



HUKSINS BILL CLASSES HANDBOOK

2010-2011

Welcome to Huskins!

Johnston Community College is excited to offer the students of Johnston County Schools the opportunity to take college classes. This experience is a challenging transition into higher education, and we want to help you make the most of it.

Congratulations on your acceptance into our distinguished program of learning.

Sincerely,

Mona Ellington

Director, Huskins Program



A COLLEGE ON THE MOVE!

Table of Contents

Introduction	3
Purpose.....	3
Objectives	3
Student Eligibility.....	3
Costs.....	4
Johnston Community College Core Values	4
JCC Huskins Attendance Policy.....	5
Drop/Add and Suspension Policy.....	6
Johnston Community College Grading Policy	7
Evaluation	7
Classroom Conduct.....	7
Discipline.....	8
JCC Library Services	11
Appendix A	12
Library/NC LIVE Application and JCC Computer Policy	Appendix A
Acknowledgement of JCC Huskins Handbook	Appendix A

Introduction

The Huskins Bill creates a powerful tool for improving articulation and for increasing a student's college participation rate without blurring or diminishing the distinctive roles of high schools or community colleges. In 1988, the State Boards of Education and Community Colleges each adopted an official statement of the purpose of Huskins Bill cooperative programs:

"The purpose of Huskins Bill cooperative programs is to make available for the enrichment of high school students, college level academic, technical and advanced vocational courses not otherwise available to them."

Purpose

These procedures have been prepared cooperatively by the North Carolina Community College System (NCCCS) and the North Carolina Department of Public Instruction to facilitate effective planning for cooperative programs between community colleges and high schools in North Carolina.

Cooperative programming efforts between public and non-public agencies responsible for providing educational programs and services are intended to foster the effective utilization of available resources and to provide for more comprehensive educational opportunities. Such programming is intended to enhance educational choices for high school students. Cooperative program agreements between community colleges and high schools must be developed in accordance with this premise, and the resulting plans for offering courses must reflect this philosophy.

Objectives

The objectives of the Huskins Bill are:

1. to provide an opportunity for high school students to participate in college courses not otherwise available;
2. to enhance the motivation and achievement of high school students;
3. to encourage high school students to utilize post-secondary opportunities as a means for pursuing lifelong educational and training goals; and,
4. to maximize the use of State resources while not duplicating course offerings.

Student Eligibility

Local boards of trustees and local school boards (public, private, home school) may establish cooperative programs in areas they serve to provide college level courses to high school students under the following conditions:

1. High school students must be in grades 9 - 12;
2. Students must meet the college's prerequisite, co-requisite, and course admission requirements as adult college students; and
3. Students must be recommended by the chief administrative officer of the high school for enrollment.

Costs

1. Students shall be exempt from applicable tuition.
2. Johnston County Schools will pay for the cost of textbooks and fees for Huskins students enrolled in Johnston Community College.

Johnston Community College Core Values

Excellence

We value continuous growth and improvement in every area of campus life. We will strive to provide adequate resources so that, over time, such improvement can be seen and measured.

We value teamwork, cooperation, collaboration, innovation, and creative problem solving as part of our continuous improvement efforts.

We value freedom to instruct students using various techniques and to develop methods that will help them achieve their maximum potential.

We value the courage to provide leadership, to take risks, to welcome change and to persevere.

Honesty and Integrity

We value honesty and integrity and believe that academic and personal honesty are essential elements in education.

We believe that integrity binds us to fairness, to truth, and to actions and philosophies that meet the highest ethical standards.

We value intellectual honesty and academic freedom and pledge to foster an environment of trust and responsibility in the learning community.

Community

We value prompt, fair, friendly, courteous, and people-centered service to our communities and to each other.

We value the many opportunities we have to help make our community, state, nation, and world a better place to live.

Learners

We value learning as a lifetime endeavor.

We value the input of learners as we assist them in achieving their goals.

We create a nexus for learning in this community to include meeting the changing needs of the learner.

Respect

We value our faculty, administration, support staff, and maintenance and operations personnel. We respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual, personal and professional development.

We believe that all people should be treated with respect, creating a safe, inclusive, and nurturing environment that supports a balanced lifestyle as well as opportunities for life-long learning.

Communication

We value open and honest dialogue, feedback, and active listening, flowing in all directions.

Team Spirit

We value team spirit, whereby each member operates unselfishly for the benefit of the cause.

JCC Huskins Attendance Policy

All students must enter class prior to the class 10 percent (census) date, which is the date set by the state for reporting purposes. Students who fail to attend by this date will be dropped from the class roll. Regular and punctual attendance is expected of all students in order for them to achieve their potential in class and to develop desirable personal traits necessary to succeed.

Attendance requirements for each class will be printed in the course syllabus, which will be distributed the first week of class. Class attendance is calculated from the first scheduled class meeting to the last. Late arrivals and/or early departures may count toward total absences.

By departmental policy, if a student misses more than 12.5% of a course (5 days for each 9-week course), the student will be dropped. The 12.5% includes an absence from class for any reason and students will always be accountable for materials covered, due dates, and all assignments made during their absence.

If a student is dropped by an instructor due to excessive absences, a grade of “WF” will be issued and calculated in his or her grade point average and could affect his or her eligibility for future post-secondary financial aid. A student may be dropped by an instructor due to excessive absences at any time during the semester, including that time period before the date designated each semester as the last day a student can drop without grade penalty. The student must obtain the permission of the instructor to reenter class. If this request is denied, the student may petition the department chair for reinstatement. If the department chair denies the request, the vice president of curriculum instruction will make the final ruling on the decision.

Students who choose to participate in approved school-related activities must adhere to the attendance policy. **Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up missed work.** In such cases,

upon approval of the instructor, class time missed will not be counted as absences provided the students are otherwise in good academic standing (2.0 cumulative GPA).

The instructor will not penalize students who participate in approved school-sponsored activities for those absences. Approved school-sponsored activities may include but are not limited to field trips, school pictures, academic contests, school assemblies, Senior/Graduation Project events such as job shadowing, one college visit allowed by NCDPI, athletic events for distant games.

Drop/Add and Suspension Policy

1. It is recommended that a student in a Huskins class on a high school campus, sent to In-School-Suspension by the high school administration, be allowed to attend their Huskins class. This may be handled on a case-by-case basis, but the student will be counted absent from class if they do not attend their Huskins class.
2. A student in a Huskins class **on a high school campus** in Out-of-School suspension may not attend their college class and will be counted absent. If this causes the student to exceed their limit of absences, their choices will be:
 - a. WD - they (or someone at the school) must initiate
 - b. WF - from the instructor which may be appealed using the JCC reinstatement process

The final decision from the appeals process will be the joint responsibility of the JCC Vice President of Curriculum Instruction and the Johnston County Schools Associate Superintendent for Curriculum and Instruction. The decision will be based on the student's academic standing and potential to complete missed work.

Attendance for Huskins students in **classes on the JCC campus** will not be affected.

3. A student expelled from a Johnston County High School may not finish the semester in their JCC class(es). In such case, the Johnston County Schools Deputy Superintendent will notify the JCC Vice President of Student Services.
4. Learn & Earn Online students will be expected to maintain their attendance and participation in their college class(es) if they are suspended from their high school classes.
5. Students enrolled in the first course of the JCC series may withdraw from the course within the first ten days and receive a WD for the JCC course and no grade penalty with JCS. The student will be rescheduled in SIMS/NCWISE.
6. If the student is failing a JCC course, he/she will remain in the course up to the last day allowed to drop without grade penalty according to JCC policy (75% of the course). The student will then be withdrawn from the JCC course with a WD and placed in an alternative setting for the remainder of the JCC course. For JCS purposes, the student will remain enrolled in the JCC course in NCWISE and will receive a grade for the course not less than 60 for the first 9-week grade of the semester. If the failed course is not a prerequisite for the remainder of the series, the student will take the next course in the series. The student will receive a final JCS grade that is an average of the final grades in the JCC courses. JCC will only give credit for courses that are actually completed and passed.

Johnston Community College Grading Policy

Final course grades are issued to the student at the end of each semester in accordance with the following grading system:

Grade	Description	Quality Points
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0

- I** Incomplete temporarily for the duration of the following semester. Credit hours attempted are not counted in the present semester in computing the quality point average. If a passing grade is not achieved during the following semester, the grade of "I" automatically becomes "F" and credit hours attempted for course are counted in computing the grade point average.
- WD** Officially withdrew within the first 75% of the course. Credit hours attempted are not counted in computing the grade point average. No withdrawals are accepted for processing after the first 75% of the course without extenuating circumstances and must be signed by the department chair or the vice president. Withdrawals after the first 75% of the course are handled on a case-by-case basis.
- WF** Withdraw failing occurs if the student exceeds the number of absences specified by the attendance requirement and is dropped by the instructor. Credit hours attempted are counted in computing the grade point average. Also, students who withdraw after the 75% point would get a "WF" without extenuating circumstances.

Evaluation

Student evaluation is based on factors identified in the course outline distributed at the beginning of the course. Evaluation factors may include, but are not limited to exams, quizzes, research assignments, and class assignments. Grades will be calculated on the following seven-point scale:

- A= 93-100
- B= 85-92
- C= 77-84
- D= 70-76
- F= 0-69

Classroom Conduct

Faculty and students at Johnston Community College have the right to a classroom environment that is conducive to study, expression, and full concentration on study topics. Student behavior which threatens such an atmosphere and disrupts learning and teaching activities or creates an environment of fear and intimidation of a student or faculty member will not be tolerated. The

faculty and administration reserve the right to remove a student from a class if the student's behavior is determined to be detrimental to the learning environment.

Discipline

JCC's Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the right of individuals in their academic pursuits. The following regulations set forth rules of conduct prohibiting certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V of the JCC Catalog. Prohibited conduct shall include, but not be limited to:

- A. Academic Dishonesty – taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for other's work (plagiarism).
- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off-campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Disorderly, lewd or indecent conduct, including public physical action, openly offensive or profane language, or distribution of obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duty authorized activities on college premises.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational or institutional process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- J. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
- N. Violation of college regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- P. Failure to comply with instructions of college officials acting in performance of their duties.
- Q. Violations of the terms of disciplinary probation or any college regulations during the period of probation.

Academic Dishonesty

It shall be the responsibility of every Johnston Community College student to obey the Code of Student Conduct, which:

- a) Specifically prohibits lying, cheating, or stealing, when these actions involve academic processes, administration of the College, or student, academic, or administrative personnel acting in an official capacity; and,
- b) Requires the student to report any violation of which he/she has knowledge.

It shall be the further responsibility of every student to abide by the Code of Student Conduct, namely to conduct oneself so as not to impair the welfare or the educational opportunities of others of the College community.

The following acts are specifically prohibited, and the commission of any of the following said acts may result in expulsion, suspension, or lesser sanctions.

1. Academic cheating, including (but not limited to) unauthorized copying, collaboration, or use of notes or books on examinations; and plagiarism, defined as the intentional representation of another person's words, thoughts, or ideas as one's own.
2. The acquisition without permission of any academic material (test information, research papers, etc.) from any member of the student body, faculty, or staff.
3. Furnishing of false information with intent to deceive members of the College community who are acting in exercise of their official duties.

Cheating in any form (e.g. on an examination, plagiarism, or copying another student's research paper) is a serious offense and will be dealt with accordingly. An initial offense will result in a failing grade for the work involved. A second offense may lead to a failing grade for the course, or in an extreme instance dismissal from the College.

JCC Discipline Implementation at the Local High Schools

Students taking Huskins Bill classes in local high schools are assumed to possess the academic and social maturity to benefit from the college-level courses. If a disciplinary problem arises, the problem is dealt with immediately and responsibly for the benefit of the student, the class and the instructor. The following procedure is used:

1. The instructor notifies the school administration that a student is being disruptive utilizing the procedures in place in the respective high school. It is the responsibility of the administrator to remove the student from class.
2. The high school's discipline policy is then used to ensure that the student receives fair and consistent treatment. The instructor works with the school administrator to determine appropriate disciplinary action consistent with Johnston Community College's Code of Student Conduct and the high school's Student Discipline plan.
3. If the instructor and the school administrator are in disagreement over the disciplinary action, the instructor notifies the Huskins Program Director, who will work with the high school principal to resolve the dispute. If resolution is not achieved, the matter may be appealed to the senior administration of Johnston Community College and Johnston County Schools.

JCC Library Services

Research assignments may require students to conduct research at Johnston Community College's Library Services or similar location. The JCC Library contains thousands of volumes, provides many databases online, and subscribes to numerous periodicals of general and technical interest. The collection is designed to serve students, faculty, staff, and the community at large.

The JCC Library has online resources available through their website at www.johnstoncc.edu/library. Available online resources include, but are not limited to, a library catalog, databases, and a literature resource center. In order for a Huskins student to utilize JCC Library Services, the student and parent/guardian are required to sign the Johnston Community College Dual Enrollment Library/NC LIVE Application and Johnston Community College Computer Policy Agreement (see Appendix B).

Johnston Community College's Library Service is open Monday - Thursday from 7:30am to 8:00 pm, and on Friday from 7:30 am to 3:00 pm. The Library can be reached during normal business hours at 919-209-2101 to answer any questions you may have. You may also use the Library's email references service at libraryhelp@johnstoncc.edu.

Huskins Handbook
Appendix A

DUAL ENROLLMENT LIBRARY / NCLIVE APPLICATION

Please complete and return to Johnston Community College Library in order to check out books or use remote electronic resources.

Student

ID# _____

Please check: Huskins Dual Enrolled _____ Other _____

Age _____ **Birth Date** _____ **Male** _____ **Female** _____

1. Name

Last _____ **First** _____ **Middle** _____

2. **Street** _____

3. **City** _____ **State** _____ **Zip Code** _____

4. **Home Telephone Number** _____ **High School** _____

5. **Name of JCC course(s)** _____ **Instructor** _____

NC LIVE Remote Access Agreement

User's full name (please print): _____

As a user of JCC NCLIVE, I hereby agree to comply with the Johnston Community College Acceptable Use Policy (AUP) and the LRC Computer Policy and will access information over the network in a responsible manner. I agree not to share the ID and password.

User's Signature: _____ **Date:** _____

Responsibility Agreement Must be signed by parent if under 18 years of age.

I, _____, agree to pay Johnston Community College
(print student's name)

Library for any damaged or lost materials borrowed or used by my child. I grant permission for him/her to use all unfiltered internet, electronic databases and library resources. Please return this form to the Johnston Community College Library to gain access to these resources. Passwords change each semester.

Parent's Signature: _____ **Date:** _____

Library staff: Enter NCLIVE _____ **LIBRARY BARCODE** _____



Johnston Community College Library Services

Each student who wishes to utilize and does in fact utilize the Johnston Community College Library Computers will be expected to sign, date, and comply with the JCC Library Computer Policy Agreement. Failure to sign, date, and comply with this agreement will result in an immediate suspension of all Library Privileges.

The Library Computer Policy is as follows:

Users must:

- Follow all Library regulations and Conduct Policy.
- Present a valid, updated **JCC Student ID to the librarian on duty at the front desk.** Student IDs can be obtained in the Library.
- **Print legibly all areas of the sign in/out form before using Computers.**
- **Use computers for course/school related work only.**
- **Computer use at the discretion of the librarian on duty.**
- **Remain quiet and respectful of other student's rights.**

Users cannot:

- **Chat or date online** - which includes instant messaging and viewing pictures/profiles from websites such as Xanga, MySpace, etc.
- Go to, use, or surf any pornographic, offensive, or racist websites.
- **Play** games online.
- **Download any** programs, watch, or listen to music or watch non-educational videos.
- **Shop** online which includes eBay, online catalogs, and other online auction activities.
- Printing is 5 cents per copy as printed. **Check before you print!** The items printed must be course related. Unauthorized printing is a violation of this policy.
- Bring any type of food or drink into the Library. An exception will be bottles with a lid.
- **Share** Computers or Tutor other students while in the Computer area or Library without permission of librarian on duty. **Please be considerate of others.**

College Cell phone Policy states: Cell Phones **must** be set to vibrate while inside the Library. **Everyone must** exit the Library to use their cell phone.

Students are not allowed to download **pictures** or **ringtones** from or **onto their cell phones.**

Library staff will strictly adhere to a **three (3)** strike policy. A **Johnston Community College Library Conduct Incident Report** will be completed and filed for **each violation** of the above policy. A student's library privileges can and will be suspended indefinitely upon the completion and filing of that particular student's **third** Library Conduct Incident Report. No exceptions for any student, for any reason, will be made. Failure to follow the guidelines of the Library's policy and the College's AUP policy will result in the suspension of computer usage. A copy of your signed and dated Library Computer Policy Agreement will be kept on file in the Library for future reference.

By signing the Library Computer Lab Policy Agreement you are in fact agreeing to its terms and usage.

I am at least 18 years of age and agree to follow the JCC Library Services Computer Policy:

User's Signature: _____ Date: _____

Print Name: _____

Acknowledgement of JCC Huskins Handbook

I attest that I have read and understand the Johnston Community College Huskins Bill Classes Handbook for Spring 2009. I, therefore, assume **FULL RESPONSIBILITY** for my attendance and the consequences of my absences. I understand Huskins policies, and assume responsibility for following all Huskins policies.

Student Printed Name _____

Student Signature _____

Date _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____