

Howard E. Ivester Early College

Scholar Understandings & Honor Code 2023 - 2024

Supporting Dreams...One Student at a Time

Mission

Hall County's Howard E. Ivester Early College provides an innovative high school program of choice that creates unique Dual Enrollment (DE) access to college-level academic courses and diverse career pathways for academically and social/emotionally ready students. Scholars in the program have the opportunity to gain both high school and college credit for their classes through college certificate, diploma, and degree programs taught in house by university professors. This program supports the scholars as they transition from high school to college through a DE partnership with Brenau University, Lanier Technical College and the University of North Georgia. Howard E. Ivester Early College provides ALL district qualified learners, with particular care to include first generation students, with academic supports as needed that includes tutoring, career guidance, and personalized planning to meet college and career goals.

Vision

Hall County's Howard E. Ivester Early College scholars will become successful college students who:

Are confident in their abilities to succeed in postsecondary education or career,

Know how to secure resources for support as needed,

Can creatively solve problems,

Display professional soft skills,

Have a plan for their future,

Leave Howard E. Ivester Early College with 2 or more DE credit classes towards a certificate, diploma or degree.

Hall County Beliefs: Character, Competency and Rigor for All.

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Since 2016, professors from our partnering colleges/universities have taught courses on the IEC campus. Howard E. Ivester Early College is a designated campus of each college and provides all qualified and academically/socially/emotionally ready Hall County DE scholars transportation during the school day to and from IEC and our Hall County high schools. Unique to this program is that all scholars may participate in academic support that includes tutoring, career guidance, resources and personalized planning to meet college and career goals while still having the ability to participate in their home high school's sports, other classes such as AP, IB, HMP, WBL and after-school activities.

Scholars completing any core academic curriculum course that are noted on the Department of Education's articulation agreement will receive full credit for that course when transferring to another University System of Georgia Institution or Technical System of Georgia ([See Articulation Document](#)). The credit becomes part of BOTH the student's high school and college transcript and may not be declined.

Georgia Student Finance Commission (GSFC) pays for all books and tuition up to 30 hours for all articulated and approved DOE DE courses. Lab costs are additional. Students must self-pay after 30 hours or for any course and any associated costs not covered by the GSFC.

*5.0 scale for core academic classes and any 2000 level courses

**4.5 Honors scale for diploma programs or non-core academic

**Diploma courses are not guaranteed transfer credit. It is up to the transferring college to award. However, high schools weight these courses at the honors 4.5 level for high school credit. They are also excellent programs that assist scholars in their future endeavors: ie. providing skills for part-time or full-time jobs in the future, helping with decisions regarding career choice, providing patient care hours and acquiring tools that will benefit in their college studies.

Academic Conferences and Contracts

Scholars who fall below an 80 average, as notified by a professor, are required to attend extra tutorials and meet/check in with an academic advisor during their non-classroom times. Scholars who do not meet this grade requirement may also be placed on Probationary Enrollment Status / an Academic Contract for one (1) – two (2) semester(s) or until their grades are all above an 80. Scholars on

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probation or others who do not meet requirements of the program may be transitioned to their home high school at semester's end.

Academic Expectations including Withdrawals

Scholars must earn satisfactory grades at the post-secondary institution. A minimum grade average of a C or better is required to continue dual-enrollment at the post-secondary institution. UNG requires a 2.5 semester and overall GPA; LTC a 2.0 and overall GPA. A D or Failure of any class will most likely result in a student returning to the high school setting.

Scholars may not withdraw from a course without first getting the approval of the home school counselor and the Dean of Ivester Early College. Withdrawing may have serious consequences including but not limited to the possible loss of HOPE or Zell funding, failure to graduate high school, withdrawal of a future college acceptance, grade of failing, etc. Scholars must return to their home high school and enroll in the corresponding high school class or another class opportunity to complete their required schedule. STUDENT is required to meet with the high school counselor or HCAP immediately to schedule the high school classes to complete a full schedule. Withdrawals will still count towards the students 30 hours of paid DE classes (per GSFC) for qualifying courses and may not be retaken for GSFC payment.

There will be no appeal process for parents or students of Howard E. Ivester Early College regarding dismissed students due to low academic standings or behavior issues. Howard E. Ivester Early College is a program of choice, and thus, the decision by the Ivester Early College administration will be final and may not be challenged.

Any scholar may be withdrawn by Howard E. Ivester Early College's Administration due to unacceptable behavior or low academics. The scholar must arrange with the University to continue classes if available/allowed on the main University campus; or, the scholar must return to the home high school and enroll in the corresponding high school class or another opportunity per instruction by their high school counselor.

Academic Integrity

All scholars at Howard E. Ivester Early College are members of their college's academic community in which members are expected to cultivate their own work in the spirit of academic honesty. A violation of academic integrity is an act harmful to other scholars, teachers, and ultimately, the individual. Violations of academic integrity will have consequences.

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Consequences of academic dishonesty may include (but are not limited to) removal from the Howard E. Ivester Early College program, failure of the class or assignment, and/or discipline according to the college department or syllabus and/or high school/IEC administration.

Admission

Scholars may apply to Howard E. Ivester Early College as rising sophomores to rising seniors beginning in fall of each year. Scholars must meet the admissions requirements for both the University/College(s) they wish to attend and gain acceptance to Ivester Early College. Once all materials are received, the scholar's application will be reviewed for admittance to Howard E. Ivester Early College providing there is room in the course/college for which they qualify. Admissions status may be changed based on grades, attendance and/or behavior in the current home high school and/or Dual Enrollment course(s) as these behaviors are related to maturity and success.

Advisement

Scholars and parents may talk to Ivester Early College administration and advisors as needed for course advisement. Current IEC Scholars will register themselves during October for spring classes and in February for fall classes. IEC Scholars are responsible for discussing their high school graduation requirements with their high school guidance counselor and parents.

Allowable Areas

During school hours, IEC scholars have many freedoms that take individual self monitoring and discipline. From arrival time until departure time, scholars must remain within the Ivester Early College areas. All school/district rules and regulations are in effect in all IEC areas. When not in class, scholars may be in the Bistro, main Gym area, Learning Commons, Student Center, outside patio seating areas or designated study classrooms. Scholars are not to leave the Ivester Early College campus without checking out if departure is during a scheduled Ivester Early College time. Scholars self-checkout through the main office. Students are responsible for communicating with parents when they leave the IEC campus.

AP Scores

Students who wish to use their AP scores for college credit must:

Verify with their intended college of the acceptable AP score;

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Send their score via College Board to their DE institution;

If a student thinks they will be continuing their education in professional programs such as PT, PA, MD, etc., check prospective post collegiate programs to see if AP credits are allowable for pre-requisites. Use the IEC class change request link if needed for exempting classes based on AP scores.

Athletics / Activities

Any DE scholars may participate in athletics and other clubs/activities at their home high school as long as the scholars are academically eligible and meet all GHSA rules. Scholars interested in athletics should contact the Athletic Director at their home high school.

Attendance

Attendance at Ivester Early College is Monday – Friday during your assigned block(s). This policy is in place for study and to complete assignments for college and high school classes. Scheduling study time creates optimal success.

Scholars should discuss with their family the importance of attendance at Ivester Early College and the time needed for college coursework completion as they work towards Dual Enrollment, academic and career goals. The independence of dual enrollment must coincide with student responsibility and self-discipline.

Scholars will discuss with and gain approval from the professor and IEC administration as soon as known - PRIOR to missing IEC time for a high school sponsored activity. Scholars understand that if DE grades are less than a C or student is missing a test/project, the absence may not be granted by the professor (IE. giving a make-up opportunity).

It is the scholar's responsibility to sign into classes daily by initialing class rosters in order to maintain safety protocol. No one else may sign in for the scholar. At no time should the scholar sign in and then leave class as this is dishonest and defies safety protocols.

The scholar maintains the responsibility to attend and remain on campus during scheduled times. Scholars may not return to their high school during scheduled IEC time. Students must sign out prior to their assigned time through the front office. Scholars and parents should discuss and outline this student responsibility with each other in detail.

Scholars are to check with their college professor for specific policies for each class regarding make-up work or prior to missing in case of pre-arranged absences.

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Absences - without an emergency dr note - for ANY reason during tests, speeches and quizzes USUALLY result in a ZERO without the ability to redo.

If the scholar wakes up sick (fever over 100, vomiting or severe headache), please stay home and go to the doctor as needed. Email the professor, IEC admin and copy the attendance email address: IECattendance@gmail.com.

Scholars must email doctor excuses to the professor, IEC admin and copy the IEC attendance email address: Ecattendance@hallco.org. This excuse does not guarantee the opportunity to make-up work.

Attendance + Work Habits = Student Success.

Calendar

One of the unique features of IEC's Dual Enrollment program is that the IEC campus colleges follow our Hall County School Calendar including start/stop and breaks. ANY time that Hall County is in session, students should be at IEC. IEC will follow all Hall County closure announcements. Keep in mind that college assignment due dates will still apply. Scholars attending UGA will adhere to the UGA calendar with some allowances made.

Check out Procedures

Any scholars leaving the campus during the school day during scheduled time must follow all established sign-out procedures with the front office. Parents picking up their scholars may come to the Ivester Early College main office for check out. IEC students are responsible for communicating sign-outs, early leaving or absences to parents and home high school. Upon student request, IEC will communicate the sign-out/in with the home high school.

Missing class due to a sign out does not give the scholar an excused absence or the ability to make up any work. This must be pre-arranged with the professor and IEC staff.

Classroom Engagement – BE PRESENT!

College academic success is associated with engagement in the course. Scholars should be active learners by coming to class prepared, being present, demonstrating GRIT, and being engaged in the face to face class time (listening, taking notes, participating, asking questions) for success. Phones and ear buds should not be out during class nor should students be gaming or on other non-academic sites.

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Code of Conduct

Positive home-school relationships typically increase a scholar's level of performance. We ask for cooperation from all members of our school community in observing school policies and procedures as outlined. Accountability for student learning is everyone's role and scholars must have time after school to study and complete assignments! Working together, we are confident that your student has the best possible opportunity for success.

NOTE: See more in the attached Ivester Early College Scholar Code of Conduct.

College and Career Advisors at IEC

Our IEC college and career advisors are here to support all students in a variety of areas. Scholars are encouraged to seek assistance including academic help, personal issues, applications, resumes, college searches, soft skills, interviewing, etc.

Math LABs and Writing Centers are available and encouraged in Math and English every Monday – Friday for FREE at IEC. Appointments are not needed! Tutoring is available for all other college courses online with the college or as needed with IEC staff - student must speak with an IEC advisor to schedule.

College Credit Transfers

Neither the Hall County School District nor the Howard E. Ivester Early College Administrators/Advisors/Representatives are liable for information regarding college credit acceptances to post-secondary institutions. Each college/University prescribes specific programs of coursework that DE courses may or may not meet. It is the responsibility of the scholar to check specific college entrance requirements and transferability of coursework.

Communication

Dual Enrollment Scholars, regardless of age, are now in the adult, college world and are encouraged to discuss any questions or concerns directly with the college professor and Howard E. Ivester Early College administration/advisors. Students MUST use their college email account when communicating with professors. Parents/guardians may address any questions, concerns, or comments regarding their student (i.e. course selection, student progress in courses, etc.) by contacting the student's high school counselor, IEC advisor, IEC counselor, Ivester Early College Dean, or Assistant Dean. Only after these avenues have been exhausted,

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parents may contact the Dean of the partnering college with concerns, with a student waiver on file, but may NOT directly contact professors at any time.

Scholars are responsible for checking information sent through the Ivester Early College REMIND, within their college emails, on the IEC monitors, IEC news, through the IEC Canvas course and within their college course platforms. Scholars should check their college email and platform announcements DAILY. Students, if you have a question, ASK! If you need help, ASK!

REMIND: Scholars and parents are encouraged to sign up for Ivester Early College's REMIND as this is IEC's primary communication tool. To sign up for a Remind text: text to 81010 and within the message box enter: @ecltc, @ecbre or @ecung depending upon the student's college. Messages may be sent to an email or texted to a phone. Students and parents are responsible for any text charges via your individual phone plans. Again, this tool may also be used with email.

NOTE: Old Remind accounts may be deleted by typing @LEAVE in the text message within that Remind class.

Counseling

IEC students have access to a master's seeking counseling intern located on the IEC campus. Small groups and individual counseling sessions are provided free of charge ranging in topics such as stress, test anxiety, study habits, etc. Those under 18 will require a signed parental consent form. Main campus college counselors are available to students too.

COVID – 19

During this time, please make sure you report if you are sick, have been tested for COVID or have tested positive for COVID to one of the IEC staff members via email or text (678-725-7026). Your name will be given to our local school nurse and the Dean and associated school personnel as deemed necessary to help you during your absence.

Disability Services (IEP or 504)

High school disability services do not automatically move to the college! The Coordinator of Disability Services at each college's main campus works to meet the particular needs of students with disabilities. The Dual Enrollment scholar is responsible for making an appointment with and taking all paperwork directly to the Coordinator of Disability Services at the corresponding college (504, IEP, etc.). Once a student's documentation of his/her disability is

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received, the disability service office works with college faculty and staff to help determine and meet the student's need(s). IEC encourages students to talk with their high school case manager for assistance through this process.

[Lanier Tech Disability Services](#) [UNG Disability Services](#) [Brenau Disability Services](#)

Grading

Final DE course grades will be translated to numerical scores on the high school transcript as follows:

FINAL DE COURSE GRADE	NUMERICAL CONVERSION
A	95
B	85
C	76
D	72
F	69
WF	69

More information may be found at:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx>

Conversion of Final Numeric Grade to Quality Points

For Students Entering 9th Grade in August, 2018 or Later

Final Numeric Course Grade	LEVEL 3	LEVEL 2	LEVEL 1
	AP/IB DE Core	Honors/ Accelerated/ DE Non-Core	All other courses
90 - 100	5.0	4.5	4.0
80 - 89	4.0	3.5	3.0
70 - 79	3.0	2.5	2.0
BELOW 70	0	0	0
NU with earned credit	2.0	1.5	1.0

*Quality Points will be applied to GPA calculations when the transferring institution awards credit for numerical scores below 70.
NOTE: AP = Advanced Placement
IB = International Baccalaureate
DE = Dual Enrollment

Graduation Recognition

Howard E. Ivester Early College will recognize current IEC senior scholars at the IEC spring graduation ceremony. Seniors that have achieved a Howard E. Ivester Early College GPA of 3.75 or greater after the successful completion of four or more IEC-Dual Enrollment classes will receive honor medals.

Hybrid Course

College courses require more than the face-to-face instruction for success including outside reading, work, etc, often these classes are referred to as hybrid. Hybrid does not refer to an online course. ALL college courses require independent reading and reviewing of resources and may also involve outside student collaboration.

IT/Help Desk

Amy Corn is the IT contact for student issues with technology. She is located in the Learning Commons. Further, Lanier Tech has a direct Help Desk kiosk found in the IEC Learning Commons.

Meals

Howard E. Ivester Early College offers breakfast and lunch upscale menu choices as well as a coffee bar. Coffee is included in a breakfast meal. Eating breakfast at both HS and IEC locations or lunch at both HS and IEC locations in one day will result in an additional charge that will be the responsibility of the scholar.

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Outside food delivery is discouraged due to safety concerns.

IEC meals are served from 8:35AM – 9:10 AM & 10:45AM – 12:00PM.

Medications

Employees / professors / administrators may not administer any medication to scholars, and scholars may not bring medication including prescribed medication to Ivester Early College unless a medication form is on file and the original prescription or bottle is housed with IEC nurse. This includes over the counter medications. Scholars may not carry medications (prescribed or over the counter) with them at school nor are they allowed to share medications per Hall County policy. A scholar's inhaler and/or EpiPen is allowed to be in the scholar's possession. Please let the IEC nurse know if a scholar is carrying such an item.

IEC Nurse

Our school nurse, Leslie McIntyre, is available as possible during Ivester school hours. The nurse's clinic is located in the 100 hall.

Pantry

Students have access to a food, book and supply share pantry at IEC. The pantry is located in the hallway between the gym and classroom. Please take as needed and give as able.

Also, if you use the pantry, please complete the QR code to help us keep statistics for grants.

If your family has a larger need for a food bank, please see Mrs. Hood for help with this.

Phone

Scholar devices may be used in accordance with professors' guidelines. Cell phones and ear buds/headphones should NOT be used during class time without expressed consent of professor. Scholars should 'BE PRESENT' in classes. Within the common areas, turn all devices to silent or use headphones, please.

Property Searches

Under the Safe School Climate/Zero Tolerance Policy, site administrators may conduct searches of school property such as lockers, desks, and other property assigned to scholars. Scholars and their personal possessions may be searched if site administrators have

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believe that scholars have in their possession any items or materials that are forbidden by School Board policy and/or procedure, school rules and regulations, or state or federal laws. Additionally, site administrators may conduct searches for any items or materials which may pose a danger to either scholars or other school personnel or which may be used to cause disruption of any educational process. Searches may include periodic random school-wide searches conducted in agreement with local law enforcement agencies.

Safety

Scholars are to wear their college or high school badges at all times on their person while on the bus and on the Ivester Early College campus. Please remove your hoodie upon entrance. Scholars may not bring visitors to campus without prior authorization.

Scholars may not open exterior doors for anyone or prop open doors at any time.

We are ALL responsible for student care and safety. Scholars and parents should report any concerning activity to the Howard E. Ivester Early College administration in an effort to keep all community members safe. Reports may be kept anonymous.

Syllabus

A college syllabus includes VITAL information for the course success. Students must read the syllabus and take special note of policies, rubrics and due dates for optimal success.

Testing

Ivester Early College exams, speeches, and tests take priority over ALL other schedules, events, field trips or EOC testing. If a scholar discovers a conflict, contact the IEC administration BEFORE the conflict occurs, and we will help resolve the conflict.

Textbooks

Georgia Student Finance Commission (GSFC) pays for all books and tuition up to 30 hours for all articulated courses. Students must self-pay after 30 hours or for any course that is not covered by the GSFC. Textbooks remain the property of the issuing University. Scholars are responsible for having textbooks available for class work at all times and for keeping textbooks in good condition. Scholars must return textbooks to the issuing University at the end of each semester. Scholars must pay for any textbook that is lost, stolen, or damaged. Failure to do so will result in a withholding of grades and transcripts by the University.

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Transcripts – getting from the college

Scholars must order their college dual enrollment transcripts (needed for application to another university/college) through the online portal of the scholars' MAIN college website not IEC. Dual Enrollment grades are included on the high school transcript but separate transcripts are usually required directly from any attending college to the new institution.

[Lanier Tech Transcript Request](#) [UNG Transcript Request](#) [Brenau Transcript Request](#)

Transportation

Bus: HCSD provides transportation for our IEC scholars from and back to their home high schools each day. Riding a school bus, however, is a privilege. Proper behavior is expected while loading, riding, and unloading. The school bus is an extension of the classroom and all school/district rules apply while a student is being transported. Scholars may be removed from school system buses if their inappropriate behaviors interfere with the safety of others and the orderly operation of the school bus.

Wifi to a Hall County assigned Chromebook is available while on the bus.

Students who choose the virtual high school POC must furnish transportation to/from IEC.

Driving: Driving is a privilege not a right. Scholars who must drive to/from IEC from their high schools due to Work Based Learning, Honor's Mentorship, internships or for other reasons must gain permission from the Ivester Early College administration and must arrive to and depart from Ivester Early College within the published school class times. The appropriate transportation authorization forms must be signed by the student and parents/guardians for application. Scholars are responsible for guaranteeing that current information is provided to Ivester Early College. **Due to limited parking, not all requests may be honored.**

To apply for a driving permit for Ivester Early College, scholars must complete their admissions modules on Canvas and apply via the IEC link. Scholars will be notified via email or Remind if their driving permit request is approved. Approved permits may be picked up after a \$30 fee is paid (cash only) and paperwork is complete. No refunds or partial refunds will be granted for any reason.

Driving permits are a privilege and may be revoked by Ivester Early College administration without notice for any reason. Immediate revocation of driving privileges may occur with but not limited to: careless/reckless driving, using their vehicle in violation of school rules, leaving Ivester Early College campus without proper authorization from administration, not signing out, repeated tardy arrival, not showing up for class, inappropriate behavior, below an 80% grade in any class, not parking in approved lot / space and/or transporting other students during class break time that do not have permission or routinely ride with them to/from school or home with parental knowledge.

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Scholars may NOT park in the front Ivester Early College lot, beside Ivester Early College areas, along the street, or at a neighboring home at any time. Scholars must observe all public parking rules.

Main campus college parking lots require some walking or riding a shuttle bus so IEC parking requirements are within the normal college experience.

Video / Audio taping / Use of Social Media/Text/Live Streaming/Broadcast

Scholars may not video/audio tape in any way or post through text or social media/Live Stream or Broadcast of another student, administrator or professor without the expressed consent of that person and Ivester Early College administration.

All scholars upon acceptance to IEC give the right to be photographed/videotaped by Ivester Early College or University personnel on the Ivester Early College campus or sponsored events for website and publicity purposes.

Visitors

Student, Community and Parent Visitors must gain permission prior to visiting the IEC campus and must report to the main office prior to visiting any area of the school.

Withdrawing from a college course: see academic expectations

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I, the Ivester Scholar, Promise...

- ❖ To act with character, integrity & honesty, with a strong sense of fairness, justice, caring and respect for the dignity of the individual, groups and community of Ivester Early College.
- ❖ To cultivate my own work in the spirit of academic honesty. I understand that a violation of academic integrity is an act harmful to other scholars, teachers, and ultimately me, and will not be tolerated.
- ❖ To work with perseverance and grit as I study and work to learn and grow.
- ❖ To take responsibility for my own actions and consequences that accompany them.
- ❖ To work effectively and willingly in collaboration with others while showing empathy, compassion and respect towards the needs and views of all others.
- ❖ To take personal responsibility for my achievement and to 'be present' during my class time as I focus on learning. I will participate fully in class as well as prepare for and complete assignments on time. I will utilize non-class times for my academic, career and personal growth goals.
- ❖ To take responsibility of my actions and understand that during school hours & from arrival time until departure time unless I sign out in the main office. I am responsible for parental communication regarding leaving campus.
- ❖ To follow all Ivester Early College, University & Hall County School District rules and regulations.
- ❖ To follow with integrity all attendance procedures as outlined in the Student Understandings and at my high school during class and non-class times. Students are to sign out through the front office if they leave earlier than normal attendance times.
- ❖ To report any potentially harmful or suspicious activity/information as needed to IEC administration to keep all community members safe.

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- ❖ To ask questions and find resources as needed, including arranging tutorials during non-class times at the first sign of struggle / need.
- ❖ To leave all spaces better than found.
- ❖ To gain expressed consent of individuals, professors, and Ivester Early College representatives before I video/audio tape/livestream/use social media of another student, an administrator or professor. To give the right to be photographed/videotaped on the Ivester Early College campus or sponsored activities by Ivester Early College or University personnel for website and publicity purposes.
- ❖ To accept a personal obligation as a student and to the communities I serve to commit myself to the highest ethical conduct regarding the computer, technology and social media.
- ❖ To work towards character, competency and rigor in all aspects.

NOTE: Policies, safety protocols and restrictions may be revised based on ongoing guidance and direction from our district, state and federal agencies as well as our partner colleges/universities.

As a participating Ivester Early College Scholar with Hall County Schools taking classes at Ivester Early College, I have read, understand and agree to all of the above Ivester Early College Scholar and Honor Code Understandings for 2022-2023. Further, I understand that the student agenda guidelines and policies at my home high school are also in effect at all times.

Character, Competency, Rigor... For All

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