

# Chatham County School of Science and Engineering



## Student/Parent Handbook 2018-2019

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Chatham Center for Innovation  
501 Martin Luther King Jr. Blvd  
Siler City, NC 27344  
919-663-5899



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### ***Mission Statement***

*The mission of Chatham Center for Innovation is to provide an education for our students through individualized and collaborative instruction, as well as Project Based Learning. We will focus on the development of academic and social skills in order to create globally-competitive students. We commit to help our students graduate with the ability to make positive choices and realize their full potential as college and career-ready citizens.*

### ***Vision Statement***

*Chatham Center for Innovation is committed to the growth of all students with emphasis on their personal, academic, social and behavioral goals by assisting them in becoming productive and responsible citizens while providing equal access to any and all programs available through the community college.*



Optional Teacher Workday – No Students
Required Teacher Workday – No Students
Required Staff Development – No Students
First/Last Day of School
Holiday – No Students
Early Release
Annual Leave – No Students

JANUARY 2019						
S	M	T	W	Th	F	S
			2	*3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Holiday/New Year
- 2 Optional Teacher Workday
- \*3 First Day for students – second semester
- 18 Early Release
- 21 Holiday/ M.L. King Day
- 22 Required Staff Development

AUGUST 2018						
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	

- 2 Optional Teacher Workday
- 3 Optional Teacher Workday
- 4 Required Teacher Workday
- 7 Required Teacher Workday
- \*8 First Day for students – first semester
- 24 Optional Teacher Workday

FEBRUARY 2019						
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		

- 15 End of Fourth & Weeks (High School)
- 18 Optional Teacher Workday

SEPTEMBER 2018						
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						

- 3 Holiday/Labor Day
- 19 End of First 6 Weeks (High School)
- 26 Early Release

MARCH 2019						
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						

- 15 Required Staff Development

OCTOBER 2018						
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			

- 17 Early Release
- 29 Required Staff Development
- 31 End of Second 6 Weeks (High School)

APRIL 2019						
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				

- 2 End of Fifth 6 Weeks (High School)
- 12 Early Release
- 15-18 Annual Leave
- 19 Holiday/Good Friday
- 22 Annual Leave

NOVEMBER 2018						
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	

- 4 Required Workday
- 12 Holiday/Veterans Day
- 21 Optional Teacher Workday
- 22-23 Holiday/Thanksgiving

MAY 2019						
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	

- \*22 Last Day for students
- 22 End of Sixth 6 Weeks (High School), End of Second Semester
- 23 Required Teacher Workday
- 24 Optional Teacher Workday
- 27 Holiday/Memorial Day
- 28 Optional Teacher Workday
- 29 Optional Teacher Workday

DECEMBER 2018						
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					

- 19 Early Release
- 19 End of Third 6 Weeks (High School), End of First Semester
- 20-21 Annual Leave
- 24-26 Holiday
- 27-31 Annual Leave

JUNE 2019						
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						



Blue	Día opcional de trabajo para los maestros - Sin estudiantes
Yellow	Día requerido de trabajo para los maestros - Sin estudiantes
Orange	Desarrollo profesional para los maestros - Sin estudiantes
Green	Primer / Último día de escuela
Red	FERIADO - Sin estudiantes
Purple	Salida temprana
Pink	Vacaciones anuales requeridas - Sin estudiantes

Enero 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 FERIADO / Año Nuevo
- 2 Día opcional de trabajo para los maestros
- \*3 Primer / Último día de escuela
- 18 Salida temprana
- 21 FERIADO / Día de M.L. King Jr.
- 22 Desarrollo profesional para los maestros

Agosto 2018						
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	

- 2-3 Días opcional de trabajo para los maestros
- 6-7 Días requerido de trabajo para los maestros
- \*8 Primer / Último día de escuela
- 24 Día opcional de trabajo para los maestros

Febrero 2019						
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		

- 15 Final de 6 Semanas de Secundaria
- 18 Día opcional de trabajo para los maestros

Septiembre 2018						
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						

- 3 FERIADO / Día del Trabajo
- 19 Final de 6 Semanas de Secundaria
- 26 Salida Temprana

Marzo 2019						
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						

- 15 Desarrollo profesional para los maestros

Octubre 2018						
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			

- 17 Salida Temprana
- 29 Desarrollo profesional para los maestros
- 31 Final de 6 Semanas de Secundaria

Abril 2019						
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				

- 12 Salida temprana
- 15-18 Vacaciones anuales requeridas
- 19 FERIADO / el Viernes Santo
- 22 Vacaciones anuales requeridas

Noviembre 2018						
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	

- 6 Día requerido de trabajo para los maestros
- 12 FERIADO / Día de los Veteranos
- 21 Día opcional de trabajo para los maestros
- 22-23 FERIADO / Día de Acción de Gracias

Mayo 2019						
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

- \*22 Final de 6 Semanas de Secundaria
- \*22 Final día de escuela/ Salida Temprana
- 23 Día requerido de trabajo para los maestros
- 24 Día opcional de trabajo para los maestros
- 27 FERIADO / Día de los Caídos
- 28-29 Días opcional de trabajo para los maestros

Diciembre 2018						
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					

- 19 Salida temprana
- 19 Final de 6 Semanas de Secundaria
- 20-21 Vacaciones anuales requeridas
- 24-26 FERIADO
- 27-31 Vacaciones anuales requeridas

Junio 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## **PRINCIPAL'S MESSAGE**

Chatham School of Science and Engineering is an academically advanced public high school located on the campuses of The Chatham Center for Innovation and Central Carolina Community College in Pittsboro and Siler City. Students who apply, and are accepted to CSSE, have the opportunity to complete a full College Transfer Associate of Arts (AA), Associate of Science (AS) or Associate of Engineering (AE) degree by the time they graduate from high school. During their time at CSSE, students will take a blend of high school and dual enrollment college courses that will allow them to earn both a high school and two year college degree. Students who attend CSSE will be provided with a challenging educational environment. Each student is provided an education that is personalized to meet their needs and help them achieve their goals. A strong counseling and advisory program is in place to assist students. Every student who enrolls in CSSE will be assigned an advisor who will advise them during their stay.

All of our students are required to meet the standard testing requirements/curriculum as any North Carolina high school student. In addition to this standard, all of our students are expected to graduate with a college grade point average that will allow them to transfer to a four year university.

During the past school year we have seen continued improvements in our school. In the realm of academics, our students achieved high scores on the Pre ACT and will be the first class to take the ACT Exam this school year.

Our upcoming school year holds a great deal of promise for us. This year we will be adding another class elective through our partnership with the North Carolina School of Science and Mathematics. These Virtual Instruction classes will allow our students to connect with other students in our state via live stream,

I encourage you to be actively engaged in our school and your child's education. To help facilitate this, all of our teachers have either a Canvas page or Google Classroom for you to access. You will continue to have access to the Parent Portal to check on your child's grades and attendance.

Please feel free to email me at [bdixon@chatham.k12.nc.us](mailto:bdixon@chatham.k12.nc.us) I would also encourage you to communicate with our teachers and support staff. You can find their email addresses on the [CSSE Website](#) and in this handbook.

Sincerely,



Bobby J. Dixon, Principal

## **2018-2019 CSSE Staff**

### **Staff**

Bobby Dixon	Early College Principal
Dawn Williams	Data Mgr/Treasurer
Tina Martin	Secretary/Receptionist
Jennifer Saylor	Counselor
Fae Goodman	College Liaison
Noemi Plata	Teacher Assistant
Cassandra Garner	Nurse
Erin Hull	Innovation Learning Splst
Saundra Gardner	School Social Worker
Sarah Askins	English Teacher
Patrick Tillett	Math Teacher
	Math Teacher
Beth Vaughn	Science Teacher
Anna Blackwell	Social Studies Teacher
Walter Johnson	Bus & Mktg Teacher
Kendra Bell	Family & Consumer Sci

### **Email address**

<a href="mailto:bdixon@chatham.k12.nc.us">bdixon@chatham.k12.nc.us</a>
<a href="mailto:dawnwms@chatham.k12.nc.us">dawnwms@chatham.k12.nc.us</a>
<a href="mailto:tmartin@chatham.k12.nc.us">tmartin@chatham.k12.nc.us</a>
<a href="mailto:jsaylor@chatham.k12.nc.us">jsaylor@chatham.k12.nc.us</a>
<a href="mailto:fgoodman@cccc.edu">fgoodman@cccc.edu</a>
<a href="mailto:nplata@chatham.k12.nc.us">nplata@chatham.k12.nc.us</a>
<a href="mailto:cgarner@chatham.k12.nc.us">cgarner@chatham.k12.nc.us</a>
<a href="mailto:ehull@chatham.k12.nc.us">ehull@chatham.k12.nc.us</a>
<a href="mailto:sgardner@chatham.k12.nc.us">sgardner@chatham.k12.nc.us</a>
<a href="mailto:sjaskins@chatham.k12.nc.us">sjaskins@chatham.k12.nc.us</a>
<a href="mailto:mcheatham.lee@lee.k12.nc.us">mcheatham.lee@lee.k12.nc.us</a>
<a href="mailto:bvaughn@chatham.k12.nc.us">bvaughn@chatham.k12.nc.us</a>
<a href="mailto:g washington@chatham.k12.nc.us">g washington@chatham.k12.nc.us</a>
<a href="mailto:wjohnson@chatham.k12.nc.us">wjohnson@chatham.k12.nc.us</a>
<a href="mailto:kbell@chatham.k12.nc.us">kbell@chatham.k12.nc.us</a>

To schedule a conference with any staff member, please email the teacher, if that is not possible,  
Call (919) 663-5899 and ask for the teacher's voicemail.

## **IMPORTANT DATES TO REMEMBER**

### **First Semester**

August 8
<b>First day of School</b>
August 24
<b>Teacher Workday</b>
September 3
<b>Labor Day Holiday</b>
September 26
<b>Early Release</b>
September 28
<b>Report Cards</b>
October 17
<b>Early Release</b>
October 29
<b>Teacher Workday</b>
November 6
<b>Teacher Workday</b>
November 9
<b>Report Cards</b>
November 12
<b>Veteran's Day Holiday</b>
November 21-23
<b>Thanksgiving Holiday</b>
December 14-19
<b>Exams</b>
December 20-Jan 2
<b>Winter Break</b>

### **Second Semester**

January 3
<b>2<sup>nd</sup> Semester Begins</b>
January 11
<b>Report Cards</b>
January 18
<b>Early Release</b>
January 21
<b>Martin Luther King Holiday</b>
January 22
<b>Teacher Workday</b>
February 18
<b>Teacher Workday</b>
February 22
<b>Report Cards</b>
March 15
<b>Teacher Workday</b>
April 12
<b>Early Release &amp; Report Cards</b>
April 15-22
<b>Spring Break</b>
May 16-22
<b>Exams</b>
May 22
<b>Last Day of School</b>
June 3
<b>Report Card</b>

Regular Bell Schedule		
1st Block	8:00-9:26	86 minutes
2nd Block	9:30-10:56	86 minutes
PRIME Time & Lunch	11:00-12:00	1 hour
3rd Block	12:04-1:30	86 minutes
4th Block	1:34-3:00	86 minutes
Lunch A	11:00-11:30	30 minutes
Lunch B	11:30-12:00	30 minutes
<b>2 hour delay</b>		<b>3 hour delay</b>
1st 10:00-11:04		1st 11:00-11:49
2nd 11:08-12:12		2nd 11:53-12:42
LUNCH 12:14-12:44		LUNCH 12:44-1:14
3rd -12:48-1:52		3rd -1:18-2:07
4th 1:56-3:00		4th 2:11-3:00
<b>1st 10 Days of School</b>		<b>Early Release</b>
8/8-8/14		
Advisement 8:00-8:30		1st 8:00-8:42
1st 8:34-9:42		2nd 8:46-9:28
2nd 9:46-10:54		3rd 9:32-10:14
3rd 10:58-12:06		4th 10:18-11:00
LUNCH 12:06-12:36		LUNCH 11:00-11:25
4th 12:40-1:48		PD 12:00-4:00

### **REGULAR DAILY SCHEDULE**

The instructional day begins at 8:00 am and ends at 3:00 pm.  
 No student will be dropped off in the mornings before 7:30 am. **All students** will be **off campus by 3:30 pm** unless under direct supervision of a staff member.  
 All students attending the Pittsboro or Siler City Campus must be off campus on Fridays no later than 3:30 pm as CCCC closes early

# **Chatham School of Science and Engineering Expectations**

## **Academic Expectations**

### **School Staff Will:**

- Report student progress to parents through conferences, phone calls, written reports, regular assessment
- Provide opportunities for parents to learn how to help students: conferences, family curriculum nights, newsletters, and articles.
- Provide instructional services to students in need of further assistance.
- Provide a supportive environment for the development of the basic skills in all subject areas.
- Provide instructional activities which may include before and after school tutoring.

### **Parents Will:**

- Provide a quiet time and place for homework, monitor assignments, and monitor TV viewing
- Ensure that their children attend school every day and arrive on time
- Ensure that their children get adequate sleep, regular medical and dental attention, and proper nutrition
- Be supportive of the school through attendance at Parent-Teacher conferences, Parent Education nights, and Home and School Partnership functions
- Notify the school of any special concerns or circumstances
- Communicate the importance of education and learning to their child(ren)

### **Students Will:**

- Be proud of their intelligence!
- Respect the school, classmates, staff, and family
- Approach their studies with COLLEGE as a goal.
- Make education a high priority, including positive participation in class and school activities and working to achieve and exceed potential.
- Take responsibility for their learning, behavior, and success.
- Maturely handle the freedoms and scheduling of a college setting.
- Demonstrate the ability to make mature, independent, productive choices and accept responsibility for those choices.
- Come to school ready for learning with necessary materials, assignments, and homework.
- Demonstrate their best efforts on all assignments.
- Strive to be active participants in class and ask appropriate questions.
- Know and follow school and class rules.
- Communicate regularly with their parents and teachers about school experiences so they can be helped to succeed in school.
- Study or read every day after school.



## Classroom

- Attend all of your classes every day.
- Be punctual! Arrive on time to all classes. It is YOUR responsibility to be aware of the time and to arrive promptly.
- Be prepared! Bring ALL materials to school each day, including: binder, books, paper, pens, pencils and assignments.
- Maintain daily notes for each scheduled class.
- Complete, in depth, all in-class and homework assignments in a diligent, responsible, timely manner.
- Do your own work. It is unacceptable to plagiarize from another student or source, including the internet, or to give or receive information during a test.
- If you have questions regarding any class, need to make up an assignment or test, or need help on an assignment, schedule an appointment with your teacher during PRIME Time.
- PARTICIPATE IN CLASS! You will learn more and class will be more interesting to you if you are an active participant.
- BE POSITIVE! Disruptive behavior in the classroom may result in a student being asked to leave the classroom. If this happens, report **immediately**, without argument to the office. You will always have an opportunity to explain your position, but you do not have the right to disrupt class.

## Homework

- Treat homework as a priority in your daily schedule! Complete your assigned homework and then spend AT LEAST TWO HOURS each night studying, reviewing, and researching.
- CHALLENGE YOURSELF! Complete and review your notes every night. Summarize daily lessons; read aloud; look up information on your own.
- Have a quiet, well-lit place at home to study.
- Study with a friend! Research has shown that studying with others in your class is one of the most effective ways to learn.
- Share what you're learning with your family.

## Campus Behavior

- CSSE students are expected to exhibit the following behaviors **everywhere** on our campus and CCCC campus.
- RESPECT and COURTESY should be shown to everyone on all campuses.
- Avoid using profanity and racial, ethnic, or sexual slurs
- Refrain from all forms of harassment and intimidation
- No theft of another's belongings
- Appreciate all campuses- no vandalism/damage to classrooms, restrooms, or other school property.
- Maintain quiet in the hallways. When classes are dismissed, leave classroom and buildings quietly. Refrain from yelling and shouting.
- HANDLE DIFFERENCES IN A PEACEFUL MANNER. See CSSE Counselor for assistance.
- Use UNSCHEDULED TIME PRODUCTIVELY in the Hub or classrooms.
- CSSE is a DRUG, ALCOHOL, AND TOBACCO FREE SCHOOL

## **Academic Integrity**

### Cheating and Plagiarism

Students found guilty of cheating or plagiarism will be dealt with severely. Students will receive no credit for the assignment or exam and may be subject to disciplinary action. Parents will be contacted. (2<sup>nd</sup> incident will result in office referral)

Acts of academic dishonesty will not be tolerated at CSSE,1.e.:

1. Cheating on tests.
2. Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
3. Unauthorized collaboration.
4. Plagiarism.
5. Theft or alteration of materials.

## **Academic Probation**

A student will be placed on Early College High School academic probation if the student does not maintain a 2.0 or better semester grade point average in both high school and/or college classes. Students who have a GPA less than 2.0 may be ineligible for college classes. **A GPA of 2.0, with no grade less than a C, is needed to re-register in a college class.**

## **Academic Scoring**

School offers the opportunity for students to learn. Students are advised to use free time as study time at school and to plan on study time at home daily. Grades are an evaluation of what has been learned. They become part of your permanent academic record. Institutions of higher learning, potential employers, and the various military services are interested in student records.

**High School-** Progress reports are issued once during each 6-week grading period. High School Report cards are issued at the end of each 6 weeks. Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation.

**College** – The college does not issue a report card. College grades are given to CSSE at the end of an academic semester and are then included on the student’s high school transcript.

## **Grading Scale and Weighted Grades**

CSSE reports 6-week and semester grades on a numerical scale. At the end of each semester, calculations for class rank and grade point average will be based on the conversion of those numerical grades to a 4.0 scale. The following chart provides this conversion from the numerical grade to the 4.0 scale for all courses.

<b>A</b>	<b>90-100 = 4.00</b>
<b>B</b>	<b>80-89 = 3.00</b>
<b>C</b>	<b>70-79 = 2.00</b>
<b>D</b>	<b>60-69 = 1.00</b>
<b>F</b>	<b>&lt;=59 = 0.00</b>

Honors courses will be given an additional half-point while college courses will be given one additional point on the 4.0 scale. The following weighted grade courses are available at CSSE.

### **Accidents (Students)**

If a student should have an accident while under your supervision, (at any time before, during or after school), or if you observe a student accident, please complete form: 86 IS 101 "Chatham County Schools Student Injury/Accident Report" and submit to office receptionist.

### **Admissions Policy**

CSSE maintains an open enrollment admission policy and does not discriminate on basis of race, creed, color, national origin, sex, or handicap in its educational programs or activities, as required by law.

#### **CSSE's Non-Discrimination Statement:**

*CSSE does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the CSSE Principal. CSSE recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.*

### **Attendance**

Attendance is a critical aspect of learning and a crucial part of success at CSSE. CSSE will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them.

All students are expected to be regular and punctual in their attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for administrative withdrawal. Unwarranted or excessive absences from **Central Carolina Community College** classes may result in the student being dropped from those classes.

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. After 9 days, any unverified absence will be recorded as unexcused. Absences over 9 days, whether excused or unexcused, need to be made up. It is the student's responsibility to schedule time with their teachers to make up absences.

Please see [Chatham County Schools Attendance Policy](#) 4400 in your CCS Students Rights and Responsibilities Handbook.

CCCC also has an attendance policy. You can check their attendance policy in the CCCC section of the handbook. CCCC does not recognize excused versus unexcused absences; students are encouraged not to miss class for any reason.

### **Excused Absences**

- Illness of student (*Illness of more than 3 days requires a statement from a physician.*)
- Isolation of student ordered by the local health officer or state board
- Student's Medical/Dental appointments (doctor's note required)
- Up to 2 School-sanctioned activities per school year (college paperwork required to verify)
- Absences related to legal system (attorney's/clerk of court note required)
- Bereavement/Funeral (immediate family member only)
- Religious Observances (should be pre-arranged with CSSE Administration)

Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problems are not a valid excuses for an absence.

### **CSSE Absences Procedures**

- Please call the school's Attendance Officer, Mrs. Williams, (919)663-5899 before 9:00 a.m. to notify us if your child cannot attend school for the day. Please provide the following information:
  - Name of caller
  - Student's name and grade
  - Reason for absence
- Attendance is taken each period.
- Habitual trancies will be considered a discipline issue and will be handled through administration.

In any one semester:

- Three unexcused absences from a class, a student will receive an attendance notice. Parents will also be notified in writing and by phone.
- Six unexcused absences will result in parent conference.
- Nine absences will result in no credit earned. **Student will schedule time with their teacher to stay before/after school to make up the time. No time can be made up between 8:00-3:00. All absences must be made up in the semester in which the overage occurs.**

### **Re-Admittance Notes for Excused Absence**

Notes **must** contain the following information:

- The student's name
- The reason for the absence
- The date(s) of absence and class periods missed (if only a partial day)
- A parent/guardian signature with daytime phone number.

### **Attendance Waivers**

Students who acquire 10 or more absences per semester (in any class) will face loss of credit unless granted a waiver. Waivers may be granted for the following reasons with documentation:

1. Doctor/dentist appointments
2. Long term illness
3. Court Appearances
4. Death of an immediate family member
5. Out-of-school suspension

Please note, documentation created by a parent/legal guardian is NOT accepted. All submitted documentation MUST be created by the doctor's office, clerk of court, hospital, etc.

### **Tardies**

Students who are not in the classroom by the scheduled time are considered tardy. Two tardies will be counted as one absence for that class period. These two tardies include unexcused and excused absences. In school tardies, such as being detained by a teacher, administrator or counselor, are not included. If a student is tardy as a result of being detained by an administrator, teacher, or counselor, the student should obtain a note from the detaining person.

### **Cafeteria Policy**

CSSE does not have a working kitchen, our hot meals are transported from Jordan Matthews High School and served on our hot bar. Students are expected to behave in a respectable manner while dining in the cafeteria. Visitors are not allowed to dine with students in the cafeteria. Fast food may not be delivered to the school during breakfast and lunch. Students may purchase lunch from the cafeteria and/or bring a bag lunch from home. Microwaves are available for student use in the cafeteria. Student may not leave campus for lunch and no visitors are allowed.

Commercial food deliveries are not allowed during our lunch hour from 11:00-12:00. Any outside food must be delivered by parents and before 11:00. Any food delivered after 11:00 will be delivered to students at 3:00.

### **Checking Grades**

Parents have access to a Parent Portal to access grade through PowerSchool for all high school courses. Contact the school for information on how to sign up. Students can log into their following accounts to allow parents access their grades and progress.

***NCVPS***

***NCSSM***

***CCCC Classes: Check grades in Blackboard (no direct parent access; ask your student to log-in and share)***

### **Closed Campus**

CSSE/CCI is a closed campus. Students are **NOT permitted** to leave the campus for any reason other than attending college courses in Siler City or Pittsboro. If **ANY** student needs to leave

campus for **any** other reason during the school day, a parent/guardian must sign them out in the front office. Failure to follow this policy will result in a suspension.

### **Course Credit**

Academic and attendance requirements must be met in order to achieve credit in each class. Failure due to not meeting attendance requirements will be noted by "F" grade on the student's transcript. Any course in which the student receives an "F" due to not meeting attendance requirements must be repeated and passed in order to attain credit.

### **Partial credit is not given for any course.**

To be a freshman: Promotion from grade 8  
To be a sophomore: 5 units of course credit  
To be a junior: 10 units of course credit  
To be a senior: 15 units of course credit  
To graduate: **High School-** 22 unit  
**Associates Degree-** You must meet all the hours required for your major program.

### **Course Drop or Withdrawal CSSE/CCCC Policy and Procedures**

#### **Level One Drop / Withdrawal**

Any student wanting to withdraw or be dropped from a college course must apply to the CSSE Leadership Team (principal, guidance, and college liaison) before being withdrawn. An application for withdrawal can be picked up through the guidance office. The Leadership meets one time a week, so please be advised to hand in your paperwork in a timely manner. Each student will be allowed to drop 2 courses, with the approval of the Leadership Team during their five years at CSSE without penalty if the procedures are followed.

#### **Procedure:**

1. Student picks up an application from the CSSE Counseling Department and submits the form to the College Liaison. Student's name is placed on the weekly agenda.
2. Parent Conference is scheduled.
3. If student selects to drop or be withdrawn from a college class they will be assigned an alternative HS online class. Student will be assigned to the CSSE Distance Learning Lab for the balance of the semester.
4. Student will return to a regular schedule the following semester upon the successful completion of all courses.

**\*\*\*A student who drops or withdraws from a college course without completing these requirements will have a modified schedule the following semester. (Note: HS courses, support courses, high school online courses only.)**

#### **Level Two Drop/Withdrawal**

Any student who has already dropped or been withdrawn from two courses will follow the following procedures. To be eligible for this type of withdrawal an extenuating circumstance must be directly related to the withdrawal (Health, **family issue, etc.**)

**Procedure:**

1. To be considered for withdrawing or dropping a class a student must complete twenty hours of tutoring through PRIME Time.
2. Student picks up an application from the CSSE Counseling Department and submits the form to the College Liaison. Student's name is placed on the weekly agenda.
3. Parent Conference is scheduled.
4. If student selects to drop or be withdrawn from a college class they will be assigned an alternative HS online class. Student will be assigned to the CSSE Distance Learning Lab for the balance of the semester.
5. A student who drops or withdraws from a college course without completing these requirements will:
  - A. has a modified schedule the following semester. (Note: HS courses, support courses, high school online courses only.
  - b. For year two students the advisor will design and implement a PEP. The high school guidance counselor, advisor, and college liaison will design and implement a PEP for students in years 3-5.
6. If the student and parent do not agree with the decision of the Leadership Team they can appeal to the Superintendent of Schools.

**\*\*\*A student who drops or withdraws from a college course without completing these requirements will automatically move onto Level Three consequences..**

**Level Three Drop/ Withdrawal.**

Any student who has already dropped or been withdrawn from three or more courses will follow the following procedures that will have their success at CSSE reviewed with the possibility of transferring to their traditional high school.

**Procedure**

1. The student will be required to complete an application that reviews their success at CSSE. Part of the application will have the student develop a success plan if he/she is allowed to remain at CSSE.
2. The Leadership team will review the following data.
  - a. Student's college GPA. Minimum requirements 1.5 at end of sophomore year, 2.0 at end of the junior year.
  - b. Attendance
  - c. Behavior
  - d. AVISO
3. The Leadership Team will meet with the parents to discuss the findings and to review the recommendation
4. If the recommendation is to return to the traditional high school they would have attended, the student and parent can appear to the Superintendent of Schools.

### **Deliveries/Messages**

The school will not accept deliveries for students. Only emergency messages from parents/guardians will be delivered during class periods. Parents will need to state the emergency before delivery. We will not call students out of class to the Main Office to receive deliveries or personal messages.

### **Directory Information and military recruiters.**

CSSE will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted to the front office at the beginning of the school year.

### **Drivers Education**

Drivers education is offered at the 3 traditional high schools. We do not provide drivers education here at CSSE. Please visit the following link for information.

<https://www.chatham.k12.nc.us/domain/1984>

### **Student Drivers License Revocation In North Carolina**

Students under 18 can lose their driver's license if they:

- Drop out of school;
- Fail to make adequate progress toward earning a high school diploma;
- Commit certain offenses resulting in long-term suspension.

### **Dropout Prevention/Driver's License**

Legislation State law requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70 percent of all courses and is determined by first semester grades and second semester grades for schools on block scheduling.

In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If a waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations.

### **Lose Control, Lose Your License Legislation**

State law requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:



1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property. School property is the physical premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

The law applies to students who engage in the prohibited conduct after July 1 before the school year in which the student enrolled in the eighth grade or after the student's fourteenth birthday, whichever is earlier. A student whose license is suspended pursuant to this law may not be eligible to drive for a full calendar year.

### **Evening Academy**

We provide after school tutoring, makeup work and credit recovery courses on Mondays, Wednesdays, and Thursdays from 3:15-5:00. Students interested in scheduling time in the afternoon should see the counselor, or teacher in charge of Evening Academy.

### **Extra-Curricular Activities**

#### **Clubs at CSSE**

BETA  
Robotics  
Drama

#### **Advisors:**

Beth Vaughn

#### **Scholastic Cup Competition**

#### **Events**

Quill (Writing)  
Quiz Bowl  
Science Olympiad  
Twelve

#### **Advisors:**

Beth Vaughn

### **Graduation**

CSSE graduation will involve a high school ceremony and the opportunity to participate in the college ceremony with CCCC.

Students must have completed all requirements **prior** to the graduation ceremony in order to participate in the ceremony.

All financial obligations must be paid, all attendance requirements must be met, and all academic requirements must be met. Seniors are required to pay senior fees in the amount OF \$65.00 to cover senior expenses such as diploma/covers, programs, cap/gown, cords, etc... **Students who**

**have not met financial obligations or must complete academic or attendance requirements following their graduating year are not allowed to participate in that year's graduation ceremony.**

### **Graduation Requirements-High School**

Students are required to pass the following in order to gain a high school diploma from CSSE

- |                            |                               |
|----------------------------|-------------------------------|
| 4 English                  | 3 Science, to include:        |
| English I H                | Earth Science H               |
| English II H               | Biology H                     |
| *English III H             | *Chemistry H                  |
| *English IV H              | 3 Social Studies, to include: |
| 4 Mathematics, to include: | World History H               |
| Math 1 H                   | *Am. Hist. II & II H          |
| Math 2 H                   | Civics and Economics H        |
| Math 3 H                   | 1 Health and PE               |
| *Higher Level Math         | 6 Electives                   |
|                            | 22.0 Total Credits            |

\*Credits to be satisfied with college level courses.

### **Hall Passes**

Students are expected to be in class for the entire period. It is occasionally necessary to excuse a student for personal or emergency reasons. When this becomes necessary, the student must get permission from his/her teacher to leave the room and secure a written hall pass from the teacher. Students are responsible for carrying the hall pass with them when traveling the hallways during classes and may be asked to present it to a teacher or staff member to verify their permission to be in the hall. Limiting the use of hall passes will control interruptions during teaching time.

### **Illness during the School Day**

If a student becomes ill during the day, he/she is to get a pass from the teacher to the Nurse's Office or Main Office. If the condition warrants, parents will be called or the nurse will take the student home. A prolonged stay in the restroom because of illness without notifying a staff member may be considered skipping class. At the onset of illness, a student must get a pass from the teacher to the Nurse's Office or Main Office if ill. If a student leaves campus for any reason and does not have school and parental permission, the absence will be considered skipping and will face disciplinary action.

### **Inclement Weather**

In the event of inclement weather, delay and closing information will be made through:

- All district and school websites;
- School Messenger rapid communication system;

- Chatham County Schools Facebook and Twitter
- The district inclement weather phone line (919.542.3626); and
- Local television and radio stations (including WNCA AM 1570 in Siler City).

### **Internet**

In order to utilize the Internet services at the school a student must have on file with the school a signed agreement form with both the students and their parents/guardians signature. This agreement specifies the conditions under which the Internet may be used and the prohibitions regarding the use of school Internet services. These rules apply equally to all school staff members as well as to all students. A violation of these rules will result in loss of Internet privileges and disciplinary actions will be imposed.

### **Law Enforcement**

Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his representative may be present during the interview. Custody and/or arrest may be made by law enforcement officers after proper identification and credentials are shown.

### **Lockers**

Students may request to be assigned a locker to use for the school year. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a locker, such as backpacks, gym bags or purses, may be searched only pursuant to the district guidelines for personal searches.

### **Lost and Found**

Students who find lost articles should take them to the CSSE office. Students who lose articles should check with the office. **Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk.**

### **Make-up Work**

In the case of all absences, including out of school suspension, students will be permitted to make up work. The teacher will determine when work is due. The student is responsible for finding out what assignments are due and completing them within the time period specified by

the teacher. A short term absence from school does not excuse a student from the responsibility of being prepared for class on the day he/she returns.

*A student has 24 hours upon their return to school to provide a written note excusing the absence signed by parent/guardian. A student's absence will be considered excused only when verified by a parent/guardian and is an approved reason per Chatham County Schools guidelines. Falsely representing a parent/guardian in any way will result in disciplinary action.*

### **Measuring Success**

Families often wonder how their child is doing at CSSE. While there are some general guidelines, like no grade lower than a C, this section of the handbook describes how you can measure success in each year, and some of the consequences if you are not successful. Please review the following carefully.

Note: All GPA references are unweighted.

#### **Year 1 (9<sup>th</sup>)**

##### ***Measure of success***

- Students have earned a minimum of 7 high school credits.
- A minimum of a 2.0 GPA
- Discipline: Students have not been suspended for more than 3 days
- Attendance: Student was not denied credit and earned an FDA (Failure Due to Absence).

##### ***Potential Consequences at end of year 1***

If the student has not met the above measures of success, potential consequences are listed below.

- College classes will be denied, limited or remedial classes assigned.
- Students who do meet the above measures may also be removed from the program and returned to their assigned high school for the next academic year.

#### **Year 2 (10<sup>th</sup>)**

##### ***Measure of Success***

- Students have earned a minimum of 12 high school credits and 9 college credits
- A minimum of a 2.0 GPA in both college and high school courses
- Students have fewer than 2 failing (D or F) college classes.
- Discipline: Student has not been suspended for more than 3 days
- Attendance: Student was not denied credit and earned an FDA (Failure Due to Absence).
- The student has passed the CCCC NCDAP tests in both English and math. This allows students to take college English and math classes that are needed for graduation.

##### ***Potential Consequences at the end of year 2***

If the student has not met the above measures of success, potential consequences are listed below.

- College classes may be denied, limited or remedial classes assigned.
- During that semester a GPA of 2.0 with no grade less than a C for the student to re-enter college classes.

### **Year 3 (11<sup>th</sup>)**

#### ***Measure of Success***

- Students have earned a minimum of 14 high school credits and 27 college credits
- A minimum of 2.0 in both college and high school credits
- Students have fewer than 3 failing (D or F) college classes.
- Discipline: Student has not been suspended for more than 3 days
- Attendance: Student was not denied credit/or had to make up time to earn credit (please refer to LCSD attendance policy)
- Students completed all college classes. Twenty hours of college tutoring through the CCCC Tutoring program and principal permission is required to withdraw from a college class.

#### ***Potential Consequences at the end of year 3***

If the student has not met the above measures of success, potential consequences are listed below.

- College classes may be denied, limited or remedial classes assigned.
- Students who withdraw from a college class without the permission of the principal will be scheduled for all high school classes the following semester. During that semester a GPA of 2.0 with no grade less than a C for the student to re enter college classes.

### **Year 4 and 5**

#### ***Measure of Success***

- Students have earned a minimum of 14 high school credits and 50 (year 4) and 65 (year 5) college credits
- A minimum of 2.0 in both college and high school credits. 65 college credits and a GPA of 2.0 are required to receive your Associate Degree.
- Students have fewer than 3 failing (D or F) college classes.
- Discipline: Student has not been suspended for more than 3 days
- Attendance: Student was not denied credit/or had to make up time to earn credit (please refer to LCSD attendance policy)
- Students completed all college classes. Twenty hours of college tutoring through the CCCC Tutoring program and principal permission is required to withdraw from a college class.

#### ***Potential Consequences at the end of year 4***

- College classes may be denied, limited or remedial classes assigned.
- Students who withdraw from a college class without the permission of the principal will be scheduled for all high school classes the following semester. During that semester a GPA of 2.0 with no grade less than a C for the student to re enter college classes.

A student may not receive their Associates Degree from CCCC unless they achieve the minimum college graduation requirements.

### **Medication: Prescription & Over-the-Counter**

All prescription and over the counter medicines given in school shall be prescribed by a licensed physician on an individual basis as determined by the student's health status and must comply with the following:

(a) Must be brought to school in the original pharmacy labeled container and shall display:

- Student's name
- Prescription number
- Medication name and dosage
- Administration route or other directions
- Date
- Licensed physician's name
- Pharmacy name, address and phone number

(b) Must be delivered to the office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers)

(c) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian.

(d) Student's are not to carry **any** medicine unless paperwork is on file in the office.

**\*\*Please do not ask us by phone to administer any medication to your child.**

### **North Carolina Academic Scholars Program**

Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition. Interested students must:

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Complete all the requirements of this North Carolina Academic Scholars Program.
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma.

The students who qualify for this special recognition

- Will be designated by the State Board of Education as North Carolina Academic Scholars.
- Will receive a seal of recognition attached to their diplomas.
- May receive special recognition at graduation exercises and other community events.
- May be considered for scholarships from the local and state business/industrial community.
- May use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

## **Social Media**

Students participating in the exchange of inappropriate, vulgar, harassing, or any offensive social media need to understand that they are jeopardizing the school's ability to write a positive college letter of recommendation regarding that student's character. When these incidents disrupt the school climate, students are subject to the Code of Conduct even if the event took place outside of the school and/or regular school hours. In events where the school is aware of inappropriate exchanges that do not disrupt the school climate, students still may be notified that the school knows of inappropriate exchanges and that any future participation could jeopardize that student from receiving a positive college recommendation letter from CSSE faculty/staff.

## **Student Services**

### **Parent/Teacher Conferences**

Parents with concerns about the academic progress of their student may contact the Counseling Office to make an appointment with their student's teacher(s) regarding grades, attendance, etc.

### ***How to Schedule a High School Parent-Teacher Conference***

Parents may contact an individual teacher directly for a conference, preferably by email or phone. If parents have difficulty scheduling a parent conference or wish to meet with multiple teachers, they should contact the school.

Please note: If a parent arrives and wants to talk to a teacher but does not have a scheduled conference, the receptionist will check to see if the teacher is available. If not, the teacher will contact the parent to establish a conference time. The receptionist will not give a parent a visitor pass to go to meet with a teacher while the teacher is working with students – whether this is during the school day or after school.

## **Student Support Services**

The CSSE Counseling Office offers and organizes services to the school, which enables students to make wise decisions regarding their educational, vocational, and personal growth.

Students who need to see a counselor should stop by the office before school, during lunch, or immediately after school, to schedule an appointment. Students who have an appointment will have a pass to leave class and a pass to return to class. If an emergency arises, students should see an administrator.

## **Nurse**

SAGE Academy students with health problems may receive services from the School Nurse. The Nurse's schedule is posted on her office door. Only first aid is given at school. In cases of emergency, parents/guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse and the main office.

## **Student Property**

**The school assumes no responsibility for loss to students' personal property.** Items that may cause a distraction in the classroom are subject to disciplinary referrals and consequences.

### **Telephones**

In the event of illness, accidents or emergencies, students may be allowed to use school telephones in the Main Office, when given permission by administration. *Cell Phones:* Students may use cell phones before school, during breakfast, lunch, during class changes and after school. Students may not use cell phones during class time. Cell phones must be out of sight and put away during instructional time. Students who violate this policy will be asked to hand over their cell phones to the teacher for the remainder of the class. Teachers may hand over a student's cell phone to the front office until the end of the day. Students who habitually violate the classroom policy will receive Out-of-School Suspension. Students who refuse to hand over their cell phone to teacher will be sent to the office for insubordination and will be sent home.

### **Textbooks**

***Central Carolina Community College Textbooks are the property of CSSE.*** Books are to be returned to CSSE at the end of each semester. Students who do not return college textbooks will not be issued any additional textbooks until they are returned or a fee is paid for the textbook.

### **Transcripts and Student Records**

Transcripts and copies of student records are available upon written request of the student (if over 18) or parent (if minor child). Transcripts/records will be available for pick up on the next business day after written request is received.

### **Transportation**

#### **Buses**

As representatives of CSSE, students are expected to act appropriately at all times while riding Chatham County School buses. This is a privilege which CAN be revoked.

For the safety and security of all bus passengers, students are expected to follow the following policies:

- 1) Eating and smoking are not allowed on the bus
- 2) You may bring your drink on the bus if it is in an approved, covered plastic container
- 3) Fighting, throwing, pushing, playing loud radios or stereos, rough behavior, shouting, and vulgar language are not allowed.

**Riding the bus is a privilege and may be revoked if a student acts inappropriately.**

#### **Student Drivers**

CSSE Students who are able to drive to school must Register their vehicle information with the front office. Parking is provided by the city and requires no permit. The parking privilege may



be revoked at any time for behavior /attendance issues. Students must have written permission from parent to leave campus any time during school hours.

### **Drop Off/Pick Up**

Students must be dropped off and picked up in the front of CCI. Students attending CCCC in Pittsboro will need to be picked up from the library. Students are not to arrive on campus more than 20 minutes before the start of the school day and must be picked up promptly at the end of the school day.

### **Visitors**

Parents are always welcome on our campus. We encourage you to visit your students' classrooms and get acquainted with teachers and the many exciting changes taking place in their classrooms. For the safety of our students, we ask that ALL school visitors report to the office before entering a classroom. Students not enrolled in school and others are not included in this invitation.

### **Vital Statistics/Student Information**

Students and parents must provide accurate information to the school that will enable the administration to stay in contact regarding matters such as; report cards, attendance, emergency information and other pertinent information. Any changes in the phone numbers, address, or other vital information need be reported to the Data Manager immediately at 919-663-5899.

### **Volunteer Opportunities**

Volunteering is both stimulating and fulfilling for those involved. We encourage mothers, fathers, grandparents and community members to share in the special experience. Volunteer your time at one of the 3 local PTA Thrift stores in order for us to earn hours which equate to dollars to our school. It is fun! If you are interested in learning more about opportunities to volunteer, please call the office. All school visitors/volunteers must report to the office to sign in.

### **Withdrawal from School**

To withdraw, a student must report to the office for instructions and procedure to be followed. Final clearance will be given when the forms are completed and a parent's permission notice is recorded. A student is granted "withdrawal grades" which are used only to transfer to another school. THESE ARE NOT FINAL GRADES.

CHATHAM SCHOOL OF SCIENCE AND ENGINEERING  
RELATIONSHIP WITH CENTRAL CAROLINA COMMUNITY COLLEGE

CSSE is a public high school in Chatham County housed on the campus of Chatham Center for Innovation. This partnership is *very special*, and high school students, their parents, and high school staff need to highly value this opportunity. ***It is a privilege for students to attend CSSE.*** Each student enrolled here must possess the academic potential and maturity to attend school on a college campus. Students and their parents must understand that the college and high school staff holds Lee Early College students to a higher standard than is common for students at regular high schools as well as adult students attending Central Carolina. **The privilege to attend CSSE can be terminated at any time.**

**ELIGIBILITY FOR COLLEGE CLASSES**

**Students demonstrate their readiness for enrollment in Central Carolina Community College classes by meeting the following criteria:**

1. Demonstrated achievement/growth in:
  - Attendance (***Students MUST maintain regular attendance in their High School Classes otherwise they may be administratively withdrawn from their college classes.***)
  - Academic progress
  - Handling responsibility
2. Willingness to take on challenging academic coursework and to participate productively in the college community.
3. Commitment to demands of the program:
  - Complete challenging college level coursework
  - Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook

**Courses meeting during CSSE breaks must be attended as per college guidelines.**

  - Participating in the Academic Assistance Center for additional academic support in coursework.

**Students and parents acknowledge the following:**

1. All tuition and book costs for Central Carolina Community College courses are provided by Chatham County Schools.
2. All textbooks MUST be returned to CSSE upon completion of the course. **Student will be financially responsible for the costs of all unreturned books.**
3. A grade earned in a college course is a permanent part of a student's college and high school Transcript.
4. Parents may request college records as long as student has signed the FERPA Waiver.
5. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.

### **CENTRAL CAROLINA COMMUNITY COLLEGE -INFORMATION**

If a parent is concerned about their child's performance in a class, they may call, email or schedule an appointment with the CSSE Counselor, Principal or the College Liaison. Parents are asked not to contact college instructors directly. If a student or parent needs assistance regarding a college matter, please don't hesitate to contact CSSE.

Central Carolina Community College  
2018-2019 Calendars

Fall 2018 Academic Calendar (**Subject to Change)												
Critical dates for FALL 2018 Semester	Curriculum	Curriculum Accelerated Sessions									Continuing Education	
	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses	1st 7-Week DRE Courses	12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	2nd 7-Week DRE Courses	3rd 4-Week Courses	4th 4-Week Courses		
Registration Begins	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	9-Apr-18	2018 Fall 2018CE3
Registration Ends	17-Aug-18	17-Aug-18	17-Aug-18	17-Aug-18	17-Sep-18	17-Sep-18	17-Oct-18	17-Oct-18	17-Oct-18	17-Oct-18	16-Nov-18	
Classes Begin	20-Aug-18	20-Aug-18	20-Aug-18	20-Aug-18	18-Sep-18	18-Sep-18	18-Oct-18	18-Oct-18	18-Oct-18	18-Oct-18	19-Nov-18	
Last Day to Add	24-Aug-18	20-Aug-18	21-Aug-18	21-Aug-18	20-Sep-18	18-Sep-18	19-Oct-18	19-Oct-18	18-Oct-18	19-Nov-18	19-Nov-18	
Last Day to Drop	29-Aug-18	21-Aug-18	23-Aug-18	22-Aug-18	25-Sep-18	19-Sep-18	23-Oct-18	23-Oct-18	22-Oct-18	20-Nov-18	20-Nov-18	
Census/75% refund	29-Aug-18	21-Aug-18	23-Aug-18	22-Aug-18	25-Sep-18	19-Sep-18	23-Oct-18	23-Oct-18	22-Oct-18	20-Nov-18	20-Nov-18	
Student Holidays/Break	September 3, 2018 October 8-9, 2018 November 21, 2018 November 22-23, 2018	September 3, 2018	September 3, 2018 October 8-9, 2018	September 3, 2018 October 8-9, 2018	October 8-9, 2018 November 21, 2018 November 22-23, 2018	October 8-9, 2018	November 21, 2018 November 22-23, 2018	November 21, 2018 November 22-23, 2018			November 21, 2018 November 22-23, 2018	
Fun Fall Festival Dates	October 2nd-HMC October 3rd-LMC October 4th-PMC				October 2nd-HMC October 3rd-LMC October 4th-PMC		October 2nd-HMC October 3rd-LMC October 4th-PMC	October 2nd-HMC October 3rd-LMC October 4th-PMC	October 2nd-HMC October 3rd-LMC October 4th-PMC	October 2nd-HMC October 3rd-LMC October 4th-PMC		
Midterm	17-Oct-18	29-Aug-18	17-Sep-18	12-Sep-18	31-Oct-18	27-Sep-18	14-Nov-18	12-Nov-18	30-Oct-18	3-Dec-18	3-Dec-18	
Last Day to Withdraw without WF Grade	14-Nov-18	5-Sep-18	1-Oct-18	25-Sep-18	26-Nov-18	3-Oct-18	3-Dec-18	27-Nov-18	5-Nov-18	6-Dec-18	6-Dec-18	
Last day of Term/Session	17-Dec-18	12-Sep-18	17-Oct-18	10-Oct-18	17-Dec-18	15-Oct-18	17-Dec-18	10-Dec-18	12-Nov-18	13-Dec-18	13-Dec-18	

Spring 2019 Academic Calendar (**Subject to Change)												
Critical dates for SPRING 2019 Semester	Curriculum	Curriculum Accelerated Sessions									Continuing Education	
	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses	1st 7-Week DRE Courses	12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	2nd 7-Week DRE Courses	3rd 4-Week Courses	4th 4-Week Courses		
Registration Begins	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	5-Nov-18	2019 Spring 2019CE1
Registration Ends	4-Jan-19	4-Jan-19	4-Jan-19	4-Jan-19	4-Feb-19	4-Feb-19	4-Mar-19	4-Mar-19	4-Mar-19	4-Mar-19	3-Apr-19	
Classes Begin	7-Jan-19	7-Jan-19	7-Jan-19	7-Jan-19	5-Feb-19	5-Feb-19	5-Mar-19	5-Mar-19	5-Mar-19	5-Mar-19	4-Apr-19	
Last Day to Add	10-Jan-19	7-Jan-19	8-Jan-19	8-Jan-19	7-Feb-19	5-Feb-19	6-Mar-19	6-Mar-19	6-Mar-19	5-Mar-19	5-Apr-19	
Last Day to Drop	16-Jan-19	8-Jan-19	10-Jan-19	9-Jan-19	12-Feb-19	6-Feb-19	8-Mar-19	8-Mar-19	8-Mar-19	6-Mar-19	8-Apr-19	
Census/75% refund	16-Jan-19	8-Jan-19	10-Jan-19	9-Jan-19	12-Feb-19	6-Feb-19	8-Mar-19	8-Mar-19	8-Mar-19	6-Mar-19	8-Apr-19	
Student Holidays/Breaks	January 21, 2019 March 11-12, 2019 April 17-18, 2019 April 19, 2019	January 21, 2019	January 21, 2019	January 21, 2019	March 11- 12, 2019 April 17-18, 2019 April 19, 2019		March 11- 12, 2019 April 17-18, 2019 April 19, 2019	March 11- 12, 2019 April 17-18, 2019 April 19, 2019	January 21, 2019 March 11- 12, 2019	April 17-18, 2019 April 19, 2019		
Fun Spring Fling Dates	March 26 <sup>th</sup> - HMC March 27 <sup>th</sup> - LMC March 28 <sup>th</sup> PMC				March 26 <sup>th</sup> - HMC March 27 <sup>th</sup> - LMC March 28 <sup>th</sup> PMC		March 26 <sup>th</sup> - HMC March 27 <sup>th</sup> - LMC March 28 <sup>th</sup> PMC	March 26 <sup>th</sup> - HMC March 27 <sup>th</sup> - LMC March 28 <sup>th</sup> PMC	March 26 <sup>th</sup> - HMC March 27 <sup>th</sup> - LMC March 28 <sup>th</sup> PMC			
Midterm	4-Mar-19	23-Jan-19	4-Feb-19	30-Jan-19	20-Mar-19	14-Feb-19	3-Apr-19	3-Apr-19	3-Apr-19	19-Mar-19	16-Apr-19	
Last Day to Withdraw without WF Grade	3-Apr-19	23-Jan-19	18-Feb-19	12-Feb-19	10-Apr-19	20-Feb-19	22-Apr-19	22-Apr-19	22-Apr-19	25-Mar-19	24-Apr-19	
Last day of Term/Session	6-May-19	30-Jan-19	4-Mar-19	25-Feb-19	6-May-19	27-Feb-19	6-May-19	6-May-19	6-May-19	1-Apr-19	1-May-19	
Grades due to Registrar	6-May-19	31-Jan-19	5-Mar-19	26-Feb-19	7-May-19	28-Feb-19	7-May-19	7-May-19	7-May-19	2-Apr-19	2-May-19	

Summer 2019 Academic Calendar (**Subject to Change)									
Critical dates for SUMMER 2019 Semester	Curriculum			Curriculum Accelerated Sessions				Continuing Education	
	10-Week Courses	8-Week Courses	7-Week DRE Courses	1 <sup>st</sup> DMA Session Courses	2 <sup>nd</sup> DMA Session Courses	3 <sup>rd</sup> DMA Session Courses	Late 8-Week Courses		
Registration Begins	8-Apr-19	8-Apr-19	8-Apr-19	8-Apr-19	8-Apr-19	8-Apr-19	8-Apr-19	8-Apr-19	2018 Summer 2018CE2
Registration Ends	16-Apr-19	16-Apr-19	16-Apr-19	16-Apr-19	5-Jun-19	24-Jun-19	6-Jun-19	6-Jun-19	
Classes Begin	20-May-19	20-May-19	20-May-19	20-May-19	6-Jun-19	25-Jun-19	10-Jun-19	10-Jun-19	
Last Day to Add	21-May-19	21-May-19	21-May-19	20-May-19	6-Jun-19	25-Jun-19	11-Jun-19	11-Jun-19	
Last Day to Drop	23-May-19	23-May-19	22-May-19	20-May-19	6-Jun-19	25-Jun-19	13-Jun-19	13-Jun-19	
Census/75% refund	23-May-19	23-May-19	22-May-19	20-May-19	6-Jun-19	25-Jun-19	13-Jun-19	13-Jun-19	
Student Holidays/Breaks	May 27, 2019 July 3-4, 2019	May 27, 2019 July 3-4, 2019	May 27, 2019 July 3-4, 2019	27-May-19		July 3-4, 2019	July 3-4, 2019		
Midterm	24-Jun-19	17-Jun-19	12-Jun-19	23-May-19	12-Jun-19	1-Jul-19	9-Jul-19		
Last Day to Withdraw without WF Grade	15-Jul-19	1-Jul-19	25-Jun-19	30-May-19	18-Jun-19	8-Jul-19	23-Jul-19		
Last day of Term/Session	31-Jul-19	17-Jul-19	10-Jul-19	4-Jun-19	20-Jun-19	10-Jul-19	6-Aug-19		
Grades due to Registrar	1-Aug-19	18-Jul-19	11-Jul-19	5-Jun-19	24-Jun-19	11-Jul-19	7-Aug-19		

### CCCC Grading System for College Courses

CCCC operates on a required subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if a student is to be awarded a certificate of completion, diploma or degree. This grade system is followed for all subjects in curriculum areas.

Letter Grade	Meaning	Quality Points
A (90-100)	Excellent	5
B (89-80)	Good	4
C (79-70)	Fair	3
D (69-60)	Marginal	2
F (<59)	Failure	0
I	Incomplete	0
W	Withdraw	0
WF	Withdrawal/Failure	0

A cumulative grade point average is maintained which includes all courses taken. If a course is repeated, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript. **Students must make grades of C or better to earn a college degree.**

#### Academic Probation

If a student does not earn a 2.0 GPA (C average) for any given term, they will be placed on academic probation and notified by the college Registrar's Office. They will be required to enroll in ACA 090 and consider a reduced course load with the help of their college advisor.

#### Academic Suspension

If a student has below a 2.0 GPA for two consecutive terms and an overall GPA of less than 2.0, that student will be suspended from all coursework for one term with the exception of ACA 090. A student may be considered for re-entrance after one term of suspension by completing a readmission form and having it approved by the department chair, college advisor, and Vice President of Student Affairs.

#### Repeating a Course

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript. No course may be counted more than once for

graduation. No course may be repeated more than twice. Courses that receive a “W” grade may be repeated more than twice with approval from the principal and the dean. **Note: Any CSSE student taking a course for the third time will be required to pay tuition and fees before enrolling in the course. A textbook(s) charge may apply if the textbook is not available.**

### **Attendance**

Students are expected to attend all scheduled CCCC classes for which they are enrolled. There are no excused or unexcused absences in a college course. If a student is unable to attend class due to extenuating circumstances, the student is required to contact their instructors and college liaison in advance. In the event prior notice is not possible, the student is expected to follow up with their instructor upon their return. Late work may not be accepted. It is the student’s responsibility to consult the course syllabus for course policies. Students must attend 80% of the total hours of any class in order to receive a passing grade. At the discretion of the instructor, a student who is absent from class more than 20% of required class meeting may be dropped from the class. Three tardies constitute one absence. Students who are 10 minutes or more late will be marked absent for that hour of class. Attendance is also counted in Distance Education (online) courses as well. **Note: Skipping a college class will result in disciplinary action through the principal’s office.**

### **Conduct**

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student’s conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits. **Note: If an CSSE student is asked to leave the classroom on the college campus, you must return immediately to the college liaison’s office to explain why you were asked to leave the classroom. If you are dismissed from a college class, your parents will be notified and you will be suspended from CSSE for a minimum of 1-3 days.**

### **College Advising**

CSSE students are assigned a college advisor in either the spring of their junior year or fall of their junior year. Students meet with their college advisors during advising and registration periods, or any other time in which they need assistance. The purpose of the advising team is to provide proper academic advising and support for CSSE students at the college level

## Chatham County Schools Code of Student Conduct

All students shall comply with the Code of Student Conduct of the Chatham County Schools, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This Code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### **Student Expectation**

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. Violation of Board policies, the Code of Student Conduct, regulations issued by the individual school, or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of disciplinary consequences to accomplish a positive change in student behavior.

When, after considering mitigating factors, the principal determines that a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension (10 days or less) or, for more serious violations of the Code of Student Conduct, may recommend a long-term suspension (greater than 10 days), a 365-day suspension, or expulsion, to the extent permitted by law and this policy. The superintendent must approve any suspensions of greater than ten (10) days. The Board of Education must approve any expulsion from school based on a recommendation of both the principal and the superintendent. Under state law certain violations require mandatory penalties for students, as identified below. Additionally, if a student in grades K-12 brings a firearm on to school property, the student shall be subject to a 365-day suspension from school.

The Code of Student Conduct rules are leveled, indicating the severity of violation and type of consequence.

**Level I** – Level I rule violations are less serious and shall not result in a long-term suspension. Any short-term suspension for truancy shall not exceed two (2) school days.

**Level II** – Level II rule violations involve more serious misconduct that may warrant a short-term suspension. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns.

**Level III** – Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension based on mitigating factors.

**Level IV** – Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under the North Carolina General Statutes.

**Level V** – Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Student Conduct, if the student is fourteen (14) years of age or



older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

**RULES OF CONDUCT** *(After each offense is a suggested range of consequences. Principals have discretion to implement or recommend consequences above or below those suggested, but in no case shall a long-term suspension be given for a level I violation only.)*

### **LEVEL I – Possible Short-Term Suspension Only**

**I-1 Disrespect/Noncompliance** – Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions. Inappropriate conduct includes, but is not limited to, verbal, nonverbal, or physical conduct showing disrespect.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 1 day OSS
- Second offense: 1 day ISS to three days OSS
- Up to ten days OSS

**I-2 School/Class Attendance** – Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited.

**Suggested Consequences for being tardy to class and being in an unauthorized area:**

**Grades 6 – 12**

- First offense: Warning to 1 day ISS
- Second offense: 1 day ISS to 3 days ISS
- Third offense: 1 day OSS to 2 days OSS

**Suggested Consequences for skipping class/school or leaving campus without permission:**

**Grades 6 – 12**

First offense: Warning to 1 day OSS

Second offense: 1 day ISS to 3 days OSS

Third offense: 1 day OSS to 5 days OSS

Individual schools must create a plan for addressing incidents of being tardy and leaving school early. In no case, however, shall a student receive an out of school suspension for being tardy to school or leaving school early.

**I-3 Inappropriate Language** – Cursing or use of vulgar, profane, or obscene language is prohibited.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Warning to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: 5 days ISS to 10 days OSS

**I-4 Inappropriate Dress** – Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, the following:

- a. Clothing that is sexually explicit or suggestive.
- b. Clothing and/or jewelry that promotes illegal substances or alcohol.
- c. Clothing, jewelry, and/or headwear that is decorated with profane words, vulgar language, gang related signs or colors, obscene pictures, images, or drawings, suggestive slogans, racial slogans, and/or other material reasonably likely to cause a substantial disruption in the school setting, including the Confederate battle flag.
- d. Leggings and jeggings are not considered pants and can be worn so long as the remainder of the outfit meets the dress code. No stomach or back should be showing at any time. Shirt straps should have three fingers’ width with no undergarments showing at any time. Lace-up shirts or shirts with lace down the sides are not permitted. Shirts must be long enough to cover skin/undergarments when the student raises his/her arms, or stands up from a seated position.
- e. Shorts and skirts must cover the top half of the thigh. Lace-up pants or pants with lace down the sides are not permitted. No pajama and/or bedtime attire is permitted unless approved by administration.
- f. Headwear is not permitted in the building unless approved by administration. This includes, but is not limited to, hats, ball caps, wave caps, headbands, toboggans, bandanas, sunglasses, coat or sweatshirt hoods, and spandex stockings.
- g. Sagging pants or pants that expose undergarments are not permitted. All pants must be worn at the hip.
- h. Shoes must be worn at all times. Bedroom slippers are not permitted unless approved by the administration.
- i. Students are not permitted to wear any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon.
- j. Students are not permitted from wearing any attire that is prohibited by Policy 4314, Gang and Gang-Related Activities. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy. If a student’s dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal’s designee may require the student to change his or her dress or appearance.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Warning to 1 day ISS
- Second offense: 2 days ISS to 1 day OSS

- Third offense: Up to 3 days OSS

**I-5 Wireless communication devices** – The Board of Education recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, laser pointers, and similar devices. Administrators may authorize individual students to use wireless communication devices for personal purposes when deemed appropriate. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before or after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in afterschool programs are prohibited from using the wireless communication devices during such programs. Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents/guardian.

**Suggested consequences:**

**Grades 6 – 12**

- First offense: Warning to 1 day ISS
- Second offense: 1 days ISS to 1 day OSS
- Third offense: Up to 3 days OSS

**I-6 Trespassing** – No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day will be considered trespassers. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 day ISS to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: 5 days ISS to 10 days OSS

**I-7 Gambling** – Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 day ISS to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: 5 days ISS to 10 days OSS

**I-8 Misconduct on School Vehicle** – School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. The following conduct or violation of any other rule of the Code of Student Conduct while on the school bus or other school vehicle is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school (and, certain aggravating factors may result in school-level consequences in addition to a bus suspension):

a. Delaying the bus schedule. b. Getting off at an unauthorized stop. c. Failing to observe established safety rules and regulations. d. Willfully trespassing upon a school bus.

**Suggested Consequences:**

**K-12**

- First offense: Up to three days suspension from riding the bus
- Second offense: Up to five days suspension from riding the bus
- Third offense: Up to ten days suspension from riding the bus
- Fourth offense: Up to the remainder of the school year suspension from riding the bus

**I-9 Unauthorized commercial activity** – Students may not engage in commercial activity (i.e. buying or selling items) unless pursuant to an authorized fundraiser or with written permission from an administrator.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 day ISS to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: 5 days ISS to 10 days OSS

**I-10 1-to-1 Student Laptop Program** – Students must adhere to the guidelines found in the 1- to-1 Parent Student Laptop Handbook.

**Suggested Consequences: Intentional Property Damage**

- First offense: Up to 1 day OSS and loss of access to laptop at home for semester
- Second offense: 1 day ISS to 3 days OSS and loss of access to laptop at home for remainder of year
- Third offense: 3 days ISS to 5 days OSS and loss of access to laptop at home for remainder of year

**Suggested Consequences: Software or Hardware Modification**

- First offense: Loss of access to laptop at home for semester
- Second offense: 1 day ISS and loss of access to laptop at home for remainder of year
- Third offense: 3 days ISS to 5 days OSS and loss of access to laptop at home for remainder of year

**Level II – Short-Term Suspension/Possible Long-Term Suspension with Aggravating Factors**

**II-1 Integrity** – All students are expected to demonstrate integrity, civility, responsibility, and self-control, which are critical for establishing and maintaining a safe, orderly, and inviting school environment. Any student who engages in or attempts

to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited: 1. Cheating: giving or receiving of any unauthorized assistance on academic work. 2. Plagiarism: copying the language, structure, or idea of another and representing it as one's own work. 3. Falsification: verbal or written statement of any untruth. 4. Violation of software copyright laws: unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.

**Suggested Consequences:**

**Grades 9-12**

- First offense: One day ISS and a “o” on the assignment
- Second offense: Two days ISS and a “o” on the assignment
- Third offense: Three days OSS and a “o” on the assignment

Additionally, whenever a student engages in cheating, plagiarism, or falsification, the student shall receive a zero on the assignment and shall be referred to a counselor.

**II-2 Tobacco** – No student shall use, possess, or display any tobacco product. This restriction applies when the student is anywhere on school system property or at any school-sponsored activity as a visitor or spectator. The following definitions apply for purposes of this policy:

- a. Tobacco Product: cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- b. Tobacco Use: smoking, chewing, dipping, or any other use of tobacco products.
- c. Display: having any tobacco product in a location or position that is visible to students or school personnel.

The exceptions to this policy are as follows:

- a. The display of tobacco products does not extend to display that has a legitimate instructional or pedagogical purpose and is approved by a teacher or school administrator; and
- b. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

**Suggested Consequences:**

- First offense: After school detention to 1 day OSS and a conference with the student’s parents/guardians. The conference with the parents/guardians may be conducted over the telephone, but must be held within three days of the violation. Students and their parents will be provided with at least 24 hours notice of a detention and will be responsible for arranging transportation for the student to/from detention. While in detention, the student will be provided with information concerning the harmful effects of smoking. If a student does not attend a detention period or if a student’s parents/guardians do not confer with the principal within three days of a first offense, the student will be suspended for one day.
- Second offense: Up to 3 days OSS
- Third offense: 3 to 5 days OSS

**II-3 Inappropriate Literature, Illustrations, or Images** – The possession of literature, illustrations, or images which significantly disrupts the educational process or which are obscene is prohibited.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 1 days OSS
- Second offense: 1 day ISS to 3 days OSS NHS Handbook 2015 – 2016 28
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-4 Violation of Technology Responsible Use Policy** – No student shall engage in conduct prohibited by Policy 3225/7320 (Technology Responsible Use) (Please refer to the entire policy).

**Consequences include, but are not limited to:**

- After school detention
- ISS
- OSS
- Loss of laptop up to a semester

**II-5 Abusive, Harassing, or Seriously Disrespectful Language** – The use of any language, whether written, oral, or electronic, which is abusive, harassing, or seriously disrespectful and which disrupts the classroom or school environment is specifically prohibited.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 3 days OSS
- Second offense: 3 days ISS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-6 Class/Activity Disturbance** – Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited. Horseplay is considered a disturbance to the school environment.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 3 days OSS
- Second offense: 3 days ISS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-7 School Disturbance** – No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 1 days OSS

- Second offense: 1 day ISS to 3 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-8 School Transportation Disturbance** – Any physical or verbal disturbance which occurs on school transportation and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 1 days OSS
- Second offense: 1 day ISS to 3 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-9 Disruptive Protest** – No student on school property or on property adjacent thereto shall engage in any protest, march, picket, sit-in, boycott, walkout, or other activity which has as its purpose the disruption of any lawful function, mission, or process of the school, or in fact creates such a disruption.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 1 days OSS
- Second offense: 1 day ISS to 3 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-10 False Fire Alarm** – No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 3 days OSS to 5 days OSS
- Second offense: 5 days OSS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-11 Fire Setting/Incendiary Material** – The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-12 Property Damage** – No student shall intentionally damage or attempt to damage or deface school property, another’s personal property, or private property.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 5 days OSS
- Second offense: 5 days OSS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-13 Theft** – No student shall steal, attempt to steal, or knowingly be in possession of stolen property, including cafeteria food.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 day ISS to 5 days OSS
- Second offense: 2 days ISS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-14 Extortion** – No student shall attempt to extort money, personal property, or personal services.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: Up to 3 days OSS
- Second offense: Up to 5 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-15 Indecent Exposure/Sexual Behavior** – No student shall engage in behavior which is indecent, overly affectionate, or of a sexual nature.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 days ISS to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-16 Discrimination/Harassment/Bullying** – No student shall engage in conduct prohibited by Policies 1710/4021/7230 (Prohibition Against Discrimination, Harassment and Bullying) (Please refer to the entire policies). Note: A student who is convicted of cyber-bullying a school employee shall be transferred to another school within the district. If there is no other appropriate school within the district, the student shall be transferred to a different class or assigned to a teacher who was not involved as the victim of the cyber-bullying. The superintendent may modify, in writing, the required transfer of an individual student on a case-by-case basis.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 days ISS to 3 days OSS



- Second offense: 3 days ISS to 5 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-17 Sexual Harassment** – No student shall engage in conduct prohibited by Policy 1736/4026/7236 (Sexual Harassment Defined) (Please refer to the entire policy).

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 3 days OSS to 5 days OSS
- Second offense: 5 days OSS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-18 Threat/False Threat** – No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 1 days ISS to 3 days OSS
- Second offense: 3 days ISS to 5 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-19 Physical Aggression/Fighting** – Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight. No student shall engage in fighting or physical aggression towards others, including but not limited to:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner;
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

**Suggested Consequences:**

**Grades 6 – 12**

- First offense: 3 day OSS to 10 days OSS
- Second offense: 5 days OSS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-20 Failure to Report Firearm** – Any student who has knowledge that another student possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately.

**Suggested Consequences:**

Students may be suspended out of school for up to ten days and/or, if aggravating factors are present, recommended for long-term suspension.

**II-21 Hazing** – Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

**Suggested Consequences:****Grades 6 – 12**

- First offense: 1 day OSS to 3 days OSS
- Second offense: 5 days OSS to 10 days OSS
- Third offense: Up to 10 days OSS, possible long-term suspension with aggravating factors.

**II-22 Search and Seizure** – A student's failure to permit searches and seizures as provided in Policy 4342 (Student Searches) is prohibited. (Please refer to entire policy)

**Suggested Consequences:**

Students may be suspended out of school for up to ten days and/or, if aggravating factors are present, recommended for long-term suspension.

**II-23 Aiding and Abetting** – No student shall aid or abet another student in violating any rule in the Code of Student Conduct. This includes videoing incidents for the purpose of posting on social media.

**Suggested Consequences:**

Students may be suspended out of school for up to ten days and/or, if aggravating factors are present, recommended for long-term suspension.

**LEVEL III** – Suggested Consequences for Level III violations: Level III violations support long-term suspension, although a short-term suspension may result if mitigating factors are found to be present. Please note that some policy violations below contain specific consequences for the first and subsequent violations.

**III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia**

– No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized healthcare provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed, in accordance with Policy 6425 (Administering Medicines to Students). For the purpose of the Code of Student Conduct the following definitions apply:

**Possession:** having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may

include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk. Use: the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.

**Under the influence:** the use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree. Counterfeit Substance: any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.

**Unauthorized Prescription Drug:** any drug or medication that has not been prescribed for the student.

**Drug Paraphernalia:** objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, e.g., pipes, rolling papers, "roach" clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia.

**Conspiracy:** an agreement by two (2) or more persons to commit an unlawful act in violation of this policy. Sell: the exchange of a prohibited substance for money, property, or any other benefit or item of value.

**Possess with Intent to Distribute/Sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell.

**Distribute:** to transmit a prohibited substance to one or more other persons. For purposes of this definition, a student has not "distributed" a prohibited substance (but may be guilty of "possession" or "use") if the student's only involvement is to share or pass a prohibited substance with other students in the course of using it, so long as the student was not the one who brought the prohibited substances onto school property or otherwise made it available to other persons. A student may be guilty of "distributing" a prohibited substance even if the substance is given freely rather than exchanged for something of value. For offenses involving only possession, conspiracy to possess, use, and/or being under the influence of a substance prohibited by this policy, the following shall apply: First offense: The student's suspension will be reduced to a 5-day short-term suspension if the student and parent/guardian agree to obtain a substance abuse assessment from a substance abuse professional. A letter including recommendations from the substance abuse assessor must be presented before the student may return to school. Failure to comply with any of the substance abuse professional's recommendation reactivates the short- or long-term suspension that was otherwise imposed. Second offense: The student's suspension will be reduced to a 10-day short-term suspension if the student and parent/guardian agree to obtain substance abuse treatment at a state-approved substance abuse agency. A letter including recommendations from the substance abuse counselor must be presented before the student may return to school. Failure to comply with any of the substance abuse professional's recommendation reactivates the long-term suspension.

**Note:** These alternatives to long-term suspension are cumulative for a student's career in the Chatham County Schools and shall not be offered for third and subsequent offenses unless an exception is made by the superintendent based on mitigating factors.

**III-2 Gang and Gang-Related Activity** – The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Chatham County Schools and can significantly disrupt the educational environment.

*a. No student shall participate in any gang-related activities. For purposes of this policy:*

1. A “gang” is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.
2. “Gang-related activities” are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to effect the common purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.

*b. Conduct prohibited by this policy includes:*

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang;
2. Communicating either verbally or nonverbally (e.g., gestures, handshakes, slogans, drawings), with the intent to convey or promote membership or affiliation in any gang;
3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity;
6. Soliciting others for gang membership;
7. Conspiring to commit/committing any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

*c. Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.*

*d. The superintendent or designee shall regularly consult with law enforcement officials to identify examples of gang-related items, symbols and behaviors and shall provide each principal with this information. Parents and students shall be notified that such information is maintained in the principal’s office, that it is subject to change, and that the principal’s office may be consulted for updates. In providing this information for parents and students, the school system acknowledges that not all potential gang indicators connote actual membership in a gang.*

**III-3 Weapons and Dangerous Instruments/Substances** – No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument/substances. This does not apply to any student who finds a weapon or dangerous instrument/substances on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substances to school or law enforcement authorities. For the purpose of the Code of Student Conduct, weapons include, but are not limited to, the following:

- a. Loaded or unloaded firearms, including guns, pistols, or rifles;*
- b. Destructive devices, explosives, including bombs, dynamite cartridges, grenade mines;*
- c. Fireworks;*
- d. Gunpowder, ammunition, or bullets;*
- e. Knives, including pocket knives, bowie knives, switchblades, dirks, or daggers;*
- f. Slingshots or slungshots;*
- g. Leaded canes;*
- h. Blackjacks;*
- i. Metal knuckles;*
- j. BB guns;*
- k. Air rifles or air pistols;*
- l. Stun guns or other electrical shock weapons, such as tasers;*
- m. Icepicks;*
- n. Razors or razor blades (except safety razors designed and used solely for personal shaving)*
- o. Any sharp, pointed, or edged instruments, except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.*
- p. Any object used as a weapon.*

**Note:** Refer to Level IV: Rule IV–2 for violations involving firearms or destructive devices.

**III-4 Assault** – No student shall cause or attempt to cause serious physical injury to another person. For the purposes of this policy “serious physical injury” shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

**Note:** If a teacher is assaulted or injured by a student and as a result the student is re-assigned to alternative education services, long-term suspended, or expelled, the student shall not be returned to that teacher’s classroom unless the teacher consents.

**III-5 Assault Involving Weapon/Dangerous Instrument/Substances** – No student shall assault another using a weapon, dangerous instrument, or dangerous substances.

**Note:** Refer to Level IV for violations involving firearms or destructive devices.

**III-6 Bomb Threat** – No student shall make a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities. No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device

**III-7 Bomb Threat: Aiding/Abetting** – No student shall aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.

### **III-8 Acts of Terror**

*a. No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.*

*b. No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.*

*c. No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.*

*d. No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.*

*e. No student shall aid, abet, and/or conspire to commit any of the acts described in section 1-4 of this policy.*

### **LEVEL IV – Suspensions Required under State Law**

**Firearm/Destructive Device K-12** – Any student in grades K-12 shall be recommended by the principal for a suspension of 365 calendar days for bringing a firearm or explosive device onto school property or to a school-sponsored event off school property, or for possessing a firearm or explosive or explosive device on school property or at a school-sponsored event off school property. School property includes any property owned, used or leased by the Board of Education, including school buses, other vehicles and school bus stops. Principals are required to refer to the law enforcement system any student who brings a firearm or weapon to school.

**a. Firearm:** A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

**b. Destructive Device:** An explosive, incendiary, or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce; mine; or device similar to any of the devices listed in this definition.

*Violation of this section shall result in suspension from school for 365 days unless modified by the superintendent or Board of Education on a case-by-case basis. The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property and who delivers the weapon, immediately, to school or law enforcement authorities.*

**LEVEL V – Expulsion** A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the student’s behavior indicates that the student’s continued presence in the school constitutes a clear threat to the safety of other students or employees, and the Board determines there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

## Central Carolina Community College Media Release Agreement

**Purpose:**

This instrument gives permission to the employees, representatives, and agents of Central Carolina Community College ("College") and the North Carolina Community College System ("NCCCS") to record, produce, distribute, and transmit reproductions, recordings, and interviews of the undersigned student through printed, visual, and electronic means.

This instrument authorizes the College and the NCCCS to use and edit these recordings, reproductions, and interviews in teaching materials, media releases, and advertisements for purposes of training, increasing public awareness of community colleges and their programs, and promoting continuation and improvement of educational programs. Use of recordings and reproductions may include but are not limited to mass media, displays, brochures, and websites.

**Print name of student photographed, recorded, and/or interviewed (and age, if a minor):**

**Age (if minor):** \_\_\_\_\_

a. The undersigned authorizes and grants the College, the NCCCS, and their authorized representatives, the unrestricted authorization to print, photograph, video, record, edit, and transmit through printed, audio, visual, editorial, and electronic means, image, likeness, voice, and information for College and NCCCS purposes. This includes the right of retouching, tinting, and edits for reproduction.

b. The undersigned authorizes and grants the College's 4CNC-TV and its employees, representatives, and agents the right to video/audio tape my likeness/voice/performance, in connection with the production and distribution of the video/audio tape presentation, and that said video/audio tape may be cablecast, broadcast, archived, and otherwise transmitted by the College, its agents, successors, and assigns. I understand and agree that said video/audio tape may be copyrighted by the College.

c. The undersigned understands and agrees the recorded material may air on 4CNC-TV at times in the future.

d. The undersigned understands and agrees that the use of the above will be without payment or compensation.

e. This acknowledges that the undersigned has read the foregoing and fully understand the contents thereof.

f. This agreement shall be binding upon the undersigned, his or her heirs, and assigns.

g. The undersigned is age 18 or older. If under age 18, I have received the approval of my parent/guardian as evidenced by the signatures hereinafter.

This authorization shall expire without revocation one (1) year after the date of signing and may be revoked by written notice to the College at any time except to the extent action has already been taken.

(SEAL)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

(SEAL)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



**(Sign & Return)**

**Chatham School of Science and Engineering**

**PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM  
2018-2019**

**Students and parents acknowledge the following:**

1. CSSE students **may** be allowed to enroll in college courses during the summer term on a very limited basis. CSSE and college advisors determine the criteria for summer enrollment. D
2. All textbooks **MUST** be returned to CSSE upon completion of the course
3. A grade earned in a college course is a permanent part of a student's college and high school transcript.
4. Students will receive a progress report if they are not making satisfactory progress in college classes. The progress report will indicate the reason(s) for the lack of progress.
5. Parents and CSSE staff have full access to students' college records as long as they are enrolled in CSSE.
6. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.

**The signatures below indicate that:**

1. I have read and reviewed the Chatham School of Science and Engineering Handbook with my parent/guardian and my teacher(s).
2. I understand and agree to abide by all policies and procedures explained in the handbook.
3. I understand that to facilitate student success, CSSE and CCCC will communicate information regarding, but not limited to, student progress, grades and attendance.
4. I understand and will abide by the Terms and Conditions for use of electronic media. I further understand that any violation of the regulations may revoke my access privileges.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent or Guardian Signature Date

\_\_\_\_\_  
Student's Advisor Date

NOTE: The student and his/her parent or legal guardian are to sign the statement above and return this form to school. It will be filed in the Student's Cumulative Folder for future reference.

**(Sign & Return)**