



2021 - 2022

Adult High School

Student Handbook

Table of Contents

1. [CAPE FEAR COMMUNITY COLLEGE'S VISION STATEMENT](#)
2. [MISSION STATEMENT](#)
3. [PROGRAM DESCRIPTION](#)
4. [CLASS INFORMATION](#)
5. [ADULT HIGH SCHOOL CLASSES ONLINE](#)
6. [GRADUATION REQUIREMENTS](#)
7. [STANDARDS OF PROGRESS](#)
8. [ACADEMIC CALENDAR](#)
9. [NEW STUDENT ORIENTATION AND REGISTRATION](#)
10. [ALL NEW STUDENTS MUST BRING TO ORIENTATION](#)
11. [ALL STUDENTS AGED 16 OR 17 ATTENDING ORIENTATION MUST BRING](#)
12. [ADULT HIGH SCHOOL ACADEMIC EXPECTATIONS](#)
13. [ADULT HIGH SCHOOL STUDENT CONTRACT \(FACE-TO-FACE CLASSES\)](#)
14. [ADULT HIGH SCHOOL STUDENT CONTRACT \(ONLINE CLASSES\)](#)
15. [ADULT HIGH SCHOOL CLASSROOM EXPECTATIONS](#)
16. [CFCC STUDENT CODE OF CONDUCT](#)
17. [ADULT HIGH SCHOOL CONDUCT REGULATIONS](#)

CAPE FEAR COMMUNITY COLLEGE'S VISION STATEMENT

Building a future-oriented world class workforce and a community of lifelong learners in partnerships with regional businesses and agencies. Imagine the possibilities!

MISSION STATEMENT

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College Systems, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, and pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

PROGRAM DESCRIPTION

The Adult High School (AHS) is a credit-based program, designed for students who have not yet completed high school and wish to earn their diploma. There is no cost to students for classes or books!

Graduates receive an Adult High School Diploma issued by Cape Fear Community College and the New Hanover or Pender County Board of Education. The AHS diploma is the equivalent to any public or private high school diploma and is recognized by employers, colleges, and universities throughout the country.

Classes are offered at the downtown Wilmington and Burgaw campuses. Online courses are also available.

CLASS INFORMATION

All Adult High School classes run in nine-week sessions. Each class meets for a total of 68 hours for one (1) credit. Students must be in attendance for a minimum of 64 hours to be eligible to earn the credit for the class.

Face-to-face classes are held at the Wilmington campus on Monday/Wednesday or Tuesday/Thursday from 9:00 am – 1:00 pm and 5:30 pm – 9:30 pm. Classes are held at the Burgaw site on Tuesday/Thursday from 5:30 pm – 9:30 pm.

ADULT HIGH SCHOOL CLASSES ONLINE

Nearly 40 Adult High School classes are offered online via Odysseyware. Just like a face-to-face class, an online class runs for a total of 68 hours during each nine-week session. Students must be logged in and actively participating for a minimum of 64 hours to be eligible to earn credit for the class.

GRADUATION REQUIREMENTS

The Adult High School program requires students to earn the following 22 credits:

- 4 English credits
- 4 Math credits (Math I, Math II and Math III, and a fourth Math course)
- 3 Science credits (Earth Science, Biology, and Physical Science)
- 4 Social Studies credits (World History, American History I, American History II, and Civics)
- 1 Health and PE credit
- 6 Elective credits

Clock Hours: 22 credits x 68 hours per (1) credit = 1496 clock hours

STANDARDS OF PROGRESS

Minimum grades for satisfactory completion = D

Grading Scale: 90-100=A, 80-89.9=B, 70-79.9=C, 60-69.9=D, <60=F

Students will be informed of their progress weekly to ensure continuous improvement.

ACADEMIC CALENDAR

The Adult High School program operates on a 9-week schedule for Fall, Spring, and Summer.

<u>SESSION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>HOLIDAYS *</u>
Fall 1	July 12, 2021 Online: July 9, 2021	September 9, 2021 Online: Sept. 10, 2021	September 6 & 7

Fall 2	September 20, 2021 Online: Sept. 17, 2021	November 16, 2021 Online: November 19, 2021	None
Spring 1	November 29, 2021 Online: December 3, 2021	February 10, 2022 Online: February 11, 2022	December 20 – 31 January 17 & 18
Spring 2	February 16, 2022 Online: February 18, 2022	April 19, 2022 Online: April 15, 2022	April 6 & 7
Summer	April 25, 2022 Online: April 22, 2022	June 23, 2022 Online: June 24, 2022	May 30 & 31

ADULT HIGH SCHOOL ORIENTATION AND REGISTRATION

To enroll in the Adult High School program all students must attend an orientation and registration session. Please call 910-362-7348 or 910-362-7182 to reserve your seat.

ALL NEW STUDENTS MUST BRING TO ORIENTATION

- Picture ID with birth date and signature
- Social Security card
- Official sealed transcript from previous high school(s) in a sealed envelope

ALL STUDENTS AGED 16 OR 17 ATTENDING ORIENTATION MUST BRING

- Be accompanied by a parent or legal guardian for the first half hour of orientation
- Provide proof of high school withdrawal OR an Official School Withdrawal Form:
 - New Hanover County withdrawal form
 - Pender County withdrawal form
- Other withdrawal form
- Present a notarized Parental Consent form (Minors without a completed parental consent form will not be eligible to participate in orientation)

ADULT HIGH SCHOOL ACADEMIC EXPECTATIONS

Adult High School students must attend a minimum of 64 hours during the 68-hour course (online and face-to-face) to be eligible to earn a credit for that class. A minimum score of 60% is required to earn a credit.

Satisfactory Academic Progress Standards for Adult High School Students

Each student is expected to make Satisfactory Academic Progress toward obtaining a high school diploma. The cumulative number of credits is reviewed at the end of each 9-week session to

determine whether the student has made the expected academic progress of at least one (1) credit.

Note: Students must earn a minimum of 22 credits and have a 1.0 grade point average to graduate from the Adult High School program.

Academic Warning

Students earning no credits during a 9-week session will be placed on Academic Warning for the following session. Students are encouraged to meet with the Adult High School Assessment Retention Specialist to discuss their academic plan, academic goals, and potential barriers to success.

Academic Probation

Students earning no credits during two consecutive 9-week sessions will be placed on Academic Probation for the following session, and will not be scheduled for Adult High School classes for a minimum of one 9-week session.

- Students on Academic Probation are required to attend an Adult High School Orientation as well as meet with the Adult High School Assessment Retention Specialist prior to their return to classes.
- Returning students will be scheduled for face-to-face classes only.
- Students may be permanently suspended from the Adult High School program for continued academic and/or attendance issues.

ADULT HIGH SCHOOL STUDENT CONTRACT (FACE-TO-FACE CLASSES)

1. I understand that I am expected to make satisfactory progress toward obtaining a high school diploma.
2. I understand that I must earn a passing average of 60% or higher to earn a credit.
3. I understand that I must attend a minimum of 64 out of 68 hours for each course to be eligible to earn a credit.
4. I understand that I am expected to attend a full 4 hours per class.
5. I understand that there are no excused absences, and missed class time will be deducted in 15 minute increments.
6. I understand that time will be deducted if I arrive late to class late, leave early, or if I am not actively engaged in classwork (i.e., texting or sleeping).
7. I understand that if I miss more than 4 hours of a class, I will time out, be dropped from the class, and will be placed on Academic Warning.
8. I understand that if I earn no credits during two consecutive 9-week sessions, I will be placed on Academic Probation for the following session, and will not be scheduled for Adult High School classes for a minimum of one 9-week session. When I return, I will be enrolled in face-to-face classes only.

9. I understand that I may be terminated from the Adult High School program for persistent, continued academic and/or attendance issues.

ADULT HIGH SCHOOL STUDENT CONTRACT (ONLINE CLASSES)

1. I understand that I am expected to make satisfactory progress toward obtaining a high school diploma.
2. I understand that I must earn a passing average of 60% or higher to earn a credit.
3. I understand that I must actively participate for a minimum of 64 out of 68 hours for each course to be eligible to earn a credit.
4. I understand that I am expected to log at least 8 hours per week, per class.
5. I understand that I must complete at least 80% of the content for each course.
6. I understand that I must take the final exam on the last day of the course.
7. I understand that if I do not log at least 8 hours per week, I will time out, be dropped from the class, and will be placed on Academic Warning.
8. I understand that if I earn no credits during two consecutive 9-week sessions, I will be placed on Academic Probation for the following session, and will not be scheduled for Adult High School classes for a minimum of one 9-week session. When I return, I will be enrolled in face-to-face classes only.
9. I understand that I may be terminated from the Adult High School program for persistent, continued academic and/or attendance issues.

ADULT HIGH SCHOOL CLASSROOM EXPECTATIONS

Expectations	Consequences
<p>Students must attend a minimum of 64 hours during the 68-hour course (online and face-to-face) to be eligible to earn a credit for that class.</p> <p>Time absent from class includes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Late arrival to class. <input checked="" type="checkbox"/> Leaving for break early. <input checked="" type="checkbox"/> Late returning from break. <input checked="" type="checkbox"/> Leaving before class is dismissed. 	<ul style="list-style-type: none"> ● Students will not earn credit if absent for more than 4 hours per course. ● Students earning no credits during a 9-week session will be placed on Academic Warning. ● Students earning no credits during two consecutive 9-week sessions will be placed on Academic Probation for the following session, and will not be scheduled for AHS classes for a minimum of one 9-week session. ● <i>See Adult High School Academic Expectations</i>
<p>Students are expected to remain in their classrooms unless on break from 7:20 pm 7:50 pm.</p>	<p>Excessive time out of the room is considered being absent from class and will be deducted from total hours.</p>

Students are expected to remain in their classrooms and are not allowed to visit students in other classrooms.	Excessive time out of the room is considered being absent from class and will be deducted from total hours.
Students are expected to submit original work. Cheating and plagiarism are not acceptable on assignments or exams.	Students will receive a grade of zero (0) on the assignment or exam, and may fail the course.
Students are expected to use cell phones and other devices before class, during break, and after class. Cell phones and other devices will be turned off/silenced during class and kept out of sight during class time.	Time spent on a cell phone or device is considered being absent from class and will be deducted from total hours.
Students are expected to use appropriate language as the use of profane language is prohibited on campus.	Students may be removed from all classes and will not receive credit for those classes.
Students are expected to refrain from smoking/vaping as doing so is prohibited on campus.	Students may be asked to leave campus, and any class time missed will be deducted from total hours.
Students are expected to refrain from any physical violence while on campus.	Students will be removed from the AHS program for a minimum of one year, and may face consequences from law enforcement as well.
Students are expected to be sober, and may not attend class under the influence of alcohol or drugs.	Students will be removed from class and will not earn credit for classes taken during the 9-week session.
Students may not possess alcohol or drugs on campus.	Students will be removed from the AHS program for a minimum of one year, and may face consequences from law enforcement as well.
Students may not possess any weapon on campus.	Students will be permanently removed from the AHS program, and may face consequences from law enforcement as well.
Students may not remove any Cape Fear Community College property from the premises.	Students will be permanently removed from the AHS program, and may face consequences from law enforcement as well.
Students may not destroy any Cape Fear Community College property.	Students will be permanently removed from the AHS program, and may face consequences from law enforcement as well.

CFCC STUDENT CODE OF CONDUCT

The College makes every effort to maintain a safe and healthy learning environment for its students and employees alike. When a student is in violation of the Code of Conduct, they will be subject to disciplinary action by the College, and if warranted, referred to the appropriate law enforcement agency. It is expected that students are courteous, respectful, accountable, and conduct themselves as responsible members of the College community. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of the Code of Conduct and/or college policy include, but are not limited to the following:

- **Academic Integrity** (*cheating and/or plagiarism*)
- **Bullying/Hazing** (*initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices, or any other means*)
- **Children on Campus**
- **Communicating Threats**
- **Computer Acceptable Use**
- **Destruction of College Property**
- **Discrimination**
- **Drug, Alcohol and Controlled Substance**
- **Fighting**
- **Forgery**
- **Fraud**
- **Gambling**
- **General Disruptive Behavior**
- **Harassment**
- **Larceny/Theft**
- **Profanity/Obscene Language**
- **Sexual Misconduct**
- **Substance Abuse and/or Possession** (*any drug as defined under North Carolina General Statutes*)
- **Tobacco Free Campus**
- **Violation of Federal, State, or Local Law**
- **Weapons on Campus** (*possess or carry, any weapon on campus, whether openly or concealed*)
- **Zero Tolerance**

Violation of these rules of conduct and/or policy will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules may be designated by instructors or supervisors and must be followed at all times. College administrators have the right to contact parents of any student under the age of 21

who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Note: Any person observing a conduct violation(s) should immediately contact the Director of Academic and Career Readiness, the Program Director (e.g., AHS, HSE, ESL, HRD) and/or the Dean of Student Affairs or the Vice President for Student Services and Enrollment Management.

ADULT HIGH SCHOOL CONDUCT REGULATIONS

1. No cell phone use during class, including sending and receiving text messages. Cell phones should be turned off or put on vibrate. If a student must take a call during class time, he/she should step outside the classroom to answer the phone or return a text message. Students are subject to being counted absent when not in the classroom.
2. No headphones or ear pieces of any kind. Students may not keep their cell phone or musical devices connected to their ear while in class.
3. Students shall not use classroom computers, laptops or any communication devices during class time unless the use is directly related to the current activities of the class. Students may not check email, surf the web, play games, etc. during class time. College computers may not be used for any personal activities. They are to be used for educational purposes only.
4. No selling or soliciting during class time, including breaks and lunches, on any part of the campus, its satellites, or wherever its employees or students are required to be while performing their duties as employees or students.
5. All food and drink containers brought on to College property should be disposed of properly in trash cans. Certain locations where classes are held do not have cleaning services and it is up to the students to keep their classroom area clean and tidy. No food or drink is allowed in computer labs.

Consequences for violating rules 1-5 as follows:

- 1st Offense: Verbal warning
- 2nd Offense: Written warning with the student and instructor's signature
- 3rd Offense: Suspension or dismissal from the Adult High School program if deemed necessary