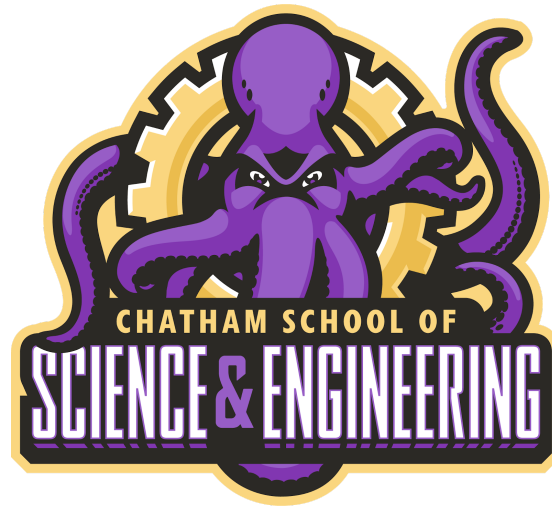


**2020-2021**



# **Student/Parent Handbook**

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



*Collectively Creating Success*

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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.*

## **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 diploma and two year college degree.

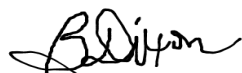
Students who attend CSSE will be provided with a challenging educational environment. Each student is provided an education that is personalized to meet their needs and help them achieve their goals. A strong counseling and advisory program is in place to assist students.

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 maintain a C or better in their college classes, the standard for transferring credits to university.

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 PowerSchool Parent Portal to check on your child's high school grades and attendance. College grades and attendance can be viewed on your student's CCCC Portal site.

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

Sincerely,



Bobby J. Dixon, Principal

[2020-2021 Calendar: English](#)  
[2020-2021 Calendar: Spanish](#)

**2020-21 CSSE Report Card Distribution**

September 28, 2020  
November 10, 2020  
January 12, 2021  
March 1, 2021  
April 20, 2021  
June 1, 2021

**2020-21 CSSE Progress Reports Distribution**

August 26, 2020  
September 30, 2020  
October 7, 2020  
November 18, 2020  
January 21, 2021  
March 10, 2021  
April 28, 2021

**2019-2020 CSSE Staff**

<b><u>Staff</u></b>		<b><u>Email address</u></b>
Bobby Dixon	Principal	<a href="mailto:bdixon@chatham.k12.nc.us">bdixon@chatham.k12.nc.us</a>
Dawn Williams	Data Mgr/Treasurer	<a href="mailto:dawnwms@chatham.k12.nc.us">dawnwms@chatham.k12.nc.us</a>
Tina Martin	Secretary/Receptionist	<a href="mailto:tmartin@chatham.k12.nc.us">tmartin@chatham.k12.nc.us</a>
Jennifer Saylor	Counselor	<a href="mailto:jsaylor@chatham.k12.nc.us">jsaylor@chatham.k12.nc.us</a>
Fae Goodman	College Liaison	<a href="mailto:fgoodman@cccc.edu">fgoodman@cccc.edu</a>
Denise Jones	Nurse	<a href="mailto:denisejones@chatham.k12.nc.us">denisejones@chatham.k12.nc.us</a>
Sarah Askins	Innovation Learning Splst	<a href="mailto:sjaskinsl@chatham.k12.nc.us">sjaskinsl@chatham.k12.nc.us</a>
Cheryl Whitehead	English Teacher	<a href="mailto:cwhitehead@chatham.k12.nc.us">cwhitehead@chatham.k12.nc.us</a>
Lauire Walker	Math Teacher	<a href="mailto:lwalker@chatham.k12.nc.us">lwalker@chatham.k12.nc.us</a>
Tracey Shaw	Math Teacher	<a href="mailto:tshaw@chatham.k12.nc.us">tshaw@chatham.k12.nc.us</a>
Beth Vaughn	Science Teacher	<a href="mailto:bvaughn@chatham.k12.nc.us">bvaughn@chatham.k12.nc.us</a>
Anna Blackwell	Social Studies Teacher	<a href="mailto:ablackwell@chatham.k12.nc.us">ablackwell@chatham.k12.nc.us</a>
Sandra VanKretschmar	EC Resource	<a href="mailto:svankretschmar@chatham.k12.nc.us">svankretschmar@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.



<b>CCI 2020-2021 Bell Schedules</b>		
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
A Lunch	11:00-11:30	30 minutes
B Lunch	11:30-12:00	30 minutes
3rd Block	12:04-1:30	86 minutes
4th Block	1:34-3:00	86 minutes
<b>PRIME Time</b>		

2 hour delay		3 hour delay
1st 10:00-11:04	Monday	1st 11:00-11:49
2nd 11:08-12:12	11:00-11:30-1st Year Community. 11:30-12:00 2nd Year Community	2nd 11:53-12:42
LUNCH 12:14-12:44		LUNCH 12:44-1:14
3rd 12:48-1:52	Tuesday & Wednesday	3rd 1:18-2:07
4th 1:56-3:00	11:00-11:30 Math & Science Lab. 11:30-12:00 English & SS Lab	4th 2:11-3:00
1st 4 Days of School	Thursday & Friday	Early Release
8/5-8/8		1st 8:00-8:42
Community 8:00-8:30	11:00-11:30 A Clubs 11:30-12:00 B Clubs	2nd 8:46-9:28
1st 8:34-9:50		3rd 9:32-10:14
2nd 9:54-11:20		4th 10:18-11:00
LUNCH 11:20-11:50		LUNCH 11:00-11:25
3rd 11:54-1:20		PD 12:00-4:00
4th 1:24-3:00		

## **REGULAR DAILY SCHEDULE**

No student may be dropped off in the mornings before 7:30 am. **All students** will need to be **off campus by 3:30 pm** unless under the direct supervision of a staff member.

## **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:**

- 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.
- Proactively meet all deadlines.

## **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: Chromebook, 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

### **Distance Education Courses**

Students enrolled in a Distance Education Course must demonstrate active enrollment and participation in the course. Students who do not log in or attend distance education classes for 10 consecutive days will be dropped from the course.

### **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 an office referral)

Acts of academic dishonesty will not be tolerated at CSSE, i.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**

High School: A student who does not maintain a 2.0 GPA overall in an individual semester will be placed on academic probation for the next semester. Students on academic probation will be required to meet with the CSSE Leadership team and their family to create an academic improvement plan for the following semester. Students who remain on probation for 2 consecutive semesters without substantive improvement will be reevaluated for the Early College program.

College: Students who have a college GPA less than 2.0 for a semester are placed on probation at CCCC and are required to take a mandatory study skills class. If an individual student has two consecutive semesters with a GPA under 2.0, they are unable to take college classes, which will have an impact on their eligibility for the Early College program. 3rd, 4th and 5th year students

who drop classes for whatever reason and are not engaged in at least 12 hours or more of college coursework, are required to report to the CCI campus for at least 2 days a week for academic support.

### **Academic Scoring**

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 midway through the 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. Students can log into their NCVPS and/or NCSSM accounts to allow parents access their grades and progress on courses taken through those portals.

**College** – The college does not issue a report card, however, families are encouraged to sit down with their students regularly and view their progress through the CCCC Portal. 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.

- A 90-100 = 4.00**
- B 80-89 = 3.00**
- C 70-79 = 2.00**
- D 60-69 = 1.00**
- F <=59 = 0.00**

### **Grade Conversion of Letter Grades to Numeric Grades:**

The State Board of Education required numeric recording of grades with the adoption of the ten-point grading scale. These numeric grades are then entered in Powerschool and converted into a student's GPA.

There are times when the school district must enter historical grades representing courses not taught in NC public schools. These courses may be from sources such as community colleges, colleges/universities, home schools, and private schools. If these courses are recorded with a

numeric grade, school districts will use that grade to enter into Powerschool. However, some of these courses are only recorded with letter grades. Since 2015, this has prompted the North Carolina Department of Public Instruction to develop a conversion chart for implementation.

NCDPI recommends and Chatham County Schools uses the following conversion chart for courses taught outside of NC school districts.

Letter Grade		Numerical Grade Conversion
A, A+, A-	=	95
B, B+, B-	=	85
C, C+, C-	=	75
D, D+, D-	=	65
F	=	55

If a student/family has evidence of the numeric grade earned in the course, even though it is not officially recorded, the school district or principal is encouraged to use the most accurate numeric grade available for recording.

### **Weighted Courses and Class Rank**

Chatham County high schools currently use a weighted grading scale and transcript as mandated by Senate Bill 1028. Grade point average (GPA) and class rank are calculated by a standard method utilized by public high schools in the state. All courses attempted in grades 9-12 are used in computing averages and rank and are included on the state transcript. Only Honors level and Advanced Placement courses are weighted.

*Class rank is based on weighted grade point averages.*

### **Grading Scale and Quality Points Prior to 2015**

Calculations for the grading scale and class rank are based on a standardization of academic course levels, grading scales, and the weighting of course grades. Class rank is based on a weighted grade point average in which a single (1) quality point is added to passing grades earned in Honors courses and two (2) quality points are added to passing grades earned in Advanced Placement courses. A failing grade in an Honors or AP class receives no weight.

## **Honor Roll**

Students are eligible to make the honor roll or the distinguished list by making the following averages. Averages must be true averages and not rounded up.

Honor Roll - Average of 90 - 94.999

Distinguished List - Average of 95 and above

This new process for honoring our graduates will replace the traditional designation of 'valedictorian' and 'salutatorian' titles beginning with the graduating Class of 2019.

Beginning with the graduating Class of 2019 students will be honored at graduation using university-aligned Latin honors designations. The Chatham County Schools Board of Education approved this change during the March 12, 2018 monthly meeting. These new designations are listed below for reference.

**\*Summa Cum Laude** for students with weighted grade point average of 4.5 or higher. This Latin

designation means "With Highest Honor".

**\*Magna Cum Laude** for students with weighted grade point average of 4.0 to 4.49. This Latin designation means "With Great Honor".

**\*Cum Laude** for students with weighted grade point average of 3.5 to 3.99. This Latin designation means "With Honor".

## **Accidents (Students)**

If a student should have an accident while on campus at any time before, during or after school, the student should report the incident to an adult on duty, so that the injury can be assessed and the Chatham County Schools Student Injury/Accident Report can be completed and submitted to the office.

## **Admissions Policy**

CSSE maintains an application-based admissions 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 Policy**

Attendance is a critical aspect of learning and a crucial part of success in school. 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.

**College:** There are no excused absences for CCCC classes- students must attend scheduled meetings even if they fall during a day or time that Chatham County schools are not meeting. Students who miss more than 20% of their scheduled class meetings will be withdrawn from the class. Please see the syllabus for your individual class for that instructor's late assignment policy, if applicable. Be aware that many college instructors do not accept late work for any reason.

**High School:** All students are expected to be regular and punctual in their attendance. Excessive tardiness or a pattern of unwarranted absenteeism may be cause for administrative withdrawal. An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. After 9 days, any unverified absences 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.

### **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.

## High School Absences Procedures

- Please call or email the school's Attendance Officer, Ms. Williams, (919)663-5899, [dawnwms@chatham.k12.nc.us](mailto:dawnwms@chatham.k12.nc.us) before 9:00 a.m. to notify us if your child cannot attend school for the day. Please provide the following information:

Your name and relationship to the student

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 a 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. Students who miss 50% or more of a class will be counted absent for that class period. 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.

### **Breakfast/Lunch Policy**

**High School:** 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. Students may purchase lunch from the school cafeteria and/or bring a bag lunch from home. Students 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 12:00 will be delivered to students at 3:00.

**CCCC Campus:** Students who are full time on the college campus can opt in to a Chatham County Schools-provided lunch. The details of this service will be based on student needs in each semester. *Students who maintain a "B" average, have transportation, and have parental permission may leave campus for lunch. Otherwise, students are expected to remain on campus to form study groups, study alone, complete work or make appointments in the Academic Assistance Center.*

### **Checking Grades**

**High School:** 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.

**College:** Students have access to their current grades through Aviso and can share those with parents. There is no parent portal for CCCC.

### **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.

### **High School 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 a grade of F 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.**

1st Year:	Promotion from grade 8 and accepted into the CSSE program
2nd Year:	5 units of high school course credit
3rd Year :	10 units of high school course credit
4th Year :	A.) 22 units of high school course credit and completion of 60 credit hours in your Associate Degree Program B.) 15 units of high school course credit and satisfactory progress toward completing credit hours in an Associate's Degree Program
5th Year:	22 units of high school course credit and completion of 60 credit hours in your Associate Degree Program

### **College Course Withdrawal Policy and Procedures**

#### **Student-initiated Withdrawal**

Any student wanting to withdraw or be dropped from a college course must request the change through the CSSE Leadership Team (principal, guidance counselor, and college liaison). If their request is approved by the team, the student will be withdrawn by the College Liaison.

#### **Staff-initiated Withdrawal**

Any student who is not exhibiting satisfactory academic progress in a college class after several interventions will be withdrawn from the class by the College Liaison after discussion with the Leadership Team. Students whose college course load drops below 12 credits in a semester due to this adjustment will be required to be on the CSSE campus in Siler City for any day that they do not have college classes scheduled.



Students who are withdrawn from multiple classes will be required to meet with the CSSE Leadership team and their family to create an academic improvement plan for the following semester. 3rd, 4th and 5th year students who drop classes for whatever reason and are not engaged in at least 12 hours or more of college coursework, are required to report to the CCI campus for at least 2 days a week for academic support.

### **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**

Chatham School of Science and Engineering will not release student information without written authorization. However, by law, we must release students 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>

### **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 detention, 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:**

The following options are a sampling of our offerings and we are open to adding others based on student interests.

#### **Clubs at CSSE**

- BETA
- Robotics
- Drama
- Honors Club
- Quill (Writing)
- Quiz Bowl

Science Olympiad  
Twelve  
Speech and Debate

## **Grades and Evaluation**

### **Grades**

Student grades are recorded in PowerSchool and marked numerically using a seven point grading scale. Grades should be recorded and uploaded to the Internet in a timely manner.

Progress reports (printed from PowerSchool) are distributed to students in each class after the third week of each grading period.

Report cards are distributed at the end each six weeks. It is imperative that grades be completed and submitted on time.

Each grading period (three six weeks per semester) is one fourth of the student's final grade. The final exam (either teacher generated or end of course) is one fourth of the student's final grade. If the exam is for a year-long class at the end of the first semester and/or for a non-EOC tested subject, the teacher may decide to count and weigh things differently.

### **Grading Practices**

*Major: (Tests, projects, essays, etc.): 50%*

*Intermediate: (Quizzes, Classwork, Achieve 3000 etc.): 40 %*

*Minor: (Quick writes, journals, etc.): 10%*

**NO BATHROOM PASSES!-We cannot award grades for non-academic behaviors.**

### **Make-up Work**

#### **High School**

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.

### High School Late Work

As a high school student completing college course work, it is important to know that late work is unacceptable on the community college level. Many instructors will NOT accept work that is not turned in on time. As a freshman, it will be your goal to eliminate the need for late work and develop skills that will enable you to remain on track and on time with all assignments.

Late work for your freshman year will be accepted according to the following guidelines:

- 1 Day: cap of 90% (deduct 10 points)
- 2 Days: cap of 80% (deduct 20 points)
- 3 Days: cap of 70% (deduct 30 points)
- 4 Days: cap of 60% (deduct 40 points)
- 5 Days: cap of 50 % (deduct 50 points)

Work that is more than 5 days late will be accepted until the semester deadline for a maximum grade of 50%.

### ZERO POLICY

Missing assignments will be entered in the grade book as a grade of zero (0) and calculated in the student's grade accordingly.

- Parents must be notified when a student misses 3 or more assignments.
- Progress reports will go home with the zero calculated into the student's grade.
- 1st year students have until the end of the semester to complete the assignments and replace the zero with a maximum grade of 50. (2nd year students do not apply, but may be considered on a case by case basis)
- Any students who are missing assignments at the end of the first quarter will receive a grade of INC on their report card.
- INC will be removed at the end of the semester and replaced with the grade earned whether or not the student has completed the missing assignments.

### **College**

Please see your individual syllabi for college late work policies, as each individual instructor sets their own. Be aware: many college instructors do not allow any late work or makeup work for their classes.

### **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 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, to include:

English I H

English II H

\*English III H

\*English IV H

4 Mathematics, to include:

Math 1 H

Math 2 H

Math 3 H

\*Higher Level Math

3 Science, to include:

Earth Science H, Biology H

Chemistry H

World History H

\*Am. Hist. II & II H

Civics and Economics H

\*\*Freshman entering in 2020: World History H, American History H, Civics H and Economics and Personal Finance

22.0 Total Credits

1 Health and PE

6 Electives

\*\*4 Social Studies, to include:

\*Credits to be satisfied with college level courses.

**Summer School Options.** While it is not a requirement, students may request 1 summer school course per summer beginning with the completion of their 1st year. Rising sophomores with a

3.5 GPA or higher may submit a request to the school counselor for only one summer school elective course via NCVPS for credit acceleration. Counselor and principal will review each request. Rising juniors may submit a request to the College Liaison to enroll in only one CCCC summer school course. Students may not take more than 1 summer school course at any time. Rising freshmen are ineligible for CCCC or NCVPS summer school courses.

### **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
- The [CCCC Cougar Alert](#) system
- Chatham County Schools Facebook and Twitter
- The district inclement weather phone line (919-542-3626)
- 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 student's and their parents/guardian's signature. This agreement specifies the conditions under which the Internet may be used and the prohibition 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**

**High School:** 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 as soon as possible. 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.**

### **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 did not receive 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 not 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 up to 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 did not receive 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.

## **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 CCS attendance policy)
- Students completed all college classes.

### ***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.

## **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 CCS attendance policy)
- Students completed all college classes.

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

- College classes may be denied, limited or remedial classes assigned.

A student may not receive their Associate's 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) Students 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

### **High School: 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.

### **College Liaison conference**

Parents or students who would like to meet with the College Liaison to discuss progress at CCCC can make an appointment through Ms. Goodman's scheduling software: <https://calendly.com/fgood043>

As your child is a registered college student, it is imperative that your student communicates with the college liaison about classes, grades, issues etc. This an important skill for your child to acquire while a college student.

### **Student Support Services**

**High School:** 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**

CSSE 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.

## **CONFIDENTIALITY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. Parents or guardians have the right to inspect the records of their children, subject to the following procedures: Requests to inspect the records should be made in writing and specify the name of the student, and must be dated and signed. A staff member must be present during the viewing. Safeguarding the confidentiality of all student information at Chatham School of Science and Engineering is a serious obligation for every staff member. Student information will be provided on an as needed basis and can be exchanged between employees with a legitimate educational interest in the student, but is never to be shared with other students or staff members who have no role in serving a particular student. Individual student's records will be treated as confidential. Personally identifiable information from student records will be divulged only as follows:

- With the written consent of the student's parent or guardian. To employees of the state or federal government acting in their official capacities and only to the extent required by applicable law.

- Upon service with a duly issued judicial order or subpoena, and after notice of the order or subpoena has been given to the student and his/her parents in advance of compliance.

### **Permission to print photograph**

Chatham County Schools Lee may photograph students at school for use in district publications, including, but not limited to, calendars, brochures, district website, promotional materials, advertisements, instructional materials, and flyers. If a parent objects to the student being photographed for these purposes, please notify the school in writing by the 10 th day of the school year. If written notice is not received, it is assumed there are no objections.

### **Permission to publish student's work on the World Wide**

A student's work may be selected for submission to the school and/or school system's website. Student work featured on this site reflects some of our school system's best and serves as an educational resource to others. The work will appear in an educational content to the web pages. No home address or telephone number will appear with the work published on the internet. If a parent objects, to the child's work being on the school system's web page, they should notify the school in writing by the 10 th day of the school year. If written notice is not received, it is assumed there are no objections.

### **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 use the city parking on the street across from the school.

Students who drive to the CCCC campus must apply for a free parking permit through the college.

## **Drop Off/Pick Up**

**High School:** Students must be dropped off and picked up in the front of CCI. Students are not to arrive on the high school 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.

**College:** Students attending CCCC in Pittsboro will need to be picked up from campus.

## **Visitors**

**High School:** Parents are always welcome on our high school campus. For the safety of our students, we ask that ALL school visitors report to the front office before entering a classroom.

Students not enrolled in our 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**

**High School:** Volunteering is both stimulating and fulfilling for those involved. We encourage students, 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! Each CSSE student is expected to complete at least 10 PTA volunteer hours per year as part of their graduation requirement.

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 Chatham School of Science and Engineering 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 demand 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. **Students 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.

#### [2020-2021 CCCC Calendars](#)

### 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	4
B (89-80)	Good	3
C (79-70)	Fair	2
D (69-60)	Marginal	1
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 retaken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript. ***Note: The grading point scale for CSSE is different from that of CCCC. 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 do 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.

[Click here to access the CCS Student's Rights and Responsibilities Handbook](#)

[Click here to access the CCS Student's Rights and Responsibilities Handbook in Spanish](#)