

Mayland Early College High School

Home of the Timberwolves



Serving
Mitchell, Avery and Yancey Counties

Student Handbook

2010-2011

Motto: Where Dreams Begin

**P.O. Box 547
200 Mayland Drive
Spruce Pine NC 28777
828 766-3794**

Angela Burleson, Principal
aburleson@mayland.edu

STATEMENT

Students that apply and are accepted to Mayland Early College High School become members of a small, student-centered academic community. Through the collaborative efforts of students, teachers, parents/guardians, business, community, and Mayland Community College, we create a culture that fosters respectful and responsible citizens. Students experience an innovative and flexible approach to learning, which enables them to meet rigorous academic standards. Upon completion of Early College High School, students have to opportunity to be awarded both a North Carolina High School Diploma and an Associate's Degree from Mayland Community College.

THE 5 R's / TOOLS FOR SUCCESS

R IGOR	Incorporating high expectations for all students in all classes
R ELEVANCY	Linking classroom experiences to real world applications to enhance understanding
R ELATIONSHIPS	Building a foundation that fosters growth, success, and accomplishments throughout life
R ESPECT	Appreciating the similarities and differences between one's self and others, and recognizing the importance of valuing one's surroundings
R ESPONSIBILITY	Taking ownership of one's actions regardless of the consequences

School Colors: Royal Blue, Black, Silver

School Mascot: *Timberwolves*

Please read this handbook and share it with your parents/guardians. It is important that you become familiar with the basic policies and procedures at MECHS and Mayland Community College.

CONTACT INFORMATION

The MECHS offices are open Monday through Friday, 7:30 am until 3:30 pm.

Mailing Address: Mayland Early College High School
PO Box 547
Spruce Pine, North Carolina 28777

Physical Address: Mayland Early College High School
264 Mayland Drive
Spruce Pine, North Carolina 28777

Telephone: (828) 766-3794

Fax: (828) 765-0728

Website: mechs.mayland.edu

Location: Administrative offices and classrooms are currently located in the Phillips Gwaltney Building, sharing the space with Phillips-Gwaltney Child Development Center preschool.

EARLY COLLEGE FACULTY AND STAFF

Principal:	Angela Burleson
Secretary / Data Manager:	Diane Edwards
Counselor:	Elaine Wyatt
College Liaison:	M. Elizabeth Silvers
Teachers:	Marie Hunnicutt, English Jeff Lavoie, Science Mike Lahm, Math Jennifer Robinson, Social Studies



EARLY COLLEGE PHILOSOPHY

MISSION: The Mayland Early College High School provides a personalized learning environment to create a seamless curriculum between high school and college, and provides work-based experiences to students through rigorous, relevant, and responsive instruction emphasizing relationships and leadership development.

VISION: All students will be contributing citizens in a global educational or business environment.

CORE VALUES: We will be known, above all, as a high school with high academic and behavioral expectations.

- We must put in place the necessary bridges and support structures to ensure student success.
- Class time is sacred and will not be interrupted except for emergencies.
- Our school's primary role will be to personalize learning and instruction.
- Teachers and students are leaders and will have broad decision making responsibilities as the school continues to develop.
- Writing and reading will be an instructional focus in every classroom.
- Professional development is essential for school improvement.
- Reaching our goals is a result of building positive relationships among students, families, school personnel, and the community.



All educators, students, and parents deserve respect.

MECHS 10-MONTH CALENDAR

This information can also be found on our website (www.mcsnc.org) under the Calendar link.

PARENT/TEACHER CONFERENCES

School wide conferences will be scheduled on two times each year, generally from 1:00-6:00 p.m. Parents of students who are experiencing challenges will be contacted to set appointment times.



The principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress or concerns of the student. Such conferences are highly desirable for they are beneficial to the student, parent/guardian, and teacher.

Parents may call the school to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian.

Conferences with all of a student's teachers may be made by calling 766-3794 ext. 301. These conferences may be scheduled before or after school on certain days of the week.

DAILY SCHEDULE

Please be reminded that students should not be dropped off before 7:30 am unless in a supervised situation, and should be picked up by 3:00 pm unless staying for a supervised activity. **School office hours will be between the hours of 7:30-3:30. We cannot guarantee supervision outside of that time frame.**

"SUCCESS" TIME

"SUCCESS" time is scheduled each day for 35 minutes. This time will be spent developing the 5 R's. We believe this time will be critical in developing quality communication skills as well.

CALENDAR AND TRANSPORTATION GUIDELINES

Mayland Early College High School serves three counties. However, MECHS will follow the school calendar for the Mitchell County School System. Each county will provide transportation for students to and from the Early College. Students will ride the bus to their base high school where they will transfer to the Early College bus to Mayland Community College. Classes will begin at 8:30. Beginning in Year 3, students may be responsible for providing their own transportation to and from school, due to the variety of individual schedules. Afternoon buses will leave the campus each day at 2:30. **If students' transportation differs from their norm, MECHS requires students to bring a note from parents / guardians and approved by an administrator on file in the office.**

When Mitchell County Schools are in session students at the Early College when be expected to be there. Therefore, on the rare occasions that Avery and / or Yancey school systems are not in session and Mitchell County is the Early College will run a Limited Transportation Schedule. A limited transportation schedule means that students **will not** be picked up at their homes, but parents/ guardians would need to drop them off at either Mountain Heritage High School, Avery High School, or at Mayland Community College. Students would also need to be picked up in the afternoon at these locations.

Of course parents/guardians may choose to drive students to campus. Please be advised that classes will begin at 8:30 am. Students arriving on campus before 7:30 am will not be supervised. Parents should bring their child to the designated drop-off area. Individuals who drive and park on the Mayland campus are expected to follow all college and law enforcement regulations.



FOOD SERVICE

Because of limited food services we will not be able to provide food outside of our breakfast time or a student's assigned lunch time.

There is a designated lunch period and students must eat during the lunch period assigned to them. Please observe the following rules in the dining space.

1. Students who use free/reduced lunch numbers under false pretenses will be subject to paying for that lunch and to disciplinary action.
2. Everyone must dispose of his/her paper, dishes, eating utensils, and trays when he/she has finished eating. Students should also help wipe off tables and push in chairs.
3. Student behavior in the dining room should be based on courtesy and cleanliness.
4. No prepared restaurant food may be brought on campus during school hours.

	Breakfast	Lunch
Grade 9 (paying)	\$ 1.00	\$ 2.00
(reduced price)	.30	.40
MCS Child Nutrition reserves the right to change prices.		

EXPECTATIONS

MECHS expects students to make choices that promote their own safety and the safety of others on campus, to avoid behaviors that may jeopardize their academic success, and to act maturely and with integrity.

In addition to the following expectations, students must also follow all Mayland Community College guidelines for student behavior as outlined in the MCC student handbook. Because our students are also MCC students, they may be subject to the discipline policies of the college as well.

SAFETY

Every Early College student and staff member has the right to feel safe at school. Due to recent events, the schools of this nation no longer have the option to consider any threat too bizarre to be taken seriously. Any student who hears another make a threat about harming someone at the school is encouraged to report this immediately to an adult. Each of these reports will be kept in strictest confidence and investigated fully at that time. It is the responsibility of every person to ensure MECHS and MCC are safe and orderly places where learning is the greatest priority. Concerns about safety or anything that might place the Early College high school or MCC at risk should be reported immediately to the principal, to a staff member, or to the front receptionist desk (828) 766-3794. **Please be reminded that the Mitchell County Schools Code of Conduct and Mayland Community College rules apply in addition to the rules listed here. Failure to follow these rules may result in disciplinary action.**

MECHS is located on the MCC campus; therefore; immediate problems or concerns that would traditionally be addressed by the School Resource Officer will be under the authority of the MCC Campus Security. The School Resource Officer will be informed.

COMPUTER SAFETY (*whether MCC property or MECHS property*)

- 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 MECHS laptop.
- Students should be sure to return the laptop with its cord to the charging cart as soon as they are finished using the computer. It should be plugged in to the cart.

Inappropriate sites include but are not limited to:

- Any social networking sites (i.e. myspace.com., facebook.com, instant messaging, etc.)
- Youtube.com
- Gaming sites
- Music sites



- Any other sites which contain material that is offensive or inappropriate at school

All students will be required to sign an Internet use policy with the Mitchell County Schools to be able to use the Internet.

LOCKERS AND LOCKS

Students will be assigned lockers and must use only the locker that has been assigned to them. Students must use a combination lock to secure their locker. Students are responsible for the upkeep of their locker. No posters, writing, stickers, or insignias, are permitted on or in the lockers. The school will not be responsible for articles or books lost from a student's locker.

THEFT PREVENTION

The best method of theft prevention is to be conscious of the possibility of theft occurring and strive to eliminate those opportunities. All students and employees of MECHS have a responsibility in the area of theft prevention; however, the school cannot be responsible for items that are lost or stolen.

FACULTY WORKROOM

The faculty workroom is a place for school personnel only. Students should not enter the workroom without permission from a faculty member.

CARE OF SCHOOL PROPERTY

Responsible students and good citizens need not be reminded that MECHS and MCC facilities should be respected in every way and kept in top condition. 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 MECHS we respect our school and try our best to see that it is protected from needless abuse. Needless to say, anyone who damages or destroys school property will be responsible for replacing/repairing that property. According to the seriousness of the offense, additional disciplinary action may be taken.

OFF LIMITS AREAS

There are certain areas on campus that are off-limits to students during the school day. They are as follows:

1. MCC parking lots
2. Student vehicles
3. Snack machines (from 7:30 a.m. – 2:30 p.m.)
4. Any area that is not on a direct route to a class, supervised activity or meal.
5. All grassy or decorative planting areas.



LATE ARRIVALS / EARLY DEPARTURES

There may be times when a student must arrive late to class or leave school early due to medical, dental, or other appointments. Parents who bring students to school after 8:30 should call or come in to inform us that the student will be late. Students must sign in with the school secretary before being admitted to class. Likewise, students who must be picked up before 2:00 must make arrangements prior to the pickup with the office. A note documenting appointments needs to be turned in to the secretary immediately upon return to school.

TOBACCO

The use or possession of tobacco is not permitted by Mitchell County Schools and is therefore against school rules. Beginning January 1, 2010, Mayland Community College will be a tobacco free campus. Students in violation of the tobacco-free rules will be subject to discipline from both the high school and the college.

DRILLS AND EMERGENCIES

Tornado drills and fire drills will occur at various times during the school year to assure safety of students in case of such emergencies. All accidents, no matter how small, need to be reported to the office. If a student becomes ill at school, he or she should report to the main office. If the student needs to go home because of illness, the office will make the necessary arrangements. *In case of emergency, the administration has the authority to call the ambulance service.* Parents will be notified as soon as possible.

STUDENT ACCIDENTS

All accidents must be reported and documented in the office.

SCHOOL INSURANCE

For a minimal cost, school insurance is available to all students. All students will be given information and a list of possible options at the beginning of the school year. All athletes are encouraged to purchase school insurance.

LUNCHROOM CONDUCT

Students are expected to be courteous and considerate of others in the "designated eating area." Students are to leave tables clean, throw all trash into trash cans and put trays away. Students are not permitted to break in line. Once in line, they cannot leave and then return to their place; they must move to the back of the line. Throwing food will not be tolerated. It is considered a disruption of school and defacing property and will result in disciplinary action.

BACKPACKS

Backpacks and carry bags may be carried to and from school. Classroom teachers may require backpacks to be stored in students' lockers. Backpacks and carry bags are subject to being searched at anytime if justification exists or if found outside a locker during the school day.

STUDENT CODE OF CONDUCT

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it should be at the heart of your education. By developing the habit of discipline, you develop self-control, self-respect, character, orderliness, and efficiency.

Discipline is the key to good conduct and respect for self and for others. By doing your part in making your school an effective place of learning and developing the habit of self-restraint, you will learn the value of power of integrity.

MECHS administrators will follow and enforce the policies, both from Mitchell County Schools and Mayland Community College. Be aware that if your behavior warrants, the college has the right to prohibit you from coming on the MCC campus; therefore, this will effect where you attend high school.

DRESS AND APPEARANCE

MECHS is committed and will enforce to a higher standard for our students. Therefore, students may not wear jogging suits, pajamas, pants that sag or are too tight, provocative tops, or jeans that are frayed or have holes or be wrapped in blankets. The Mitchell County School System's Dress Code will also be enforced.

- Clothing with language or images that is vulgar, obscene, or discriminatory
- Clothing that promotes illegal or violent conduct
- Clothing that depicts or displays the use of any controlled substance (tobacco, alcohol, or drugs) or paraphernalia
- Clothing that contains threats or gang symbols
- Clothing that exposes underwear or underwear worn as outerwear
- Tube tops, strapless tops, or spaghetti strap tops/dresses
- Clothing that is see-through or that exposes the midriff or chest
- Caps/hats, scarves, stocking caps, etc. may not be worn indoors
- wallet chains and pocket chains

Students may wear shorts or skirts of an appropriate length. When students stand with their hands extended by their side, shorts or skirts must reach *well below* their fingertips. Pants, shorts, and skirts must be worn appropriately at the waist. Pants should not drag on floor surface. Shoes must be worn at all times. Sleeveless tops may be worn provided the fabric at the shoulder is the width of the student's palm. Students not in compliance with this dress code will be asked to cover noncompliant clothing, change clothes, or wait for parents to bring a change of clothing or go home. A repeat of this infraction will result in disciplinary action.

CHEATING AND/OR PLAGIARISM

Cheating in any way is considered a serious violation of the testing code of ethics. Students that cheat or plagiarize material will be held accountable. The administration at Mayland Early College and Mayland Community College requires the teaching staff to enforce the Academic Integrity Policy. The policy will be distributed to students.

CLASSROOM CONDUCT

Each teacher is charged with the responsibility and given the authority to make and enforce any classroom rules which he/she feels will provide for more effective, orderly, and productive learning environment. Serious misbehavior or serious Code of Behavior violations will result in referral to the administration. **If your behavior warrants suspension from MECHS, you are not allowed on the college campus for any reason for the duration of the suspension. It is your responsibility to communicate with your college instructor regarding assignments, tests, etc.**

PERSONAL CONDUCT

Since most Mayland Early College High School students begin as freshman at age fourteen, it is vitally important to be responsible and cautious when making friends and developing relationships on the college campus with older adults. Please be aware of the North Carolina General Statutes G.S. 14-27.7A when pursuing a romantic involvement with mature men and women. Charges **DO NOT** have to be pressed by an outside party when there is evidence of sexual contact with a minor, a person 13, 14 or 15 years of age.

NC GS 14-27.7A

(a) A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person.

(b) A defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person.

DRIVING AND PARKING DROPOUT PREVENTION/ DRIVER'S LICENSE LEGISLATION

North Carolina has legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driver's permit or license will result if a student is unable to maintain adequate academic progress or if they drop out of school (See G.S. 20-11). High school students must pass 3 out of 4 classes each semester. Students in the academy must be passing 5 out of 7 classes at any given time.

LOSE CONTROL, LOSE YOUR LICENSE LEGISLATION:

A student driver's permit or license will also be revoked for one year if that student is given an expulsion/suspension of more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C- 391(d1) or that could have resulted in disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property. (See G.S. 20-11)

WHO IS AFFECTED BY THIS LEGISLATION?

The legislation is directed to **all** North Carolina students under the age of 18 who are eligible for a driving permit or license on the dropout prevention portion of the legislation. The law applies to all students up to the age of 18 on the Lose Control, Lose Your License portion of the legislation.

WHO IS NOT AFFECTED BY THIS LEGISLATION?

Students who have attained a high school diploma, a G.E.D., or an adult high school diploma as issued by a community college are not affected by this legislation.

DRIVING ELIGIBILITY CERTIFICATE:

A student must have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license.

WHAT HAPPENS IF THE PARENT DOES NOT GIVE CONSENT?

A Driving Eligibility Certificate will not be issued if the parent does not give consent.

HOW DO I OBTAIN A DRIVER'S ELIGIBILITY CERTIFICATE?

A Driver's Eligibility Certificate may be obtained by calling the school and requesting that one be prepared. It is suggested that a request be made at some time prior to the actual need for the certificate. This will give school personnel the opportunity to gather all the information required and to get required signatures.

HOW CAN A STUDENT'S DRIVING PRIVILEGES BE RESTORED IF LOST DUE TO CRIMINAL BEHAVIOR?

The school principal or the principal's designee shall issue a Driving Eligibility Certificate to the student under one of the following three conditions:

1. The enumerated student conduct occurred before the student reached the age of 15, and the student is now at least 16 years old.

2. The enumerated student conduct occurred after the student reached the age of 15, and it is at least one year after the date of the ineligibility.
3. The student needs the certificate to drive to and from school, a drug or alcohol treatment counseling program, as appropriate, or a mental health treatment program, and no other transportation is available.

HOW CAN A STUDENT'S DRIVING PRIVILEGE BE RESTORED IF LOST DUE TO POOR ACADEMIC PERFORMANCE?

The student must pass 3 of 4 academic classes the next semester. Students in the academy must have passed 5 out of 7 classes at the end of the year.

MISCELLANEOUS INFORMATION

STUDENT INDEBTEDNESS / 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, by U.S. 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 by the principal upon written request of the student's parent/guardian, or legal custodian.

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.

Fees will be charged for the following:

- 1) Special events (i.e. Graduation Cap & Gown)
- 2) Lost or damaged books
- 3) Lost or damaged materials, supplies, or equipment
- 4) Certain field trips

TEXTBOOKS

Students are responsible for the care of the textbooks and other materials they are issued. The cost for any damage or loss of books or materials will be charged to the students. Students must clear outstanding debts at the end of each semester. Students who have outstanding debts will not have schedules released and will lose driving privileges. All students are required to check-out with all their teachers and clear all student debts each spring prior to receiving their schedule for the next school year.



BOOKS AND SUPPLIES

There will be no fee or charges for instructional courses during the 2010-2011 school year. 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:

COLLEGE BOOKS.....	Full Price
HIGH SCHOOL BOOKS	
New Book.....	Full Price
One Year Old	80% Price
Two Years Old.....	60% Price
Three Years Old	40% price
Four or More Years Old	20% Price

- A minimum lost book charge will be \$5.00.
- The student assigned a textbook will be responsible for it until it is returned to the teacher at the end of the course.

TELEPHONE CALLS

Students will not be called from class to receive telephone calls except in cases of emergencies.

FLOWERS, BALLOONS AND OTHER GIFTS

School personnel will not accept delivery of flowers, balloons, or other gifts for a student. Students will not be allowed to carry flowers, balloons, or other gifts around during the school day.



SELLING OR SOLICITING ON SCHOOL CAMPUS

No student is allowed to sell any items or to solicit business for individuals or any group for any reason without the express written consent of the principal.

VENDING MACHINES

MECHS will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk.

Vandalism of any of the vending machines may result in disciplinary action.

On a normal school day the vending machines may not be used from 7:30 A.M. until 2:30 P.M.

RESOURCES

STUDENT SERVICES

Counseling services concentrate on the well-being of students and strive to prevent or correct any situation which might interfere with learning. Counselors attempt to further the growth and development of each individual student by concentrating on such activities as personal counseling, testing, financial aid, college/scholarship applications, classroom guidance, exceptional children programs, and registration. Student Services is open before and after school. Students are asked to make appointments as needed.

LIBRARY

Use of library is a privilege that comes with attendance at MECHS. Students present in the library will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges.

Students will be taken on a tour of the library at the beginning of the school year and familiarized with the resources that are available. 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.

In order to check out materials, students will be required to use MCC Library cards. Without this card, students will be unable to check anything out whether it is for use in the library or outside the library. Students will also have the opportunity to select books from the AMY Regional Library Bookmobile once each month.

The LRC hours of operation are:

- 8:00 a.m. to 7:00 p.m. Monday through Thursday
- 8:00 a.m. to 4:00 p.m. Friday

Hours of operation are typically reduced during holidays and semester breaks.

BOOKSTORE

The MCC Bookstore, located on the first floor of the Samuel L. Phillips Center for Business and Technology on the Main Campus provides textbook service to students. It also offers school supplies, clothing, computer software and other items for sale.

The Bookstore is open during the following hours:

- Monday-Thursday 8:00 a.m.-6:00 p.m.
- Friday 8:00 a.m.-4:00 p.m.

Bookstore hours of operation are extended during the week of registration and the first week of classes at the beginning of each semester. If you need something from the bookstore when it is not open, please go to the Business Office for assistance.

ACADEMIC SUPPORT

MATH LAB: MCC's Math Lab, located in room P37 of the Vocational Building is designed to provide one-on-one instruction and tutoring for MCC students. You can get more information on the Lab and how its services may help you by visiting with a MCC math instructor. You can also call the Main Campus at extension 229, (828) 766-3794 or 1-800-4-MAYLAND to get answers to questions or express concerns about the Lab.

WRITING LAB: MCC's Writing Lab is designed to provide one-on-one instruction and tutoring for all MCC students needing help in English and Literature. The Lab is held in several locations on the Main Campus: Rooms 242, 244 and 251 in Gwaltney Hall. You can get more information on the Lab and how its services may help you by visiting with a MCC English instructor.

SCHOOL ATTENDANCE POLICY

The Mayland Early College High School believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, that each student should attend school every day. Further, MECHS affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student. Please be reminded that if a student is not going to be at school, parents are requested to notify the school by calling the school secretary at (828) 766-3794. We ask that parents make that call by 10:00 am. Please make sure to send in a note upon the return of the student to school.

Students who are enrolled in semester courses must comply with the Mitchell County High School attendance policy. Excessive and unexcused absences may jeopardize a student's enrollment in Early College.

NC General Statute on Attendance

115C-378. Children required to attend.

(a) Every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and 16 years shall cause the 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. Every parent, guardian, or custodian in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause the 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 unless the child has withdrawn from school.

(b) No person shall encourage, entice or counsel any child of compulsory school age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.

(c) The principal, superintendent, or a designee of the principal or superintendent shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause that does not constitute unlawful absence as defined by the State Board of Education. The term "school" as used in this section includes all public schools and any nonpublic schools which have teachers and curricula that are approved by the State Board of Education.

(d) All nonpublic schools receiving and instructing children of compulsory school age shall be required to make, maintain, and render attendance records of those children and maintain the minimum curriculum standards required of public schools. If a nonpublic school refuses or neglects to make, maintain, and render required attendance records, attendance at that school shall not be accepted in lieu of attendance at the public school of the district to which the child shall be assigned. Instruction in a nonpublic school shall not be regarded as meeting the requirements of the law unless the courses of instruction run concurrently with the term of the public school in the district and extend for at least as long a term.

(e) The principal or the principal's designee shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal or the principal's designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him or her if the attendance counselor believes that a home visit is necessary.

(f) After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good

faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal or the principal's designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

(g) Documentation that demonstrates that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall constitute prima facie evidence that the child's parent, guardian, or custodian is responsible for the absences. (1955, c. 1372, art. 20, s. 1; 1956, Ex. Sess., c. 5; 1963, c. 1223, s. 6; 1969, c. 339; c. 799, s. 1; 1971, c. 846; 1975, c. 678, s. 2; c. 731, s. 3; 1979, c. 847; 1981, c. 423, s. 1; 1985, c. 297; 1991 (Reg. Sess., 1992), c. 769, s. 2; 1998-202, s. 13(aa); 2001-490, s. 2.38; 2003-304, s. 3; 2009-404, s. 1.)

In addition, it is each student's responsibility to meet attendance guidelines for Mayland Community College classes. Please be advised that different classes maintain different attendance policies. Be sure to follow the course syllabi of each class.

MAKE-UP WORK

Students should turn in all assignments when they are due and are responsible for making up missed assignments in the event of an absence or time missed from class. Students who miss work due to absences or who do not turn in assignments on time may be penalized. Possible consequences of missed work include but are not limited to:

- Parent notification
- Loss of privileges
- After school sessions
- Intervention meetings
- Grading penalties
- Failure

TARDIES

There are no class period bells at Early College. Teachers will begin class on time every day. Coming to class tardy is a disruption of the learning process. Habitual or excessive tardiness will result in discipline and ultimately a review of your enrollment in Early College. Please be advised that different Mayland Community College instructors treat tardies differently. Review course syllabi regularly to ensure that requirements are met.

REMOVAL FROM MECHS

Students may be removed from MECHS for any of the following reasons:

1. Noncompliance with the MCS Student Code of Conduct, MECHS Student Handbook, and/or the MCC Student Code of Conduct.
2. Failure to maintain academic eligibility for the MECHS program.
3. Academic dishonesty (Such acts include cheating, plagiarism, misrepresentation, fabrication of information, and abetting any of the above.)
4. Inappropriate actions

ACADEMIC INFORMATION

HONOR CODE

The Honor Code is designed to protect the honesty of our students and the integrity of their academic achievement. The promotion of character education creates an atmosphere of trust and respect in our school community.

MECHS Honor Code:

1. I will not lie, cheat, or steal in giving assistance or receiving assistance in my academic endeavors.
2. I will not plagiarize.
3. I will forthrightly oppose each and every instance of academic dishonesty.
4. I will give prompt notification to the appropriate teacher when I have witnessed any student who has given or received information of a dishonest nature.

Cheating is defined as the willful and/or intentional giving or obtaining information from an outside source and presenting it as your own.

MCC – First offense you may receive an “F” in the course, which becomes part of your permanent college transcript.

GRADUATION AND PROMOTION REQUIREMENTS

Students in the Mayland Early College High School must have successfully met the Future-Ready Core requirements as found at www.ncpublicschools.org/promotionstandards/hsgate.

1. Completion of a Course of Study;
2. Minimum 28 Course Requirements must be met;
3. Pass the NC Computer Skills Test
4. Meet High School Exit Standards –



<http://www.ncpublicschools.org/accountability/parents/highschool>

To earn an Associate’s Degree from MCC you must complete the required number of hours to set forth by the North Carolina Community College System. Your

counselor / college liaison will meet with you to review your academic plan and assist in scheduling classes each semester.

COLLEGE COURSE REPETITION

Courses with an earned grade of "D", "F", or "WF" may be repeated a maximum of two times.

In order for a college course to transfer to a senior institution your final grade must be a C or higher. If your final grade for a college course is below a C and you wish to retake it, you must meet all other graduation requirements before you can retake a course.

PROGRESS REPORTS AND REPORT CARDS

The MECHS faculty realizes the importance of academic feedback to you and your parents. Therefore, you will receive progress reports for your high school classes. It is your responsibility to share your progress reports with your parents/guardians.

Be advised that you will not receive progress reports for your college courses. You are responsible for your grades in your college courses. Please schedule an appointment with your instructor or college liaison during if you have questions and/or concerns.

Students receive computerized report cards at the end of each marking period, or four times a year, see school calendar. Final report card will be mailed to the parent/guardian. You are responsible for getting this information to their parent/guardian. Students should always check report cards very carefully as mistakes can be made. Any errors should be reported immediately to the counselor.

MECHS SPECIAL REQUIREMENTS

In order to remain a MECHS student you must make academic progress and demonstrate to the faculty you are college ready. You must meet prerequisite requirements to enroll in a college course. Students may have met the Accuplacer requirement but if they have not demonstrated they are college ready, they will not be allowed to enroll in a college course.



MAYLAND COMMUNITY COLLEGE (MCC) STUDENT INFORMATION

THE COUNSELING CENTER

The Counseling Center can provide assistance to all students and MCC alumni in the areas listed below. The office is located in Room 113 on the first floor of Gwaltney Hall on the Main Campus. Specifically, services include:

CAREER COUNSELING: Assistance in choosing major/career through self-awareness and career interest/aptitude testing

TRANSFER COUNSELING: College information, cross-walks, articulation agreements

PERSONAL DEVELOPMENT AND SUPPORTIVE COUNSELING: Assistance in developing success habits, such as time management or stress reduction, as well as supportive counseling and referral for personal problems

JOB SEARCH ASSISTANCE: Training in resume writing, interviewing skills, networking

PERSONAL COUNSELING: Confidential counseling and referrals for personal problems

DISABILITY SERVICES: Assistance in setting up accommodations for physical or learning disabilities

ON-CAMPUS EMPLOYMENT SECURITY COMMISSION

An advisor from the Employment Security Commission is available part-time during the week to assist students in identifying job openings. The ESC office is located in the hallway before the Student Commons. The ESC Advisor can help you find part-time work while you are enrolled as a student, or full-time jobs related to your major when you get ready to graduate. Job openings are posted weekly on the ESC bulletin board and there is access to the ESC web page on the computer in the Student Commons.

GET REAL (Resources, Employment, Advancement, Learning)

The Get REAL (Resources Employment Advancement Learning) System of Services offers resources for youth up through the age of 21 to help plan a career, get job experience, get advice on how to climb the career ladder and learn job training and searching skills. Programs are administered through the JobLink Career Centers in Avery, Mitchell and Yancey Counties. For more information about these services call 733-3901 in Avery County, 765-7758 in Mitchell County, or 678-9612 in Yancey County.

LEARNING COLLEGE

Mayland Community College is a Learning College. This means we are student-centered and learning focused. Because we live in a global society where knowledge and technology changes daily, everyone at the College – faculty, staff

and students - must be equipped to be lifelong learners. Textbook learning, with 72 credit hours of coursework completed, is no longer adequate preparation. We must all be critical thinkers, decision-makers, team players, capable of technology adaptation and the independent utilization of learning resources. Mayland Community College is committed to supporting and facilitating the development of learning – specifically your learning - throughout all divisions of the College. We encourage you to take advantage of every opportunity to grow academically, personally and professionally.

INCLEMENT WEATHER POLICY

In all periods of inclement weather, students, faculty and staff are reminded to use good judgment when making travel decisions. Life and safety are to be the primary considerations. While individuals are expected to give due consideration to their responsibilities for attendance, the College recognizes and expects that adults must ultimately make their own decisions about attendance and accept responsibility for them.

OPTIONS

There are four options related to the operation of MCC during periods of inclement weather.

OPTION A	Operate on a regular schedule with no delay.
OPTION B	Delayed Schedule: MCC opens at 10:00 a.m.
OPTION C	Day classes are cancelled for students; Employees report at 10:00 a.m.
OPTION D	MCC is closed for students and employees

ANNOUNCEMENTS

When an announcement on schedule changes due to inclement weather is made, it will be posted on the front page of our Website and on LEO, the MCC student portal, and aired on the following broadcast outlets. You may also choose to have a text message sent to your cell phone. To do so, sign up through your LEO account.

RADIO		TELEVISION	
WATA, 1450 (AM) Boone, NC	WKYK, 940 (AM) Burnsville, NC	WBTV, Channel 3, Charlotte, NC	WLOS, Channel 13, Asheville, NC

WECR, 1130 (AM) Newland, NC	WNCW, 88.7 (FM) Spindale, NC	WCYB, Channel 5, Bristol, VA	WSPA, Channel 7, Spartanburg, SC
WECR, 102.3 (FM) Beech Mtn., NC	WTOE, 1470 (AM) Spruce Pine, NC	WJHL, Channel 11, Johnson City, TN	WYFF, Channel 4, Greenville, SC
WKSF, 99.9 (FM) Asheville, NC	WZJS, 100.7 (FM) Banner Elk, NC		

DELAY SCHEDULE FOR DAY CLASSES

The two-hour delay is used only for day classes. If the **Option B** schedule is announced, the following schedule will be in effect:

1 Hour Classes	2 Hour Classes
1 1/2 Hour Classes	2 1/2 Hour Classes
3 Hour Classes	

1 Hour Classes:	On Snow Days:
8:00-8:50	10:00-10:40
8:30-9:20	10:20-11:00
9:00-9:50	10:45-11:25
9:30-10:20	11:05-11:45
10:00-10:50	11:30-12:10
10:30-11:20	11:50-12:30
11:00-11:50	12:15-12:55
11:30-12:20	12:35-1:15
12:00-12:50	1:00-1:40
12:30-1:20	1:20-2:00
1:00-1:50	1:45-2:25
1:30-2:20	2:05-2:45
2:00-2:50	2:30-3:10
2:30-3:20	2:50-3:30
3:00-3:50	3:15-3:55
1 1/2 Hour Classes:	On Snow Days:
8:00-9:20	10:00-11:00

8:30-9:50	10:20-11:20
9:00-10:20	10:45-11:45
9:30-10:50	11:05-12:05
10:00-11:20	11:30-12:30
10:30-11:50	11:50-12:50
11:00-12:20	12:15-1:15
11:30-12:50	12:30-1:35
12:00-1:20	1:00-2:00
12:30-1:50	1:20-2:20
1:00-2:00	1:45-2:45
1:30-2:50	2:05-3:05
2:00-3:20	2:30-3:30
2:30-3:50	2:50-3:50
3:00-4:20	3:15-4:15
2 Hour Classes:	On Snow Days:
8:00-9:50	10:00-11:20
8:30-10:20	10:20-11:40
9:00-10:50	10:45-12:05
9:30-11:20	11:05-12:25
10:00-11:50	11:30-12:50
10:30-12:20	11:50-1:10
11:00-12:50	12:15-1:35
11:30-1:20	12:35-1:55
12:00-1:50	1:00-2:20
12:30-2:20	1:20-2:40
1:00-2:50	1:45-3:05
1:30-3:20	2:05-3:25
2:00-3:50	2:30-3:50
2:30-4:20	2:50-4:10
3:00-4:50	3:15-4:35
2 1/2 Hour Classes:	On Snow Days:
8:00-10:20	10:00-11:45
8:30-10:50	10:20-12:05
9:00-11:20	10:45-12:30
9:30-11:50	11:05-12:50
10:00-12:20	11:30-1:15

10:30-12:50	11:50-1:35
11:00-1:20	12:15-2:00
11:30-1:50	12:30-2:15
12:00-2:20	1:00-2:45
12:30-2:50	1:20-3:05
1:00-3:20	1:45-3:30
1:30-3:50	2:05-3:50
2:00-4:20	2:30-4:10
2:30-4:50	2:50-4:35
3:00-5:20	3:15-5:00
3 Hour Classes	On Snow Days
8:00-10:50	10:00-12:00
8:30-11:20	10:20-12:20
9:00-11:50	10:45-12:45
9:30-12:20	11:05-1:05
10:00-12:50	11:30-1:30
10:30-1:20	11:50-1:50
11:00-1:50	12:15-2:15
11:30-2:20	12:35-2:35
12:00-2:50	1:00-3:00
12:30-3:20	1:20-3:20
1:00-3:50	1:45-3:45
1:30-4:20	2:05-4:05
2:00-4:50	2:30-4:30
2:30-5:20	2:50-4:50
3:00-5:50	3:15-5:15

EVENING CLASSES

Evening classes will normally be on a regular schedule or be cancelled during inclement weather.



TRAFFIC AND PARKING REGULATIONS AT MCC

While operating a vehicle on campus, you are responsible for being aware of authorized speeds and traffic and parking regulations. The access road from Highway 19-E to the parking lots is under jurisdiction of the State Department of Transportation. Posted maximum speeds are enforced by the North Carolina Highway Patrol and

local sheriff's departments. All provisions of *Chapter 20* of the *North Carolina General Statutes* that relate to highways and motor vehicles apply to the streets, roads, alleys, driveways and parking areas on the campuses of Mayland. A pedestrian in a crosswalk has the right-of-way. If you violate any of the provisions of *Chapter 20* of the *General Statutes* on the Mayland campuses, you will, upon conviction, be punished as provided by *Chapter 20* of the *General Statutes*.

PARKING ON CAMPUS

Parking on school / college campus in North Carolina is a privilege. Certain restrictions may be adopted by the local school board and enforced by the school. (G.S. 115C-46) Beginning in Year 3, students may be responsible for providing their own transportation to and from school, due to the variety of individual schedules. Afternoon buses will leave the campus each day at 2:30. **If students' transportation differs from their norm, MECHS requires students to bring a note from parents / guardians and approved by an administrator on file in the office.**

1. All vehicles, which are parked on campus, must be registered with the Mayland Community College.
2. Sophomores or freshman are not allowed to drive or park on campus regardless of age.
3. Parking permits may not be issued to students who have outstanding student debts.
4. Students not parking in assigned spaces will be ticketed.
5. Students may lose their parking privilege for violations of the school code of conduct.

REGISTERING A VEHICLE

Vehicles may be registered in the Bookstore between the hours of 8 a.m. and 6 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Friday. All faculty, staff and students parking a vehicle anywhere on campus must register the vehicle and display a valid MCC parking permit on the vehicle.

1. To leave a vehicle on campus overnight, you must inform one of the security officers before leaving the campus.
2. All permits expire August 30 of each year unless otherwise stated.
3. Visitors must register their vehicles in one of the college's vehicle log books located at the main entrance of Gwaltney Hall or the Samuel L. Phillips Center for Business and Technology.
4. Parking spaces on campus are limited; therefore, vehicle registration and issuance of a parking permit does not guarantee a parking space. It does, however, allow parking in designated areas of the campus subject to availability.

GENERAL TRAFFIC RULES

MAXIMUM SPEED LIMIT: The maximum speed allowed on the campus is 20 miles per hour. You are strongly urged to use caution when driving on the campus, especially near the Child Development Center.

- **SPECIAL PARKING AREAS:** Only authorized vehicles are allowed in specially designated spaces, including: **HANDICAPPED, LOADING ZONE, VISITOR, AND SPECIAL** (President, SGA President, Student of the Month, PTK and SGA Raffle Spaces)
- **PARKING TICKETS:** MCC parking tickets are issued for:
 - Failure to register vehicle
 - Improperly registering a vehicle.
 - Not displaying a vehicle registration permit.
 - Improperly displaying a vehicle registration permit.
 - Unauthorized parking in a handicapped, visitor, or other designated space.
 - Parking in a no-parking area including driveways, fire lane, access roads or loading zones.
 - Parking across lines of parking spaces.
 - Parking on grass, sidewalk, or in a manner that impedes normal traffic flow or disruption of normal college activities.
 - Failure to abide by traffic signs posted at the college.

THEFT/DAMAGE: MCC assumes no liability for theft or damage to vehicles or their contents while parked within the property of Mayland Community College. You are responsible for locking and securing your car.

FINES

The fine per violation is \$5. Fines may be paid in the Business Office Monday through Friday between 8 a.m. and 5 p.m. Payments may also be mailed to MCC Business Office, Post Office Box 547, Spruce Pine, North Carolina 28777. You must pay all fines before your registration will be processed. You cannot receive or send a transcript of your grades if you owe fines.

APPEALING A TRAFFIC / PARKING CITATION

Follow these steps to appeal a traffic citation:

- You must make the appeal in writing to the Vice-President of Student Development within seven (7) days of the citation. The Vice-President must respond to the appeal in writing within seven (7) working days.
- If you do not agree with the decision of the Vice-President of Student Development, you may appeal to the Vice-President of Administrative Services in writing within seven (7) days of the Vice-President of Student Development's decision. The Vice-President of Administrative Services must respond to the appeal in writing within seven (7) working days.

- If you do not agree with the decision of the Vice-President of Administration, you may then appeal in writing to the President. The President will act on the appeal within 30 days, and his/her decision will be final.

DRUG AND ALCOHOL POLICY

MCC has a very specific policy on alcohol and drug use on campus.

DRUG FREE CAMPUS

The use of alcoholic beverages or controlled substances (except under prescription by a licensed physician) on the property of MCC is prohibited. This policy is created to comply with the *Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226)*, and the *Drug-Free Workplace Act of 1988 (Public Law 100-690)*, to prevent the illicit use of drugs and the abuse of alcohol by students, faculty and staff, and to set forth standards to provide a community setting that is safe, healthy and productive for students, faculty and staff of MCC.

Regulation

- Unlawful possession, use, production, distribution, or sale of alcohol or controlled substances by any student, faculty or staff member is prohibited on College property or as part of College activities.
- The College reserves the right to require an individual to undergo a medical examination by a physician or health professional chosen by the College whenever there is a question of the individual's fitness to attend classes and/or work, or where there is a reasonable basis for concern that an individual's condition could pose health or safety hazards for other persons.
- It is a condition of employment that each employee of the College abides by the terms of this policy.
- Any student, faculty or staff member violating this policy will be subject to appropriate College disciplinary procedures, up to and including expulsion or termination of employment.
- Violation of this policy may also lead to referral for prosecution to the appropriate local, state and/or federal authorities. Faculty or staff who are convicted of any criminal alcohol or drug statute violation occurring in the workplace must notify the Personnel Services Office within five (5) calendar days of the conviction if they are employed by the College at the time of the conviction.

AWARENESS PROGRAM

The College maintains a drug-free awareness program, utilizing available media and human resources to inform students and employees of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of controlled substances and alcohol by students or employees on its property or as part of its activities;
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of controlled substances or alcohol;
- A description of the health risks associated with the use of controlled substances and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available;
- A clear statement that the institution will impose sanctions on students or employees consistent with applicable laws, and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct contained in this policy.

DISTRIBUTION

The College shall publish a copy of this policy in the College Catalog and Student Handbook annually.

DISCLAIMER

Mayland Early College High School has used reasonable endeavors to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, MECHS reserves the rights at any time to make changes, as it deems appropriate.