



**MIDDLE COLLEGE  
OF  
FORSYTH**

**STUDENT HANDBOOK  
2021-2022**

# Middle College of Forsyth

## School Vision:

Preparing 21<sup>st</sup> century learners by broadening their intellect through college/career readiness, social responsibility, and global citizenship.

## School Mission:

Middle College is designed for high school students who would like to take college courses while earning their high school diploma. The Middle College provides a student-centered learning environment on a college campus that allows students to do their best academic work.

## Guiding Principles:

Our school is designed around these principles:

- Respect for self, others, and surroundings
- Integrity shown in all aspects of school, work, and public
- Service oriented to improve self, community, and world
- Excel in all facets of life

## School Contact Information:

Main Office Phone: 336.734.7437  
 Student Services Phone: 336.734.7163  
 School Fax: 336.734.7096  
 Website: [www.wsfcs.k12.nc.us/mcf](http://www.wsfcs.k12.nc.us/mcf)  
 Twitter: @MCFPhoenix

## Early/Middle College of Forsyth Staff

Name	Title	Office Location	Email
Joey Hearl	Principal	Ardmore 237	jdhearl@wsfcs.k12.nc.us
Lisa Nakawatase	Assistant Principal	Snyder 6146	lynakawatase@wsfcs.k12.nc.us
Dexter Felder	Student Services Director (ECF)	Ardmore 242	dfelder@wsfcs.k12.nc.us
Carl Glenn	Student Services Director (MCF)	Snyder 6132	clglenn@wsfcs.k12.nc.us
Piper Hendrix	Instructional Facilitator	Ardmore 221	phendrix@wsfcs.k12.nc.us
Tracy Shore	Lead Secretary	Ardmore 235	tmshore2@wsfcs.k12.nc.us
Jennifer Covington	Data Manager (ECF)	Ardmore 234	jscovington@wsfcs.k12.nc.us
Steve Blair	Data Manager (MCF)	Snyder 6137	sgblair@wsfcs.k12.nc.us
Kara Anglin	Social Worker	Snyder 6138	kjanglin@wsfcs.k12.nc.us
Megan Mills-Anderson	College Liaison	Ardmore 210	mmills@forsythtech.edu
Ted Barton	English/Seminar	Ardmore 209	trbarton@wsfcs.k12.nc.us
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Alison Wright	Science	Ardmore 251	alwright@wsfcs.k12.nc.us

**School Location:**

Our school is located on the middle floor of Snyder Hall on Forsyth Tech's main campus.

**Hours of Operation:**

Office hours for MCF are 8:00 AM-4:00 PM. High school instructional hours are from 10:30 AM-3:15 PM Monday-Friday. Students will have high school classes between 10:30 AM-3:15 PM. Students will typically take Forsyth Tech college classes prior to 10:30 AM.

**Calendar:**

MCF does not follow the traditional WSFCS school calendar. Our calendar is in line with the Forsyth Tech calendar. Students will begin high school classes on Monday, August 9. College classes will begin on Monday, August 16. The scheduled final day for students is May 24 (subject to change with inclement weather).

**Guidelines for Contacting Teachers and Instructors:**

MCF students will have both high school and college instructors. When students have questions and concerns about their coursework, they should talk to their teachers and college instructors directly. The college must adhere to the FERPA regulations, which guarantee protection of student records, limiting access to students' education records to students only. We want our students to learn how to manage their own learning, rather than expecting a parent to contact teachers and college instructors. Parents should contact Mr. Hearl or Ms. Nakawatase for high school concerns, or Ms. Mills-Anderson with questions about college classes.

**Student Services:**

Student Services provides academic and career and personal counseling services for students. Student Services is committed to helping students achieve their potential through education and personal growth. Other services include, but are not limited to, student enrollments, services for students with disabilities, school and college campus orientations, information and referral services for scholarships and post-secondary studies, end-of-course testing, college entrance date distribution, ACT/SAT testing, verifying student records, career guidance, drug awareness education and other related services.

Our unique setting allows our department to serve as a consultant to faculty and staff to help students meet their educational goals. A student experiencing academic or personal difficulties may request to meet with Mr. Glenn (Room 6132) to assist in resolving these concerns. These and other services contribute to our department achieving its mission which is to encourage students to learn, grow and achieve success in a supportive academic environment.

**Fees:**

Students enrolled in MCF do not pay any tuition or fees for high school or college courses. They do not pay for textbooks either. There are some fees that will apply to certain groups of students>

Senior Fee (MCF):	\$40 (can be paid in two payments 1 <sup>st</sup> /2 <sup>nd</sup> semester, but must be paid before February 2022)
Field Trip Fee:	Amount will vary per field trip
Yearbooks:	\$35.00-\$45.00 (price may vary)
Driver's Education Fee:	\$45.00 (if applicable)

Any MCF student that drops a college class from his/her schedule will be required to pay any digital access book fee to MCF, since this fee was originally paid by the school.

**Field Trips:**

We will plan field trips throughout the school year. We will collect money in advance of these field trips to cover travel expenses and admission. These amounts will vary, depending on details of each field trip. MCF students must be passing all enrolled courses (both high school and college) to be eligible to attend field trips.

## Class Schedule:

Many of our students will take classes at both Early College and Middle College. Below are daily schedules for each school.

Early College	Middle College
9:00-10:20 1 <sup>st</sup> Period	9:00-10:20 (Reserved for College Classes)
10:25-11:45 2 <sup>nd</sup> Period	10:30-11:50 1st Period
11:45-12:30 Lunch	11:50-12:30 Lunch
12:30-1:50 3 <sup>rd</sup> Period	12:30-1:50 2 <sup>nd</sup> Period
1:55-3:15 4 <sup>th</sup> Period	1:55-3:15 3 <sup>rd</sup> Period

## Extra-Curricular Activities:

Extra-curricular activities provide an opportunity for many students to develop their minds, leadership skills, and talents. They also provide an opportunity to help others through service to the school and community. The opportunity to participate should be available on a fair and equitable basis to all students, with the understanding that there may be activities where student participation may be limited such as being elected as part of the student government. The Early College of Forsyth, along with Forsyth Technical Community College, will provide many different types of activities for our students throughout the year based on student interest and active participation. All students are encouraged to become actively involved in these extra-curricular offerings around campus.

## National Honor Society

The National Honor Society chapter of the Middle College of Forsyth is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs.

Rising Juniors and Seniors are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale (weighted). Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms, the Student Activity Information Form, two community representative recommendations, and personal essay are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance or higher in all four criterion that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, participation in the chapter service projects, and an individual service project. Students or parents who have questions regarding the selection process or membership obligations can contact Mr. Glenn in the Student Services Department.

## Transportation:

Due to MCF operating on the FTCC calendar, there will be days that ECF and FTCC are in session with classes while the rest of WSFCS is closed. WSFCS bus transportation will not be provided on these days. Students will be responsible for their own transportation on these days. Students not attending classes on these days will be marked absent. Please inform the MCF Office in advance if there is a problem with providing transportation on these days so that a plan may be worked out. Refer to the table on the next page for information about specific dates.

No AM or PM Bus Transportation Days	
August 9, 10, 11, 12, 13, 16, 17, 18, 19, 20 October 25 November 22, 23 January 21 March 4, 25 April 11, 12, 13, 14	<i>*These dates are subject to change due to inclement weather.</i>

### Inclement Weather Policy:

Winter weather days can create some confusion for ECF students. The chart below will help you better understand these situations.

If WSFCS is ...	And FTCC is ...	What does this mean for ECF students?	Will WSFCS buses run on this day?
Closed	Closed	<ul style="list-style-type: none"> <li>No MCF or FTCC classes.</li> <li>Stay Home.</li> </ul>	NO
Closed	Open on a Regular Schedule	<ul style="list-style-type: none"> <li>No High School classes.</li> <li>FTCC classes will be held at regular times.</li> </ul>	NO
Closed	Open on a Delayed Schedule	<ul style="list-style-type: none"> <li>No High School classes.</li> <li>FTCC classes that begin on/after announced start time will be held.</li> </ul>	NO
Open on a Delayed Schedule	Open on a Regular Schedule	<ul style="list-style-type: none"> <li>High School classes that begin on/after announced start time will be held.</li> <li>FTCC classes will be held at regular times.</li> </ul>	YES on a Delayed Schedule
Open on a Delayed Schedule	Open on a Delayed Schedule	<ul style="list-style-type: none"> <li>High School classes that begin on/after announced start time will be held.</li> <li>FTCC classes that begin on/after announced start time will be held.</li> </ul>	YES on a Delayed Schedule
Open on a Regular Schedule or open on a Delayed Schedule	Closed	<ul style="list-style-type: none"> <li>No MCF or FTCC classes.</li> <li>Stay Home.</li> </ul>	N/A You are staying home.
<b><i>Parents and Students should ALWAYS use their best judgment when deciding whether to drive in inclement weather. Safety is the #1 priority.</i></b>			

### Car Transportation:

Students may be brought to school by parents or other parent-approved provided (other family member, friend, or care provider). When possible, car riders should not be dropped off at Forsyth Tech before 8:00 AM. Car riders should be picked up no later than 4:00 PM. The Forsyth Tech campus closes early on Fridays, so it is imperative for students to have a ride here to pick them up at 3:15 PM on these days.

### After School Activities Transportation:

Students who stay after school for tutoring, clubs, intramurals, special events, library services, and any other events that may occur will not be provided transportation. Students are only allowed to stay if a staff member is staying to supervise activity. Students will need to provide their own transportation for these activities. Students are expected to be in our building only when staying after school. Students are asked to wait in the library or learning center when their ride will be later than 3:45 PM if they are not staying with a staff member.

### WSFCS Magnet Shuttle Transportation:

The Winston-Salem/Forsyth County Schools "Magnet Shuttle" Program currently provides over 2,000 students with transportation through "shuttle" bus service. This program was developed to allow us to continue to provide transportation services for our magnet students who live out-of-zone for the magnet school they have chosen to attend. This program allows students to remain at a magnet shuttle site until as late as 6:00 PM each day. In the event there are (10) or more students within a single neighborhood who ride the school bus daily, Transportation will offer one residential stop within the neighborhood to those magnet students who attend the same magnet school and live out-of-zone.

Parents of any students who are NOT picked up within one hour after their arrival at their final school location will be required to pay a "supervisory fee" of \$3.00 per day, payable on a weekly basis at the end of each week. In addition, the parents of any student NOT picked up by the mandatory time of 6:00 PM will be assessed an additional \$10.00 "late" fee. Your student will be given a summary of charges incurred at the end of each week; you may pay these charges with cash or check made out to the school where you pick up your student

Buses will drop off and pick up students below Snyder Hall.

### Lunch:

Most MCF students will eat lunch at the same time. The lunch period is from 11:50-12:30. Students are **NOT allowed to leave campus to go get lunch. Students are NOT allowed to have lunch delivered to campus via DoorDash, GrubHub, or other similar businesses.**

Lunch Options for MCF students:

Bring lunch from home	Buy lunch from "The Grill"	Free school lunch delivered from Parkland HS
<ul style="list-style-type: none"><li>Avoid foods that must be refrigerated. Microwaves are limited on campus.</li></ul>	<ul style="list-style-type: none"><li>Students can purchase a hot meal (burger, deli sandwich, chicken, or a salad) with choice of fries/chips and a drink.</li></ul>	<ul style="list-style-type: none"><li>This option is available to ALL students and is FREE. Students do not get a choice of the menu for a particular day.</li><li>FREE Breakfast will also be available for ALL students daily.</li></ul>

There may be times when MCF students are asked to bring their lunch due to the schedule or a field trip. We will give advanced notice when this occurs. Drink and snack machines are also available to students. These machines are in most of the buildings as well as in the Student Lounge (located in the Tech Building-1<sup>st</sup> Floor). Students who wish to purchase items from drink/snack machines should bring correct change as the school or staff will not be able to make change. Also, students who use the drink/snack machines during class change should not be late back to their classes. MCF is not responsible for money lost in drink/snack machines.

### Textbooks:

Students will be provided all their high school and college textbooks free of charge. However, students will be charged for any loss, theft, or damage to any textbook. Students will not keep their textbooks; at the end of a course, textbooks will be taken up to be used again by other students. Students who fail or drop a class may be required to pay for digital access codes to retake a course or reimburse MCF for books bought especially for that course.

Students will be given a code (when available) for an online lab when it is the first time the student is taking the course. Students who drop or fail a college class that has an online lab subscription will be responsible for paying for that lab.

Students who owe fees for textbooks may be held up registering for college courses or graduation.

**Attendance:**

- Students are expected to attend class daily.
- Students who are habitually absent or tardy may be dropped from their courses and dismissed from MCF.
- It is the student's responsibility to make up assignments missed due to absence.
- Absent students should bring a note from a parent/guardian upon returning to school. Note must be submitted with two school days upon returning.
- Once a student accrues 6 or more unexcused absences in a course during a grading period, he/she will be required to "make up the time" by coming to school early and participating in tutoring sessions.
- Failure to complete "Make Up Time" by the end of the quarter may result in the student receiving an administrative F on the report card.

It is the responsibility of the student to make up their work when they are absent! Go to the Teacher college instructor and ask for your work. Do not wait for them to come to you. Students must be in regular attendance to do their best work in school. When it is necessary for students to miss school, then parents should send a note to the main office with the following information:

- Date of Excuse Date(s) of Absence
- Signature of Parent or Guardian Reason for Absence

Definition of an Excused Absence:

- Death in the immediate family
- Court or administrative proceeding
- Current doctor's note
- Quarantine
- Parent's note for sickness
- Administrative approved educational opportunity
- Suspension from school

**Tardies/Early Dismissals:**

Students are expected to be in class at the scheduled start time until the scheduled end time. Classes will begin promptly with teachers closing the door at the scheduled start time. Students that are tardy must go sign-in with the Main Office to get a note to enter class.

Unexcused tardies/early dismissals are cumulative between classes and cover the entire semester.

- 1<sup>st</sup> Offense = Warning and phone or email message to parent
- 2<sup>nd</sup> Offense = Warning and phone or email message to parent
- 3<sup>rd</sup> Offense = Warning and phone or email message to parent
- 4<sup>th</sup> Offense = Warning and phone or email message to parent
- 5<sup>th</sup> Offense = Parent contact by school administrator
- 6<sup>th</sup> Offense and Above = Student will be assigned one day of Before School Detention beginning with Offense #6 and each subsequent offense.

Failure to complete Before School Detention will result in loss of privileges for the student (i.e., field trips, assemblies, prom, etc.).

Any student who has an approved note requesting to sign out of school early will show the note to his/her teacher of the time he/she needs to leave class. Student are required to sign out in the Main Office prior to leaving school early.

**MCF Booster Club:**

The Middle College of Forsyth encourages you to join and participate in our school community. Parent/family volunteers are a vital part of our educational program. There will be opportunities for parents to be involved and lead as a part of this organization. If you are interested in helping to create the foundation of this important organization or want to volunteer, please fill out an interest form and send it into the main office.

The booster club helps sponsor many events through the school year such as dances, student incentives, winter luncheon and the year-end picnic. The school welcomes any donation (tax-deductible) you would like to make to the school.

## **Administration of Medicine at School:**

The WSFCS Board of Education discourages the use and administration of medication at school but recognizes it is sometimes necessary for the health of the child. All medications that can be given outside of school hours without adversely affecting the health of the child should not be administered at school during school hours. Reasonable efforts should be made by parent/guardian to obtain physician permission to adjust the dosages of the medication so it can be given at home before or after school hours. No medication may be administered by school staff without written authorization of the student's parent or guardian. When medication is to be administered in school, the student or parent should bring the medication directly to the Counseling Center.

## **Lockers:**

Students will not be issued lockers or locks; we encourage students to use either a bookbag/tote or a rolling bag to carry their books/supplies to class. Students are responsible for all books or items stolen as a result of lack of supervision. Do not leave your items unattended in classrooms, hallways, outside, etc.

## **Supplies:**

Students will be expected to provide their essential school supplies such as pens and pencils, paper, notebooks, etc. The college's bookstore sells these supplies; the bookstore is open daily and is in the Tech Building, first floor. Students are responsible for bringing necessary supplies daily. Please contact the Main Office if you need assistance with school supplies.

## **Report Cards:**

Students will receive their report cards quarterly. Report card dates for the 2021-2022 school year are:

- October 19
- January 13
- March 29
- June (TBD)

## **Homework:**

Homework is an integral part of a student's learning experience. Your child's teachers and instructors will determine the amount and types of assignments. Our philosophy focuses on quality instead of quantity. If there is a question or you need to know what type of homework has been assigned you may email the teacher or check the teacher's Canvas page. A parent may call the counseling center or email Mr. Glenn to request homework for a student who is absent. Assignments will be ready no later in the counseling office after 2:00 P.M. on the date following the request.

## **Grading:**

MCF will use the following grading scale:

90-100 (A)  
80-89 (B)  
70-79 (C)  
60-69 (D)  
Below 60 (F)  
Incomplete (I)

Students can view current high school grades by logging into PowerSchool. Parents, please contact the data manager if you need PowerSchool access. Students can view their college grades by logging into their Techlink account.

## **Academic Probation:**

Students must maintain a 2.5 GPA to meet the minimum requirement to enter the UNC College System. Forsyth Tech requires students to maintain a 2.0 to remain in college classes. Any student who has a college GPA of 2.4-2.0 will be on academic watch and be required to fulfill the requirements of our academic probation program. Any student who is under a 2.0 GPA will be on academic probation and will have one semester to show academic growth of gaining over a 2.0GPA in that semester and raising their overall GPA. If a student remains on Academic Probation for two semesters, they may no longer be able to take college classes by Educational Partnerships and may have to return to their residential school.



## **Student Conferences:**

Middle College staff will have individual student conferences throughout the year. Students' behavior, academics, and attendance will be discussed. Students will be informed of progress and areas of improvement. At the end of the year, students will have a final conference at which time we will determine students' enrollment status in the Middle College program for the following school year.

## **Weather Realities:**

Because our school meets on the college campus, students should be mindful of weather conditions and start the habit of carrying a compact umbrella when on campus. Students should wear comfortable shoes as they will be walking to required locations daily. Rooms are air-conditioned but some rooms are cooler than others, so students should come prepared for changes in temperature, both inside and outside.

## **Technology and Computers:**

We expect our students to use the college's computers in appropriate ways. Students and parents will be required to sign appropriate use forms for both the school system and the college. The use of mobile devices (phones, iPads, etc.) for non-academic related matters during class time is prohibited.

## **Student Behavior:**

We expect all MCF students to behave in a mature, responsible, orderly manner every day. You are guests here at Forsyth Tech and should always present yourself in the most serious, positive way possible as you move around campus. You must prove yourself daily to the faculty and students here at Forsyth Tech. Because we are housed at Forsyth Tech but are also one of the high schools of the Winston-Salem Forsyth County Schools, we will operate under both institutions' Codes of Conduct. Students and their parents must realize that any serious infraction and/or repeated misbehavior may result in exclusion from the Middle College of Forsyth.

## **Dress Code:**

MCF follows the WSFCS student dress code policy, which is listed on the following page.

## **WSFCS Student Behavior and Code of Student Conduct**

**Prohibited Behavior.** Every student has the right to be free from fear, harm, and violence at school, on the school bus and at school-related activities. In order to preserve this right, the Board authorizes the Superintendent to create a Code of Student Conduct that sets out specific consequences for students violating the following rules:

1. Students shall obey Board of Education policies, administrative regulations, school rules, and classroom rules.
2. Students shall comply with all lawful directions of Principals, teachers, substitute teachers, teacher assistants, bus drivers, and other school personnel who are authorized to give such directions.
3. Students shall not assault, hit, kick, punch, fight, intentionally harm or threaten to harm another person.
4. A student shall not incite or instigate a fight, assault or riot. The terms "incite" and "instigate" mean to urge or direct others by words or actions to engage in a fight, assault or riot. A student commits this offense by actively urging or directing others to take part in the prohibited behavior or by causing or instigating the prohibited behavior to occur. Students committing this offense should be disciplined in the same manner as those students actually engaging in the fight, assault or riot.
5. A student shall not aid or assist another student to violate any Board Policy, administrative regulation or local school rule. A student is guilty of this offense if he/she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed. A student committing this offense may be disciplined in the same manner as those students actively committing the offense.
6. A student should avoid a fight by walking away from a threatened conflict and/or reporting the other student's threats to a teacher or other school employee. A student may, in a defensive manner, restrain the other student or block punches, kicks etc. but if the student retaliates by kicking, hitting, striking, etc. the other student, that action is considered fighting.
7. A student shall not participate in an affray. An affray is a fight between more than two people which causes a large public disturbance. Examples of an affray are fights involving multiple students in the school cafeteria or at an athletic event. A person who commits an affray may be guilty of a misdemeanor.
8. Students shall not take the property of another person or the school without permission. Theft, larceny, robbery and extortion are forbidden. Students shall not knowingly sell stolen items at school.

9. Students shall not engage in extortion. Extortion is the act of securing money, favors, or other things of value from another person through blackmail, abuse of authority, or intimidation.
10. Students shall not intentionally vandalize, scratch, mark, or damage the property of the school or any person at the school.
11. Students shall adhere to their school's dress code. At a minimum, the following dress or appearance is prohibited:
  - a. Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent;
  - b. Halter or bare midriff tops, or bare midriffs;
  - c. Spaghetti straps or tank tops;
  - d. Strapless shirts or tube tops;
  - e. Bare feet;
  - f. Short shorts or skirts;
  - g. Pants, slacks or jeans that sag below waist; and
  - h. Hats, caps, bandanas, or garments which cover the student's face or conceal the student's identity.
  - i. Underpants or bras showing or worn as outerwear;
  - j. Provocative, revealing attire that exposes cleavage; and
  - k. Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified as described in AR 5131.4.
12. Students shall not bring to, or have on school property or at any school-related activity, any weapon, or explosive of any kind, including, but not limited to any BB gun, stun gun, air rifle, air pistol, knife, dirk, dagger, slingshot, leaded cane, blackjack, metallic knuckles, razors and razor blades, destructive devices, firearms, and firecrackers, or any look-a-like weapon, including but not limited to, plastic guns, water pistols, and rubber knives, or use any weapon or look-a-like weapon to harm or threaten to harm another person. Students shall not bring to, or have on school property or at any school related activity any other item which may be used as a weapon, such as a saw or unaltered nail file, unless such item is being used for a school-related project or activity. (See also AR 5131.7, Reporting Prohibited Relationships with Students and Other Criminal Acts.)
13. Students shall not use an aerosol spray can, bottle or other type container as a weapon to threaten to injure, to injure, harm, harass or annoy any other person or to disrupt class or any school program or activity.
14. Students shall not start fires or ignite explosives or threaten to do so.
15. Students shall not wrongfully break and/or enter into school buildings, school buses, classrooms, storerooms, or lockers.
16. Students shall not trespass on school grounds when told not to do so by authorized school personnel. During the term of assignment to an alternative school, students are prohibited from being present on any WS/FCS campus or at any school-sponsored event other than the campus of the alternative school to which the students are assigned. During the term of a suspension or expulsion, students are prohibited from being present on any WS/FCS campus or at any school-sponsored event.
17. Students shall not engage in a disorderly conduct. Disorderly conduct is defined in N.C. Gen. Stat. §14-288.4 as intentionally creating a public disturbance that disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engaging in conduct which disturbs the peace, order or discipline on a school bus, at any public or private educational institution or on the grounds adjacent thereto.
18. Students shall not possess, use, give away, attempt to sell or purchase, or be under the influence of any illegal narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, malt beverage (including beer and other malt beverages that contain less than .5 of one percent of alcohol), wine, alcoholic beverage, or any other controlled substance as defined by North Carolina law. Students shall not possess, use, give away, attempt to sell or purchase a counterfeit substance such as those described in this paragraph, or an otherwise legal substance that is intended to mimic the effects of one of the substances described in this paragraph. (See policy 5131.6, Student Behavior – Drugs and Alcohol.)
19. Students shall not insert a foreign substance in the food or drink of another person with the intent of injuring or harming the other person or causing an adverse reaction including but not limited to, hallucinations, sleep, or euphoria. Students shall not knowingly bring containers of urine or any other bodily fluid or substance to school unless required for an academic or other required assignment or activity.
20. Students may not possess, display or use tobacco products at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off-campus.
21. Students shall not possess drug or chemical paraphernalia at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off-campus. (See policy 5131.6, Student Behavior – Drugs and Alcohol.)
22. Students shall not park motor vehicles on campus in student parking areas unless allowed by Policy 5131.3, Parking on School Grounds. Parking privileges may be revoked for violation of the Code of Student Conduct.
23. Students shall not engage in sexual or intimate conduct at school, on the school bus or school-related activities, including but not limited to: taking or attempting to take

immoral or indecent liberties with another student, exposing private body parts (genitals, buttocks and/or female breasts) or engaging in consensual sexual misconduct or engaging in inappropriate public displays of affection including but not limited to, prolonged hugging or embracing, kissing, petting, and/or making out.

24. Students shall not gamble; they shall not possess and/or use playing cards unless approved by a teacher or school officials for an educational purpose.
25. Students shall not use or possess electronic devices such as MP3/4 players, portable radios, recording devices, tape/CD/DVD/MP3 players, digital cameras, laser pens, or other similar electronic equipment in school during regular school hours except as approved by a Principal or his designee. Students shall not use any type of electronic device on school property or during a school activity, whether on or off school property, for the purpose of immoral or pornographic activities, including, but not limited to, sexting. Sexting shall be defined as the sending, taking, disseminating, transferring, sharing, or receiving of obscene, pornographic, lewd, indecent, or otherwise sexually explicit messages, photographs or images on or by electronic devices.
26. Students shall not possess a portable communication device of any kind, including, but not limited to, a cellular telephone, at any school that has expressly prohibited such items.
27. If schools allow students to possess a portable communication device of any type, including but not limited to, a cellular telephone, students shall not use or display such devices during regular school hours except as approved by a Principal or his designee. "Regular school hours" means from the beginning of the student instructional day to the end of the student instructional day.
28. If a portable communication device rings, vibrates or is otherwise used or in use during class or instruction without permission from the Principal or his designee, it may be confiscated, and the student may be denied the privilege of possessing a communication device at school for up to the remainder of the school year. The confiscated device shall be returned to the student's parent/guardian.
29. If a school administrator has reasonable suspicion a device has been used to violate the Code of Student Conduct, the school administrator may search the device for evidence of such misconduct.
30. By virtue of the ringing, vibration, or other evidence of use of a portable communication device during regular school hours in contravention of this Policy, the owner of the device thereby consents to the search of such portable communication device by a school administrator.
31. Students and their parent(s)/guardian(s) are solely responsible for any loss or damage to their portable radio, tape recorders, tape/CD/DVD/MP3 players, cell phone or any other similar electronic equipment in school while it is in their care, custody or control. WS/FCS accepts no responsibility for theft, loss or damage to a student's personal electronic equipment.
32. Commercial solicitation of or by students is prohibited on school grounds or at school-sponsored events. Charitable solicitation of students is permitted subject to the provisions of Policy 1324.
33. Students shall not engage in hazing. Hazing is defined in state law as to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.
34. Students shall not engage in gang activity as described in AR 5131.4.
35. Students shall not litter or loiter on school property.
36. Students shall not make false statements to teachers and school officials or forge a signature on any papers or documents.
37. Students shall not make or publish false statements on the internet, by Fax or by any other means of communication that defame the character or reputation of a school employee or student. While students have a constitutional right to criticize school personnel or students, that right does not include making false statements accusing school personnel or students of engaging in criminal or immoral acts that are intended to injure, harass and/or harm an individual.
38. Students shall not download to or otherwise place upon a computer owned and/or maintained by the school or school system any software or computer program which enables the student and/or others to load content or programs to school system computers which would otherwise be prohibited by school system policy. Students are not to download software or programs, or view content prohibited by AR 6161.1.
39. Due to the risk or injury to the student and others, students shall not ride a skateboard, roller skate or in-line skate on school property, unless approved in advance by the Principal or designee as a school sponsored program or activity.
40. Students shall not skip/leave class or school without permission.
41. Students shall not knowingly make a false report to law enforcement (i.e. a false 911 call).
42. Students shall not make a bomb threats or a false fire alarm.

43. Students shall not make terrorist threats. A student violates this rule when he or she:
- By any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person;
  - With intent to perpetrate a hoax, conceals, places, disseminates, or displays on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person;
  - Threatens to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption;
  - Makes a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; or
  - Conspires to commit any of the acts described in this subsection.
44. Students shall not possess on school property or on a school activity or use counterfeit currency, unless such item is being used for a school-related project or activity.
45. Students shall not cheat. Students shall not copy another student's answers to a test, homework or any other school work and submit it as their own work for evaluation and grading. In addition, unless permitted in advance, students shall not bring any materials in any form with them for use in answering questions on a test, such as a "cheat sheet."
46. Students shall not plagiarize. Students shall not copy an author's work and submit it as their own original work for evaluation and grading.
47. Students shall not use profanity, obscenity, fighting or abusive words, or otherwise engage in speech that disrupts (written, symbolic or verbal) which materially and substantially disrupts the classroom or other school activities.
48. Students shall not communicate a threat to another person. Students shall not bully, harass, or discriminate against others. Incidents of misbehavior that do not rise to the level of bullying, discriminating, threatening or harassing may still violate Policy 1170, Civility Policy. Bullying, discrimination, and harassment are defined in policy 5131.1. Communicating threats, is defined as a person without lawful authority who:
- willfully threatens to physically injure the person or that person's child, sibling, spouse, or dependent or willfully threatens to damage the property of another.
  - The threat is communicated to the other person, orally, in writing, or by any other means;
  - The threat is made in a manner and under circumstances which would cause a reasonable person to believe that the threat is likely to be carried out; and
  - The person threatened believes that the threat will be carried out
49. Students are prohibited from engaging in behavior (whether on or off campus) that constitutes a clear threat to the safety of other students or employees. Pursuant to AR 5131, Code of Student Conduct, such behavior may subject a student to expulsion. Behavior constituting a clear threat to the safety of others includes, but is not limited to:
- theft or attempted theft by a student from another person by using or threatening to use a weapon;
  - the intentional and malicious burning of any structure or personal property, including any vehicle;
  - an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
  - an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
  - an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
  - any intentional, highly reckless or negligent act that results in the death of another person;
  - confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
  - the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
  - taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
  - any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
  - the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
  - any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
  - any other behavior that demonstrates a clear threat to the safety of others in the school environment.

**Aiding or Assisting.** A student shall not aid or assist another student to violate board policy, administrative regulation, school rules, or classroom rules. A student commits this offense if he or she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed. A student committing this offense may be disciplined in the same manner as those students actively committing the offense.

**Aggravating and Mitigating Circumstances.** When considering the appropriate sanction for specific student conduct, the Principal, Assistant Principal, or teacher should consider circumstances relating to the offense, including but not limited to the following:

- The student's age;

2. The student's mental capacity;
3. The student's intent;
4. The student's disciplinary history;
5. The student's academic history;
6. The potential benefits to the student of alternatives to suspension;
7. How the student's misconduct impacted others;
8. Whether the student displayed an appropriate attitude and gave respectful cooperation during the investigation and/or after the offense occurred;
9. What other consequence(s) the student may be experiencing outside of school;
10. What action the student and/or the student's parent(s) have taken since the offense occurred.

<b>Guideline Sanctions for Violations of the Code of Student Conduct</b>	
<p>The following guidelines are <u>recommendations</u> for discipline and should not be construed as mandatory disciplinary actions. Administrators may combine sanctions from different levels where appropriate (i.e. a short-term suspension and a recommendation for long-term suspension).</p>	
<p><b>LEVEL 1: Discipline that does not remove a student from the classroom for an extended period of time.</b></p> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate for minor acts of misconduct, first time offenses, or when mitigating factors apply to a more serious offense.</li> <li>• If aggravating factors apply, consider Level II or Level III discipline</li> <li>• If mitigating factors apply, no discipline should be issued</li> </ul>	
Being in an Unauthorized Area (UB)	Honor Code Violation (Academic Misconduct) (UB)
Bus Misbehavior (UB)	Late to Class (UB)
Cell Phone Use (UB)	Leaving Class Without Permission (UB)
Cutting Class (UB)	Other (minor offense) (UB)
Disruptive Behavior (UB)	Other School Defined Offense (UB)
Dress Code Violation (UB)	Possession of Counterfeit Item (money) (UB)
Excessive Display of Affection (UB)	Possession of Student's own Rx Drug (UB)
Excessive Tardiness (UB)	Skipping Class (UB)
Falsification of Information (UB)	
<p><b>LEVEL II: In-school Suspension</b></p> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate for minor acts of misconduct, first time offenses, or when mitigating factors apply to a more serious offense.</li> <li>• If aggravating factors apply, consider a longer ISS or Level III discipline</li> <li>• If mitigating factors apply, consider Level I discipline or no discipline</li> </ul>	
Aggressive Behavior (UB)	Misuse of School Technology (UB)
Disrespect of Faculty/Staff (UB)	Possession of Tobacco (UB)
Gambling (UB)	Repeat Offender (minor disruptions) (UB)
Inappropriate Items on School Property (UB)	Skipping School (UB)
Inappropriate Language/Disrespect (UB)	Truancy (UB)

Insubordination (UB)	Use of Counterfeit Item (money) (UB)
Leaving School Without Permission (UB)	Use of Tobacco (UB)
<p><b>LEVEL III: Short-term Out-of-School Suspension</b></p> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate for repeated minor offenses, first time offenses, or when mitigating factors apply to a more serious offense</li> <li>• Short-term suspensions should generally be for no more than five (5) days at a time</li> <li>• If aggravating factors apply, consider a longer short-term suspension or Level IV discipline</li> <li>• If mitigating factors apply, consider Level I, Level II, or no discipline</li> </ul>	
Affray (UB)	Harassment – Sexual (UB)
Assault on Non-student (without weapon and not intended to cause or causing serious injury) (UB)	Harassment – Verbal (UB)
Assault – Other (UB)	Hazing (UB)
Assault on Student (without weapon and not intended to cause or causing serious injury) (UB)	Mutual Sexual Contact Between Students (UB)
Bullying (UB)	Other (serious offense) (UB)
Communicating Threats (N.C. Gen. Stat. 14-277.1)	Possession of Alcoholic Beverage (includes possession, sale or distribution) (RO)
Cyber-bullying (UB)	Possession of Another Person's Prescription Drug (Not a Controlled Substance or Narcotic)
Discrimination (UB)	Possession of Chemical or Drug Paraphernalia (UB)
Disorderly Conduct (N.C. Gen. Stat. 14-288.4)(UB)	Possession of Counterfeit Item (drug or weapon) (UB)
Extortion (UB)	Possession of a Weapon (without intent to use or risk of harm; excluding firearms or destructive devices) (RO)
False Fire Alarm (UB)	Property Damage (UB)
Fighting (UB)	Theft (UB)
Gang Activity (UB)	Unlawfully Setting a Fire (UB)
<p><b>LEVEL IV: Alternative Learning Center Assignment</b></p> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate for students who repeatedly commit Level I, II, and III offenses, and/or when other interventions do not improve the student's behavior</li> <li>• Appropriate when aggravating factors apply to less serious offenses</li> </ul>	

<ul style="list-style-type: none"> <li>• Appropriate when mitigating factors apply to more serious offenses</li> <li>• Alternative education placement must be considered in lieu of long-term suspension</li> </ul>	
Repeat Offender (serious disruptions) (UB)	Use of Controlled Substance (RO)
Under the Influence of Alcohol (UB)	Use of Counterfeit Item (i.e. counterfeit controlled substance or weapon) (UB)
Under the Influence of a Controlled Substance (UB)	Use of Narcotics (RO)
Use of Alcoholic Beverage (RO)	
<b>LEVEL V: Alternative School Assignment</b> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate for students who repeatedly commit Level I, II, and III offenses, and/or when other interventions do not improve the student's behavior</li> <li>• Appropriate when aggravating factors apply to less serious offenses</li> <li>• Appropriate when mitigating factors apply to more serious offenses</li> <li>• Alternative education placement must be considered in lieu of long-term suspension</li> </ul>	
Assault on School Personnel (without weapon and not intended to cause or causing serious injury) (RO)	Violent Assault Not Resulting in Serious Injury (an attack that is intended to cause or reasonably could cause serious injury) (UB)
Robbery Without a Weapon (UB)	
<b>EVEL VI: Long-term Out-of-school Suspension</b> <ul style="list-style-type: none"> <li>• Appropriate for violations of the Code of Student Conduct</li> <li>• Appropriate when the student's conduct threatens the safety of students, staff, or school visitors or threatens to substantially disrupt the educational environment</li> <li>• Appropriate when there is a significant or important reason to decline alternative education services, such as: <ul style="list-style-type: none"> <li>i. The student exhibits violent behavior.</li> <li>ii. The student poses a threat to staff or other students.</li> <li>iii. The student substantially disrupts the learning process.</li> <li>iv. The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible.</li> <li>v. The student failed to comply with reasonable conditions for admittance into an alternative education program</li> </ul> </li> <li>• Generally, a long-term suspension lasts between 11 days and the remainder of the school year (unless the offense is committed during the last quarter as provided in section III(F) above)</li> <li>• Alternative education placement must be considered in lieu of long-term suspension</li> <li>• If mitigating factors apply, consider fewer suspension days or alternative education placement</li> <li>• If aggravating factors apply, consider more suspension days or a Level VIII sanction</li> </ul>	
Bomb Threat (RO)	Sale/Distribution of Controlled Substance in Violation of Law – Cocaine (RO)
Burning of a School Building (RO)	Sale/Distribution of Controlled Substance in Violation of Law – Marijuana (RO)
Possession of Controlled Substance in Violation of Law- Cocaine (RO)	Sale/Distribution of Controlled Substance in Violation of Law – Other (RO)
Possession of Controlled Substance in Violation of Law- Marijuana (RO)	Sale/Distribution of Controlled Substance in Violation of Law – Ritalin (RO)

Possession of Controlled Substance in Violation of Law- Other (RO)	Sale/Distribution of a Prescription Drug (Not a Controlled Substance or Narcotic) (RO)
Possession of Controlled Substance in Violation of Law- Ritalin (RO)	
<b>LEVEL VII: 365-day Suspension Out-of-school</b> <ul style="list-style-type: none"> <li>• Appropriate only for the offenses identified in this level</li> <li>• Only the Assistant Superintendent can mitigate a recommendation for a 365-day suspension</li> </ul>	
Possession of Firearm or Powerful Explosive (see definitions for "firearm" and "destructive device" in section II above) (RO)	
<b>LEVEL VIII: Expulsion</b> <ul style="list-style-type: none"> <li>• Appropriate when school officials can show by clear and convincing evidence that a student, 14 years of age or older, constitutes a clear threat to the safety of other students or school staff when he or she is in school</li> <li>• The student does not have to be arrested or charged with a crime to be recommended for expulsion</li> <li>• If mitigating factors apply, consider Level IV, or V, or VI sanction</li> </ul>	
Assault Involving the Use of a Weapon (RO)	Rape (PD)
Assault Resulting in Serious Injury (PD)	Robbery with a Dangerous Weapon (PD)
Homicide (PD)	Sexual Assault Not Involving Rape or Sexual Offense (see AR 5131.7 for definition) (PD)
Kidnapping (PD)	Sexual Offense (see AR 5131.7 for definition) (PD)
Possession of a Weapon (with intent to use or risk of harm; excluding firearms and powerful explosives) (RO)	Taking Indecent Liberties with a Minor (see AR 5131.7 for definition) (PD)



## Middle College Student Responsibility Pledge

I, \_\_\_\_\_, accept the responsibility expected of me as I enter the Middle College of Forsyth. I realize that I am the one responsible for the following, not my parent.

### General Student Expectations:

#### Academics/Attendance:

- I will complete all assignments in a timely manner.
- If I have difficulty or need assistance, I will make my teacher, counselor, principal, or college instructor aware.
- I will be responsible for going to class regularly and be on time to class.
- I realize that three absences in any class may result in no credit for that class depending on circumstances.
- I will take care of my books and return them in the condition in which they were given to me.
- If damages occur to my books when in my possession, I will be responsible to pay the cost assessed with those damages.

#### Behavior

- I will display maturity since I am a guest on this college campus.
- I will dress appropriately for class and will not wear clothing that promotes illegal activities or creates a distraction.
- I will not horseplay anywhere on campus or on the bus.
- I will not use profanity anywhere on campus or on the bus.
- I will follow the directions of any adult faculty member (MCF or FTCC).
- If I have a conflict with another student, I will immediately report it to a teacher or the school administration.

#### Cell Phone/Electronic Devices

- If I carry a cell phone, I understand that I may use it only during class breaks.
- I will keep my phone, or any other electronic device turned off and put away during all classes and assemblies.
- Texting or taking pictures with cell phones is not allowed in any class due to distractions and possible cheating.

#### Building/Premises

- I will only be in areas as designated by Middle College Staff at the times designated. These locations include the following areas: Snyder Hall, Library, Hauser Building, Learning Center, Bookstore, and Cafeteria.

#### Internet Policy

- I am aware that Forsyth Tech and WSFCS have different internet policies. I will adhere to both institutions' policies for appropriate use of technology.

#### WSFCS Student Code of Conduct

- I am aware that there is no in-school suspension and that I still must adhere to the WSFCS Student Code of Conduct Policy and Forsyth Technical Community College Code of Conduct. I will be responsible for my own actions and will suffer any consequences for those actions. If disciplined, I know that being removed from the Middle College of Forsyth may be a consequence.

#### Tobacco Free School

- I am aware that all WSFCS locations are 100% Tobacco Free and Middle College of Forsyth is an extension of this system of schools. It is illegal for any person under the age of 18 to possess or use tobacco products. If caught with possession or use of tobacco products, I may be subject to legal action which may include cited by local police.



## Plagiarism:

Plagiarism is a serious offense that is not taken lightly at the high school or college level. Some students are sometimes not aware of the many forms of plagiarism and need to be knowledgeable in what constitutes plagiarism. All students will participate in a workshop at the beginning of the year to address what plagiarism is and how to avoid it. Sanctions for confirmed incidences of plagiarism in high school classes are:

### 1st Incident:

- Offer alternate assignment that is relevant to original assignment, but more stringent in terms of requirements.
- Maximum credit for alternate assignment is 50.
- Contact parent regarding incident and advisement of potential consequences for future occurrences.

### 2nd Incident (regardless of when or in what class):

- Offer alternate assignment that is relevant to original assignment, but more stringent in terms of requirements.
- Maximum credit for alternate assignment is 25.
- 1 day OSS; assignment due upon first day returned to school.

### 3rd Incident (regardless of when or in what class):

- 0 for the assignment.
- 2 days OSS.

Incidences of plagiarism in college classes will be handled by college instructors and fall under Forsyth Tech's Student Code of Conduct.

## Magnet School Student Expectations:

The Middle College of Forsyth is considered a Magnet School. The following expectations apply to all WSFCS Magnet School students.

- Magnet students are expected to exhibit exemplary conduct at the school to which they are assigned and to attend school.
- If a student accumulates ten or more unexcused absences or thirty (30) or more unexcused tardies/early releases, the student may be re-assigned to his/her residential school at the end of the year.
- If a student fails or refuses to exhibit exemplary conduct (any out-of-school suspensions), the student may be re-assigned to his/her residential school at the end of the school year.
- A student admitted to a magnet school who does not complete magnet program requirements may be returned to their residential school at the end of the school year.
- Principals must warn parents in writing by the end of the third quarter if a student is in danger of being reassigned to his/her home school.

I certify that I have read the entire Student Handbook and both sides of this document and am aware of the information presented in Section 1 (General Student Expectations), Section 2 (Plagiarism), and Section 3 (Magnet School Student Expectations).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Circle Grade for 2021-2022 School Year:    11    12

**Keep this copy of the MCF  
Student Responsibility Pledge  
for your own records.**

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Circle Grade for 2021-2022 School Year:    11    12

**Complete this form with  
Student and Parent signatures  
and return to MCF Main Office  
by August 13, 2021.**