

# CROSS CREEK EARLY COLLEGE HIGH SCHOOL

*College Begins Here.*

1200 Murchison Road, Butler Building,  
Fayetteville, NC 28301  
Phone: 910-500-7551 Fax: 910-676-7712  
[www.ccechs.ccs.k12.nc.us](http://www.ccechs.ccs.k12.nc.us)  
Located on Fayetteville State University Campus  
***Patsy Patrick, Principal***

## 2020-2021 Student Planner

*This planner belongs to:*

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Banner Number \_\_\_\_\_

Email (CCS) \_\_\_\_\_

Email (FSU) \_\_\_\_\_

Canvas Log In \_\_\_\_\_

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### VISTORS

*All visitors must report to the main office upon arrival. Students may not bring guests/non-students on campus during the school day. This includes, but not limited to: graduates of CCECHS, pre-school children, out of town guess, relatives or acquaintances.*

### DISCLAIMER STATEMENT

*No student or employee in the Cumberland County Schools shall, on the basis of age, gender, race, religion, national origin, marital status or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity.*

*It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, gender, or disability in its educational program, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).*

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### INTRODUCTION

The **Cross Creek Early College High School (CCECHS) Handbook** explains the policies and procedures of our school. It is the responsibility of each student to be familiar with the contents and to share this information with his/her parents or guardians. Cross Creek Early College High School has used reasonable endeavors to ensure that the information contained in this handbook was correct at the time of printing. However, CCECHS reserves the rights at any time to make changes, as it deems appropriate.

### VISION STATEMENT

The vision of Cross Creek Early College High School is to prepare high school students for success in college, career, and life.

### MISSION STATEMENT

The mission of Cross Creek Early College High School is to provide a smaller academic environment that fosters growth and success to prepare students for their future by developing relationships, responsibility, and respect through relevant and rigorous coursework.

#### The 5 R's

|                       |   |
|-----------------------|---|
| <b>RESPECT</b>        | Appreciating the similarities and differences between one's self and others, and recognizing the importance of valuing one's surroundings |
| <b>RELATIONSHIPS</b>  | Building a foundation that fosters growth, success, and accomplishments throughout life   |
| <b>RESPONSIBILITY</b> | Taking ownership of one's actions regardless of the consequences  |
| <b>RELEVANCE</b>      | Linking classroom experiences to real world applications to enhance understanding   |
| <b>RIGOR</b>          | Incorporating high expectations for all students in all classes   |

#### SCHOOL PERSONNEL

|                                    |                  |
|------------------------------------|------------------|
| <b>Principal</b>                   | Patsy Patrick    |
| <b>Assistant Principal</b>         | Fatos Fanaj      |
| <b>Counselor</b>                   | Regina Hickle    |
| <b>College Liaison</b>             | <b>TBD</b>       |
| <b>Data Manager/Receptionist</b>   | Robyn Ammons     |
| <b>Bookkeeper</b>                  | Ernestine Guions |
| <b>ACR I &amp; II</b>              | Alison Thetford  |
| <b>ACR III &amp; IV</b>            | Ebony Matkins    |
| <b>Lab Assistant</b>               | Tonya Hammonds   |
| <b>Lab Assistant</b>               | Alice White      |
| <b>English Teacher &amp; ACR I</b> | Kevin McGinnis   |
| <b>English Teacher</b>             | Kelley Hasapis   |
| <b>Social Studies &amp; ACR I</b>  | Tania Boggia     |
| <b>Math Teacher</b>                | Leoncia Nicdao   |
| <b>Math Teacher</b>                | Jennison Shields |
| <b>Math Teacher</b>                | Tiffany White    |
| <b>Science Teacher</b>             | Alexis Howard    |
| <b>Science Teacher</b>             | Tara Webb        |
| <b>Social Studies</b>              | Kenny Huffman    |
| <b>Spanish</b>                     | Tamela Rappold   |
| <b>Spanish</b>                     | Fabiola Vizcarra |

**2020-2021  
CUMBERLAND COUNTY SCHOOLS  
CROSS CREEK, AND CUMBERLAND INTERNATIONAL CALENDAR**

| DATES                   | DAYS               | EXPLANATION   | TEACHER PLANNING DAYS | REQUIRED ANNUAL LEAVE DAYS | HOLIDAYS  |
|-------------------------|--------------------|---|-----------------------|----------------------------|-----------|
| July 27- 31             | Monday - Friday    | Required Workdays   | 5                     |                            |           |
| <b>August 3</b>         | <b>Monday</b>      | <b>First Day for Students</b>   |                       |                            |           |
| September 7             | Monday             | Student/All Staff Holiday   |                       |                            | 1         |
| October 2               | Friday             | End of Grading Period   |                       |                            |           |
| October 5               | Monday             | Student Remote Learning/Workday   | 1                     |                            |           |
| October 14              | Wednesday          | Student Holiday/Required Workday  | 1                     |                            |           |
| November 3              | Tuesday            | Student Remote Learning/Workday   | 1                     |                            |           |
| November 11             | Wednesday          | Student/All Staff Holiday   |                       |                            | 1         |
| November 25             | Wednesday          | Student Remote Learning/Workday   | 1                     |                            |           |
| November 26 - 27        | Thursday - Friday  | Student/All Staff Holidays  |                       |                            | 2         |
| December 16             | Wednesday          | End of Grading Period   |                       |                            |           |
| December 17 – 18        | Thursday – Friday  | Student Holiday/Workdays  | 2                     |                            |           |
| December 21 – January 1 | Monday - Friday    | Winter Holidays (Student/Teacher)/ Required Annual Leave                            |                       | 6                          | 4         |
| January 4 - 5           | Monday - Tuesday   | Student Holiday/Workdays  | 2                     |                            |           |
| January 18              | Monday             | Student/All Staff Holiday   |                       |                            | 1         |
| February 15             | Monday             | Student Remote Learning/Workday   | 1                     |                            |           |
| February 16             | Tuesday            | Student Holiday/Required Workday  | 1                     |                            |           |
| March 5                 | Friday             | End of Grading Period   |                       |                            |           |
| March 8 – 12            | Monday - Friday    | Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave |                       | 5                          |           |
| April 2                 | Friday             | Student/All Staff Holiday   |                       |                            | 1         |
| April 5                 | Monday             | Student Remote Learning/Workday   | 1                     |                            |           |
| <b>May 18</b>           | <b>Tuesday</b>     | <b>Last Day for Students/End of Grading Period</b>                                  |                       |                            |           |
| May 19 - 21             | Wednesday - Friday | Required Workdays   | 3                     |                            |           |
| <b>TOTALS</b>           |                    |   | <b>19</b>             | <b>11</b>                  | <b>10</b> |

**Schedule of Required Teacher Workdays:**

July 27, July 28, July 29, July 30, July 31, October 14, February 16, May 19, May 20, May 21

**Additional Teacher Workdays:**

October 5, November 3, November 25, December 17, December 18, January 4, January 5, February 15, April 5

**Remote Learning:**

October 5, November 3, November 25, February 15, April 5

**Make-Up Days if Needed:**

October 14, December 17, January 4, January 5, February 16

Revised 06092020

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Make-up days necessitated by inclement weather may be teacher workdays, holidays or leave days taken from spring or Winter break.

**11<sup>th</sup> and 12<sup>th</sup> grade students will follow the CCECHS AND Fayetteville State University (FSU) academic calendar if they are taking college classes (Must be in compliance with the attendance/academic policy).**

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### DAILY SCHEDULE

**CCECHS Office hours are from 8:00 a.m. to 4:45 p.m.**

The school day for 9<sup>th</sup> and 10<sup>th</sup> graders begins at **9:15 a.m.** and ends at **4:15 p.m.** The school day for 11<sup>th</sup> and 12<sup>th</sup> graders will vary depending upon their college course schedule and/privilege eligibility.

Students should not be dropped off before **8:30 a.m.** and should be picked up by **4:30 p.m.**

**Juniors and Seniors** must have an administrative approved early release to leave campus after last college or high school class(es).

**Juniors and Seniors** must scan in daily. Failure to scan will result in being marked absent.

**R-Time** is scheduled for 9<sup>th</sup> and 10<sup>th</sup> graders at the beginning of each day for 20 minutes. This time will be spent developing the 5 R's and teaching skills for success in college, careers, and life. R -time is not a time to complete homework!

| <b>2020-2021 DAILY SCHEDULE</b> |       |       |
|---------------------------------|-------|-------|
| Homeroom (R-Time)               | 9:15  | 9:35  |
| 1 <sup>st</sup> Period          | 9:38  | 11:08 |
| 2 <sup>nd</sup> /Lunches        | 11:11 | 1:09  |
| 3 <sup>rd</sup>                 | 1:12  | 2:42  |
| 4 <sup>th</sup>                 | 2:45  | 4:15  |

| <b>DAILY LUNCH SCHEDULE</b>                                      |
|--|
| <b>1<sup>st</sup> Lunch</b> 11:09-11:39 (includes walk time) TBA |
| <b>2<sup>nd</sup> Lunch</b> 11:35-12:05 (includes walk time) TBA |
| <b>3<sup>rd</sup> Lunch</b> 12:00-12:30 (includes walk time) TBA |

| <b>EARLY RELEASE LUNCH SCHEDULE</b>                                 |
|---|
| <b>1<sup>st</sup> Lunch</b> 11:00-11:30 (includes walk time)<br>TBA |
| <b>2<sup>nd</sup> Lunch</b> 11:25-11:55 (includes walk time)<br>TBA |

| <b>2020-2021 EARLY RELEASE SCHEDULE</b> |       |       |
|---|-------|-------|
| 1 <sup>st</sup> Period                  | 9:15  | 10:20 |
| 2 <sup>nd</sup> /Lunches                | 10:23 | 11:58 |
| 3 <sup>rd</sup>                         | 12:01 | 1:06  |
| 4 <sup>th</sup>                         | 1:09  | 2:15  |

| <b>2020-2021 2-HOUR DELAY SCHEDULE</b> |       |       |
|--|-------|-------|
| 1 <sup>st</sup> Period                 | 11:15 | 12:50 |
| 2 <sup>nd</sup> /Lunches               | 12:54 | 1:59  |
| 3 <sup>rd</sup>                        | 2:02  | 3:07  |
| 4 <sup>th</sup>                        | 3:10  | 4:15  |

| <b>2020-2021 ONE HOUR DELAY</b> |                       |             |
|---------------------------------|-----------------------|-------------|
| 1 <sup>st</sup>                 | 10:15                 | 11:20       |
| 2 <sup>nd</sup>                 | 11:23                 | 1:59        |
| TBA                             | 1 <sup>st</sup> Lunch | 11:20-11:50 |
|                                 | 2 <sup>nd</sup> Lunch | 11:45-12:15 |
|                                 | 3 <sup>rd</sup> Lunch | 12:10-12:40 |
| 3 <sup>rd</sup>                 | 2:02                  | 3:07        |
| 4 <sup>th</sup>                 | 3:10                  | 4:15        |

\*Lunch will be served following the regular lunch schedule  
**BREAKFAST WILL NOT BE SERVED ON 2-HOUR DELAY SCHEDULE**

### CCECHS

#### Remote (Virtual) Learning Expectations

Remote (Virtual) Learning days are actual school days during which students engage in structured learning activities from home via the internet using a connected device. **For the 2020-2021 school year, 5 additional remote learning days have been added to the school calendar for all CCS schools. Students and parents must understand that these days count as school days. If students do not log in and participate in remote (virtual) learning, it's the same as being absent from school. Remote (Virtual) learning days are NOT optional. Students are required to participate in all Remote (Virtual) learning activities and must complete all assigned work.**

Cross Creek students are required to have reliable internet connectivity and a working, connected device. If you need assistance with an internet connection or need to borrow a device, please let your advisory teacher know as soon as possible.

**The following are the expectations of CCECHS students during Remote (Virtual) Learning days:**

1. Students will follow the 90 minute class schedule and will attend Google Meet live sessions for each academic class. Google Meet sessions **ARE NOT** optional and students are **REQUIRED** to attend each session or they will be marked absent.
2. **Each student's camera must be turned on throughout the entire Google Meet** for each class.
3. Students will participate in remote (virtual) class by asking/answering questions, engaging in conversations, and completing assignments.
4. **Students are accountable for their learning and will check their school email frequently** throughout the day.
5. **Students will be appropriately dressed for class** (i.e. no pajamas).
6. Students will pay attention during class and will not play video games, watch videos or television during class, etc.
7. **All work must be submitted no later than the due date. Assignments submitted after the due date will not receive full credit.**
8. **Students will refer to each teacher's syllabus for any specific remote learning requirements.**

|               |             |
|---------------|-------------|
| First Period  | 9:15-10:45  |
| Second Period | 10:50-12:20 |
| Lunch         | 12:20-12:50 |
| Third Period  | 12:50-2:20  |
| Fourth Period | 2:25-3:55   |

\* Students will join a Google Meet session for each class period.

## **ACADEMIC INTEGRITY**

All students will be held to a high level of expectation regarding academic honesty and integrity. Failure to maintain (70/C) could result in students being placed on academic probation and/or dismissal from the program. Involvement in clubs or organizations will also be subject to club sponsor's discretion.

Students who have been placed on academic probation or have been found in violation of the CCS Code of Conduct/Honor Code will be ineligible to:

- Hold a position or office within a club
- Run for an office, such as Prom King/Queen, Beta Club, etc.
- Possess early release/late arrival privileges (upperclassmen)

Academic Honesty is of the utmost importance. CCECHS aims to make all students college-ready and, in doing so, must hold students to the same standards as those used at Fayetteville State and other universities. Any account of plagiarism, falsification of information, cheating, copying, or fabrication of materials will be handled by recommendation to administration and face disciplinary action in concurrence with the Cumberland County Code of Conduct Class I.

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## **ACCIDENTS**

All accidents must be reported and documented in the office. All incidents will be reported to the Risk Management Office.

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## **ATHLETIC PARTICIPATION**

Students may participate in athletics at their home school. A game schedule must be given to administration at the beginning of the sport's season. Students may only check out of school early to attend away games. Checkouts for athletic practice is not allowed.

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## **ATTENDANCE**

Class attendance and participation are critical elements of the educational process and academic success. School personnel will notify parents and take steps as required by G.S. 115C-378 for excessive absences.

Cumberland County Schools Policy Regulation <https://boardpolicyonline.com/bl/?b=cumberland>

## UNEXCUSED TARDINESS/EARLY CHECK-OUTS

Regulation Code: **4400-R1**

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School attendance is essential for student success and the habitual, chronic tardiness is a major factor in the loss of instructional time for students regardless of age. It is also one of the most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future.

The Cumberland County School system is continuing its efforts of “Every Minute Counts” to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian’s responsibility to inform the school in writing the reason for tardiness.

**Parents should make every attempt to make appointments outside of the school day so interruptions and missed school time are minimal.**

### PROCEDURE

- Cumberland County Schools will utilize a public relations campaign that focuses on improving student attendance, emphasizing arriving at school on time and remaining in school throughout the instructional day as an important element of supporting student learning.
- The loss of instructional time due to tardiness and early checkouts may affect a student’s grades, achievement, and overall success in school.
- All instances of tardiness are recorded, whether excused or unexcused, in the district data base (PowerSchool).
- A student is considered tardy after the start of the school day. “Bell to Bell” instruction is critical to optimize learning.
- A parent/guardian will be required to report to the school’s attendance office/desk to sign the student in when tardy (elementary/middle).
- Choice School students are not allowed flexibility from attendance expectations. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. Choice parents will be required to attend Parent Accountability classes after their sixth (6<sup>th</sup>) instance of unexcused tardiness. The Student Assignment office will then provide a warning of pending dismissal to the parent/guardian in writing. After 10 cumulative instances of tardiness or early checkouts a Choice School student may be returned to the home school.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school will notify the parent/guardian by using the Parent Link program with the principal’s pre-recorded message, reminding the parent/guardian of the time that school starts and of the Cumberland County Schools policy regulation on tardiness. The classroom teacher will make contact with the parent/guardian to discuss the importance of on-time behavior.
- The school will contact the parent when the student is tardy following the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and tenth (10<sup>th</sup>) unexcused tardy/early checkout by using the district form letters.



- After 6 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts and that he may be referred to take a series of Parent Accountability Classes. The school social worker will work with the child and the parent to develop a plan for addressing the chronic tardiness.
- After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting with the social worker and school administrator. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good faith effort, the social worker will notify the Student Support Services Office which will arrange for the parent/guardian to attend a series of mandatory Parent Accountability Classes to eliminate excessive tardies/early checkouts. Parents will be informed with a phone call and follow-up letter.
- After 25 cumulative instances of unexcused tardies or early checkouts, the Principal/Social Worker may refer a parent to Truancy Mediation Council (TMC).
- The school (Principal or Social Worker) may file an affidavit with the Cumberland County District Attorney's office concerning excessive tardies for loss of instructional time. The record of tardiness will be included in the filing as well as the student's cumulative file. The parent/guardian will be notified that the filing was made and of the possibility of prosecution.
- The Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts will be posted on each school's website, in its handbook and other information outlets along with the start time of the school day indicating that any student will be considered tardy after the instructional day begins.
- Each school communicates to parents/guardians and students on a regular basis the immediate consequences for tardiness.

Approved by the Superintendent: September 22, 2011

Revised: November 30, 2015

The superintendent, principal or the superintendent or principal's designee is authorized to excuse a student temporarily from attendance due to sickness or other unavoidable cause. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. The student is also required to provide other satisfactory evidence of the excuse upon request by the teacher, principal or principal's designee.

Cumberland County Schools Policy Regulation <https://boardpolicyonline.com/bl/?b=cumberland>

#### **UNLAWFUL CHECK-IN/CHECK-OUT**

All other check-ins not identified as lawful are unlawful and will result in the following actions per semester:

| <b>INFRACTION</b>                           | <b>ACTION</b>  |
|---|--|
| 3 <sup>rd</sup> unlawful check-in/check-out | Detention/Student Conference                               |
| 4 <sup>th</sup> unlawful check-in/check-out | Administrative Conference w/<br>parent/social worker 1 day |
| 5 <sup>th</sup> unlawful check-in/check-out | ISS  |

### **CHECK-IN/CHECK-OUT PROCEDURE**

1. Only individuals listed on the emergency contact form can check-out a student. A photo ID must be provided in order to check the student out of school.
  2. Students who drive may check-out with a verifiable parent note. The note must be brought to the office no later than 9:00 a.m. on the date of checkout. Telephone verification required.
  3. Parents and their designees must check out students in person at all times.
  4. Juniors and Seniors are expected to remain on campus from the start of their first class through the end of their last class.
  5. We will not be able to reach Juniors and Seniors during college classes, checkout must be prearranged if student is in college classes. **Jr./Sr. must leave campus if signed out.**
  6. No checkouts are permitted for any student **after 4:00 p.m.**
  7. Juniors and Seniors must maintain a "C" or higher, volunteer hours must be current, attendance in good standing, and maintain behavior to be granted approval for early release.
  8. Juniors and Seniors are required to attend monthly class meetings for daily attendance.
  9. Students are not permitted to check out to do volunteer hours and/or for employment.
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### **CHILD NUTRITION**

Breakfast will be served from 8:30 a.m. to 9:10 a.m. for all students. Students must report to breakfast before entering Butler Building. **Food is not permitted out of serving area.** Only late bus riders will be served breakfast after 9:10 a.m.

Food service will not be provided on days when CCS does not have school. Students on campus for college classes are responsible for providing breakfast and lunches on those dates.

**Students are only allowed in the CCECHS designated area during their assigned lunch period.**

The following rules must be observed during breakfast/lunch times.

1. Students must enter their PowerSchool number when paying for breakfast or lunch. Students who use PowerSchool numbers under false pretenses will be subject to disciplinary action.
2. Students must dispose of **all** his/her paper, dishes, eating utensils, and trays when he/she has finished eating, and push in chairs when leaving.
3. No prepared restaurant foods may be brought or delivered to campus or the cafeteria/dining area during school hours.
4. Students are to report to breakfast directly from the bus/carpool.
5. Parents can access their student's lunch account on prepaidlunch.com.
6. Parents/Guardians who visit during lunch must check in at CCECHS office.

|  | <b>Breakfast</b> | <b>Lunch</b> |
|--|------------------|--------------|
| Grades 6-12 (paying)   | .00              | 2.25         |
| All Grades (reduced price)   | .00              | .40          |
| <b><i>CCS Child Nutrition reserves the right to change prices.</i></b> |                  |              |

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. In situations where students are unable to pay for a meal on a particular day due to a lack of money, the following charge policies shall be followed:

- Students in grades preK-8 may acquire a negative balance up to \$10.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student's meal will exceed the negative balance limit of \$10.00, that student will be offered an alternative breakfast/lunch tray.
- High school students will need to have money to purchase meals/a la carte items. If a high school student does not have money for their meal, they will be offered an alternative breakfast/lunch tray. Charging is not permitted in high school cafeterias.
- Adults must have money at the time of purchase. Charging is not permitted in school cafeterias for adults.

#### Alternative Meals

- **Breakfast:** The alternative breakfast tray will consist of a milk and cereal selected by the manager.
- **Lunch:** The alternative lunch tray will consist of the option of two vegetables, a fruit, a milk, and a cold sandwich selected by the manager. Cafeteria managers may provide (based on product availability) a cold cheese, ham or turkey sandwich.
- **Special Diets:** An appropriate alternative breakfast/lunch tray will be provided to students who have a completed Medical Statement for Students with Special Nutritional Needs for School Meals on file in the cafeteria.

#### Negative Balances:

Once a student acquires a negative balance the cafeteria manager will check to see if the student has a free or reduced application on file. If the student does not have an application on file, the cafeteria manager will give one to the teacher for the student to take home and their caregiver to complete. A free/reduced lunch application can also be completed online.

The parent/guardian will be contacted if a student's account has a negative balance. Cafeteria managers will periodically identify students with low and negative balances and place ParentLink calls to the respective students' homes to inform parents of the students

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### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to their children's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). In federal educational guidelines, FERPA regulations are found at 34 CFR Part 99, and address the issue of a minor child taking classes at a local college while still in high school. There it states: If a student is

attending a postsecondary institution, at any age the rights under FERPA have transferred to the student. However, in a situation where a student, under the age of 18, is enrolled in both a high school and a postsecondary institution, the parents still retain the rights under FERPA at the high school, and may inspect and review any records sent to the high school by the postsecondary institution. **In accordance with federal law, and the partnership established between Cross Creek Early College High School and Fayetteville State University, it is mutually agreed upon that the college liaison will be the first point of contact for parents regarding any issues that may arise with CCECHS students while attending university classes.**

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### **STUDENT FEES**

**NOTICE OF FEES:** All student fees and charges, both optional and required, shall be listed and described annually in each school’s handbook or in some other written form. The principal shall contact the parents or guardians of the pupil, in writing, mail, and notify them of the debt and penalty for non-payment. The notice shall further advise students that required fees might be waived for indigent students (as defined in JS-A) by the principal upon written request of the student’s parent/guardian, or legal custodian.

**Mandatory dues for CCECHS students for the 2020-2021 school year are \$30.00 for 9<sup>th</sup> and 10<sup>th</sup> graders. Junior and Senior dues are \$40.00. Mandatory Dues must be paid by September 4<sup>th</sup>, 2020. Late dues will incur a \$5 fee. Unpaid dues may result in failing to participate in any extra-curricular events (i.e. dance, drivers’ ed., field trips, etc.).**

Additional fees will be charged for the following:

1. Prom
2. Lost or Damaged textbooks (CCS and/or FSU library), materials, supplies and equipment
3. Field Trips
4. Yearbooks
5. School Photos
6. Driver’s Education
7. School Clothing (sweatshirts, t-shirts)
8. Pageants
9. Club Dues – Beta, SGA, Interact, etc
10. Cap and Gowns
11. FSU parking if applicable

**FEES TO BE CARRIED FORWARD:** Any fee or charge due to be paid to any school in the system and not paid at the end of the school year shall be carried forward into the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school. This includes class fees, textbook fines, etc. Seniors will not be able to participate in the graduation ceremony if fees have not been paid. Fees owed to FSU will prevent registration for college courses.

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### **TEXTBOOKS**

Most materials necessary for your public school education are provided by the State of North Carolina. Textbooks are school and state property. If they are lost, damaged, or stolen, they must be paid for by the student. Damage fees to a book or other supplies will be assessed accordingly.

The following rules for payment apply if a book is lost or damaged.

#### **COLLEGE BOOKS.....Full Price**

College textbooks are to be picked up from, returned to, and paid for at the FSU Bookstore.

#### **HIGH SCHOOL BOOKS.....Full Price**

The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.

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#### **ID CARDS**

Students **MUST** carry their CCECHS / FSU ID card at all times. If a student loses his/her CCECHS ID, the replacement cost is \$20.00

#### **LOCKERS**

Lockers will be assigned by R-time teacher for the year. Students will be provided a lock to be used throughout the program. No posters, writing, stickers, insignias, etc. are permitted on or in the lockers. The school is not responsible for items lost or stolen from a student's locker. Book bags are to be placed in lockers upon arrival to school.

**Book bags are not permitted in the classrooms. Sharing lockers is prohibited.**

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#### **THEFT PREVENTION**

Personal items of excessive or sentimental value should not be brought to school. The school is **not** responsible for items that are lost or stolen while students are on campus or on school related trips.

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#### **CLUBS**

All 9<sup>th</sup> and 10<sup>th</sup> graders are required to be part of a club.  
Clubs may meet before or after school with administration approval.

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#### **DELIVERIES TO STUDENT(S) DURING SCHOOL HOURS REGULATION CODE 5020-R**

The paramount concern of the board and administration is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. For safety's sake, access to schools during school hours must be carefully regulated. In the interest of security and minimizing disruptions to the instructional environment, only the parents/guardians on file with the school shall be permitted to make deliveries to or for their student(s) only. Commercial deliveries to or for students are not permitted. Deliveries of flowers or balloons are not permitted, and deliveries of food shall be limited to lunch items only. Any deliveries of student medications by parents/guardians must conform to the requirements of policy 6125 and regulation 6125-r. Cross references: board policy code 5020: visitors to schools; board policy code 1510/4200/7270: school safety. Board policy code 6125: administering medicines to students; Regulation 6125-r: procedures for administration of medication in the schools.

Approved by superintendent: June 26, 2019

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#### **ELEVATOR USAGE**

Students are **not** permitted to use the elevator in the Butler Building. Students must provide medical documentation to the principal in writing, if they have a condition that requires the use of the elevator. These students will receive a written pass from the office.

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#### **SOLICITING ON SCHOOL CAMPUS**

Students are not allowed to sell any items or to solicit business for individuals or any group for any reason without the permission of the principal.

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#### **TRANSPORTATION**

Riding the bus to school is a privilege and not an inherent right. Students may lose this privilege by violating bus conduct rules. The bus driver has full charge over students riding his/her bus. Students who ride the bus are expected to conduct themselves in an orderly manner. The school principal has the authority to suspend a student from riding the bus.

- Students should allow 15 minutes before and after their scheduled time of pick-up. Please allow more time throughout the school year on inclement weather days, and for delays that may arise due to mechanical problems.
- Students must bring a verifiable note to the office prior to 9:15 a.m. to receive permission to ride a bus other than their assigned bus.
- Students will not be granted access on CCS school buses if they are **not** included on the CCS bus transportation route. There are days that CCECHS and CCS do not have school, but FSU classes are in session. **Transportation will not be provided on those dates.**
- Juniors and Seniors are expected to be in attendance for FSU classes on those days and are required to have their own transportation.
- During traditional spring break and work days, transportation must be provided to district school in the a.m. only.
- Afternoon routes will be as normal.
- Bus riders are picked up and dropped off at the Capel Arena.
- All car riders are dropped off and picked up at Grace Black Circle (SBE building)  
<https://boardpolicyonline.com/bl/?b=cumberland>

**FSU parking fees \$70.00**

### **LIBRARY**

Use of Charles E. Chesnutt library is a privilege that comes with attendance at CCECHS. Students in the 9<sup>th</sup> and 10<sup>th</sup> grade may only use the library under the supervision of a teacher. Students will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges and/or disciplinary action as determined by administration. Students are not permitted on any floor other than 1<sup>st</sup> without written permission from administration. We hope that students will take advantage of the access to resources that will be available to them, while maintaining the utmost respect to those in the facility and the facility itself. Juniors and Seniors must obtain a library pass.

In order to check out materials, **students will be required to use FSU ID cards.**

**FSU may charge late fees.**

### **COMPUTER USE**

- Students using the Internet ANYWHERE ON CAMPUS **must** have Internet permission forms on file in the office.
- Students are held responsible for proper use and maintenance of all computers.
- Students should never have food or drink in lab or near lap tops.
- Excessive trash, vandalism, or unruly behavior, and/or visiting inappropriate sites will prevent the student from being allowed to use school computers.
- Students should only use the laptops under supervision of a teacher.
- Students should use extra care when using a CCECHS laptop.
- **Students will be held liable and financially responsible for damage to a laptop that occurs while in his/her care.**
- Students are to return the laptop to the charging cart after use.

**Inappropriate sites include but are not limited to:**

- **Any** social networking sites.
- Gaming sites
- Music sites
- Movie/Music streaming sites.
- Any other sites which contain material that is offensive or inappropriate at school. These sites may not be accessed during the school day while at CCECHS.

## **CURRICULUM**

**CCECHS students are not allowed to graduate from CCECHS early.** Juniors and Seniors have the opportunity to earn up to 60+ hours of college credit by taking between 15-18 credit hours each semester.

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### **Probationary Status**

Students who earn below “C” or do not demonstrate academic progress will be placed on academic probation. Probation will identify areas of challenge and set goals for improved performance. Juniors and Seniors, earning below a “C” in college classes will be placed in CPAC at mid-term that will be held on Saturday. Those who fail to improve their performance may be removed from the program. FSU requires a 2.7 GPA for college enrollment.

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### **PARENT/TEACHER/STUDENT CONFERENCES**

Parent/Teacher conferences are scheduled for August (**TBA**) and February (**TBA**) from 4:45 p.m. until 7:00 p.m. by appointment. Teachers will contact parents regarding academic, attendance, or behavior concerns.

Student-led Instructional Conferences Event (**SLICE**) will be required once each semester for all 9<sup>th</sup> and 10 grade students. Junior and Senior SLICE is required once during second semester.

**Participation in SLICE is mandatory for all students, grades 9-12**, to support their academic growth and college readiness skills.

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## **GRADING**

### **High School Grade Conversion**

| Numerical Grade | Equivalent Letter Grade |
|-----------------|-------------------------|
| 90 – 100        | A                       |
| 80 – 89         | B                       |
| 70 – 79         | C                       |
| 60 - 69         | D                       |
| 59-Below        | F                       |

The Power Parent Portal gives parents access to student grades and attendance. The Power Parent Portal can be accessed by going to [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us).

Juniors and Seniors can access grades for college classes by going to [www.uncfsu.edu](http://www.uncfsu.edu) and clicking on “Current Students” and entering their banner number.

### **Fayetteville State University Grade Conversion**

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

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## **VOLUNTEER HOURS**

All students will be required to earn 25 volunteer hours each semester from a nonprofit organization.

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## **SENIORS AWARDS AND RECOGNITIONS**

May 2021 (TBD)

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## **UNDERCLASS AWARDS**

TBD

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**Code of Conduct**  
**CONSEQUENCES**

Unless otherwise noted in this handbook, the consequences for failing to follow CCECHS policies and procedures **may** result in the following based on the CCS Class Violation.

| <b>INFRACTION</b>          | <b>ACTION</b>   |
|----------------------------|---|
| 1 <sup>st</sup> Infraction | Parental Contact and/or Detention                                     |
| 2 <sup>nd</sup> Infraction | 1 day ISS/Parent Contact  |
| 3 <sup>rd</sup> Infraction | Out of School Suspension and/or Recommendation to Alternate Placement |

The Cumberland County Schools (CCS) Code of Conduct and FSU Handbook **apply to** all CCECHS students **in addition to the policies stated in the CCECHS Handbook**. Administration reserves the right to make changes as needed. Violations of the guidelines established in the CCS Code of Conduct and FSU Handbook may result in disciplinary action as indicated.

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**DRESS CODE**

*“What students wear and how they look is a reflection of pride they take in their school and in themselves.”*

The dress code will be enforced at **all times** during the FSU/CCECHS academic calendar year.

1. Shirts **completely cover the stomach, back, chest, and underarms**. Tank tops and cami tops are not allowed. No off the shoulder shirts or blouses. Straps may not be revealed.
2. Shorts or skirts must be no more than 3 inches above the knee, front or back.
3. Leggings worn under a long shirt or tunic are permitted. Leggings worn as pants are not allowed.
4. Clothing should fit appropriately. No see through tops or bottoms, sagging pants, excessively tight clothes, or holes in jeans which reveal skin above the knee.
5. Hats, toboggans, sweatbands, do-rags, or any other head or partial head coverings are prohibited at CCECHS unless for medical/religious reasons. Documentation must be provided.
6. Bedroom attire (pajamas or bedroom shoes) is prohibited.
7. No inappropriate signs, emblems, or language on clothing (including but not limited to: alcohol advertisements, pictures of weapons, pictures of drugs, sayings that have sexual connotations, phrases or pictures that are insensitive).

| <b>INFRACTION</b>        | <b>ACTION</b>                        |
|--------------------------|--------------------------------------|
| 1 <sup>st</sup> Incident | Parental notification and detention. |
| 2 <sup>nd</sup> Incident | In School Suspension                 |

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**ELECTRONIC/DIGITAL DEVICES/CHARGERS**

Cell/smartphones and digital devices including headphones **may not** be used during class time, **unless** the teacher has authorized permission to utilize these devices as part of classroom instruction. Headphones/Ear buds are **not permitted** to be **worn or draped** over the ear while in the Butler building, including the stairs.

| <b>INFRACTION</b>        | <b>ACTION</b>                               |
|--------------------------|---|
| 1 <sup>st</sup> Incident | Taken away until end of day                 |
| 2 <sup>nd</sup> Incident | Detention                                   |
| 3 <sup>rd</sup> Incident | Parent picks up device/In School Suspension |



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### **INAPPROPRIATE BEHAVIOR ON THE FSU CAMPUS**

It is imperative that CCECHS students make decisions that make a positive reflection on our school, Cumberland County Schools, and Fayetteville State University.

CCECHS students may not:

- Date or have relationship with a FSU student at any time.
- Enter FSU dorms or any other prohibited area at any time.
- Dismissed from a college class due to behavior.

| <b>INFRACTION</b>        | <b>ACTION</b>                                       |
|--------------------------|---|
| Any of the actions above | Referral to CCS Student Assignment for Reassignment |

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### **PROHIBITED AREAS**

Certain areas on campus are off-limits to students during the school day.

1. Dormitories are off limits to all CCECHS students **at all times** during the school year.
  2. FSU parking lots except when arriving to school and leaving school.
  3. Student vehicles unless arriving or departing school.
  4. All FSU food services and snack areas including the Rudolph Jones Student Center
  5. Vending machines (**until after lunch schedule is completed**).
  6. Any area that is not on a direct route to a class, supervised activity, or the dining halls during a student's assigned lunch period.
  7. Butler Theater Building unless attending a college class.
  8. All floors in the Charles Chesnutt Library except for the first floor with a pass
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### **WORKROOM**

The workroom is for **school personnel** only.

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### **VANDALISM**

Defacing or damaging walls, desks, doors, lockers, walkways, books, and other school property is a sign of disrespect and poor citizenship. School property is state property and therefore belongs to everyone. It should be treated with all due respect and care. At CCECHS we respect our school and try our best to see that it is protected from needless abuse. Students who damage or destroy CCS school property will be responsible for replacing/repairing that property. According to the seriousness of the offense, additional disciplinary action may be taken in accordance with CCS School of Conduct.

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### **REMOVAL FROM CCECHS**

Students **may** be recommend to be removed from CCECHS for any of the following reasons:

1. Noncompliance with the **CCS Student Code of Conduct, CCECHS Student Handbook, and/or the FSU Student Code of Conduct.**
2. Entering a dormitory at any time during the school year. (regardless of reason)
3. Academic dishonesty (Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above.)
4. Failure to maintain academic eligibility.

Academic Eligibility is determined as follows:

1. Students must maintain an unweighted GPA of 2.7 or higher.
2. Failure of any college or high school classes.
3. Students should earn credit for English I, English II, and Math I (if not completed in 8<sup>th</sup> grade) before the first day of their sophomore year.
4. Students must pass all ACR classes.

5. ACT-score of 17 as required by FSU.
6. **ATTENDANCE (FSU and CCECHS)**

### **SEARCH AND SEIZURE**

#### **Search Policy**

School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342 – Student Searches. The purpose is to maintain a safe, orderly environment and uphold the standards of conduct established by the Board. A “school official” is a school administrator or a school resource officer acting in conjunction with and under the direction of the school administrator. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

If reasonable suspicion exists as outlined above, searches may be conducted of a student’s person and/or personal effects, including purses, book bags, outer clothing, wireless communication devices, and motor vehicles subject to the requirements of the policy.

Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers and other school-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons.

Policy 4342 may be viewed at the CCS website, [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us)

#### **A) SCHOOL PROPERTY:**

Desks, lockers, and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

#### **B) STUDENT’S PERSON:**

The Board of Education authorizes teachers and administrative personnel who have reasonable suspicion that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body, to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable suspicion, which can be substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

*\*It is the responsibility of students to carefully read the handbook as it explains rules, policy, and expectations of Cross Creek Early College. The administration will assume all students and parents have read and understand the material contained in this book. We reserve the right to modify or change the contents as necessary.*