

The Middle College at UNCG



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Greensboro, NC 27412
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Keisha Brown, Principal
Dr. Whitney Oakley, Acting Superintendent

**Preparing Every Student to Be College Career
and Life Ready!**

2022-2023 STUDENT/PARENT HANDBOOK

The Middle College at UNCG Student/Parent Handbook is designed to help students and parents become aware of the rules, expectations, processes, procedures and responsibilities associated with joining the MC at UNCG family. Each student and parent should read this information carefully, be knowledgeable about its content, and adhere to the expectations as outlined. In the event one disagreed with some of the content included in the handbook or any decisions made during the course of this school year, the expectation is that you will adhere to our policy.

We encourage everyone to take an active role in all aspects of our school. We especially encourage our parents/guardians to be involved as much as possible. Research shows that the more active parents/guardians are in their child's education the more successful the child tends to become. Participation in school activities will create a sense of unity, loyalty and SPARTAN pride.

If students or parents have questions or concerns regarding the information outlined in this handbook, please feel free to contact the school.

MC @ UNCG Vision:

The vision of the Middle College at UNCG is to develop and prepare globally responsible individuals for the health and life sciences as they become college, career and life ready.

MC @ UNCG Mission:

In collaboration with our parents and community partners, we will continuously create an academically rigorous, nurturing and safe learning environment where students explore health, medical and youth development careers as they increase their knowledge of STEM.

ADMINISTRATION

Principal----- Ms. Keisha Brown
School Support Officer-----Dr. Denise Patterson

GCS ADMINISTRATIVE SUPPORT

Data Manager/Treasurer -----Ms. H. Baker
School Counselor----- Ms. A. Compton
School Social Worker -----Ms. K. Simmons
Career Development Coordinator-----Mr. M. Prioleau
Instructional Technology Specialist-----Mrs. L. Mitchell
Curriculum Facilitator-----Mrs. R. McKenney

UNCG ADMINISTRATION & SUPPORT

Chancellor-----Dr. F. Gilliam
Associate Vice Provost for Academic Affairs - Dr. Andrew Hamilton
College Liaison----- Mrs. M. Johnson

GCS Vision

Achieving educational excellence – the successful coupling of academic education and character development.

GCS Mission

Guilford County students will graduate as responsible citizens prepared to succeed in higher education, or in the career of their choice.

Core Values

Diversity - We are committed to creating an educational organization where a variety of persons and perspectives are welcome. We are committed to providing an environment where students and staff from all cultures and backgrounds may succeed.

Empathy - We are committed to developing a culture where our employees identify with and understand the feelings of our students and parents as well as their colleagues.

Equality - We are committed to creating a school system where everyone is appreciated for who they are and evaluated based solely on their contributions and performance. Through the work of this institution, we will create awareness of – and develop strategies to understand and eradicate – prejudice, discrimination and racism on the individual and organizational levels.

Innovativeness - We are committed to fostering a work environment where the goal is not to manage innovations, but to become innovative. Problems are identified, ownership of those problems is assumed by the adults in the district, and everyone

works together as agents of the solution until the problems are solved. We will not stop until obstacles are removed, solutions are found, and clear and compelling goals are established.

Integrity - We are committed to creating a school district that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and treating everyone with respect.

SCHOOL HOURS

The school day begins at 7:45 a.m. promptly. The building is not open for students until 7:30 a.m. Neither the MC at UNCG, GCS, UNCG personnel will assume liability for any student who arrives on campus or reports to a classroom before 7:30 a.m. or stays on campus afterschool hours for any event without permission from the parent and the MC at UNCG. Each individual student is responsible for securing permission from parent/guardian. If permission is given, parents can write a note and include their contact information for verification.

ARRIVAL PROCEDURE/DISMISSAL PROCEDURES

Bus Riders: Buses will drop students off at the “bus stop” in front of Elliott University Center-EUC (Sterling Street) between 7:30 a.m. and 7:40 a.m. each morning. This same location is for bus pick up. Buses will leave the dismissal area by 3:05. Bus riders must report directly to class upon arrival to school and directly to the buses at dismissal.

Car Riders: Car riders must be dropped off and picked up on Kenilworth Street (between the Walker Avenue parking deck and the baseball stadium). They should not be dropped off or picked up in the parking lot across from our building nor on the street outside our building. This may cause a backup in traffic and lead to an accident at such a busy intersection or cause congestion in the parking lot. If this is done, you risk being ticketed by UNCG Parking Operations.

Car riders must report directly to class upon arrival and directly to the car-rider area at dismissal. They should be picked up within 10 minutes of dismissal (3:05).

All drivers must follow the directions of UNCG Parking Operations and the posted signs. Drivers cannot park in this area for more than 20 minutes to wait for their child for dismissal.

All drivers are asked to pull completely down on Kenilworth to allow room for other cars to pull in behind them. No one should park by the corners or the field entrance to the baseball stadium. If arriving before 2:45, UNCG’s Parking Operations has asked that you wait in the parking deck until 2:55 to prevent a traffic jam. The first 30 minutes in the parking deck are free.

- Parents who do not wish to allow their child to ride with other high school drivers must make sure that their child understands these expectations. The Middle College at UNCG, GCS nor UNCG can be held liable if an accident takes place while your child is transported to and/or from campus by another high school student. Please have this discussion with your child/student.

Early Dismissal Pick-up: If students have an early dismissal, parents should use the *metered* spaces in the parking lot across from our building to come in and sign the student out. We will not allow students to sign themselves out. For safety reasons, we must see the person our student is leaving with and make sure that they are authorized to pick the student up.

Upon arrival, students are expected to report directly to breakfast or their first block. Students are considered tardy after 7:50 a.m. No food or drinks should be taken near computers.

Students that have an 8:00 college class are expected to sign-in in the front office before going to class, unless they are on a bus that arrives after 7:50. Otherwise, if they do not sign-in, they will be marked absent. We must account for every students’ presence on campus, especially in case of an emergency.

If parents would like for their student to stay after for use of UNCG facilities or other UNCG events, the MC at UNCG, GCS nor UNCG assume responsibility for these students. The student must provide a written note with a contact number before they will be permitted to stay. Parents also understand that their student may be unsupervised during their time on campus after-hours and take full responsibility for their child’s actions.

COLLEGE CLASSES, TEXTBOOKS, RESOURCES, STUDY HALL, IDs

The early/middle college experience provides students opportunities to take college classes throughout the school day. Taking college classes requires students to spend additional time studying and going over their notes after each class. Parents are asked to take an active role in helping students review and study their notes once they arrive home. Being successful in college classes will require students to change and/or improve their study habits. Students must become more focused to ensure greater success.

COLLEGE CLASSES: All students will have the opportunity to take college health, physical education and Pathways to Health and Medical Careers classes and earn 7 college credits in their freshmen year. Additional college classes can be taken based on students’ readiness which will be measured by their academic performance. To increase the chances of success in college classes, students must maintain at least a 77(C or C+) or above average in college classes, an 85 (B+) or above average in high school classes and an 80 (B- or above) in online classes

to continue to be enrolled in and/or eligible for college and GCS or NC VP online classes.

- Administrative discretion may be used at any time.
 - If a student does not meet the requirements listed above; 77, 80 and/or 85, they will be placed on probation for the following semester but may be given the opportunity to take at least one college class in an area where they did meet the above requirements. If they fail to meet the criteria of 77 or above while on probation and taking college classes they will not be allowed to take a college class the next semester and will take all high school classes.
 - If a student is already in college classes and does not meet the 77 or above requirement in one or more of those college classes, they can be placed on probation for the next semester and allowed to take one college class in the area that they did meet the criteria listed above. At the end of that semester, if they have met all the criteria listed above, they can take additional college classes. However, if they do not meet all the criteria, they will delay the opportunity to take more than one college class during the next semester.
 - Students have a right to an appeal but all appeals must be in writing.
- Number of High School and College Classes per semester. (Administrative discretion can be used in any situation.)
 - Freshmen
 - Take 4 High School classes, which includes college health and P.E. (dually enrolled for high school and college credits) & Pathways during the first semester.

- Second Semester-Can take add 0-1 College Class.

- Sophomore Year
 - Take at least 3 high school classes per semester and
 - Can take 1-2 College Classes = 2-4 College Classes per year.
- Junior Year
 - Take at least 2 high school classes per semester and
 - Can take 2-3 College Classes = 4-6 College Classes for the year
- Senior Year
 - Take at least 1 high school class per semester
 - Can take 3-4 College Classes = 6-8 College Classes for the year

College Refunds, Reimbursements & Drop/Add If a college class is taken off a student's schedule and the university inadvertently issues a refund to the student's home address, it is the responsibility of the parent/guardian to return the refund to the cashier's office or to the MC at UNCG so that it can be properly credited to our GCS account. Tuition and fees for college classes are billed to and paid for by GCS, not the student or parents. Failure to return the refund will result in the parent/guardian having to repay the cost to the MC at UNCG/GCS and/or your name being sent to a collection agency. Furthermore, until the bill is paid, the student may not be allowed to take another college class and will not receive his/her diploma if the money is still owed at graduation.

Additionally, no college class should be added to or dropped from a student's schedule without the permission of the counselor and approved by the principal. If a student drops a class after the deadline the student is responsible for reimbursing GCS the total cost of the class(es).

Miscellaneous departmental charges such as overdue books, electronic rental fees, etc., will be billed directly to students and due within a month. Balances that remain unpaid will lead to student account incurring a hold, which will prevent future registration for college classes until the bill has been paid.

Student should add parents/guardians as Authorized Users on their Student Account Center so that parents are able to keep track of and help manage their student's billing/fees.

Use of the academic calendar is essential to college student success. Students and parents must familiarize themselves with the University Academic Calendar and understand that students are expected to be in class whenever UNCG is in session

Any new registration after the last day of add/drop for the main session may result in a \$45 late registration fee that will be the responsibility of the student, not GCS.

College course schedules must be set for the semester on or before the last day of drop/add for the main session. Registration changes after the last day of add/drop will result in graded coursework on the college academic transcript (i.e. W or WF)

WHO TO CONTACT:

- **Bills & Fees:** If you have any questions about any bills or fees unrelated to tuition and books and materials for college classes, please contact the cashier's office at 336-334-5831.
- **DROPPING/ADDING COLLEGE CLASSES:** All requests to add or drop a college class must go through our school counselor, Ms. Compton. Once approval has been established, you will be given the next steps. Ms. Compton can be reached at 336-334-3674 or comptoa@gcsnc.com
- **ONCE ENROLLED IN COLLEGE CLASSES:** All other questions related to issues with a college class, including Pathways, or a college professor, college assignments or grades, etc., you may contact our College Liaison, Mrs. Melissa Johnson.

TEXTBOOKS: Textbooks are loaned to students for use during the school year. It is important that students handle their books carefully. At the end of the year, or when a student withdraws from school, he/she should turn in all books issued to him/her at the beginning of the year. Textbooks are the student's responsibility and he/she will have to pay for any books or other supplies that are *assigned* to him/her if lost, stolen, or damaged. Students should make sure that they sign each teacher's book assignment list to document when they receive and return their books. Diplomas will be held if money for books, other supplies or damages are owed at the time of graduation.

Books and other supplies purchased by GCS for college classes remain the property of the MC at UNCG/GCS and should be returned at the conclusion of each class.

The MC at UNCG will not purchase a second set of materials needed for a college class.

Students are expected to bring GCS issued chormebooks, textbooks and all necessary supplies to each high school and college class daily.

RESOURCES/ACADEMIC SUPPORT: Students should take advantage of the Student Success Center's academic support and workshops, the Writing Center, Jackson Library, our Advisor/Advisee period, afterschool tutoring, Saturday Academies, counseling services, Apex Learning Systems, and all other resources, including but not limited to those on campus, to ensure their success in both their college and high school classes.

OPEN PERIOD/"STUDY HALL" Period: Students taking college classes only meet in these classes a few days each week; which means they will have periods of time during alternate days when they do not have a class. This "Study Hall" period is set aside for independent study, working on projects, studying, completing high school and college assignments, service learning, and meeting with professors and/or seminar. During times when underclassmen are not in their college classes, they will be expected to use time wisely and report to the MCUNCG as requested by the principal.

If during "Study Hall" time, an underclassman needs to go to the library or other locations on campus (math lab, writing center, Student Success Center, etc.) for a college class, they must receive permission from the designated teacher they are assigned to or administration.

Open periods should not be used to go to a job. It is a violation of the child labor laws for a student to work during the instructional day.

During "STUDY HALL" students remain subject to all GCS, The Middle College at UNCG and UNCG rules and regulations, including but not limited to those outlined in this MC at UNCG Student/Parent Handbook, the GCS Student Code of Conduct and the UNCG Code of Conduct. Any student found to be in violation of our rules, regulations, policies and procedures are subject to school disciplinary action, which could include being banned from UNCG's campus and/or sending the student back to his/her home school. Parents, please clearly help communicate these expectations to your student.

STUDENT IDs & ACCESS to BUILDING: MC at UNCG Students are required to have their university provided ID cards with them at all times in order to access our building. If students lose their ID, certain university privileges will be revoked until a new ID is purchased. The first ID is free; however, a replacement identification card is \$20.00. The student is responsible for

paying for the new ID and must do so within a week so that the student will have access to UNCG resources.

PATHWAYS PROGRAM

Our Pathways program is designed to expose and educate our students about the many STEM related careers in health, medicine and youth development. During their four years, students will have the opportunity to have real-world involvement through their exposure field trips, shadowing experiences and internships.

On days that students have site visits, they are required to dress professionally based on the requirements of the site they are visiting. If students are not dressed appropriately, they may not be allowed to participate on that day. If a student misses a site visit due to not being dressed according to the dress standards of their site, this absence will count as a regular absence. We want our students to understand the importance of dressing appropriately for the workplace and having great attendance. Dressing inappropriately and missing site visits will affect the final grade in Pathways.

SERVICE LEARNING

The *Service-Learning Diploma* is a locally developed official recognition program designed to recognize high school students who are committed to serving their community. Students who complete 250 hours of service-learning experience over the course of their high school years will receive this certification upon graduation. The program is designed to recognize students who dedicate a significant amount of their time to service-learning to address challenges and solve problems in their community. All students who complete this program will be awarded a GCS Service-Learning Diploma. For students that earn 100-249 hours, they will receive the *Service Learning Exemplary Award*. Also, at graduation, these students will be distinguished by wearing a Service-Learning cord.

For both the Service-Learning Diploma (250 + hours) and the Service-Learning Exemplary Award (100-249 hours), students may begin documenting hours on the first day of their ninth-grade year and may continue their work throughout the school year and during the summer. Service-Learning hours performed over the summer must be approved in advance. All documentations to be considered for graduation must be submitted by the GCS established deadline in early April of the student's senior year.

[High School Service-Learning Approval Form.](#)

All MC at UNCG students are expected to earn at least 250 Service Learning hours over the course of their four years. It is suggested that students follow the following plan: Freshman-50 hours, Sophomore-75 hours, Junior- 75 hours and Senior- 50 hours.

It is each student's responsibility to track their Service-Learning hours in the X2Vol system. If students or parents have questions about service learning hours, they should contact our on-site Service Learning Coordinator, Ms. Simmons simmonk@gcsnc.com.

LEAVING CAMPUS AND UNAUTHORIZED AREAS

Students are required to be in attendance in all high school and college classes, internships and study sessions assigned throughout the school day. Students cannot leave campus without checking out in the main office with a parent/guardian/designee or, if eighteen or over, with written permission with the parents'/guardian's contact information. (This includes students that are eighteen and/or drive themselves to school.) Furthermore, if a student is found to be in an unauthorized location on campus at any time during the school day or during afterschool activities, they are subject to consequences, including suspension.

Students are not allowed to go to EUC or any other venue to purchase food or any other items in between classes or at any point during the school day unless the student is a senior or designated by administration. Furthermore, for liability reasons, students should not go to the library or any other building on campus where they do not have a class at that specific time unless given written permission from a GCS staff member and the student notifies their next block teacher or administrator.

SENIOR OPEN LUNCH: Only seniors will be allowed to have an open/unsupervised lunch. They must return to campus/class (3rd block) on time. After three tardies to the next class, their open lunch privileges will be taken away for a period of time to be determined by school personnel. Please keep in mind that the lunch period is only about 30-35 minutes. For that reason, it is strongly suggested that students stay on site and eat at the restaurants on campus or the UNCG cafeteria.

- Parents that do not wish to allow their child to ride with other high school drivers must make sure that their child understands your expectations. The Middle College at UNCG, GCS nor UNCG can be held liable for any accidents that take place while your child is transported to and from campus by another high school student.

UNDERCLASSMEN LUNCH: Underclassmen (freshmen to juniors) are expected to eat lunch in the gym/cafeteria location, unless otherwise stated. If you are assigned lunch detention for any reason and you report to the location prior to the person on duty, you are expected to wait for them at least five minutes and then report to the front office for guidance. Additionally, if any underclassman participates or attempts to participate in "open lunch" with or without a senior, they will receive consequences for violating this policy. Open lunch is exclusively for seniors.

Repeat offenders for any lunch time violation will receive more severe consequences.

BREAKFAST AND LUNCH

The federal waivers that allowed all schools to serve free breakfast and lunch to all students have ended. To ensure that students who qualify for free or reduced-price meals are able to receive those meals on the first day of school, we are asking parents to fill out the application at www.lunchapplication.com. This will establish a family's qualifications for meal discounts for the first 30 days of the 2022-23 school year.

ATTENDANCE

We believe that it is essential that students attend school regularly and arrive on time to get the most benefit from school. Our day begins at 7:50 a.m. If a student arrives after 7:50 they must report to the main office to obtain a tardy slip. We expect students to be in their assigned classroom and ready to begin the day by 7:45 a.m.

Excused tardies include illness or medical appointments. However, when possible, we ask that you please make every attempt to schedule your child's appointments for 3:30 or later to limit the amount of instructional time he/she will miss.

Other arrangements may be made at the discretion of school personnel. Excessive tardiness or absences, including early dismissals, may result in our school social worker contacting Child Protective Services.

For every three unexcused tardies, the student will receive one unexcused absence. When students are continuously late to school, the valuable class time that they miss accumulates and can affect the student's performance. Therefore, students will be required to make up the time that they miss afterschool or on Saturdays.

Absences

The Guilford County School System's policy states that if a student is absent, the parent/guardian must send a note with the dates(s) of the absence, the reason for the absence, and the parent's /guardian signature, within three days of the absence, otherwise it is considered an unexcused (unlawful) absence.

Students are limited to *six (6) absences per semester or twelve (12) per school year*. Parents will receive notification of unexcused absences at three (3), six (6), and ten (10) days. Excessive absences can result in Child Protective Services being called and/or a student being sent back to his/her home school.

The following absences are considered lawful absences according to the NC State Board of Education Attendance rules:

- a) Illness/injury
- b) Death in family
- c) Religious observances
- d) Educational opportunity
- e) Medical/Dental Appointment
- f) Quarantine
- g) Court proceedings
- h) Suspension
- i) Expulsion

If a student becomes ill or injured during the school day, he/she should report to the office with a note from a teacher and an escort. Parents will be notified of the illness or injury and are expected to pick up the students as soon as possible, if necessary.

Students must be present at least one half of the school day to be counted present. Any student arriving later than 11:30 a.m. or leaving earlier than 11:30 a.m. will be considered absent for the day.

Students should be picked up early for emergencies only and will not be allowed to wait in the front office for more than fifteen minutes prior to being picked up. After fifteen minutes, they will be sent back to class until their ride arrives.

Parents/guardians or the individual that has permission to pick up a student must come in, show their face and ID and sign the student out, using our electronic system, before the student will be allowed to leave with them. This is for the safety and protection of each student.

Note: Please make every effort to have your child present and on time for school. Student attending the Middle College at UNCG are magnet students reassigned to the school.

MAKE-UP WORK

Students are expected to make-up missed work. Arrangements can be made, between the teacher and student/parent, to allow for additional help or support, if needed, to ensure student's understanding of the material and assignment. If a teacher has a "missed work" section in his/ her room, it is the student's responsibility to check to see what was missed and make the work up. If nothing is posted or located in that area, the student should confirm with the teacher.

Students will have *two days per each day's excused absence* to make up assignments for all classes. For example, if a student misses 2 days, he/she has four days to make arrangements with the teachers and get the work turned in by the fifth day. It is the student's responsibility to seek help and adhere to the arrangements agreed upon with teacher.

AFTERSCHOOL ACTIVITIES/EVENTS PICK-UP

Students participating in after school activities or events must be picked up promptly after the event is scheduled to end. They shall not remain on campus unattended. Students are required to be picked up within 10 minutes of the scheduled end time of all MC at UNCG activities/events.

Students wishing to attend any of UNCG's sporting events or other school events are instructed to report home and return for the event at the scheduled time. Upon allowing students to return to campus, parents understand that the MC at UNCG staff or UNCG personnel will not be responsible for the supervision of your child, unless noted.

If students are dropped off for any event on UNCG's campus, arrangements must be made by the parents/guardians for the student to be picked up within 10 minutes of the conclusion of the activity. We do not want college personnel complaining about MC students hanging around campus long after the scheduled activity is over. For each student's safety, if it is reported that a student was not picked up within 10 minutes of the conclusion of an activity they may receive restrictions on participation in future activities.

Again, parents understand that students may not be under the supervision of the MC at UNCG staff when a student stays after or is dropped off for UNCG events; therefore, the MC at UNCG and GCS will not assume responsibility for the student.

CHANGE OF ADDRESS/EMERGENCIES

Please inform our data manager immediately of any changes in phone numbers (work, cell, or home), email, addresses, emergency contacts, or formal custody agreement. During the school year, there may be times that the school will need to reach you regarding your student. Please make sure emergency information remains correct and that your student is familiar with the appropriate contact numbers for you and other family members.

Additionally, it is imperative that you keep your contact information current so that you will receive all connect-ed messages/announcements and emails.

CONDUCT/CHARACTER/STUDENT EXPECTATIONS/ READY

Appropriate behavior is essential for effective learning to take place and is necessary for the safety and welfare of our students. In addition to the MC at UNCG Student/Parent Handbook, students will receive a copy of the Guilford County Schools Student Code of Conduct and will be made aware of UNCG's code of conduct through our Pathways program. The MC at UNCG will closely follow these policies, especially those outlined specifically to our school and the classroom. Our expectations are that our students will display the district's monthly character traits throughout the school year by being Responsible (Aug. & Sept.), Respectful (Oct.), Kind (Nov. & Dec.), Courageous (Jan. & Feb.), show Integrity (March), Self-Disciplined (April) and Persevere (May & June).

At the Middle College at UNCG, we expect our students to be **READY** at all times:

- Be Resilient
- Be Encouraging
- Be Accepting
- Be Determined
- Be Yourself

Please note that *Administrative Discretion* may be used at any time students are not adhering to our rules and expectations.

MEDICAL FORMS

Students may not take medication of any kind, i.e. prescription or over-the counter, without a medical form completed by a physician. Forms are available in the office. All medication will be discarded if not pick-up at the end of the school year.

VISITORS/VOLUNTEERS/PTSA

All visitors must report to the main office and sign-in. Parents are always welcomed and are encouraged to visit the school as often as possible but should never report directly to a classroom.

Volunteers are always needed and are an important part of the school program. Anyone desiring to serve as a volunteer at the MC at UNCG may contact the school office at 334-3662. All volunteers are required to go to the GCS website and complete the volunteer form to get Board of Education approved and a Criminal Records. Please sign up to volunteer for one of our PTSA committees or help in the front office.

EMERGENCY MEDICAL TREATMENT

Members of the staff take every precaution to ensure the safety of students throughout the school year; however, accidents do occur. When a student is injured on the campus or in the building, he/she is sent to the office. In the event of minor scrapes or bruises, the area is washed and bandaged. Appropriate staff will contact parent/guardian and complete an accident form, of which a copy will be provided for the parent. If a student is injured and does not report it to the appropriate staff person, we cannot be held responsible for something that we are not aware of.

If it is a very serious situation that requires immediate medical attention, the student may be taken to the UNCG Health Center or EMS may be called. This will be in extreme cases only. It is imperative that all contact information is kept current in case of an emergency.

CHILD CUSTODY

If you have been granted custody of your child through court order or deed of separation, please advise us of this fact. We must be able to present a copy of the court's order should a situation arise. Please be assured that this information will remain confidential and is shared with appropriate school personnel only. Otherwise, we have a legal obligation to both parents.

If you wish for the school to be allowed to communicate with stepparents, please indicate this on the pupil data sheet with their name and contact information.

Please note that information related to your child will be sent to the address that is used in our system. Parents/guardians must make arrangements to share this information with one another.

FIELD TRIPS

Before a student is allowed to go on a field trip, he/she must have written permission from a parent or legal guardian prior to leaving for the destination. For liability reasons, if a student does not have written permission (verbal permission over the phone will not be accepted), he/she will not be permitted to attend the trip. However, an emailed or faxed permission slip is acceptable; Fax-334-5503. The fax must include the student's insurance information and parent contact.

Students who experience prolonged behavior issues could be excluded from participation in a field trip unless a parent or other approved adult goes with them. *Students that are assigned to any type of suspension may not participate in field trips or any other GCS or UNCG related activities on the dates of the suspension.*

WITHDRAWAL FROM SCHOOL

Parents should notify the Counseling Office at least one week in advance if a student is withdrawing from school. This process is necessary to complete withdrawal forms, check textbooks, and collect fees.

PERSONAL PROPERTY

In order to reduce the chances of your possessions being taken, we suggest the following guidelines:

- Label possessions with a permanent marker. This includes electronic devices.
- Do not leave personal possessions in classrooms or unattended.
- Do not bring valuable items to school.

LOST AND FOUND

Any personal or school items found should be taken directly to the main office. When an item has been lost, the student should check in the office. Parents are encouraged to call the school and/or check the lost and found when necessary. A day and time will be designated midway through each quarter for parents and students to retrieve personal items. Unclaimed personal property will be given to charity. Parents/students may also check UNCG's lost and found at the EUC information desk.

TELEPHONE CALLS

The school telephone is primarily for office use. Students will be permitted to use the front office phone in an emergency and only with permission from school officials. Please note that an emergency does not mean calling to ask permission to go home with a friend. All transportation arrangements should be finalized before the student arrives to school. *Students will not be called to the telephone or permitted to use his/her cell phone during the school day unless given permission by a staff member for emergencies only.*

If you have an emergency and need to get a message to your child, please call the front office at 334-3662. **PLEASE DO NOT CALL OR TEXT YOUR CHILD DURING THE SCHOOL DAY.** Our

goal is to protect and maximize instructional time as much as possible.

Likewise, teachers will not be receiving calls during the instructional day. A message will be taken and forwarded to the teacher's voice and/or e-mail. Parents are encouraged to send teachers an email during the school day instead of calling. You should expect a response within 24-48 hours.

Call the office if you have an urgent message for your child.

TELEPHONE/ELECTRONIC DEVICES DURING CLASS

Students should adhere to individual teacher cell phone usage expectations. The MC at UNCG is not liable for any lost or stolen property due to a student not adhering to our rules and expectations.

Special Note: While we know cell phones MAY be your favorite accessory, the expectation is that all phones are put away and on silent during all instructional time. The Middle College at UNCG has an ample amount of instructional technology, so your phone will not necessarily be needed during class.

Additionally, consequences will be given to students who are found responsible for posting videos and/or pictures on any social media network, i.e. You Tube, Instagram, Facebook, Snapchat, Twitter, etc that has a negative impact on the learning environment at the MC at UNCG or puts the MC at UNCG in a negative light.

Any item that is deemed by school personnel to be a distraction from the instructional program should be left at home or it will be confiscated. Any electronic device that is not approved for usage to enhance the understanding of instruction or assignments should not be brought to school. In all incidents administration discretion may be used.

If a student chooses to bring their personal laptop, iPad, tablet, or any other electronic device to school for instructional purposes, The MC at UNCG or UNCG will not be responsible if it is lost, stolen, or damaged while at school. The MC at UNCG also holds the right to periodically make sure that the device is being used for instructional purposes. If it is suspected and proven after an investigation that the device is not being used for instructional or academic purposes, the student may not be allowed to use it during the school day and may receive consequences for not complying with our expectations. He/she may not be allowed to bring it back to school.

SCHOOL COUNSELING SERVICES

Our school counselor is available to work with students and their families in several capacities; personal issues, academic concerns, schedules, college readiness and a variety of other areas including assistance with curriculum. We encourage students and parents to use our counseling services but please understand that we only have one counselor for the entire school. In addition to her responsibilities associated with assisting students and parents, she also has all of the counseling administrative duties of an entire high school. She will do her best to respond to your needs in a very timely manner; usually

within 48-72 hours. Your patience and understanding is greatly appreciated.

TECHNOLOGY SERVICES

We have an Instructional Technology Specialist, Mrs. Mitchell, who is available to assist students and teachers with any of their technological needs, including assistance with STEM, projects and troubleshooting.

Students are allowed to check-out school computers from the front office during the instructional day; however, they must leave their MC at UNCG ID, Driver's License or some other property of value to ensure that they return the computer. In some instances, there will be opportunities for students to check out a computer from the front office, after leaving something of value, to take home for use but must be returned the next school day. If students damage the computer, they are held responsible for any repairs or replacing it.

Student should not use GCS or UNCG computers or any other technology to go to sites that would be deemed inappropriate by the faculty, staff and administration at the MC at UNCG, GCS and UNCG.

INTERIM REPORTS/REPORT CARDS

Students and parents will receive two interim reports per quarter. Interim progress reports and report cards will be sent home with the student-a total of 3 progress communications a quarter. Report Cards will be distributed at the end of each nine weeks. Teachers will supplement interim reports and report cards by including such forms of communication as phone calls, notes, email and conferences. Parents should also keep up with their child's progress by utilizing PowerSchools' Power-parent tool to look up your child's grades.

GRADES AND RUBRICS

The achievement grade is to serve as a measure of the progress of the individual child in relation to his/her ability. Traditional grading symbols (A, B, C, D, F) and rubrics will be used to rate our students' academic performance.

High School Grading Scale

| | |
|-----------|----------|
| A= 90-100 | D= 60-69 |
| B= 80-89 | F= 0-59 |
| C= 70-79 | |

College Grading Scale

| | |
|-----------|----------|
| A= 90-100 | D= 60-69 |
| B= 80-89 | F= 0-59 |
| C= 70-79 | |

COLLABORATION

In preparation for the workforce, students will be required to work in collaborative groups throughout the school year. It is imperative that students learn the value of working with individuals outside their circle of friends and/or individuals that come from different backgrounds; every student has something

valuable to bring to the table. These collaborative work experiences will be a part of the students' participation grade.

GRADUATION REQUIREMENTS

Please be mindful that middle college students are expected to complete four full years of study and take full advantage of the middle college experience, which includes the opportunity to earn as many college credits as possible and/or take additional high-level high school classes to help further prepare them for college. As a result of these expectations, all MC at UNCG students, in most cases, will graduate with credits above and beyond what is required. This looks good on your transcript that is sent to colleges.

HONOR ROLL

Honor roll at the MC at UNCG means excellence in academics and character. To make Special Honor Roll, students must maintain an A and/or B in all subjects and have all S's in conduct. Students will be acknowledged in an awards ceremony each semester.

HOMEWORK

The staff supports the concept of homework as an extension of the student's classroom learning experience. Students can expect regular assignments in all classes. This does not always mean every night but it does mean most nights. Homework assignments are considered a part of the grade a student earns. Teachers will provide students and parents with the weight of homework for determining students overall average. To further assist our families, homework assignments will be posted on platforms such as EDMODO, Canvas and/or the teacher's GCS website.

Teachers will share their individual codes with students and parents so that they are able to join his/her group. From each individual teacher site, you should see information on course requirements, homework, assignments, etc. You should also be able to e-mail any comments or questions to that teacher.

Also, please make sure that you keep up with your child's progress in all of his/her classes through PowerSchool where parents are able to check their child's grades.

If you need additional information, please contact our school counselor for high school related questions and what college classes students are allowed to take. You may contact our college liaison for questions related to *performance* in college classes.

HEALTH AND PHYSICAL EDUCATION

Physical education is a state requirement and an essential part of the school curriculum. Regular participation in P. E. class is required. Students who have frequent or chronic illnesses or have an illness that prevents the student from participating for more than three days must have a doctor's note.

It is important that students and parents are aware that UNCG personnel are teaching our health and P.E. classes. Students will receive college credit for these two courses, which means they

will go on their college transcript. Therefore, students are encouraged to take these and all classes very seriously.

Students will not be penalized for not dressing out as long as they participate in the activities and have tennis shoes. Parents should also complete and return the Health Form Survey that provides the school with important information about their child's physical needs.

STUDENT RECORDS

Student cumulative records are maintained in a secured office. These records are confidential and are protected by the "Privacy Act." A child's custodial parents may request to see these records and to have copies of them.

UNCG LIBRARY

Students will have access to the UNCG library. During school hours, students must have written permission, to go to the library, from their assigned teacher or other GCS personnel.

If students check out books, electronic devices or any other materials from the library and do not return them on time, they will be billed by the university. The bill will continue to accumulate until it is paid. If the bill is not paid, UNCG will not allow us to register those students for any college classes. Additionally, any unpaid bill will keep a student from receiving his/her diploma at graduation.

Policies and expectations for use of the UNCG library will be shared during seminar classes in Pathways.

BUS TRANSPORTATION

Students who come to school on a bus should return home on that bus unless they have a note from their parent or guardian. Riding the school bus is a privilege. Therefore, improper conduct on the bus can result in that privilege being denied and a student having to provide his/her own transportation to and from school.

Consequences for inappropriate behavior are outlined. Administrative discretion may be used at any time.

- Violation #1: Warning/Student conference held
- Violation #2: Parent Contact
- Violation #3: Suspension from the bus-(1-3 days) To be determined by administrator.
- Violation #4: Suspension from the bus. Parents will be Responsible for providing transportation for an Extended period of time.
- Violation #5 Parents will be responsible for providing transportation for the remainder of the quarter, semester or school year.

In the event a student commits a serious offense, which could cause danger to others or to him/herself, that student can be suspended from riding the bus immediately without following the above steps.

Students must be at the bus stop when the bus arrives and not walking towards it; causing the driver to wait. A delay in the bus schedule could result in loss of bus privileges. Change in transportation and after-school arrangements should not be made via phone. Due to the business of the school day, it is possible that messages may not be delivered to your child in time for him/her to make the requested change. Please avoid last minute requests when at all possible.

ATHLETIC TEAMS / EXTRACURRICULAR ACTIVITIES

The MC at UNCG does not have any athletic teams; however, our students may participate in any of their home school's extracurricular activities and sports. It is the student's responsibility to find out the details about tryouts, starting and ending times and the requirements. Also, parents are responsible for providing transportation for any MC at UNCG student that decides to participate in any activities at his/her home school. Students are discouraged from leaving early for participation in their home school activities. If this happens, the student is responsible for getting the assignments ahead of time and having them completed upon his/her return the next day. If this happens too often, other arrangements may have to be made.

As with any GCS school, a physician's examination report and parent permission are required before a student can try out for any team. Students are expected to maintain satisfactory academic grades and conduct. Appropriate conduct is expected both in school, as well as on the playing field. If a MC at UNCG student displays inappropriate conduct, it may result in short term or permanent removal from the team at your home school. This includes any participant who chooses to display disrespectful or unsportsmanlike conduct. Student-athletes who are assigned to After-School Detention for the first or second time during the season (including discipline from bus infractions) will automatically be ineligible to participate in practices and/or contests on days when they are so assigned. A third assignment during the same season could result in suspension for the rest of the season. Also, student athletes who are assigned OSS will automatically be ineligible to participate in practices and/or contests on days when they are so assigned and will be suspended from the first game following their return from the OSS assignment. A second OSS assignment during the same season will result in removal from the team. Administrative discretion can be used at any time.

ASSEMBLIES AND OTHER EVENTS

Remember that you are on a college campus. Your conduct will show the pride you have for yourself, your school and your family. Loud talking, whistling, and general bad behavior show a lack of respect for the speaker or performer, yourself, the MC at UNCG, GCS and UNCG. Students displaying inappropriate behavior may be dismissed from the assembly immediately. Additional consequences at the discretion of school personnel may follow.

DRESS STANDARDS

In an effort to create an atmosphere focused on academic success and professionalism, the following dress standards will

be required for all students at the Middle College at UNCG for the 2022-2023 school year. Please be advised that in addition to the MC at UNCG standards, the standards for dress outlined in the Guilford County Schools' Student Code of Conduct will be enforced as well. Before students arrive on campus each day, they must already meet these guidelines. Dress code guidelines have been reviewed with all students and are on the school website. Student dress should not be a disruption to the educational environment.

strongly encouraged to support their athletic teams and show their SPARTAN PRIDE.

Shoes/ Accessories

- Head-coverings (including hoodie tops) are not allowed, unless for religious reasons
- All other hats/head-coverings are to be removed upon entering the building
- Wear comfortable shoes! You'll be walking a lot. Slides, crocs, and sandals are allowed. But make sure your shoes are safe and comfortable for the activities of that day. Bedroom slippers are not allowed. Open toe shoes can be unsafe.

Dress for Pathways and Other Field Trips

- Students are expected to dress professionally on all Pathways field trips unless otherwise instructed. Students will be given more details regarding professional attire for their specific site, which could include a blazer, dress jacket or sports coat. Jeans should never be worn to any event off campus unless specific instructions are given. In other words, if you know that you are going off campus, you should not wear jeans, spandex or form fitting type pants or t-shirts unless it is the dress for your site.
- When in doubt, dress business casual; khakis and polo or collared shirt.

Students who fail to meet these standards must contact a parent/guardian to bring proper clothing. If the proper clothing is not furnished, other arrangements will be made at the discretion of school personnel, which may include the student working in a different location away from his/her peers until proper clothing is furnished. If they are not in proper dress for Pathways, this could affect their grade.

Please be advised that these dress standards are a guideline to student expectations for appropriate dress and may be amended at the discretion of the school's officials. If there is any confusion regarding these standards, school official will make the final determination of compliance and distribute appropriate consequences if applicable.

UNCG 2022-2023 Athletic Events

In some cases, MC at UNCG students get into UNCG sporting events for free when they show their MC at UNCG ID. The men's basketball games are played in the Greensboro Coliseum and the women's basketball games are played in Flemming Gym located inside of the Coleman Building. MC at UNCG students are