered 'crosswalks' that fulfill high school requirements. These are determined by DPI, which is an entity at the State level. **College courses follow the GTCC academic calendar.** Any college courses taken must have the required pre-requisites for enrollment.

SERVICES

Since the Early/Middle College staff is so small, services are limited when compared to a larger high school. Exceptional Children's services will be limited to students who have an individual educational plan that does not require specialized daily services by a special education teacher. We do offer inclusion and consultation services. We can accommodate students with small class size and a lot of individual attention. Teachers will be available before and/or after school for additional academic assistance. The school counselor will be available for appointments, as well as upon request with little to no notice when at all possible. Every student will develop an individual college/career plan with the school counselor.

Students are allowed to participate in sports at their home school **only** when their class schedule allows. This could present a problem since our school day ends more than one hour after the traditional school. Students will not be allowed to leave a class early to participate at their former school. However, if a student is in college classes and has a partial high school schedule with no fourth block class, he/she would be eligible to leave after third block at 3:35. This possibility will need to be assessed on an individual basis and **approved by the principal prior to participation.** If a student's schedule does not allow this, he/she may wish to return to their home school to participate. Though we want to keep all of our students, we realize we are not always the best fit.

APPLICATION PROCESS

The entire district has implemented a random selection process for all schools falling under the 'Magnet' umbrella. As a high school of 'choice', we are one of those schools. Students have to apply during the set magnet application period. All applications are now online processes. The timeline has always been within the spring semester for the following year. As this process evolves and/or changes, it will be advertised throughout the district/county.

END-OF-THE-YEAR AND SEMESTER EVALUATION

Every student will be evaluated at the end of the school year. All students will be evaluated on attendance, discipline, motivation and academics. A determination will be made whether the student will qualify to return to the Early/Middle College-GTCC Jamestown. We want all students to be successful. However, there are times we are not the best place for individual students. We work with families and home schools when this situation does arise, though it happens rarely.

THE CURRICULUM

The Early/Middle College curriculum will consist of the core courses that are normally offered in any major high school. We will have seminar and/or ACA (non-transfer college) classes, English, math, science, social studies and Spanish. The specific core courses will vary according to the student body and their individual needs. At times, we are able to offer one or more elective courses for our high school students. Some of the elective courses we have offered in the past have been Creative Writing, Theatre, Yearbook, and Holocaust & Genocide Studies. However, these vary depending upon the needs of our students and the certification of our staff members. Our school counselors and Guilford Technical Community College Liaison will assist in offering college courses that will be an addendum to the core courses taken. Most college courses taken will be considered an elective. Permission from both a school counselor and principal are needed to enroll in a college course.

2024-2025 Academic Calendar for the Early/Middle College @ GTCC-Jamestown

FINAL approved 4/4/2023

Guilford County Schools

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

<p>Holidays: 11 Vacation Days: 10 Optional Teacher Workdays: 5 Mandatory Teacher Workdays: 9 Student Days: 180 Student Hours: 1,080</p>	<p>JULY 2024</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>JANUARY 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>1 New Year's Day Holiday 2 Vacation Day 3 Optional Teacher Workday 20 Martin Luther King, Jr. Holiday 27 Optional Teacher Workday</p> <p>Instructional Days: 18</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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First/Last Day for Students

Vacation Day
Holiday

Optional Teacher Workday
Mandated Teacher Workday

CORE CLASSES

English: Mrs. Jennifer Wilson, Mr. Josh Brethauer, Mrs. Browning

- Honors English 9
- Honors English 10
- Honors English 11
- Honors English 12
- Yearbook/Journalism
- World Humanities (Holocaust & Genocide Studies)
- Creative Writing

Math: Ms. Tonya Bodie, Ms. Megan McElroy, Ms. Samantha Patino-Perez, Ms. Felicia Rhodes

- Math I
- Foundations of Math II
- Honors Math II
- Honors Math III
- Honors Math IV
- Honors Pre-Calculus
- Honors Calculus

Science: Mrs. Lisa Sunshine, Ms. Meri Amweg

- Honors Environmental Science
- Honors Biology I
- Honors Physical Science
- Honors Chemistry

Social Studies: Mr. Geoff Barham, Dr. Nichole Bignall

- Honors World History
- Honors Civics and Economics
- Honors American History
- Honors Personal Finance

Spanish: Mr. Marcelo Espinoza

- Spanish I
- Spanish II
- Spanish Culture

General Education: (Various Teachers Assigned)

- Senior Seminar
- Leadership Development

Health and Physical Education: Mr. Bryan Heide

Exceptional Children: Mrs. Sarah Jones, Mrs. Latisha Wyatt

EC TA: Mrs. Latoya Russell

Online: Mr. Matthew French

COURSE MINIMUM

Students must take a minimum of four (4) courses to be considered a full-time student. According to General Statute, every public school student must complete 1000 hours of instruction during the year. This may include an online class, a college course and a seminar class. Mrs. Eakin can answer questions about combinations of courses that lead to having 1,000 hours of instruction for the academic year.

Example: (Combinations that fulfill the 500 hours of required instruction per semester)

1. 3 high school courses + 1 Seminar/Leadership Development
2. 3 high school courses + 1 college course
3. 2 high school courses + 2 or more college courses
4. 1 high school course + 3 or more college courses

ON-LINE/VIRTUAL COURSES

Some students may be able to take courses over the internet. These courses will be determined through a conference with Principal Cook, Mrs. Eakin, and Mr. French

ALVS credit recovery courses are for previously failed classes and must be completed during the semester assigned or credit will not be given. There are no short cuts for completing the course. Students must put in the time needed to finish all the modules with a minimum 60% overall average to get credit and will receive a Pass/Fail final grade rather than a letter grade. Pass/Fail grades do not calculate in the GPA. Space is limited and time must be used efficiently. Credit Recovery courses are not recognized by the NCAA for athletic eligibility so a waiver must be signed. Mr. French, our eLearning Advisor, will supervise each on-line credit recovery.

ALVS, GCSVPS and NCVPS courses are full-version courses and must be completed during the semester assigned or credit will not be given. Full version online courses suggest 90 minutes per day to complete all necessary work to pass the course. Students must put in the time needed to complete assignments and pass the course. Students receive a letter grade upon completion that will calculate in the student's GPA. Depending on the course, students may be required to take a state exam at the end of the semester which accounts for 20% of the final grade. GCSVPS online courses are available to Guilford County students and are taught by Guilford County teachers. NCVPS online courses are available to all North Carolina public school students and are taught by North Carolina certified teachers. GCSVPS courses are not recognized by the NCAA for athletic eligibility. Therefore, a waiver must be signed if taking these courses. Matt French, our eLearning Advisor, will supervise each on-line course.

Further information about online courses can be found at the GCS Website under Virtual Learning at

<https://www.gcsnc.com/Page/27302>

COLLEGE COURSES

Students are allowed to take college courses with the staff's permission and principal's approval. Any student who does not make progress or drops out of a course may not be allowed to take additional courses the next semester

Guidelines for students to be eligible to take college classes:

1. The student cannot be absent more than 6 days the previous semester
2. The student must be successful in his/her high school courses ("B" average) before taking college courses.
3. Behavior must be appropriate in and out of the classroom setting.

Books must be returned to the Senior Seminar teacher at the end of the course, as directed. Students on college academic probation will not be able to take additional college coursework if their GPA does not raise to at least a 2.0 for the semester during the probation period.

***Upon entry in the Early/Middle College, violations may be reason to exclude the student from full participation in the school—taking college classes, access to campus facilities/events, etc.**

Losing full participation in our school overtime can result in a student being dismissed from the Middle College program to their Home School

COLLEGE TUITION

Students, generally, will not have to pay any tuition for college courses taken during the fall and spring semesters as the North Carolina Department of Public Instruction provides waivers for High School students in our program. College books are paid by the Guilford County School System during the fall and spring semesters. **However, individual students and their families may be responsible for all textbooks and supplies, and possibly tuition, if college classes are taken during any summer session, and also any tools or required materials for any technical programs are at the expense of students/families.**

5th YEAR SCHOLARSHIP OPPORTUNITY

Candidates must be seniors who have fulfilled their high school requirements to be eligible to stay for a fifth year. These students will not actually receive their diplomas when they complete their fourth year of high school. Each must take a full college load each semester, which is at least 12 credit hours, along with at least one high school class. This class is usually Seminar and meets daily for a full 90-minute block. Some will complete their college degrees/credentials after one or two additional semesters in our program. Some will simply continue to earn college credit toward that degree/credential. They must maintain high academic and behavioral standards while receiving this scholarship opportunity made possible through GCS, GTCC and NC Cooperative Innovative High Schools. Students will graduate and be released from our program if these expectations are not met. There is an application process, which will also include information on academics, attendance, attitude, behavior and full cooperation with the Leadership class schedule required.

EXAMS

*Exams must be taken to pass any course. The End-of-Course (EOC) exams count up to 20% of the final grade and are required by the state of North Carolina. End-of-Course tests will have one make-up for those students who are absent for legitimate reasons. Students may NOT exempt NC Final Exams or EOC exams, for they are required by the state. Percentages for all STATE exams are currently weighted as 20% of the final grade. This is subject to change.

GUIDANCE

Mrs. Eakin is responsible for academic, college and personal counseling. Mrs. Eakin assists Mr. Matt French to coordinate End of Course Testing and any GTCC testing. She also works with our Liaison, Mrs. Whitlow, on all college enrollment/registration, etc. If there are any concerns, do not hesitate to call 819-2959.

SERVICE LEARNING

Mrs. Jones coordinates our Service-Learning Program. Students are eligible in high school to earn a Service-Learning Diploma, by earning 250 hours of service-learning experience, or a Service-Learning Exemplary award, by earning 100 hours of service learning experience. Students may begin accruing hours during the summer before their 9th Grade year through the mid part of their last semester with us.

As a school, we hope to provide students an opportunity to participate in one or two school-wide service-learning days. Of course, this is dependent upon the ability to facilitate such events. In addition, we offer students the option of volunteering at two sites close to our campus: Greene Education Center – where students play basketball, dance, and/or do crafts with students with varying level of developmental disabilities; and Millis Road Elementary, where our students can read with or tutor elementary students. There are many other opportunities throughout our communities that provide students the chance to earn such hours. For more information, see Mrs. Jones, room CTC 107. If locations change, we will notify students of any such changes.

HONORS RECOGNITION

There will be three categories of honors for the Early/Middle College performance on weighted GPA's. (The student must be enrolled for 2 semesters to qualify for the Early/Middle College cord designation)

- Summa Cum Laude (with highest praise) 4.5+ (gold cord)
- Magna Cum Laude (with great praise) 4.00-4.49 (silver cord)
- Cum Laude (with honor) 3.50-4.00 (white cord)

This recognition will be designated at graduation by the wearing of specific colored cords. In addition, an assembly honoring student achievement is usually

planned and facilitated toward the end of each semester. Of course, changes will occur in such instances as the pandemic. Our school does not recognize a valedictorian or a salutatorian, but we do celebrate the successes of all students.

ATTENDANCE (Student)

- A PARENT/GUARDIAN (If emancipated, the student may call Ms. Gordy) MUST CALL FOR EVERY ABSENCE. AFTER 3 DAYS WITHOUT A CALL OR A NOTE SIGNED BY THE PARENT/GUARDIAN, THE ABSENCE WILL BE CODED UNLAWFUL AND UNEXCUSED. A written note is not needed if the parent calls. (Upon entry in the Early/Middle College, attendance violations may be reason to exclude the student from full participation in the school—taking college classes, access to campus facilities/events, etc.)
- **Any student leaving campus before the designated school times must sign out with Ms. Gordy in the Front Office in DH 209.** A signed note from a parent/guardian OR a phone call from a parent/guardian must be given to Ms. Gordy prior to leaving.
- **MAKE-UP WORK**---Students must make arrangements to complete work missed while absent. The time limit is set by the teacher. **All work and make-up time must be completed within three days of the student returning to school unless other arrangements have been made by the teacher.** Failure to comply with this policy may result in a student receiving a grade of “F”. It is in the best interest of all involved to communicate well when absences occur.
- Extra Help Sessions---A 45-minute Extra Help Session is required for all absences over three (3) days in each academic/block course per nine weeks period. It is the responsibility of the teacher to work with the students to provide opportunities for such sessions to take place.
- **NO CREDIT STATUS:** Students who reach four lawful absences from school or have any unlawful absences in any marking period will be placed on no-credit status. If a student is beyond four days of absences in any class, that student needs to make arrangements with their teacher(s) to make-up time.
- **APPEALS PROCESS:** An appeal process will be in place for those students who were absent for medical or unusual circumstances. A written request must be made to the principal within (10) days or No Credit STATUS notification may be made. If no waiver or appeal is made, the student may be given a 59/F for the grading period.

****Tardies:** Every Friday the classroom teacher may give a list to Principal Cook if help is desired. Teachers are to e-mail, message, or make phone calls home when students are habitually late for class. If messages are left and no response is received from these forms of communication, the teacher is to continue to attempt to make contact. If there is still no response or the situation is not rectified, our Social Worker will get involved. If further help is needed, Principal Cook will get involved when asked to do so. A conference/telephone call will ensue.

****The same procedures should be followed concerning absences.**

****As mentioned above, upon entry in the Early/Middle College, attendance violations may be reason to exclude the student from full participation in the school—taking college classes, access to campus facilities/events, etc. Losing full participation in our school overtime can result in a student being dismissed from the Middle College program to their Home School.**



Student Attendance Procedure (JBD):

I. STUDENT ATTENDANCE K-12

A. Lawful Absences

1. Excusable absences permitted by NC State Board of Education Attendance Rules:

- (a) Illness or injury
- (b) Quarantine
- (c) Death in family
- (d) Medical/Dental appointments
- (e) Court proceedings
- (f) Religious observances
- (g) Educational opportunity
- (h) Suspension
- (i) Expulsion

B. Unlawful Absences

Unlawful (unexcused) absences are defined as the student's willful absences from school without the knowledge of the parents/guardians, or the student's absences from school without justifiable causes with the knowledge of parents/guardians.

C. Homebound Placements

Homebound placements are based on medical recommendations and students are credited as in attendance when pre-approved by the appropriate official in the Guilford County Schools.

D. Make-up Work

Students are responsible for all work missed when absent from school. Immediately upon returning to school students must make arrangements with their teacher(s) to make up all work (assignments, tests, projects, etc.) missed while absent.

E. Absence Documentation Requirement

All absences require a written note from the parent/guardian explaining the absence(s). The student should deliver the note to school authorities (teacher, attendance office official, etc.) as soon as possible upon his/her return to school. Failure to submit such notes within 3 school days after returning to school will result in an unlawful absence being recorded. Parents/guardians are requested to contact school officials immediately when unanticipated absences occur. All anticipated periods of absence should be reported to school officials prior to the period of absence. Such absences should receive prior approval by school officials. Prior approval is required for any student departing from campus once

he/she has arrived; this approval is required throughout the school day. Students must follow a sign-out procedure as established by the school.

F. Attendance Awards

A student qualifies for an Attendance Award by being in attendance each day that school is in session during an entire school year. In addition, high schools have the option of allowing students with at least 97% attendance and a grade determined by the principal to waive one final exam at the end of each semester. (Note: Course exams required by the state are not eligible to be waived.)

G. Definition of being "in attendance"

To be considered "in attendance," a student must be present in the school for at least one-half of the school day (or one-half of the class for class attendance in secondary schools).

Students may, with the approval of school principal or designees, attend an authorized school activity and be considered "in attendance." Such activities include, but may not be limited to, job shadowing and other work-based learning activities, field trips, athletic contests or other competitions, student conventions, music festivals, concerts, or similar activities approved by the school.

H. Unlawful Absence Disciplinary Actions

Unlawful absence will result in conferences with parents/guardians. Unlawful absence and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if the student is under sixteen years of age. North Carolina General Statute (G.S. 115C-378) requires attendance until age sixteen (16).

IV. HIGH SCHOOL ATTENDANCE REQUIREMENTS

Records are kept on each student's attendance for the duration of each course. Each student's attendance record, for the purpose of this procedure, is assessed during the length of the course.

School attendance has been identified as a critical component to academic success. According to SACS (Southern Association of Colleges and Schools) accreditation standards, course credit is granted based on defined performance criteria and a minimum of 130 clock hours of instruction. However, Guilford County Schools requires the following clock hours for attendance:

Block Schedule Schools: 135 Clock Hours

Guilford County Schools attendance policies will be followed. The policy is available on the GCS website and in the student Handbook.

DISCIPLINE

There will be very few discipline problems that will require punitive action. Students are expected to respect themselves, and everyone else. Students are also expected to be where they are assigned to be, when they are assigned to be there, and always in a timely manner. Teachers, staff members, and the principal may very well call parents/guardians frequently to discuss any given situation. If a student continues to have behavior issues, conferencing will usually take place. Students may also be sent back to their traditional schools in some cases. Every student will be discussed at the end of the year. **Those who do not take responsibility for their actions will be recommended not to return to the Early/Middle College for the coming year. The student will then enroll in his/her former/traditional school.**

Certain behaviors will immediately eliminate the student for consideration to return to the Early/Middle College and possible long-term suspension (not limited to...):

- Non-compliance with teachers or principal
 - Arson or making or possession of an explosive or incendiary device
 - Fighting
 - Destruction of GTCC property, robbery, violence or threat of violence or stealing
 - Stealing
 - Intimidation of other students/teachers (Threats of any type/verbal or written)
 - Lying about taking college courses....Since Guilford Co. and the federal government is paying for tuition and books, this practice is illegal and will be dealt with as a serious offense
 - Disruption of school, communicating a false bomb report or perpetrating a bomb hoax, inciting or participating in student disorder
 - Drugs or alcohol use or possession
 - Violations of NC criminal statutes
- * ALL RULES OF GUILFORD COUNTY SCHOOLS WILL BE FOLLOWED ACCORDING TO THE HANDBOOK. This book is found on the GCS website.**
- Students are **NOT** allowed to leave campus for food or any other reason without specific permission from the principal.
 - Food is **NOT** to be delivered to students during school hours (11:00am - 5:15pm).
 - **CLASS CHANGES**----Students will be allowed 5 minutes between classes. These breaks must be respected in order to be kept throughout the entire school year.
 - **COURTESY ISSUES...**
 1. Please do not congregate and block the doorway or stairway.
 2. Comply with **NO SMOKING** rule on campus.
 3. Be aware of loud talk and the use of profanity. It reflects poorly on the Early/Middle College and the entire student body and staff.

***NOTE: Any time Campus Police is involved in any situation, there is a possibility that any student involved may be banned from any GTCC campus for up to and including one calendar year. This would require the student to return to their home school, for staying with us would be impossible under such circumstances.**

TELEPHONES, CD'S, HEADPHONES, ELECTRONIC DEVICES

Telephones and electronic devices may be brought to school. However, cell phones and other electronic devices (other than laptops as advised by the teacher) must be stored out of sight during the class period. If a staff member makes the determination that a cell phone or any type of music/game device is distracting from the educational process in any manner, the first time it will be taken. The teacher will then return the device at the end of the class period. The second time it is taken, it will be given to the principal and the student will need to pick it up at the end of the day from the principal. The third time the student's privilege of bringing that (or any) electronic device to school may be revoked and a parent or guardian will need to pick it up from the office. The excuse, "I might have an emergency" is not a valid reason. Remember: A parent may call the office, counselors or principal if there seems to be an emergency. If a teacher allows students to use music devices in the classroom while doing independent seatwork, it is permissible...but only with the explicit permission of each individual teacher. Some teachers may have students use texting to designate responses or research information within the academic setting. This is encouraged, but only with the explicit permission from each individual teacher at designated times. Some teachers will have a 'phone jail/box' of some sort within their classroom or teaching location. If so, students are to deposit their phones in the 'jail/box' and only retrieve them when the teachers allow them to do so. Teachers/Staff members make individual decisions concerning the use of such devices within their educational setting.

EMERGENCIES

For emergencies, call the main office at (336)819-2957 (Ms. Gordy) or counseling (336)819-2959 (Mrs. Eakin).

Student Safety in Emergency Situations: An attachment letter from our GTCC Campus Police will address the following emergency situations and may be included with this student/teacher handbook:

- **Structure Fire/Fire Threat Evacuation:** The teachers will take the students to a designated location near the Medlin Center or AT Building. They will have a class roll to check the attendance of every student. Teachers will immediately notify the office staff of any missing students.
- **Tornado/Severe Weather:** The teachers will use the designated locations for safety.
- **Medical Emergency:** The teachers will call the main administrative office (336)819-2957 and/or call campus police for assistance. They will also call the principal's cell. 911 will be called, as needed.
- **Lock Down:** The teachers will follow all procedures practiced and discussed at the beginning of each school year. Students in high school classes will be locked in classrooms with their teachers away from any doors or windows. Students in college classes will follow the GTCC guidelines, as directed by their college professors/teachers.
- **Other Emergency Incidents:** The teachers will call the main administrative office at (336)819-2957 for assistance and the campus police, if merited...

The staff will follow the emergency procedures dictated by the GTCC Campus Police. We have discussed emergency situations and how to deal with them individually and as a team. If a situation involves your child, a representative of the school will call the parent/guardian as soon as possible.

BUSES

Students who are provided transportation will dismiss from the AT Building. During dismissal students must be respectful of the student computer lab and study center in the AT Building. Students should keep their voices down, and hands and feet to themselves while they wait on their bus. A form must be completed and submitted online through the GCS or our school website for transportation. Our transportation liaison is Principal Cook. Please refer all questions/concerns Ms. Gordy or Principal Cook to attempt to help correct bus problems/issues.

CARS

Students are allowed to park on campus. See Ms. Gordy to complete the necessary information to receive a GTCC parking sticker. Name and driver's license # are required. **Students may lose parking privileges because of excessive tickets, reckless driving, or failing to follow the rules of the Early/Middle College, GTCC and/or the lack of common sense!**

BOOKS

- **Textbooks:** High school course textbooks will be inventoried by each teacher, totaled by Ms. Gordy and distributed to each teacher. It is the teacher's responsibility to code and have the students put their names (student and teacher) in the respective book. Some courses have classroom sets, so students may not receive individual textbooks for all classes.
- **College Books:** Currently, books are ordered through the bookstore. Guilford County Schools will pay for the books for fall and spring semester courses. All textbooks must be returned at the end of each semester to avoid penalty. Budget dictates this practice.

CALCULATORS

Students taking a math or science class may check out a calculator from the school for the semester. Students will be required to return the calculator or pay for a replacement if they have lost the loaned one, or if they are damaged in any manner that warrants them unusable. This will be determined by the staff and Principal Cook.

GRADUATION

ALL STUDENTS ARE EXPECTED TO WALK AT GRADUATION! Please give your family and the staff of the Early/Middle College GTCC - Jamestown the opportunity to celebrate your successes. Information on graduate fees will be presented to seniors who are graduating during their final year with us (4th or 5th year graduates).

PROM

All students are eligible to attend Prom with Principal Cook's approval. In the past, all early/middle college high schools and academies in the district have combined resources for one big prom. Positive/Appropriate behavior before, during, and after the PROM are expected. Please see Principal Cook to answer any questions on this topic.

STUDENT PLEDGE

As a student at the Early/Middle College at GTCC, I will receive a great deal of support from my teachers, counselors, and principal who genuinely care about me. I also agree to adhere to the following school expectations. **I understand that failure to meet these expectations may result in me being reassigned to my attendance zone school.**

Academics:

I agree to do my work, to study, to complete and submit homework assignments/assigned tasks, and to participate in tutoring, as needed. I also agree to do my own work and not share or cheat with others.

Attendance:

I will maintain a minimum 95% attendance rate for all of my classes (including **Seminar, Success, and Leadership**) and will not be tardy to class.

After three absences in a grading period (except for certain documented illnesses or emergencies), I will make up both the work and time within 3 days as outlined in the student handbook (before and/or after school with the designated teacher). I will have to provide my own transportation.

Behavior:

I will display maturity at all times, demonstrating that I belong in the academic atmosphere of this college campus. I will not horseplay in class, the cafeteria, the hallways, the elevator, on the bus, or in any other areas of the campus. I will only ride the elevator if/when I have specific permission from the principal due to a medical need. I will not use profanity or inappropriate language anywhere on the campus or bus. I will follow the directions of any adult faculty member. (Remember: "obey now, talk later")

If I have a conflict with another student, I will immediately report it to a staff member, teacher, Mrs. Eakin, or Principal Cook. **Engaging in a conflict may result in an automatic reassignment to my attendance zone (home) school.**

I agree to 'walk' and participate in any and all graduation ceremonies for our students, as directed by the principal.

Cell Phone Policy:

If I carry a cell phone or electronic device, I understand that I may use it only during class breaks or when designated by individual teachers/staff members.

I will keep my phone and any electronic device turned off and put away during all classes and assemblies (texting is not allowed in class due to distractions and possible cheating) unless otherwise specified by each individual teacher for academic purposes.

I understand that if my cell phone/device is being used, out, or goes off during class time, my teacher may confiscate the device (no warnings) and my parent may have to make arrangements to pick it up from Principal Cook. Repeat violations will result in me losing the privilege of bringing it to school or leaving my phone in the Front Office. If a teacher chooses to have all electronic devices placed in a designated location at the beginning, or at any time during class/meetings, I agree to comply immediately and willingly.

If my parents need to contact me during class (for an emergency), they may call the office at 336-819-2957 and a staff member will come to get me immediately.

College Classes:

I am expected to try my best to make passing scores on all required college placement tests and to attempt some college classes based on my interests or in pursuit of a degree/diploma/certificate/credential. I agree to learn about the many career study areas available at GTCC.

In order to take college classes, I may not have more than six absences in the preceding semester (this includes 11:00 am classes) and I must have a minimum "B" average.

Student Signature/Date

Parent/Guardian Signature/Date