**CONTACT INFORMATION**

Office Hours Monday - Friday 7:30AM-3:30PM

Summer Office Hours Monday – Thursday 7:00AM-5:00PM

Mailing Address 185 Freedlander Drive, Clyde, NC 28721

Telephone 828.565.4000(Main Office)

FAX 828.627.4555

Website [http://hec.haywood.k12.nc.us](http://hec.haywood.k12.nc.us/)

Haywood Early College is located at Haywood Community College in Clyde, NC. All offices and classrooms for the high school are located in the 400 building. All visitors to the Early College should report to the main office for help, tours of the school, or to drop off or pick up students during the school day.  Haywood Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

**WELCOME**

Welcome to Haywood Early College. HEC is a non-traditional Haywood County high school that works in partnership with Haywood Community College. The academic schedule is balanced and rigorous. It combines high school and community college classes into the students’ daily class schedules. As we enter into the 2018-2019 school year together, remember that a positive attitude will carry you through the school day and make things more pleasant for yourself and everyone around you.

**FACULTY AND STAFF**

Principal                           Mrs. Lori Fox

College Liaison                              Mrs. Andi Lawing

Data Manager/Bookkeeper              Mrs. Angie Ballance

School Counselor                           Ms. Jan Denton

Social Worker Ms. Joan Kennedy

School Nurse TBD

Faculty                       Mr. Bobby Allison                                          Biology/STEM

                                                     Ms. Caroline Brown                                       World History

                                                      Mr. Ryan Brumfield                       Math 1/Math 3/Math Lab

                                       Mr. Doug Hanson                      Lead Teacher/Eng 1/Eng 2

                                    Mrs. Beth Hooper                                       Eng 4/Yearbook

                                              Mrs. DJ Kerby                                              Civics/Seminar

                                                  Ms. Margret Stiles                                         Math 1/Math 2

**RESPONSIBILITIES AND CONSEQUENCES**

Each student is expected to follow the rules and regulations of the Board of Education, the school administration, and the staff.  Students are expected to be courteous, polite and contribute to a positive school climate. Haywood County School Board Policy 4000 (located on the Haywood County Schools website) is available for parents and students. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Haywood County Public Schools determined to be necessary for the safe and effective operation of the schools.  Regulations addressing the Student Grievance Procedure are outlined within these policies as well.

Each student must read and comply with Haywood Community College’s policies and procedures as conveyed in the 2018-2019 HCC Curriculum Catalog, which is available in Student Services and also located on the College’s website, in addition to any specific guidelines set forth in each course syllabus.  Students agree to adhere to the College’s student code of conduct, acceptable internet and network use, and use of student work policies as they relate to their conduct, while on campus, participating in off-campus/distance education instruction, and or using HCC networks or equipment.

**SCHOOL SAFETY**

Students are expected to make choices that do not jeopardize their own safety, the safety of others or their academic careers. Concerns about safety or anything that might place a student or staff member at risk should be reported immediately to the principal, any staff member, or campus security (828.734.5410).

**TYPES OF MISBEHAVIOR AND RESPONSIBILITIES**

**\*Disruption of class or school:** Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. The following behaviors will be dealt with according to individual classroom policies. Repeated or constant violations of the classroom policies will be dealt with through the office. Other offenses will be subject to the appropriate disciplinary action.

**\*Profanity, vulgar or abusive language** including remarks which demean a person’s race, religion, sex, national origin, disability or intellectual ability.

**\*Discrimination, Harassment and Bullying:** The Haywood County School System and Haywood Community College is committed to non-discrimination in all educational and employment activities. Discrimination means any act that unreasonably and unfavorably differentiates treatment of others based on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age or disability. Discrimination may be intentional or unintentional. Any form (personal or electronic) of harassment, discrimination or bullying will not be tolerated. Concerns or suspicions should be reported to the principal, a staff member or to campus security (828.734.5410).

**\*Public display of affection** inappropriate for school or that may offend others.

**\*Student Appearance:** (HCS Board Policy 4316) Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Clothing, including accessories, displaying language or symbols related to tobacco, drugs and alcohol are not permitted, as well as language or symbols of an offensive nature are not permitted. Disciplinary actions for a student who fails to comply after being offered the opportunity shall be consistent with Section D of Policy 4300 (Consequences for Violations). Clothing should completely cover all undergarments.

SWEATSHIRT HOODS WILL NOT BE WORN INSIDE ANY BUILDING.

**\*Plagiarism:** Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one’s own original work. It is regarded as a very serious offense. Many institutions expel students found guilty of plagiarism. Teachers may use plagiarism detection websites or conduct an internet search to ensure students are following proper protocol.

**\*Use/possession of tobacco** in any form or paraphernalia including imitations or substitutes is prohibited. (HCS Board Policy 4320). Haywood Community College is a tobacco-free campus and any student in violation of the tobacco-free rules will be subject to discipline form both the early college and community college.

**\*Possession/Under the Influence:** No student shall possess, use, transmit or be under the influence of any narcotic drug, alcoholic beverage, or intoxicant of any kind. By law, these are reportable offenses and may result in school suspension, loss of school privileges, and further criminal investigation.

**\*Search and seizure**: By law, Haywood Early College, with reasonable suspicion, reserves the right to search the vehicle, backpack, locker and/or person of any student under the guidelines of HCS Board Policy #4342. Any illegal material or materials not permitted according to campus regulations or board policy will be seized and disciplinary action taken when appropriate. When necessary, proper authorities will be notified. Random searches of lockers and automobiles may be conducted when deemed appropriate by the principal. Students who fail to comply with such searches can be subject to disciplinary action and/or referred to law enforcement.

**\*Random Student Drug Testing:** Under Haywood County Schools Board Policy 4326, students who desire to participate in voluntary competitive school activities or privileges must agree to participate in the random student drug testing program. This includes campus parking privileges. This participation is a privilege, not a right.

**\*Medication:** All medicines, prescriptions and over-the-counter medications such as aspirin, acetaminophen, ibuprofen, cold medication, cough drops, vitamins, etc. are required to be registered with the office. Official permission forms obtaining parent and physician signatures are required to authorize the use or distribution of any medicine. Medications must be brought to school in their original containers by a parent. Medications are kept in the main office and administered by office personnel, counselor or nurse. Students must take the prescribed dosage while in the presence of the authorized personnel. Possession of any medicine by a student may result in suspension.

**STUDENTS WHO HAVE CHRONIC ILLNESSES SUCH AS ASTHMA, SEIZURES, OR DIABETES SHOULD PROVIDE THE SCHOOL WITH DOCUMENTATION OF THE ILLNESS, PROCEDURES TO FOLLOW IF THEY EXPERIENCE ATTACKS DUE TO THEIR ILLNESS, AND EMERGENCY CONTACTS TO ASSURE THE PROPER MEDICAL ATTENTION IS GIVEN.**

**\*Theft or damage to property:** Students are responsible for the care of school property. Those who willfully destroy school or private property will be required to pay for the damages incurred, and disciplinary action will be taken. No student shall steal or attempt to steal or knowingly be in possession of stolen property.

**\*Weapons:** Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following: firearms (loaded/unloaded), destructive devices, explosives, knives (pocket knives, switchblades, box cutters, icepicks, razor blades), slingshots, metal knuckles, air rifles/pistols, stun guns, Tasers, fireworks, ammunition or bullets, and any sharp pointed or edged instruments.

**\*Threats:** A threat is communication (written, verbal, or otherwise) that implies bodily harm to self or others or to destruction of property. Every threat will be handled immediately by school administration for the safety of all students/staff. Both law enforcement and Central Office administration will be notified.

**ATTENDANCE**

Attendance is important for academic success and students are encouraged to attend their classes on a regular basis. All appointments should be scheduled before or after school hours when possible. Attendance will be taken in each class. Documentation is expected to provide for reasons of absence and will remain on file in the main office for reference if questions arise. The following absences will be excused: personal sickness (illness or injury), quarantine, death in immediate family, medical or dental appointments, religious observance, a prior approved educational opportunity, court, or administrative proceedings.

HEC Students who are taking ONLY college classes are expected to attend only the days they have college classes throughout the semester. These students are expected to ***sign in AND out*** in the HEC main office.

**HEC Policy: A student with 10+ absences in a class period during a semester will not receive credit for the class unless the student attends make-up sessions for the seventh, eighth, and ninth absence. The make-up sessions are determined by the teacher. Students with 10+ absences must also file a formal appeal to the principal and the Attendance Appeals Committee to request course credit. These forms are available in the office. IF A STUDENT IS FAILING A CLASS IN WHICH THEY HAVE 10+ ABSENCES, THEY CANNOT APPEAL FOR COURSE CREDIT.**

**HCC Policy: Students are expected to attend and be on time for all scheduled classes and labs.  Students should refer to the course syllabus for individual course attendance requirements.  At the instructor’s discretion, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.**(See full policy at haywood.edu -  2018-2019 Curriculum Catalog - Policy 5.2.1 Attendance)

**ATTENDANCE PROCEDURES**

**\* Three Days:** When a student misses 3 days, excused or unexcused, the teacher must make a parent contact to inform the parent of the student’s attendance.

**\*Ten or More Days:** It is the teacher’s responsibility to notify the student when their credit is in jeopardy due to attendance. Students granted an appeal will receive the grade earned in the class if they have made up the time for their absences. Appeals can be denied and given a grade of 55 for the semester. Students who do not make-up time will be given a grade of 55 for the semester.

**\*School Related Absences:**

HEC Policy:  Field trips and approved school functions will NOT be counted as an absence. Third, Fourth and Fifth year students may take two (2) Code 6 days during the school year for a college day. Verification of college campus visit is required. All school work missed due to a Code 6 must be made up within two (2) days following the absence per school guidelines.

HCC Policy:  Students attending an HEC sponsored field trip, must be in good academic standing and have permission from his/her instructor.  The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, and class time to be missed due to a school sponsored event must be rescheduled prior to the absences or otherwise rescheduled at the discretion of the instructor.  (Excerpt from HCC Policy 5.2.1)

**\*Missed Assignments:**

HEC Policy:  Students have the responsibility to make up missed assignments due to absences. Students have two (2) days per absence to complete missed assignments. Long-term assignments are exempt from the make-up guideline and are due as originally assigned.

HCC Policy:  Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties.  Students who miss fifteen percent (15%) or more of possible time for a course for any reason, will be administratively withdrawn from the course. Some programs may have stricter attendance policies as required by program accreditations.  **A grade of “W” will be assigned on the college transcript (an “F” will be assigned on the high school transcript) for any course from which the student is administratively withdrawn.**  Under extenuating circumstances, a student may petition, in writing, the instructor, for reinstatement in the course upon demonstrating the capacity and likelihood of satisfactorily completing requirements as indicated on the course syllabus.  Reinstatement will only be considered when the absence was due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the Curriculum Dean, and the approval of the Vice President of Instruction.  (Excerpt from HCC Policy 5.2.1)

**\*Late Arrivals/Early Departures:** Students are expected to sign in and sign out at the front desk in the HEC office when arriving late or leaving early due to medical, dental, or other issues. Documentation must be on file in the main office.  A Late Arrival/Early Dismissal Form is available for students who have schedules that vary from the regular school day or can check in/check out without parents being notified. If a note is turned in to the office allowing permission for a student to leave early, a parent will be called for a verbal consent before the student can leave campus.  The expectation is that once a student is on campus for school, they remain on campus until their last class is finished for the day.

There will be NO checkouts during lunch unless the student has a break in schedule for more than two hours. NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS WITH ANOTHER STUDENT WITHOUT WRITTEN PERMISSION BY A PARENT UNLESS THE OTHER STUDENT IS THE CURRENT TRANSPORTATION ON FILE IN THE MAIN OFFICE.

**TARDY POLICY:** There are no bells at HEC and classes begin at the scheduled times. Students should report to class on time. Tardy students are disruptive to the learning environment. Tardies accumulate during the semester. Three tardies convert to one absence. It is the responsibility of the student and parent to be on time to school. LATE BUSES CONSTITUTE AS AN EXCUSED TARDY TO SCHOOL. If a student misses the bus, the students must make alternate arrangements to school. Missing the bus is NOT an excused tardy or absence.

**TRANSPORTATION**

**\*Buses:** Students can ride their district school bus from their home to either Pisgah or Tuscola and load the designated bus to the Early College. There are two buses that depart HEC in the afternoon to Pisgah, Tuscola and Central Haywood High Schools. Students will then load their district bus to take them home. Morning buses unload students at the Sunrise Café where students can eat breakfast or walk to their first class. Afternoon buses will leave the campus no later than 2:30 PM from the front of the 400 (HEC) building. Students needing to ride the bus for special circumstances (going home with a friend, to work, or to another residence) must present a note to the office and the parent will be called for verbal permission. Bus drivers will not deliver a student to a different or new location without a Bus Permission Slip from the HEC office.

**\*Car Riders:** Parents/guardians may choose to drive students to campus. Students may be dropped off at the Sunrise Cafe for breakfast or in front of the 400 building beginning at 8:00AM. School begins promptly at 8:30AM and dismisses at 2:20PM. Parents who come before 2:30PM are asked to find a parking space near the 400 building in order not to block bus loading at 2:20PM. Once buses have departed, do not block other parked cars in front of the building. If student transportation is different than normal arrangements, parents are responsible for providing a note that explains the change and can expect a call from the office for a verbal consent. If an unexpected change arises parents must call the office as soon as possible so that the student can be located and informed before dismissal. Once dismissed, it is nearly impossible to locate the students and no there will be no guarantee.  All students must be off-campus by 4:00PM.

**\*Student Vehicle and Parking Regulations:** Operation of a vehicle to and from HEC is a privilege and not a right. HCC provides designated parking areas for both faculty/staff and students. HCC Security regularly patrols the parking areas and will issue citations if rules are not followed. Parking passes are required and students must register for a parking decal with HCC’s Cashier in the 1500 Building. There is no charge, but a form must be completed at the time of the request.  Forms are available in both the 1500 and 400 Buildings. **Students who drive to school are not allowed to take other students off campus without the written permission of both the driver’s parents/guardian and the other students parents/guardians.** Arrangements will be kept on file in the main office if students who drive are the regular transportation for other students. Students are expected to obey all traffic rules and regulations designed for the safe operation of vehicles on campus. HEC and HCC cannot assume responsibility for any damage done to automobiles or any acts of vandalism while parked on school property. Students park cars at their own risk.

**TEXTBOOKS AND TECHNOLOGY**

**\*Textbooks and Technology:** Haywood Early College provides books for all high school and college courses taken the first time.  If a student withdraws or does not pass a course using a consumable text (workbook designed to be written in and discarded), lab manual, or personal access code, students will be responsible for the cost.  Students are responsible for returning college textbooks immediately following exams or immediately upon withdrawal from the course. It is the responsibility of the student and their family to protect and maintain their textbooks and technology. All books, calculators, iPads and laptops are the property of Haywood Early College and Haywood County Schools. All textbooks and technology are expected to be returned in good condition each semester. Lost or damaged books, calculators, iPads and laptops will require parents/students to pay for replacement.

**\*Electronic Devices:** Cell phones may be used during the school day, preferably during lunch, breaks, and class changes. Teachers retain the right to administer different electronic device policies within their classrooms. Inappropriate use of electronic devices will not be tolerated. Cyber bullying and inappropriate content contained in or distributed through any electronic device will not be tolerated. By law, these are reportable offenses and may result in school suspension and further criminal investigation. As with other personal property, cell phone, voice messages, emails, photographs, and text messages can be searched if the principal has reasonable suspicion that they have been used in a disruptive or harmful manner. HEC and HCC faculty and staff are not liable for the damage, loss or theft of personal property belonging to students.

**\*Internet Use:** HEC Policy: Students are allowed to use HEC iPads/laptops for educational and research purposes. The principal has the authority to review the archives and search documents, picture, artwork and other files created or stored on the laptop if sufficient suspicion exists to indicate inappropriate use of technology or the internet. Abusing the privilege of using HEC iPads/laptops can result in the denial of use for specific students. HEC students are allowed to use their personal laptops and/or tablets for school purposes. (HCS Board Policy 3225/4312/7320)

HCC Policy:  The College’s information technology resources are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations.  Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College’s computer resources. (Excerpt from HCC Policy 7.2 Internet and Network Acceptable Use)

**GRADES**

High school grades are assigned using the NC ten-point scale. All grades are recorded and updated by each teacher on Fridays and available in PowerSchool. Students can ask their teacher for a list of the work they have (or have not) completed. Report cards are available at the end of each nine week grading period. Parents have access to view grades and progress by utilizing the Parent Portal. Parents may obtain the password and information from the HEC office. A copy of NCDL or photo ID and application is required. Teacher/parent/student conferences can be arranged as needed to support the academic success of each student.

College grades are assigned as pre-determined by instructor per course syllabus.  All grades are recorded and updated by each instructor in Moodle. Parents do not have direct access to these grades, but are highly encouraged to ask their student to sign in to their Moodle account to view their grades periodically.  A midterm grade will be included on the 1st nine weeks report card for fall semester and the 3rd nine weeks report card for the spring, however the best way to keep track of your student’s college coursework is to view their Moodle account throughout each semester.

Students will earn 28 credits for their high school diploma. Some of the required credits and electives will be college courses. **Early College students must meet all exit standards for graduation.** Each college instructor provides a syllabus which includes the instructor’s grading scale which may or may not be the same as the HEC grading scale. Transfer credit is **not** earned for a *college* course when a student earns a D or an F. These courses must be retaken to meet the college credit requirements for an Associate in Arts/Science degree.

**COLLEGE COURSE WITHDRAWAL PROCESS**

Haywood Early College students are expected to successfully complete all scheduled college classes to meet the goal of completing a college transfer degree.  However, an extenuating circumstance (such as a serious illness) may make it difficult for a student to obtain a passing grade or meet college attendance requirements.  Because dropping a college course is a serious decision with wide ranging consequences, HEC has a required, comprehensive procedure which begins with Mrs. Lawing. Students and/or parents should contact Mrs. Lawing for more information to begin the process.

**IF HEC STUDENTS ARE WITHDRAWN FROM COLLEGE CLASSES BY COLLEGE INSTRUCTORS DUE TO POOR ATTENDANCE, LACK OF PROGRESS WITH COURSEWORK, ETC OR IF THE STUDENT WITHDRAWS WITHOUT PREVIOUS APPROVAL FROM MRS. LAWING AND MRS. FOX, THE STUDENT WILL RECEIVE A 55/F FOR A FINAL GRADE ON THEIR HIGH SCHOOL TRANSCRIPT.**

**CREDIT RECOVERY/FAILED COLLEGE CLASSES**

If a student withdraws/fails a college class that is also required for high school graduation, then he/she must take a credit recovery course in the APEX credit recovery system offered through Haywood County Schools.  IF a student withdraws, or is withdrawn by an instructor from a college course during the semester, he/she must complete the recovery course at HEC during that scheduled college class time. Recovery credit for failure must be completed within 45 days of failure.  The following classes will require credit recovery:

Eng 111, 112, 231/232 Spa 111,112

Mat 143, 152, 171 Bio 140, 160

His 131, 132 Ped 110, 143, and Hea 110

**IF A STUDENT HAS TO TAKE A CREDIT RECOVERY COURSE, THEN HE/SHE WILL BE REQUIRED TO MEET WITH MRS. FOX AND MRS. LAWING TO DETERMINE IF AN ALTERNATIVE PATHWAY FOR GRADUATION SHOULD BE CONSIDERED.**

**STUDENTS FAILING TO MEET THE HAYWOOD COMMUNITY COLLEGE ACADEMIC STANDARDS FOR ACADEMIC PROGRESS WILL ALSO BE CONSIDERED FOR AN ALTERNATIVE PATHWAY FOR GRADUATION.  EACH TIME STUDENTS EARN A ‘D’, ‘F’, OR ‘W,’ THEY JEOPARDIZE HIGH SCHOOL GRADUATION AND THE POSSIBILITY OF EARNING THEIR AA OR AS.**

**FOOD AND DRINKS**

Lunch is provided through Haywood County Schools Child Nutrition Department in the Sunrise Cafe. The cafeteria is located in the 200 Building and serves breakfast and lunch daily. All students have an assigned lunch ID number. Money may be put on their account balance online or by check or cash payable to the Sunrise Café.  Students may qualify for free and reduced meals if the appropriate forms are submitted to the Child Nutrition Department. Forms are available in the HEC office. Breakfast at the Sunrise Café is available from 7:00AM-9:00AM. Lunch is available from 11:00AM-1:00PM. Vending machines are available in the 400 Building, in the Sunrise Café and in the 300 Building at all times during campus hours. **COST OF BREAKFAST = $1.25/LUNCH = $2.80**

**DRIVERS EDUCATION**

Early College students can complete Driver’s Education when it is offered at their district high school or during the summer. Parents/Students should contact Haywood Early College to request information about the dates driving classes and course work will be offered. All NC rules and regulations related to Driver’s Ed apply to Early College students.

Students under the age of 18 must have a Driving Eligibility Certificate in order to receive a North Carolina Driver’s permit or license. Once a student has completed the driving portion of driver’s education, he/she must take the Driver’s Education Certificate to the office to ask for a Driver’s Eligibility Certificate. To receive this certificate, the student must be enrolled in school and have adequate academic progress approved by the principal.

**COMMUNICATION**

Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school. There are several ways we communicate with parents and students:

\*Alert-Now phone system: Please make sure your phone number is current and on file

\*Remind messaging system:

Please sign up for appropriate grade level (both parents and students):

9th Grade -   Text to: 81010  Message: @1819hec

10th Grade - Text to:  81010 Message: @1718hec

11th Grade - Text to:  81010 Message: @1617hec

12th Grade - Text to:  81010 Message: @1516hec

13th Grade - Text to:  81010 Message: @1415hec

\*Website: [http://hec.haywood.k12.nc.us](http://hec.haywood.k12.nc.us/)

\*Follow us on Twitter: hcshaywoodearly

\*Parent Portal

\*Written communication

\*Conferences

\*HCC Emergency/Weather Alerts - Sign up at <https://haywood.regroup.com/signup>

**CAMPUS MAP AND BOUNDARIES**

During the school day, students are expected to remain within the boundary of the dotted line unless the following exceptions apply:

\*Entering or Exiting Campus

\*Class in the 900 Nursing building

\*Permission from the HEC Office to walk to Student Services or Book Store in the 1500 Building

**STUDENTS ARE NOT ALLOWED TO DRIVE ON CAMPUS DURING THE SCHOOL DAY UNLESS ENTERING OR EXITING THE CAMPUS. THIS INCLUDES MOVING FROM PARKING SPACE TO PARKING SPACE AND DURING TIMES OF INCLEMENT WEATHER.**

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**DAILY AND DELAYED SCHEDULES**

In the event of inclement weather, a Haywood County Schools telephone message will be sent to inform you of any schedule changes.  To receive messages from Haywood Community College, students will need to sign up for alerts.  Visit the following link to sign up for the HCC emergency notification service or to reset a Regroup account password:  <https://haywood.regroup.com/signup>.  After creating account, please make sure you put in your best contact information. HEC will follow HCS decisions regarding school operation.

**When both HEC and HCC are cancelled due to inclement weather:**  Students should frequently check their HCC email and Moodle accounts for any information from either institution.  At times, instructors may choose to post alternate assignments, adjust due dates on the syllabus, or post updates regarding missed class time.

See schedules below:

**Haywood Early College REGULAR Daily Schedule**

|  |  |
| --- | --- |
| **1st Period** | **8:30AM - 9:50AM** |
| **2nd Period** | **10:00AM - 11:45AM** |
| **LUNCH** | **11:45AM - 12:30PM** |
| **3rd Period** | **12:30PM - 2:20PM** |
| **Dismissal** | **2:20PM** |

**HEC is on a TWO-HOUR Delay Schedule & HCC is on REGULAR Schedule**

|  |  |
| --- | --- |
| **1st Period** | **\*High School 1st Period Classes Cancelled** **\*HCC Early College Only Sections (courses with H01/2/3 at the end of the course number will be cancelled).****\*HCC Classes will meet at regularly scheduled time.  Students/Parents shall use their discretion about whether the student should attend college classes.  If the student misses a class, they must contact their college instructor by email immediately.**  |
| **2nd Period** | **10:20AM - 11:45AM** |
| **LUNCH** | **11:45PM - 12:30PM** |
| **3rd Period** | **12:30PM - 2:20PM** |
| **Dismissal** | **2:20PM** |

**HEC & HCC are BOTH on a TWO HOUR DELAY**

**HAYWOOD EARLY COLLEGE**

|  |  |
| --- | --- |
| **1st Period** | **10:20AM - 11:20AM** |
| **2nd Period** | **11:30AM - 12:40PM** |
| **LUNCH** | **12:40PM - 1:20PM** |
| **3rd Period** | **1:20PM - 2:20PM** |
| **Dismissal** | **2:20PM** |

**HAYWOOD COMMUNITY COLLEGE**

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