

Raising Expectations & Creating Higher Standards

The mission of RECHS is to empower students by maximizing their unique potential through a personalized and engaging academic experience.

School Profile

RECHS is a small autonomous public high school located on the campus of Randolph Community College (RCC) which serves a diverse student population from all over Randolph County. Through its small size, RECHS seeks to provide an environment where strong relationships are formed among faculty and students. In partnership with RCC, RECHS seeks to provide students with a challenging and engaging academic experience by connecting classroom instruction to real world experiences. Upon completion of their high school program, each student will have had the opportunity to earn either a two year Associate's Degree or up to two year's college transfer credit in addition to their high school diploma, which will assist in removing financial barriers that presently exist for some students.

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Staff Information

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Student Services/Counselor	Tina Trotter	ttrotter@randolph.k12.nc.us
Student Services/Counselor	Gloria Cheek	gcheek@randolph.k12.nc.us
Career Development Coordinator	Tiffany Edwards	tedwards@randolph.k12.nc.us
Administrative Assistant	Christy Cross	ccross@randolph.k12.nc.us
NC WISE (Student Data Manager)	Tresa Hatchett	thatchett@randolph.k12.nc.us
World History	Juanita Ray	jray@randolph.k12.nc.us
Civics & Economics	Shannon Darcy	sdarcy@randolph.k12.nc.us
U.S. History	Kathy Fleetwood	kfleetwood@randolph.k12.nc.us
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English II	Janice Grossnickle	jgrossnickle@randolph.k12.nc.us
English III	Wendy Gann	wkennedy-gann@randolph.k12.nc.us
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Math 9 th	Randy Smith	rsmith@randolph.k12.nc.us
Math 10 th	Jennifer Leahy	jleahy@randolph.k12.nc.us
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Chemistry	Beth Davis	mdavis@randolph.k12.nc.us

All high school classrooms and offices for the Early College are located on the second floor of the J. W. "Willie" Plummer Vocational/Technical (VT) Center and the RECHS modular unit located in front of the Design Center on the campus of Randolph Community College.

Students are expected to be on campus from the beginning of their first class to the end of their last class and are not allowed to come and go at will. Students arriving late or needing to leave early must sign in and/or out at the main office. Absences are covered under the Attendance Policy found later in this document.

Academic Standards

Grading System:

All classes at the Randolph Early College are Honors level classes with the exception of Algebra I & Seminar/House. All community college courses with the exception of all PE classes & SPA 111 are given Honors credit as well. The grading scale is as follows:

<u>Numerical Grading</u>	<u>Weighted Grade Point Average (GPA)</u>
A: 93 – 100	5.0
B: 85 – 92	4.0
C: 77 – 84	3.0
D: 70 – 76	2.0
F: Below 70	0.0

Grade Reports

Report Cards are distributed at the end of each nine-week period. Interim reports are distributed at the mid-point of each marking period. These will include only those classes taught by RECHS teachers. Final grades will be issued at the end of the semester for all courses; however, community college grades can be accessed through WebAdvisor each semester. Questions about RCC grades should be directed to the RECHS Liaison.

Teen Leadership Course (TLC)

The Teen Leadership Course is a required course for first year students that meets regularly throughout the school year. The purpose of TLC is to equip students with skills in order to be successful both inside and outside the classroom. To achieve this goal, students will engage in varied learning approaches that encourage critical thinking through written expression and thoughtful dialogue. TLC will also include helping students better understand themselves, how they learn and how this can be used to increase their overall success. Building a sense of community through learning to work with others in groups and in the community, at large, is also a valuable part of this course. Student assignment to TLC will be random and will allow for the development of an ongoing, meaningful, and supportive relationship between each Early College student and at least one member of the Early College faculty.

In their second year, students participate in “House” where a variety of topics related to specific student needs are addresses. During their final two-three years with RECHS, students will be assigned and meet regularly with a staff member who will serve as their advisor.

Academic Assistance

If you are having difficulty in a community college course, you should first contact your instructor or the College Liaison to find out what types of academic assistance may be available. SmarThinking is an online tutoring program available 24 hrs/day, 7 days/week & free of charge for RCC students. This program allows for a student to get personalized assistance from a tutor via the computer. Also, know that any high school staff member is here to provide support if and when needed as well. Other types of academic assistance are discussed elsewhere throughout this handbook.

Testing Guidelines

In addition to completing the required credits and state requirements to obtain a high school diploma in North Carolina, a student must pass the following five End-of-Course tests; **English I, Algebra I, Biology, Civics & Economics and U.S. History**. Students must also take the *NC Writing Test* in the 10th grade and complete a Graduation Project during their senior year.

Plan of Study

RECHS students begin taking high school and college courses their first semester. Students must complete at least 13-14 College Courses in order to get their high school diploma from RECHS. Early on and periodically throughout their time with RECHS, students will meet with staff to discuss their individual plans for continued study and their progress toward their diploma/degree. Ultimately, it is the goal of RECHS to assist each student in obtaining either an Associate of Arts degree or two years of transferable college credit in addition to their high school diploma in four to five years. This, however, is largely dependent on each student’s individual plan of study and so it is very important that students carefully consider course selections. It is also very important that students do their best in all courses so they do not fall behind in their progression of coursework. **Students and parents are encouraged to talk with a school counselor or the College Liaison at any time they have questions or concerns about their student’s individual plan of study.**

School Hours

Campus Open for Regular Business	8:00am
School Office Hours	8:00am – 4:30pm
Teacher Workday Hours	8:00am – 4:30pm
Student Class Hours	9:00am – 4:00pm

Early Dismissal/Late Arrival to School

Because of the importance in all students being present to participate in classroom discussions and activities, students are encouraged to make doctor’s appointments, etc. either before or after school. When this is not possible, students must sign in at the Main Office either upon arrival or before leaving for such appointments. Absences will be excused and missed work allowed to be made up according to the Attendance Policy. Students must be in attendance for ½ of a class period to be counted present.

Attendance, Tardies and Make-up Work

North Carolina requires 135 hours of instruction for course credit to be awarded to a student. For information concerning attendance and course credit; refer to the following pages of this planner as well as *Randolph County Schools Board Policy printed in the Student Information Guide and Code of Student Conduct*.

Regular attendance by every student is mandatory: "Every parent, guardian or other person in this state having charge or control of a child between the ages of seven (7) and sixteen (16) years (or) under age seven (7) who is enrolled in a public school in grades K-12... shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." (Public Schools Laws of N.C.: G.S. 115-C-378)

Attendance Policy: Upon the sixth (6th) absence in a semester course, an Early College student is placed in failing status and must make up time in that course in order to receive course credit. Failure to do so will result in loss of credit. This also applies to community college courses due to the granting of dual credit for College classes. Students must be in attendance for 1/2 of a class period to be counted present for that class. To be counted present for the school day, a student must be present in school at least one-half of the student's instructional day.

Lawful Absences

When an absence occurs due to any of the following circumstances, the absence shall be coded as lawful:

- When an illness or injury occurs which prevents the student from being physically able to attend school.
- When quarantine is ordered by the local health officer or the State Board of Health to isolate a student from the general population.
- When there is a death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student.
- When the absence is due to a medical or dental appointment.
- When the student is a part of a court proceeding or administrative tribunal if the student is a party to the action or under a subpoena as a witness.
- When the student participates in a religious observance in accordance with local board policy and **has prior approval of the principal/designee.**
- When the student is involved in a valid educational opportunity. **The absence and activity must have prior approval from the principal/designee.**

Tardies

Students are expected to be on time to all classes. Tardiness to class causes a disruption in the learning process and students who are habitually tardy will be referred to the School Administration for further disciplinary action. Please be aware that for class attendance purposes, 3 tardies equal 1 absence.

Waiver Procedures

A student may apply to the principal for a waiver for lawful absences due to extenuating circumstances. **This request may be submitted only after the student has reached six (6) absences for semester-long courses/program.** The principal/designee will review waiver requests and provide immediate written notification to the parent of the decision. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request.

Procedure for Students Returning to School after an Absence

The student shall submit appropriate documentation as to the reason for the absence(s) within three days of returning to school. This documentation may include written notes/verification from parents, medical professionals, court officials or other such agents related to the absence. School officials may further specify documentation which they require. Failure to submit appropriate documentation will result in the absence being coded as unlawful.

Upon reaching the 6th absence, students should make arrangements with individual teachers to make up missed time in order to obtain course credit. If time is not made up for absences over 5, students will not receive course credit.

Make-up Work for Lawful Absences

Students are permitted to make up all work missed during a lawful absence(s). Students are responsible for finding out what assignments are due and completing them within the specified time. All work must be made up within three school days following the student's return to school unless the principal/designee determines that extenuating circumstances might support an extension of this time restriction. A "0" will be recorded for any work not made up within the specified time. **Make-up work for college classes will be under the direction of the college faculty.**

Make-up work for Unlawful Absences/Suspension-Type Absences

Students who are absent for unlawful purposes (those absences which do not fall under "Lawful Absences" stated previously) or whose absences are due to a suspension from school will be provided the opportunity to take any quarterly, semester or grading period examinations missed during these types of absences. They will not, however, be allowed to make-up the time for attendance policy purposes.

Visitors on Campus

RECHS welcomes visitors on campus; however, we ask that all individuals respect the learning environment while visiting with us. Visitors are defined as anyone other than college personnel, officially enrolled students, and other college officials. Visitors are asked to check in at the Main Office of RECHS upon arrival at the school. Visitors who do not comply with these requirements or who otherwise interfere with the normal functions of the school day will be asked to leave.

Emergency Drills – Crisis Intervention Plans

State law requires schools to have a fire drill to practice safe, timely evacuation. There is a plan for evacuating the buildings in case of a fire or other emergency. A tornado drill is held in the spring. There is a plan for locking-down the school as a safety precaution. Faculty and staff shall explain procedures to students. Students are expected to adhere to procedures and follow all directions.

Inclement Weather

The Randolph Early College High School will follow the policy of Randolph County Schools (RCS) with regard to inclement weather. Therefore, when RCS are closed, RECHS will be closed as well. If RCC is not closed, families should use their personal judgment in determining whether the roads are safe enough to travel on to attend RCC courses. The College Liaison will advocate for students in such circumstances. In the unlikely event that Randolph Community College is closed and RCS are open, high school classes will meet.

Inclement weather information, including closings and delays can be found in the following locations:

- Visit the RCS web site for message (www.randolph.k12.nc.us)
- Visit the RCC web site for message (www.randolph.edu)
- Call 336-633-0200 for voice mail message
- WGHP-TV (www.fox8wghp.com)
- WXII-TV (www.wxii12.com)
- WFMY-TV (www.wfmynews2.com)

Other Unusual School Days

On other days when Randolph County Schools are not in session (such as the first 2 weeks of RECHS classes, RCS workdays, etc.) and RECHS is open, parents are responsible for providing transportation to and from the Hub site, which is the high school in each attendance area., with the exception of Wheatmore, which meets at Trinity High School.

No Harassment Policy

Randolph Early College High School and Randolph Community College are committed to maintaining a learning and working environment that is free from discrimination and in which students and employees at all levels can devote their full attention and best efforts to their studies and their jobs. The Randolph County Board of Education, in compliance with federal regulations, has established the policy that no person shall, on the basis of sex, race, color, creed, national origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Should there be a desire to file a complaint the procedure would be to file the complaint in writing to the coordinator for *Title IV*. **Please reference Randolph County Schools Student Information Guide and Code of Conduct for more information on this policy.** (Reference: RCS School Board Policy 4300)

School Fees

9-13 Instructional Supply Fee	\$ 6.00
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Physical Education, 9-13	\$ 2.00
Science, 9-13	\$ 5.00
Parking	\$ 5.00

Students who need a waiver for fees listed above should see the principal or a school counselor.

Please be aware that books purchased for use in RCC courses are the property of Randolph Early College High School and cannot be sold by the student. If a student wishes to keep a book for personal use, the school has agreed to allow this, but a student must get permission from school administration and may not sell them.

Parking Policy

All vehicles must be registered with RECHS and RCC. Failure to do so may result in a fine or towing of your vehicle. Those interested in obtaining a parking permit need to see Christy Cross.

Insurance

Students are NOT automatically covered by Insurance when an accident occurs on school grounds.

Therefore, insurance for dental and/or student accidents is available. Information on these plans, along with a health care plan, is included in a brochure to be given to students. The brochure contains a payment envelope. **PAYMENT SHOULD BE MADE DIRECTLY TO THE COMPANY.** The brochure should be kept by the parent for future reference as a summary of coverage and how to file a claim. Please take a minute to review the plans available. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENT ACCIDENTS** occurring in the school unless negligence is proven on the part of the school. Unfortunately many parents are not aware of this until it is too late.

Food Services

Lunch only will be brought on-site from a neighboring school to provide a balanced meal option for Early College students. The cost of this **lunch** for the coming school year is **\$1.85**. Payment will be made at the time of food delivery and can be paid for by cash or check. We strongly encourage that payment be made by the week or that exact change be used when purchasing lunch. There is also an option of paying on-line with a credit or debit card, but additional fees apply. Those interested in online payment should go to the Randolph County Schools website at www.randolph.k12.nc.us, click on the parent link, then "school menus", and finally "lunch prepay". Food service is also available in the Armadillo Café located in the Student Services Center adjacent to the J.W. "Willie" Plummer Center. Vending machines located in this area also provide snacks, soft drinks, coffee, confections, etc.

Smoking/Eating Policy

Smoking (and use of other tobacco products) by high school students is not permitted on the RCC campus. No food will be allowed in Early College classroom. Water bottles will be allowed, but lids must be on bottles when not in use. Students are expected to follow the individual policies of each community college instructor regarding eating and drinking within their classroom.

Cell Phones, Pagers, and Other Electronic Devices

The learning environment should be free of all unnecessary distractions. *Therefore, it is expected that no cell phones be seen or heard while on the second floor of the VT Bldg. or the in the RECHS modular unit.* Community college instructors will likely have individual policies related to the use of electronic devices in their classroom and students are expected to abide by these policies as well. *Other electronic devices, such as iPods, MP3s, etc., should only be used outside of the classroom environment, unless approved by the instructor. Personal laptops are allowed at RECHS; however, they are only to be used for educational purposes. Misuse of any of these devices can result in disciplinary action. Please be aware that RECHS is not liable for damages to any personal electronic devices brought to school.*

Withdrawing From College Courses

Students experiencing difficulties with college classes should bring this to the attention of the principal, counselors, Liaison or other Randolph Early College teacher immediately in order to receive benefit

from the various academic supports available to high school students. In order to withdraw from a college course, the student must receive permission from the principal and complete appropriate paperwork with the Liaison. Before this process can even begin the student should have (1) completed all assignments in the course up to date, (2) utilized all academic support resources available to them such as the RCC writing lab, SmarThinking, staff members, and (3) met with the college instructor. The college liaison can assist with this meeting.

Requesting Transfer to Traditional High School

Students requesting transfer to traditional high school must complete transfer paperwork available from the Principal's office. Transfers are typically only granted at the end of the school year.

Driver's License Guidelines

All Randolph County School Students are eligible for public school driver education at no cost, provided such students are 14 ½ years old. Please go to www.randolph.k12.nc.us/drived.htm or call the Driver Education office at (336) 318-6025 for more information.

Legislation links school performance to driving privileges. Students under the age of 18 will lose their driving privileges if they do not perform adequately in school. Students must pass at least 70% of their classes each semester to maintain driving eligibility for the following semester. **A parent must come with a student to the Early College to complete an eligibility certificate in Student Services before they can go to DMV to receive a driving permit or license.**

Behavior Expectations

Randolph Early College High School has a "0" tolerance policy for fighting. If it is determined that a student has been involved in a fight on school campus at any time that student will lose their right to attend RECHS.

The behavior expectations of all students are grounded in respect and responsibility. Students are expected to show respect for themselves, the school, the college, and others; they are also expected to take responsibility for their actions and their own learning. The following behaviors (although not an inclusive list) are detrimental to the learning process and therefore violate the demonstration of respect and responsibility.

- Academic dishonesty as outlined in the Randolph Community College Catalog
- Theft, misuse, or damage of Early College or College property
- Violation of the drug-free campus policy of Randolph Community College
- Mental or physical abuse of any person on the campus
- Excessive use of profanity, obscene and offensive language or conduct
- Intentional obstruction or disruption of teaching, learning or administrative functions
- Violation of the RCS (Randolph County Schools) or College weapons policy
- Setting off a fire alarm without reasonable belief that the need for such an alarm exists
- Gambling on campus
- Smoking and/or using any form of tobacco product in any building on campus
- Violation of any part of the Randolph County Board of Education Policy on Student Behavior Expectations (immediately following this document)
- Violation of any part of the Randolph Community College Code of Conduct (see College Catalog)
- Violation of the Randolph County Board of Education Student Dress Code as presented in this document

Students who disrupt the learning environment by failing to follow the outlined Behavior Expectations will face disciplinary action which may include removal from the classroom or course, forfeiture of the ability to take college classes, detention or suspension.

****ZERO TOLERANCE OF VIOLATIONS OF THE STUDENT CODE OF CONDUCT FOR RANDOLPH COMMUNITY COLLEGE****

The following is for **your** safety and welfare:

The Randolph Community College Student Code of Conduct states, "The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of a College official, a student's conduct disrupts or threatens to disrupt the College community, appropriate

disciplinary action will be taken to restore and protect the sanctity of that community.” The Student Code of Conduct also states that “students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of scholarship and behavior.”

Prohibited behavior includes but is not limited to: “academic dishonesty; misuse, damage, or theft of college property; drug or alcohol use; lewd, indecent, or offensive conduct or apparel; mental, physical, psychological, or verbal abuse; sexual harassment; possession or use of a firearm, incendiary device, explosive, or other weapon; forgery; unlawful conduct; or other behavior deemed by college officials to be a violation of commonly accepted standards of decency and safety, or which threatens the learning environment of students or the working environment of faculty, staff, and administration, will not be permitted on campus or at a College-sponsored activity.”

Randolph Community College holds to a “zero tolerance” practice that will NOT allow students to disrupt or threaten its learning environment. We do not tolerate weapons of any kind, illegal drug sales or use, gang activity, fighting, physical or verbal abuse, or threats of physical action against another individual on campus. If an act of misconduct occurs at this level and threatens the health, well being, function, or orderly conduct of a class, person, activity, or the College as a whole, the following actions **will** be taken:

1. The instructor or other College official will immediately suspend the student from the class, function, or activity, as well as the campus.
2. The School Resource Officer or evening coordinator will be contacted to escort the student off campus.
3. After investigating, the vice president for student services will make the decision as to whether the student may return to campus, is suspended for a period of time appropriate to the infraction, or is permanently expelled.

The president and the vice president for student services are authorized to **expel immediately** any student who commits behavior that is prohibited by federal, state, or local laws.

If you have questions about RCC’s policy or procedure you may consult the catalog on our web site or contact a college official for explanation or clarification.

We appreciate your disciplined behavior on our campus.

The College Administration

Student Dress and Appearance

The Randolph County Board of Education and Randolph County Early College High School respects a student's right to choose his or her style of dress or appearance. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements and expectations of a school-learning environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. The principal or the principal's designee shall handle student violations of this policy. The first violation of this policy will result in a warning and a parent contact. The second violation during the same school year may result in a short-term suspension from the school for up to ten (10) days. A third or subsequent violation during the school year may result in long-term suspension for the remainder of the school year.

Early College High School staff will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed in the Randolph County Schools Student Code of Conduct shall be included in all school guidelines and shall apply to all students. Reasonable accommodation will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school.

Concerning Your Family Privacy Rights

Privacy of Students:

RECHS protects the privacy of student in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the “Act”), as amended, enacted as section 444 of the general Education Provisions Act. Under this Act, students have the right to

- (1) Inspect and review their education records. Students should submit to the Registrar, Dean of Student Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

- (2) Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights
- (3) Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular section 99:31) authorizes disclosure without consent
- (4) File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the College to comply with the requirements of the Act.

RECHS does disclose education records to college officials, including faculty, who are determined to have a legitimate educational interest. Upon request, RECHS may disclose directory information (information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if revealed). The RECHS has designated directory information to be the student's name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. RECHS and RCC may disclose any of the above items without prior written consent, unless notified in writing to the contrary. Notification to RCC must be made to the Office of the Registrar within seven days after registration of the current term of enrollment. Notification to RECHS must be made to Administration.

Under the Act, the college generally may not disclose personally identifiable information to the parents of an "eligible student" (who is 18 years of age or is attending an institution of postsecondary education) without the written consent of the student.

Internet Use Policy

Randolph County Schools system provides access to the Internet within the Early College High School. The system provides filtering services on computers owned by the system. It is important to note, however, that Early College students will have access to information resources at RCC, including the internet, which are not filtered or blocked. Most students who use the internet at RCC are adults and therefore information access is not restricted. *RECHS students are not permitted to visit internet sites such as www.myspace.com or www.facebook.com at any time during the school day. If students are found to be doing this, disciplinary action will be taken.*

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT

Because of the Early College program, Randolph Community College (RCC) was inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA) during 2006. The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan. Interested parties should contact the Principal or the LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. Results of each periodic surveillance are included in the Management Plan.

Any questions concerning the school's Management Plan can be directed to Allen Kerns, the Randolph County Schools LEA Designee, at 318-6096.

Reporting Child Abuse

Child abuse is physical – shaking, hitting, beating, burning or biting

Child abuse is emotional- constantly blaming or putting down a child; excessive yelling, shaming

Child abuse is sexual – any forced sexual activity

Child abuse is neglect - a pattern of failure to provide for a child's physical needs, such as food, clothing, shelter, and medical care; a pattern of failure to provide for the child's emotional needs, such as affection, attention, and supervision

**To report child abuse you can (1) talk to a trusted adult such as a family member, school counselor or other school personnel; (2) call the Child Abuse Hotline at 1-800-4-A-CHILD (24 hrs/day) (3) call the local Dept. of Social Services at 336-683-0200(24 hrs/day).

Randolph Community College Resources

Note: The resources and policies discussed below do not reflect an all-inclusive list of information in each topic. Please find detailed explanations of all services and policies in the 2010-2011 RCC Catalog or at www.randolph.edu

Campus Store & Armadillo Café

In an effort to provide facilities that will make the educational process more complete, RCC provides an attractive Campus Store and the Armadillo Café. The Armadillo Café is located beside the Vocational/Technical Center where RECHS is located. The Campus Store is located behind the Café'. Hours of operation for both vary so look in your RCC agenda or visit www.randolph.edu for more info.

R. Alton Cox Learning Resources Center (LRC)

The LRC includes the library, an open access computer lab, and the Department of Distance Education and Instructional Technology. A Writing Lab is also located in the LRC where students can receive assistance. The LRC is also home to a theater with 204-seat capacity. The LRC is located in front of the Armadillo Café and adjacent to the Vocational/Technical Center. Hours of operation for the library, computer & writing labs vary so please look at your RCC agenda or visit www.randolph.edu for more info.

Academic Probation (Standards of Progress)

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, diploma, or degree. At the end of each semester a student's cumulative grade point average is examined. For the purpose of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted (for which grades of A, B, C, D, F and WF are received).

Curriculum students who have attempted at least 12 credit hours and have a cumulative grade point average below a 2.0, will be placed on academic probation at the end of the semester.

When a student is placed on probation he/she is notified in writing by the registrar's office. Any student on academic probation must complete an academic plan with his/her instructor(s), student services counselor, academic advisor, and registrar after being notified of his/her probationary status and before being allowed to register for classes. **RECHS students should bring their letter to College Liaison and she will assist them with the necessary steps. If you do not bring your letter to her and complete all the necessary steps, you will not be allowed to register for courses with RCC in the upcoming semester.**

Students must also have an overall grade point average of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards in order to graduate. Curriculum students on probation who fail to make satisfactory improvement in their grade point averages, i.e., at least a 2.0 term grade point average during the term they are on probation, will be placed on academic suspension, which means the student is not eligible to register for curriculum courses the following semester. In order to be readmitted, a student must send a written request to the vice president for student services. The request should be made at least one month prior to the beginning of the semester in which the student wishes to return. **College Liaison, RECHS liaison, will assist in this process as well.**

CampusCruiser/WebAdvisor/SmarThinking Instructions For Students

To access WebAdvisor, please open a web browser and enter the following address:
<http://cruiser.randolph.edu>. You must access WebAdvisor & SmarThinking through CampusCruiser.

If you have logged in before:

1. Enter your username and password and click the "Login" button.
2. Click on the WebAdvisor tab.
3. Click on the Student subtab (located on the dark blue bar directly under the WebAdvisor tab).
4. Select an option from the menu on the left.

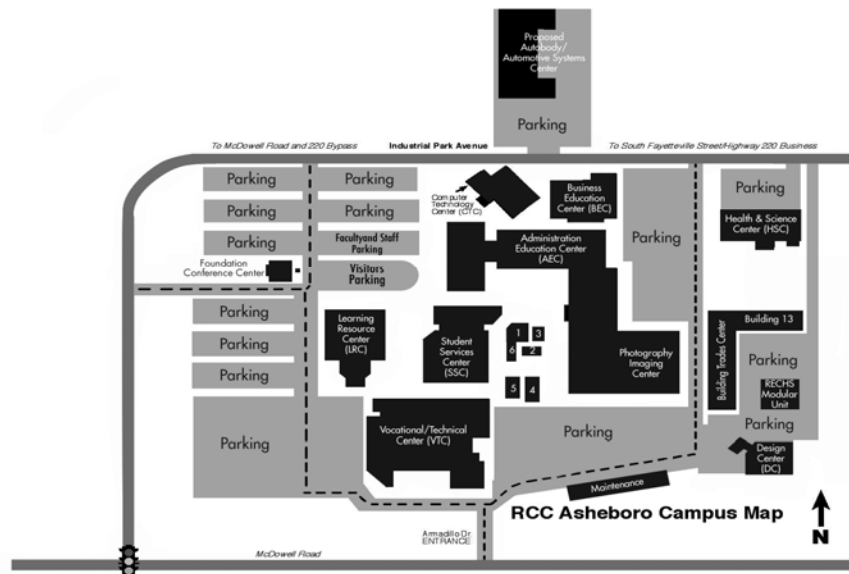
If you have never logged in before:

1. You can retrieve your username by clicking the “What is My Login ID?” link from the menu on the left.
2. Enter your last name and EITHER your social security number OR RCC ID number in the fields provided.
3. Your username will then be given to you.
4. Your password is set by default to the last six digits of your social security number. You will be prompted to change it the first time you login.

If you have trouble logging in:

1. Use the “If you have never logged in before” instructions to verify your username is correct.
2. If you are unable to log in and need assistance, please email ctechsupport@randolph.edu or call 336.625.1573. Please have your name, birthdate, and last six digits of your social security number available.

Randolph Community College Map



Keys to Success at the College Level

To help you in your efforts toward success at RECHS, we are providing some wonderful study suggestions and generally helpful advice.

First, understand the differences between high school and college environments in the following areas: freedom, responsibility and accountability; tuition and textbook costs; and instructor policies regarding attendance, grades, makeup work, testing, etc.

- (1) At the college level, students will have more freedom; however, they will also be expected to manage that freedom as an adult, not as a high school student. This means they will have to accept more responsibility for their actions, behavior, and performance in class. If problems occur in these areas, the student, not the parent, must handle them and be accountable for them.
- (2) Normal, students would have to pay tuition and purchase textbooks. Under the special provisions of the Learn and Earn grant, however, tuition and books are provided. As a result, the individual high school student saves hundreds of dollars each semester.
- (3) High school instructors may offer students numerous chances to complete work and to make up work missed. College instructors typically do not follow such practices. For instance, if students

fail to show for a test or exam, they would likely receive a “0” zero with no opportunity for re-test. Additionally, college instructors do not generally offer extra credit.

- (4) High school students are usually 14-18 years of age. College students generally are much older, especially community college students. Many of these students may have been displaced from their jobs and are seeking additional education to acquire new employment. They are very serious about having the opportunity to attend college; and they expect all students, regardless of their age, to also be serious.

Second. follow these helpful hints:

- (1) Attend class every day.
- (2) Be on time to every class.
- (3) Be prepared for every class with completed assignments, writing utensils, and notebook/paper.
- (4) Be attentive and respectful everywhere you go. You are the face of RECHS!
- (5) Be responsible for finding out what you missed when absent, for doing that work, and for giving it to your instructor.
 - Use a “study buddy” or partner to keep you informed when absent
- (6) Read each course syllabus.
 - Make a calendar of all assignment due dates and deadlines.
- (7) Complete all assignments as directed and to the very best of your ability.
 - Go beyond what is required or expected.
 - Go for the highest grades; don’t be satisfied with just passing.
- (8) Stay on task:
 - Do what you are supposed to do when you are supposed to do it.
 - Be an engaged learner:
 - Always take GOOD notes!
 - Review notes each night.
 - Ask questions if you get confused or need clarification. There are no stupid questions!
 - Schedule an appointment with your instructor to discuss any problem

Third. understand these college terms: (from *How to Get Good Grades in College* by Linda O’Brien)

Academic Probation: Students are placed on academic probation when they are in danger of being dismissed from school because of low grades.

Articulation Agreement: This is an agreement between a community college and a four-year university regarding the transfer of credits.

Associate’s Degree: Students who successfully complete a two-year program receive this degree.

Bachelor’s Degree: Students who successfully complete a university four-year program receive this degree.

Course Numbers: Courses in the 100 series are generally for first-year students; courses in the 200 series, for the second-year students, etc. Courses with numbers below 100 are developmental courses and cannot be counted to fulfill graduation requirements.

Credit Hour: Generally, the number of credit hours assigned to a course indicates the number of hours the class meets per week. A three-hour course usually meets for three hours each week. Lab classes usually meet for longer periods.

Drop/Add: Students who want to drop or add a course must see the College Liaison to acquire and complete the necessary forms before the official drop/add deadline.

Elective: Elective courses are not required courses but those chosen or “elected” by the student.

Major: A major is the academic area that a student has chosen to study in depth.

Prerequisite: When students must take one particular course before they are allowed to take another, the first course is called a prerequisite. Example: ENG 111 is a prerequisite to ENG 112.

Syllabus: A document that is given to each student during one of the first class sessions that contains specific information about the course, such as information on how, where and when to contact the instructor; an outline of information to be covered; a schedule of assignment due dates and test dates; the grading policy for the course, classroom rules, etc.

Transcript: A transcript is a copy of the student’s cumulative academic record. It lists all courses taken and all grades and credits earned.

Tuition: Tuition is the amount charged for academic instruction. Tuition for RECHS students is paid for through grant funding.

How parents can help their Raven fly:

1. Your student WILL have homework every night. Yes, they do have time built into each day to help decrease the amount of work they take home, but they will still have something they need to work on each

night. It may consist of anything from completing a project to reading ahead for a community college class, so do not take "None" as an answer to the homework question.

2. A regular time and place set aside daily for homework is a good idea. Make sure the place is free from unnecessary distractions.

3. Talk with your student about what they are learning in school. Ask them to show you what they are working on.

4. Do not hesitate to contact the school if you have questions or concerns about your student or their performance in school. Contact information is located in this handbook.

5. Be as involved in the life of the school as possible. Serve on a committee. Chaperone a dance. Attend parent workshops offered to support your role in parenting a teenager.

6. Hold high expectations for your student and accept nothing less than their personal best. Research supports a strong relationship between high expectations and student success.

7. Be your student's best cheerleader. Tell them daily that you believe in them and their ability to achieve their dreams and goals.