

# Viking Early College Staff

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# The Viking Early College (VEC) at SCC

## VEC Mission Statement:

The mission of The Viking Early College at SCC is to provide single-gender education through a school culture which promotes an innovative and academically nurturing environment to develop young men with disciplined minds who will lead lives of leadership and service. The VEC realizes this mission by emphasizing the intellectual and character development of its students.

## VEC Vision Statement:

The Viking Early College at SCC staff and students will establish a community environment that fosters effective learners who display skills necessary to become productive citizens and lifelong learners for the twenty first century. From this community environment, five basic tenets will be the fabric of the Viking Early College at SCC.

1. **Well-read:** Students will be encouraged to read books and choose an accomplished and prolific writer as one of their role models. Books open doors and allow us to peek through walls that society can sometimes build in front of us. Leaders must be well-read.
2. **Well-spoken:** Just as important as reading is the study of grammar and syntax. This reduces the necessity of relying on profanity or empty verbal placeholders like, ‘um, uh, ahh...’ or phrases like “you know what I’m saying?”. Leaders mean what they say and they say what they mean.
3. **Well-traveled:** Seeing the world outside of your own community opens your eyes to opportunities as well as the needs of others. It creates a broader sense of “relevance”. Students will be encouraged to break new ground and embrace the concept of expanding their boundaries. Leaders not only do but they also go.
4. **Well-dressed:** The way you dress not only reflects the way you feel about yourself, it also sends signals to the people around you. The Viking Early College at SCC will adhere to the district’s dress code but will incorporate opportunities for students to set themselves apart as members of a community of educated and ethical young men. Leaders present themselves in a respectful manner.
5. **Well-balanced:** Being a strong leader is about attaining skills such as compassion, civility, integrity and even listening well. Students are expected to become disciplined, intellectually astute and morally wise; humble and willing to lift others as they climb to new heights. Being well-balanced prepares us for the unexpected and allows us the ability to act and react to the world in positive ways. Leaders are well balanced and well rounded.

**Goal** VEC students will graduate from high school and enroll in a four-year college with either an Associate of Arts degree or significant college transfer credits.

### **Description**

The Viking Early College is designed to provide an opportunity for male students from Spartanburg High School (SHS) to earn both a high school diploma and college credits, compressing the time it takes to complete a high school diploma and the first two years of college. The program's target population includes students who are statistically underrepresented in higher education. Students have the opportunity to earn an Associate in Arts degree or a significant number of transferable college credits while in high school. A cohort of approximately twenty students will be selected annually. The selection process is a joint endeavor involving both Spartanburg School District Seven (District) and Spartanburg Community College (College). VEC students will begin to develop a college-going identity during their first semester and will have the same rights and privileges as other SCC students.

#### **1. Curriculum and Provision of Courses**

The College and District will develop the program's academic curriculum in a collaborative process. The College will award college credit for Spartanburg Community College (SCC) courses successfully completed in accordance with official college policies and procedures. Students will take transitional courses in reading, English, and mathematics in learning communities that are restricted to students in the program which will give them a strong academic foundation on which to build. Students will move on to college curriculum courses and by the time they reach grade 11 and 12, will concentrate on college curriculum courses that will apply toward an Associate in Arts degree. Remaining courses in which students enroll in all subsequent semesters will consist of VEC and other SCC students. Students must be enrolled in approved dual credit courses to receive both high school and college credit for the courses. Students are responsible for following all appropriate high school and college registration and withdrawal procedures.

#### **2. Tuition and Fees**

VEC has an established, specified curriculum of study leading to the AA degree. School District Seven incurs the cost of tuition and fees for all courses initially taken as part of the specified curriculum toward the AA degree. If a student varies from that curriculum, he and his parents must assume the costs for additional courses, books, and any other supplies requested by the professor. The tuition for repeat courses should be paid directly to SCC.

#### **3. Instruction of Courses**

During grades 9 and 10, students enrolled in the program will take courses at the high school taught by high school faculty in the morning and college courses taught by SCC faculty on the Evans Academic Center at the Downtown campus in the afternoon. In grades 11 and 12, students may enroll in classes with others from the general population of SCC students and those classes may be located on the main campus or on the Downtown campus. All faculty members teaching early college courses must meet the appropriate credentialing guidelines required by the Southern Association of Colleges and Schools Commissions on Colleges (SACS COC). SCC will monitor

the instruction in accordance with the standards established by the College, the State of South Carolina and the District. College courses will sometimes include mature, provocative content. College instructors are not allowed to adapt course content for the benefit of VEC students enrolled in their courses.

#### 4. **Facilities**

Courses will be conducted on SCC's Evans Academic Center at the Downtown Campus as well as on the main campus. The College will provide classroom and common space and access to College resources such as tutorial labs and the library as needed.

#### 2. **Textbooks and Supplemental Materials**

All textbooks and supplemental materials required of students for courses within the specified AA degree curriculum established by the VEC, in which they are enrolled will be provided by School District Seven. The VEC dean and/or site administrator will ensure that VEC students have been provided with texts and other required materials for the start of each College class in which they are enrolled. Students electing to take courses outside of the specified curriculum must pay for the textbooks and any additional supplies the course requires.

#### 3. **Other Costs**

Students are expected to cover other costs associated with their participation in College courses. These include, but are not limited to, typical school supplies such as pens, paper, book bags, calculators, computer supplies, etc. Parents and students may need to pay tuition and textbook costs for extra courses taken or in the event a student does not pass a course with a grade of C or higher and is repeating the course.

#### 4. **Transportation**

School District Seven will provide bus transportation for VEC students during the regular academic year to and from SCC campuses.

#### 5. **Student Identification**

Students will be selected from a pool of eighth grade applicants from middle schools in School District Seven: E.P. Todd, George Washington Carver, and Joseph G. McCracken. There is not a fixed slot allocation per school. The selection process is a joint endeavor involving both the District and the College. Program improvement and effective communication between the District and the College is encouraged. District and College liaisons will meet at least once each semester during the academic year to ensure success of the program.

#### **Eligibility Criteria**

VEC students must meet the following criteria:

- a. Be enrolled in Spartanburg School District Seven.
- b. Maintain residence within the District's boundaries.
- c. Be approved by program staff for sponsorship in the program.
- d. Meet all academic requirements.
- e. Have ACCUPLACER assessment outcomes that meet program entrance requirements.
- f. Successfully complete and submit all required application documents.
- g. Successfully participate in an individual interview with program staff and the SCC Early College liaison, or other college representative, and be deemed to be a good match for the program.
- h. Submit an Early College application to the College and be admitted to the College as an Early College student.
- i. Have documented legal presence in the United States. Students will be required to document their legal presence, either through verifying legal residency or legal presence (DACA). Students enrolled under DREAM Act regulations must be charged out of state tuition rates, as per the Attorney General's directives. Undocumented students will not be eligible for enrollment in the VEC.
- j. Participate in the VEC cohort orientation. **It is mandatory that students selected for the program and their parents or legal guardians attend orientation.** A representative from the SCC Early College Department will present college specific information at this orientation.

Any exceptions to the above criteria will be made on an individual student basis and must be approved by the District Liaison and SCC Senior Vice President of Academic Affairs or their designees.

## 6. Management of Confidential Student Information

The College complies with The Educational Rights and Privacy Act of 1974 (FERPA) and section 507 of the U.S. Patriot Act of 2011 regarding the release of student information and student records. The Educational Rights and Privacy Act allows the release of "directory information" without the student's prior authorization. The College defines the following categories as directory information and may permit disclosure without written authorization of the student: student's name, academic program/degree, dates of attendance, graduation information to include degree earned, specialization, certification, honors, awards received, and/or date of graduation. Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student's educational record not listed as "directory information" will not be disclosed without prior written consent of the student. Students who wish to authorize the District to release confidential information about themselves to the College and to authorize the College to release confidential information to the District pertaining to students' course grades, academic progress,

and other factors that may have a bearing on satisfactory progress in the program may sign a *Consent to Release Confidential Information* document as a part of the College's Early College application process. This document will also require the signature of a parent or legal guardian. Any communication of information about grades and academic progress of VEC students, other than communication between students and instructors, will occur between College instructors and the Dean of the VEC as requested or needed. Parents of students enrolled in the program may not contact their student's instructors directly for information regarding grades, attendance, or academic progress and are instead encouraged to build their student's self-advocacy skills and to communicate with the program's dean/administrator as academic questions arise. Students and parents should be given clear guidance about expectations for the information sharing process.

#### 7. **Student Code of Conduct**

All student participants will be afforded the responsibilities, rights and privileges associated with each institution's (SCC and Spartanburg District Seven) Student Code of Conduct and Grievance Policies and Procedures. All students must sign that they are in receipt of the SCC and Spartanburg High School Codes of Conduct.

#### 8. **Internet Policy/Code of Conduct**

The Spartanburg School District Seven Technology Resources/ Internet Acceptable Use Policy located in the Spartanburg High School Parent/ Student Handbook is applicable at all times. Computers are a valuable resource on campus and are to be used for academic purposes only. Non-academic computer needs such as personal e-mail, chat, and other recreational uses are prohibited for VEC students. The Internet/World Wide Web consists of a global and highly diverse user population, and varies widely in information content and quality. The SCC Library primarily serves an adult population and abides by the ALA Library Bill of Rights. Therefore, the library does not censor access to materials or protect users from information they might find offensive. Parents of minors must assume responsibility for their children's use of the Internet as they would with any other information found in the SCC Library.

VEC students are expected to act responsibly, ethically and legally in accordance with the following Internet Code of Conduct, the mission and purposes of other networks accessed on the Internet, and the laws of the states and the United States. Use of the SCC network shall be in support of education and research that is consistent with the mission and goals of VEC.

Students must adhere to the following rules of conduct:

- a. Cell phones, IPODs, MP3s, etc., should be turned off and put away during the duration of all classes.
- b. Secure permission from each instructor before using a laptop or any electronic device in his/her class (even for taking notes). Taking photos, checking e-mail, Facebook, etc., are NOT appropriate uses of these devices during class. Use of headphones in any classroom is prohibited unless directed by teacher.

- c. Use the network in such a way that does not disrupt its use by others.
- d. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
- e. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
- f. Treat information created by others as the private property of the creator. Respect copyrights.
- g. Use the network to access only educationally relevant material.
- h. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
- i. Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.
- j. Refrain from using the network for commercial purposes.
- k. Respect the privacy of others.
- l. Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number.
- m. Neither SCC nor VEC is responsible for damage or loss of a personal computer or other technological equipment a student chooses to bring on campus.

The Dean and/or administrator reserve the right to deny access to any student if it is determined that he/she is engaged in unauthorized activity or is violating this code of conduct. Any VEC student using any computer for non-academic purposes or for access to inappropriate sites will lose internet privileges on campus for the remainder of the year and may be removed from the program.

## 9. Academic Honor Code of Conduct

VEC students are expected to achieve excellence in education. Honesty and integrity are integral parts of the learning environment and are considered vital to the ethical behavior of each student and staff member. To promote these values and to protect each student's right to a fair and equal education, this Honor Code of Conduct has been established.

Students in VEC pledge not to engage in and will discourage others from cheating, plagiarizing, lying, and participating in any inappropriate academic behavior that violates the policies of VEC, Spartanburg County School District Seven and Spartanburg Community College. **Please read the SCC Student Code in the SCC Planner and Handbook.**

All VEC students must sign and submit the Academic Honor Code of Conduct Pledge each year.

## **11. Probation**

A student in VEC may be placed on probation for violating any of the policies outlined in this handbook and/or any other behavior deemed inappropriate by the dean and/or site administrator. A parent/student conference with the dean and/or site administrator (and teachers when applicable) will be held prior to student being placed on probation. Probation means the student will be closely monitored by the dean and/or administrator. The student has no more than one full semester in which no further violations occur to be released from probation. Further violations may result in dismissal from the program.

## **10. Dismissal from the Program**

A student may be dismissed from participation in VEC for violating any of the policies outlined in this handbook. A parent/student conference with the dean and/or administrator (and teachers when applicable) will be held as soon as possible following the violation. Students who are removed from the program will return to SHS fulltime.

## **11. Appeal Process**

Parents and students may appeal the probation or dismissal status by contacting the dean and/or administrator. The reason for the appeal must be submitted in writing (ex. a formal letter or an email). All appeals deemed appropriate will be presented to School District Seven Administration who will determine the outcome of the appeal.

## **12. Calendar**

Students must comply with registration schedules, deadlines, class schedules, and event schedules of VEC, SCC and Spartanburg High School.

## **13. Student Transcripts**

Upon completion of College courses, all grades will be placed on individual student college transcripts and reported on the student's high school transcript. These grades will also be computed into the student's high school GPA. Spartanburg Community College only awards letter grades. The South Carolina Uniform Grading Scale dictates how the letter grades are converted to numerical grades. The application of credit on the high school transcript is determined by the high school.

High school graduation requirements, S.C. Commission on Higher Education requirements for enrollment in a four-year institution of higher education and the Spartanburg Community College requirements for an associate of arts degree can be found on page 20. College courses used to satisfy the S.C. Department of Education mandated end-of-course (EOC) exam courses reflect the required 20% of the final grade.



#### 14. Awarding of Credentials

Students will earn a Spartanburg High School diploma upon successful completion of South Carolina State Department of Education and District Seven requirements. If students also earn an associate degree, diploma, or certificate, the Spartanburg Community College credential will be awarded during the annual college commencement ceremony by the College President. All VEC students are required to participate in both graduation ceremonies.

#### *High School Courses and Requirements*

South Carolina Board of Education (SBE) Regulation 43-234 lists course requirements for public high school students to graduate with a South Carolina High School Diploma. Links SBE Regulation 43-234 Defined Program for Grades 9–12, the Uniform Grading Policy, the Dual Enrollment Activity Code Request Form, and the 2016–17 Activity Coding System Manual can be found below.

Requirements for Earning a South Carolina High School Diploma (Grades 9-12)

The student must earn a total of twenty-four (24) units of credit as follows:

- **English/language arts – 4 units**
- **Mathematics - 4 units**
- **Science - 3 units**
- **U.S. History and Constitution – 1 unit**
- **Economics - .5 unit**
- **U.S. Government - .5 unit**
- **Other Social Studies – 1 unit**
- **Physical Education or Junior ROTC – 1 unit**
- **Computer Science – 1 unit**
- **Foreign/World Language – 1 unit**
- **Electives – 7 units**
- **Comprehensive Health (District 7) - .5 unit**
- **TOTAL – 24 units**

#### *SC Commission on Higher Education requires the following for entrance to a Four Year Public College or University in the state of South Carolina:*

- **FOUR UNITS OF ENGLISH:** At least two units must have strong grammar and composition components, at least one must be in English literature, and at least one must be in American literature. Completion of College Preparatory English I, II, III, and IV will meet this criterion.
- **FOUR UNITS OF MATHEMATICS:** These include Algebra I (for which Applied Mathematics I and II may count together as a substitute if a student successfully completes Algebra II), Algebra II, and Geometry. A fourth higher-level mathematics course must be selected from among Algebra III/Trigonometry, Pre-calculus, Calculus, Statistics, Discrete Mathematics, or a capstone mathematics course and should be taken during the senior year.

- **THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical or life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in this section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.
- **TWO UNITS OF THE SAME FOREIGN LANGUAGE** (Private colleges require three units)
- **THREE UNITS OF SOCIAL Studies:** One unit of U.S. History is required; a half unit of Economics and a half unit in Government are required for graduation.
- **ONE UNIT OF FINE ARTS:** One unit in Appreciation of, History of, or Performance in one of the fine arts.
- **ELECTIVE:** One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one involving significant programming content, (not simply keyboarding) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; Fine Arts; Foreign Languages; Social Science Humanities; Laboratory Science (excluding earth science, general physical science, general environmental science, or other introductory science course for which biology and/or chemistry is not a prerequisite); or Mathematics above the level of Algebra II.
- **ONE UNIT OF PHYSICAL EDUCATION or JROTC**

#### 15. Academic Probation/Dismissal

Viking Early College students and their parents agree to abide by all policies with regard to academic performance of the VEC and SCC. These expectations are:

- All students must earn final grades no lower than a C in all courses.
- Students earning a final grade below a C will be on academic probation by the VEC.

A parent/student conference with the guidance counselor, dean and/or site administrator (and teachers when applicable) will be held prior to student being placed on probation. Probation means the student's academic performance (to include assignment completions) will be closely monitored. The student has no more than one full semester in which no further academic violations occur to be released from probation. Further violations after the initial probation conference may result in dismissal from the program (See Academic Dismissal from the Program).

#### 16. Academic Dismissal from Program

If a student is not making satisfactory academic progress as defined by College or District policies, the student may be placed on probation or dismissed from the program, depending upon the severity

of grades at the end of a semester. When a student is placed on probation, a meeting to include student, parent(s), dean, site administrator, counselor and possibly teacher(s) will be held for the purpose of identifying strategies to help the student improve academic performance. If the student does not earn grades of C or higher at the end of the probation semester, he will continue to be on probation for a second semester. A student may only be on probation for two semesters during his VEC enrollment. Students found to be in violation of their academic probation status may be referred to School District Seven Administration for dismissal from the program.

## 17. **Report Cards**

Report cards and progress reports will be issued according to the same schedule as Spartanburg High School. Grades issued by SCC faculty are recorded using DESIRE2LEARN (D2L), an online communication service through SCC. Class assignments, grades and other information for the college courses will be posted on D2L. Students will be given instructions the first week of school on how to access the D2L service. Parents may obtain the student username and password from their student. VEC students should check D2L daily. Students are expected to complete a waiver allowing appropriate VEC staff access to grades. Parents are not permitted to contact SCC instructors for grades. The VEC is prepared to address any concerns regarding grades.

## 18. **Exams/Testing**

Viking Early College students will follow both the Spartanburg High School exam schedule and the Spartanburg Community College exam schedule according to the course.

Also, VEC students will be expected to take any appropriate standardized test/exam to include end-of-course, PSAT/SAT WorkKeys, and ACT. Such exams/tests will be administered at Spartanburg High School. A description of the tests are as follows:

### **PSAT/NMSQT**

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test was offered jointly in October 1971 for the first time. The combined testing program serves the purpose of the previously separate PSAT and NMSQT. The PSAT/NMSQT is a practice version of the College Board SAT and measures verbal, mathematical, and writing ability. This test is highly recommended for Sophomores and Juniors. It is required for all Juniors seeking recognition and financial assistance through the National Merit Scholarship Corporation, such as the National Merit Scholars Program and the National Achievement Scholarship Program for outstanding black students.

### **WORK KEYS**

All juniors will take work keys and college and career assessment to be announced in the fall.

### **SAT**

SAT- The College Board's SAT is a test designed to measure the verbal, mathematical, and writing abilities of candidates for college admission. The three parts of the SAT are each scored on a scale from 200 to 800 and are only an approximate measure of ability or achievement. Seniors who plan to go to college should take the SAT or the American College Test no later than December of their senior year. Registration information is available at [www.collegeboard.com](http://www.collegeboard.com).

### **SAT-Subject Tests**

The SAT-Subject Tests of the College Board are designed to assess what students have learned on specific subjects (American History, literature, mathematics, French, etc.) and to serve as one indication of their preparation for college study. The tests measure not only student's factual knowledge of a subject, but also their ability to use facts in solving problems. Registration information is available at [www.collegeboard.com](http://www.collegeboard.com).

#### **ACT**

The American College Testing Program is accepted by all colleges/universities in lieu of the SAT. Application packets are available in the guidance department. Registration information is available online at [www.act.org](http://www.act.org). Note: Financial assistance is available for any student whose economic circumstances make it difficult to pay for the PSAT, SAT, or ACT. Contact a guidance counselor well before the test registration deadlines.

### 19. **ID Cards**

Students will receive college identification cards during the first week of school when an official photo ID picture will be taken. The SCC Police Department provides identification cards for all students at SCC. Each student will be provided the first ID card at no cost but each additional card will cost \$25. Cards are automatically activated each semester. During a student's tenure at SCC, the initial card is valid. VEC students must have their IDs while on campus at all times. VEC students must also have a valid Spartanburg High School ID. IDs are required for admittance to the libraries, The Learning Center, and special events.

### 20. **Participation in High School Extracurricular Activities**

Students will be permitted to participate in extracurricular activities at Spartanburg High School. Students will be held accountable for attendance and participation in College courses throughout their enrollment in the program, regardless of participation in high school activities.

### 21. **Disability Services Accommodations**

Participants in the program will be recognized as SCC students and therefore must contact the College's Office of Student Disability Services to self-identify and request access to reasonable program and service accommodations. Students each semester will be expected to communicate their approved accommodations to their faculty members. This item is in reference to College courses only. SCC complies fully with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students and parents should consult the SCC Disability Services on the College's website, e-mail at [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or call 864-592-4935 for information.

### 22. **Lunch**

VEC students in grades 9 and 10 will have lunch at Spartanburg High School. Those in grades 11 and 12 will have lunch on the SCC campus and made available by Spartanburg High School. Students may purchase lunch or bring a lunch from home. The cost of meals is the same rate as Spartanburg High School. Please see the Administrative Assistant, Ms. Barnett, to pay for meals. Deliveries of off-

campus lunches are not permissible. \*Seniors will eat lunch on the SCC Main Campus during their spring semester.

### 23. **Student Driving Policy**

Students who drive to and park on campus must display an appropriate parking decal which is issued by SCC campus police or VEC administrators. VEC students will not be excused from class due to parking issues. VEC is not responsible for any parking tickets or fines. Student drivers may not transport other students without written permission from the parent(s) of both the driver and passenger. Those permission forms must be on-file in the VEC office. Parking passes will be confiscated if students transport other students without appropriate permission from the dean and/or administrator. Any student who drives and is taking a course on the SHS campus or the SCC Main Campus must have the appropriate parking decal.

### 24. **Campus Safety**

VEC students will have full access to VEC staff during the first two years of the program. As students attend classes with the general population of SCC students, direct supervision will be limited. Regardless, students are expected to adhere to all policies set by the District and College at all times regardless.

### 25. **Attendance**

Absences are counted in each individual class, in accordance to state law Regulation R43-274. In order to receive credit for courses in high school, students may not be absent from class more than 5 days for semester-long courses, unless the absences are excused by a medical doctor. If a student is absent for any reason, a written note must be sent to the dean and/or site administrator upon the student's return. In order for the absence to be excused (not to count toward the 5-day limit), a written note from a medical doctor must be sent to the dean and/or site administrator. Absences due to a school activity for VEC will not count toward the 5-day limit. All absences from a class will be reported to the student's home school. ***The student must also abide by any attendance requirements for individual college-level courses on the SCC campus or on-line courses as outlined on each course syllabus.***

**See each SCC instructor's syllabus for attendance requirements. Students must notify SCC instructors as well as VEC Dean or administrator prior to absences when possible.**

Students and parents are responsible for being aware of the VEC, SCC and Spartanburg District Seven calendars. Students who are tardy for class may receive consequences according to the appropriate code of conduct and/or determined by the site administrator.

Students **are** not subject to "early release" days scheduled by SHS, i.e. teacher professional development days, early release exam days. Viking Early College students must attend college classes as scheduled, regardless of whether SHS is in session.

Viking Early College students may also have other mandated attendance dates when SCC nor SHS are not in session.

## 26. Late Arrivals

Upon arrival, all VEC students must report to the VEC office to “sign in.” Habitual tardiness to class may result in probation or a truancy referral.

## 27. Early Dismissals

VEC students who need to leave campus prior to the end of the school day must notify the dean and/or site administrator upon arrival at the VEC. A parent/guardian must write a note or send an e-mail including the time of and reason for the dismissal. Parents must report to the VEC office to “sign a student out” before the student will be allowed to leave campus. No student will be dismissed early on a regular school day without written consent from a parent and the parent physically “signing out” the student. **Please consult course syllabi before scheduling appointments for your student. Please try to schedule student appointments after 3pm.**

## 28. Make-up Work

If a student misses a class, it is his responsibility to see the teacher/instructor upon returning to school about make-up assignments and/or tests. All work for high school courses should be made up within 10 (ten) school days. *Make-up work in college courses will comply with guidelines in the course syllabus.*

**VEC administration requires that missed course work be completed within 24 hours or upon return to school and is to be submitted to the dean.**

## 29. Medication Guidelines

- a. The VEC will assign an UAP (Unlicensed Assistive Personnel) on campus to assist students with medications. Ms. Ida Barnette, the Administrative Assistant also serves as the UAP.
- b. Parents/guardians must sign the student health form to grant permission for the administration of first medication as needed. The district will provide a First Aid Kit as well as with limited over-the-counter medications such as Tylenol and Advil, Benadryl, Chloroseptic, etc. No medications will be given without signed parent permission.
- c. If a student is taking prescription medication, we highly recommend that prescription medications be taken before school or after hours.
- d. Certain emergency medication may be administered by an UAP, but other medications such as Insulin or Diastat must be administered by healthcare professionals.

## 30. Accidents and Emergencies

In case of an accident, minor first aid will be administered by the UAP (Unlicensed Assistive Personnel) dean and/or site administrator. If serious, every effort will be made to contact the parent/guardian. If, however, we are unable to reach the parent/guardian, the VEC staff will follow

the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond first aid and the dean and/or site administrator is unable to reach a parent/guardian, 911 will be called and the VEC site administrator or designee will accompany the student during transport. Parent(s) will be notified as soon as possible. The health forms will be on file in the dean's office.

### 31. Field Trips

Appropriately planned field trips provide an additional education option for VEC students. Although most field trips will take place within the borders of South Carolina, there may, on occasion, be trips that provide more expanded travel horizons. Students who are not making satisfactory academic progress or who are on probation may be denied field trip privileges.

Parents will be informed of field trip options to allow sufficient lead time for planning. All field trips will be reviewed for academic content and approved by the site administrator, dean, and Deputy Superintendent. Adult chaperones will be required for every 12 students on day trips. Overnight trips will require adult chaperones for every 8 students. Chaperones will be appropriately screened using school district background check protocol. Choice of chaperones will be at the discretion of VEC dean and/or site administrator.

Parental permission forms will be signed by parents and collected in advance of any field trip. No student will be allowed to participate on a field trip without a parental permission form on file.

To the extent possible, field trip transportation will be arranged through the District. At times transportation may only be possible through a reputable third party and will include appropriate insurance coverage.

### 32. Security of Personal Belongings

Students are discouraged from bringing large sums of money or valuable items to SCC. The College and VEC cannot be responsible for loss of clothing, money, books, and valuables or for other items which are unsecured. Each student will be responsible for taking all belongings of value to each class. **Books and other belongings should not be left unattended.**

### 33. Messages

Only emergency messages from parents/guardians to students are delivered on campus. Contact the Dean and/or site administrator at 864-592-4093 regarding any emergencies.

### 34. Deliveries to Students

No gift items, food, or non-essential items should be delivered to students while on Campus.

### 35. Inclement Weather Policy

If Spartanburg County School District Seven schools are closed due to inclement weather, the VEC will be closed. If there is a delayed opening due to inclement weather, the student will report to VEC late per his school's schedule.

If the college closes due to inclement weather, the VEC will be closed.

In case of inclement weather, please check local radio and television news channels for school closings or delays. The dean and/or administrator will also send e-mails regarding closings and delays to all students as soon as possible. Students and parents may also contact the VEC staff at **864-592-4093**.

*All excused absences from college courses due to inclement weather will be at the discretion of the college professor.*

**36. Fall Break Policy/Spring Break Policy**

**SCC's College Fall Break (October 4-6)**

Although no college classes will be held on these days, community service projects, career seminars, special presentations and classes, or field trips may be planned during the afternoon for these days.

**Spring Break Policy (April 2-6)**

**Spartanburg County Schools Spring Break and SCC Spring Break are during the same week:**

VEC and SCC classes will not meet during the week of Spring Break.



## Viking Early College

Please read the following statements and initial beside each, indicating that you and your parent have reviewed and understand the policies and procedures outlined here and in the student handbook. Both the student and parent/guardian should initial beside each statement.

Parent/ Guardian Initials	Student Initials	
		I understand and accept the guidelines and consequences regarding VEC <b>Honor Code</b> on page 7 of the student handbook. Please read, sign, & submit the Academic Honor Code Pledge.
		I understand and accept Academic Policy page 10,11 of the student handbook. I understand that I must make a C or higher as a final grade in all courses or risk probation and/or dismissal from the program.
		I have read and agree to follow <b>the Internet Policy/Code of Conduct</b> explained on page 6-7 of the student handbook. I understand that the SCC computers do not filter or restrict any information that a student may access. My student has permission to use the SCC computers, however.
		I understand and accept the <b>Medications Guidelines</b> on page 14-15 of the student handbook. Please complete the Student CONTACT form and return with this confirmation form.
		I have read and understand the <b>Attendance</b> regulations on page 13 of the student handbook including the Fall Break and <b>Spring Break policy</b> on page 16.
		I have read and agree to follow the rules and consequences regarding campus safety, tardies, dress code, cell phones and other electronic devices, and <b>student behavior</b> including sexual harassment and bullying outlined in the student handbook.
		I understand that if I violate any of these policies and procedures, I may be placed on <b>probation</b> and/or <b>expelled</b> from the VEC.
		I grant <b>permission for my student to be photographed, interviewed, or videotaped</b> by a member of the media, Spartanburg School District, SCC during his/her participation in the VEC. I also authorize these organizations to copyright, broadcast, use, display, reproduce, distribute, and/or publish the images or interviews for any lawful purpose. <b>Complete the Media Release Form on page 18.</b>

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **MEDIA RELEASE FORM**

The Communication's Office of Spartanburg Community frequently issues media releases to announce student accomplishments, awards, scholarships and other exciting news. This form must be on file in order to include you in any media material about VEC or the College.

**PLEASE PRINT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_

EXTRACURRICULAR ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

NAME OF PARENT(S): \_\_\_\_\_

HOMETOWN NEWSPAPER: \_\_\_\_\_

**PLEASE PROVIDE DETAILS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Academic Honor Code of Conduct

Spartanburg Community College has adopted the Carolinian Creed as developed by the University of South Carolina. Thus, the community of scholars at SCC is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of academic integrity. VEC will uphold this standard of excellence as well. As a Scholar, you are asked to read the honor code below and sign in recognition of and pledge to uphold this policy in your own work in this program, indeed, in all classes.

*Students in VEC are expected to achieve excellence in education. Honesty and integrity are integral parts of the learning environment and are considered vital to the ethical behavior of each student and staff member. To promote these values and to protect each student's right to a fair and equal education, this Honor Code of Conduct has been established.*

*Students in VEC pledge not to engage in and will discourage others from cheating, plagiarizing, lying, and participating in any inappropriate academic behavior that violates the policies of VEC, Spartanburg County School District Seven and Spartanburg Community College.*

*As a Carolinian and a Scholar...I will practice personal and academic integrity. A commitment to this ideal is inconsistent with cheating in classes. I commit to eliminate the practice of plagiarism (using all or pieces of another person's writing directly or indirectly, failure to document sources, etc.) or borrowing another student's homework, lying, deceit, or excuse making.*

### **Consequences of Academic Integrity violations include, but are not limited to:**

- expulsion;
- indefinite suspension;
- probation;
- reprimand;
- "X" assigned for the final grade;
- "F" assigned for the course;
- "0" assigned for the assignment, test or paper;
- additional assignments from the professor;
- and community service.

---

Student Signature

Date

**Viking Early College**  
**Student Health Form 2017-2018**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian(s) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone (h) \_\_\_\_\_

\_\_\_\_\_ (c) \_\_\_\_\_ (c) \_\_\_\_\_

Parent Email Address \_\_\_\_\_ (w) \_\_\_\_\_ (w) \_\_\_\_\_

Emergency contacts if parent cannot be reached: (Include name and phone # for 2 contacts.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Accidents and Emergencies**

In case of an accident, minor first aid will be administered by the UAP (Unlicensed Assistive Personnel, dean or site administrator. If it is serious, every effort will be made to contact the parent/guardian. If, however, we are unable to reach the parent/guardian, directions will be followed on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond first aid and the dean is unable to reach a parent/guardian, UAP will call 911 and notify the parent as soon as possible.

**Medication Guidelines**

1. **Prescription medications** are the responsibility of the student. However, if a student needs to take a prescription medication while on campus, a written note of explanation and permission must be presented to the dean or site administrator prior to the student taking the medication.
2. All **emergency medication** needs such as insulin, etc., must be arranged with the UAP and VEC administration.

**List any medications that will need to be taken by your child while on campus:**

\_\_\_\_\_

**Describe any medical conditions of your child that the director and instructors need to know:**

\_\_\_\_\_



**2017-2018**

**PARENT / STUDENT**

**HANDBOOK**



*Tradition. Excellence. Innovation.*