ODU Early College Handbook

Part-Time Students

2025-2026

The ODU Early College Appendix A to The Charles School Student Handbook for PART Time Early College Students

Early College Policies updated September 2025. All policies set forth in this document are subject to change. This document is maintained and updated by The Charles School Early College Office.

The Early College Appendix to The Charles School Student Handbook is a collection of policies and guidelines which govern the early college program at The Charles School. It is intended to give students, parents, and staff an understanding of the expectations of becoming an early college student. Additionally, the appendix is designed to indicate some of the challenges students tend to encounter, and how to address them efficiently and professionally.

Failing to adhere to any of the expectations as described in the early college handbook could result in disciplinary action, as well as possible probation, suspension, or removal from the Early College Program.

The CRC

- The College Readiness Center, CRC is the home base for early college students in the Brentnell building. The main purpose of the CRC is to provide a quiet environment for the early college students to work on high school or college assignments. The CRC is outfitted with desks, tables, and chairs to accommodate independent and collaborative study. In addition, there are computing resources to facilitate study that requires technology and Internet access.
- The CRC can be where seminars are conducted; where early college students productively spend unstructured time, and where early college advisors and support personnel are located.
- Early College students who are in The Charles School but are not in a scheduled commitment **are required to be in the CRC.**
- Conversely, Charles School students that are NOT participating in the early college program **are NOT permitted access to the CRC**. The CRC is only to be used by Early College students. Disciplinary action will be issued to any student not abiding by this rule.

The Ohio Dominican University Student ID

- The Ohio Dominican University Student ID is the key to using the services of Ohio Dominican University. It is what identifies you as a student at both ODU and TCS, and will be the first thing people expect to see in the event that you need anything. **It must be carried on your person at all times while you are at The Charles School and on the campus at Ohio Dominican University.**
- The student ID also serves as your hall pass while in The Charles School. Because Early College students are required to be in the CRC or in class while at The Charles School, display of the Student ID will facilitate a transition to and from the ODU campus, TCS classes, and the CRC.
- The Ohio Dominican ID is an access pass to the CRC. Charles School students who are not a part of the Early College program are not permitted access to the CRC. In order to be distinguished as an Early College student and gain access to the CRC, the student ID is mandatory.

The Charles School Student ID

- The Charles School Student ID serves a similar purpose as the Ohio Dominican Student ID, but for services specific to The Charles School. Like the ODU ID, the TCS ID must be carried on your person at all times while you are at The Charles School or on the campus at Ohio Dominican University.
- The Charles School ID is used for all Information Technology functions, including checkout and return of college textbooks.
- The Charles School ID is used for the purpose of attendance when departing or returning to The Charles School.

Attendance

- **Students are required to attend each session of all classes.** This guideline supersedes any attendance policy set forth in specific syllabus for college classes. Unforeseen absences are only permitted in the event of a family or medical emergency. **In the event that something prevents your attendance, contact your Early College Advisor AND The Charles School office at once. Failure to inform The Charles School of an absence can result in disciplinary action, up to and including denial of further academic opportunities in the Early College program.**
- Part time Early College students are required to arrive at The Charles School no later than 7:45am, and are not permitted to depart prior to 2:30 pm. This is the same attendance policy that is in place for all Charles School students, regardless of early college status. **This is a rule that is specific to Early College students who are not full time.** Additionally, early college students whose university courses meet after 2:30 pm may be able to arrange an exception to this rule. Exceptions can be arranged with the Early College Office during the first week of classes.
- When part time Early College students need to leave The Charles School to attend a scheduled Ohio Dominican University class, students must report to the CRC **and sign out in the appropriate binder**. Upon return, students must again report to The Charles School main office to sign back in. Failure to comply with sign in and sign out procedures can result in consequences within the Early College Program.
- Alternative arrangements to attendance for particular students, as regards internships, must be submitted and approved by the Early College Office and the Office of the Dean of Students.

Travel to and from Ohio Dominican University classes

- An **Independent Transport Day** is a day on which a college class is scheduled, but public transportation to and from The Charles School is not provided. These days tend to be confined to those on which Columbus Public Schools (The public transportation provider for The Charles School) is not in session. For independent transport days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- Please note that when inclement weather causes The Charles School to close, **this does not necessarily imply the closure of Ohio Dominican University**. On those days, students are expected to attend class at the University. For these inclement weather days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- On a regular school day, part time Early College students are required to arrive at campus no later than 7:30 am, just as all Charles School students are required to, regardless of schedule. Students can walk or drive to and from the Brentnell Building to the Ohio Dominican University campus. Ample time will be provided preceding and following the time college classes are scheduled, so that students are able to attend all classes on both campuses.
- Students walking to and from Ohio Dominican must do so across Brentnell Field. **Students are not permitted to travel between campuses using Woodward Avenue or any route other than Brentnell Field.**

- Students should have shoes that can be worn to walk through wet grass, shallow mud, and snow. Students should have an umbrella (which can be stored at the Brentnell Building on days when no umbrella is necessary). **Because of the regular presence of snow on the ground during the winter months, it is strongly recommended that students have waterproof footwear.** Students should have adequate outerwear to accommodate temperatures ranging from very warm (80-degree weather) to cold (well below freezing).
- Part time Early College students are permitted to drive to and from Ohio Dominican's main campus during school hours, however, part-time students are responsible for paying for their own parking permits. **TCS@ODU will not pay for part-time parking permits** unless a student is taking a course that takes place outside of the TCS school day, or that student is a 5th year super-senior.
- Should a part time Early College student drive and park at The Charles School, a **TCS parking permit must be obtained from the Front Office**. There is a $35 parking pass fee per year that must be paid in order to obtain a parking pass.
- Students are **NOT** permitted to have other students in their cars (driving or parked). It is against state law and TCS policy for students to drive other students (except in the case of siblings). If students are found breaking this rule, consequences will be issued.
- Part time Early College students are **NOT** permitted to be employed during The Charles School academic day between the hours of 7 am and 2:35 pm.
- **No student is permitted to drive or ride to a store or restaurant during a school day.**
- Consequences will be issued to any student not abiding by these rules.

Ohio Dominican University Campus Access

- Part time Early College students are permitted to be on campus exclusively when their classes are in session, with some buffer time immediately preceding and following for travel. Other times that a student would be on campus must be arranged with the Early College Office. **Students are not permitted to be on the campus at Ohio Dominican University at any other time**.

Technology Use and Communication

- Early College students are expected to adhere to The Charles School's policies on technology use at all times, at The Charles School or while on campus at Ohio Dominican. Any other time the student is interacting with the school, its staff, students, or resources, students are expected to adhere to the policies.
- All students have been issued a Charles School email address. All Early College students have an Ohio Dominican University email address as well. Students are required to check both on a daily basis. **The Charles School uses the Charles School email as the default communication with students. If an email is sent to your Charles School email address, we're going to assume it has been received and read.** If you find it would be easier to check only one email address rather than both, the technology professionals at The Charles School can help you arrange to have your Ohio Dominican email forwarded to your Charles School account.
- If you have some other email account, please do not expect to be able to use it for official communication with teachers or professors.
- Because while students are on campus, their specific location will frequently change, it is vital that they be able to contact the school or its personnel, and that the school be able to contact students. As such, students are **strongly encouraged to have a mobile phone.**
- **Mobile phones must be turned off while students are attending their Ohio Dominican University class.** They must be turned on while students are not in class. When students are in The Charles School building, phones are to be turned off and stowed, as per The Charles School policy on mobile phones electronic devices.

- **Text-messaging capability is a preferred feature on mobile phones.** It will allow people to send students information that doesn't require immediate attention. It will also allow students to do the same for others. In addition, text messaging is significantly less obtrusive to other activities going on in the vicinity of the user, as the noise generated is negligible when compared with talking.

Unstructured Time

Early College students should be at The Charles School during times when they are not required to be in class. During these times, students are required to be in the CRC, unless other arrangements (tutoring, internships, college insight mentor, teaching assistant, etc.) have been made with authorized personnel from The Charles School. Students may not be on ODU's campus outside of class-time without explicit permission from their advisor. Part-time students must seek permission each time they wish to leave TCS to be at ODU outside of their scheduled ODU class time—no comprehensive permission will be given. This includes walking to ODU for lunch, study tables, or after school for any reason.

It may be convenient for Early College students to be on the main campus at Ohio Dominican during some unstructured time. Students are **strongly encouraged** to take advantage of the resources in the Early College office in Erskine Hall room 131. Please note that while a hallmark of the Early College Program is to encourage students to learn to make wise choices with unstructured time, it remains the responsibility of The Charles School to maintain a productive learning environment for students at all times during the school day. Students are expected to actively engage the learning environment, even during unstructured times. (In short, this means that messing around on campus will not be tolerated.)

Attire at Ohio Dominican University

The attire policy for students on the campus at Ohio Dominican University is the same as it is for students in classes at The Charles School.

Probation, Suspension, and other Consequences

Many situations can arise that prevent students from Gatewaying. Situations can be academic or behavioral. Below are situations and potential consequences for the EC Student based on behaviors at TCS or ODU. All consequences are up to review of the EC Advisor, Deans, and other stakeholders depending on the severity and situation. The process outlined below is to be used as a guide.

<u>Hero Logs:</u>

Students are expected to maintain professional behavior at TCS and at ODU. TCS uses Hero as a system to log positive and negative behaviors. Logs in Hero can impact a student's Gateway Status. If a student has 8-12 negative behavior logs for the semester, they will be put on probation for the following semester. 12+ Negative Behavior logs can result in the student not Gatewaying all the way to removal from the ODU Program at the Semester.

Negative behaviors include but are not limited to: Skipping, Disruptive behavior, Off Task, Leaving without permission, Inappropriate language or conversation, Academic Dishonesty, Disrespectful behavior, not being in the correct space, or Other Negative behavior can impact a students Gateway Status.

<u>Detention</u>:

If a student receives 3-5 detentions at TCS during the Semester, they will be put on probation within the Early College Program. 5+ Detentions can result in removal from the ODU Program at the Semester up to immediate removal from the Program.

Actions that may result in a detention can include but are not limited to: Skipping, Disruptive behavior, Off Task, Leaving without permission, Inappropriate language or conversation, Academic Dishonesty,

Disrespectful behavior, not being in the correct space, or Other Negative behavior can impact a students Gateway Status.

Suspension:
If a student receives an Out of School Suspension or an In School Suspension from TCS they will immediately be put on probation for the remainder of the semester and the following semester. While suspended students can attend classes at ODU, but cannot access the TCS building. The student and their family MUST have a family meeting with the Early College Advisor, Dean, and other staff as needed the morning of the students return to TCS. This meeting will discuss their suspension, probationary status, and any other details necessary prior to their return to classes at TCS.

Probation includes:
Revoking/No access to Open Campus privileges
Additional Check-ins with the Early College Advisor
Additional Check-ins with additional staff at TCS
Can include: Additional check-ins with the ODU Advisor for the Early College Program

Any student on probation for Hero Logs or Detentions will be on probation for a minimum of 1 Semester. If a student does not have any additional negative Hero Logs or Detentions, they can be taken off of Probation after 1 semester.

Students who have received a suspension will be on probation for a minimum of 2 semesters. If they do not receive any additional suspensions, detentions, or negative Hero Logs during their time on probation, they can be taken off Probation after 2 semesters.

If a student on probation incurs a Negative Hero Log or Detention during their Probation, they can experience a consequence anywhere from continued probation all the way to removal from the program at the semester. If a student on Probation incurs a Suspension during their probationary time, they will incur a consequence anywhere from removal from the program at the semester to immediate removal from the program.

Appeals:
Students can use their 1 time appeal on a Gateway Decision that is made based on behavior. This appeal can be used to Gateway, but cannot be used to remain in the program. If a student's behavior has resulted in their removal from the program at the semester or immediately, they cannot appeal that decision. They will sit out the following semester, and then can reapply to the EC Program.

At ODU:
ODU has their own Student Handbook and Policies. Any Violations of the ODU Student Handbook and Policies on the ODU Campus, will be handled by ODU Staff. The decisions made by ODU staff will be supported by the Charles School. ODU reserves the right to put students on Probation, Suspend, or Expel based on their own policies at any time. TCS will uphold any decisions ODU makes about an EC Students status/enrollment at ODU.

Code of Conduct at Ohio Dominican University
While on campus, Early College students are expected to adhere to the Code of Conduct policies set forth in The Charles School Handbook. The misconduct described below includes that misconduct occurring on school property, university property, a school bus, or at a school-related function and in addition and regardless of where it occurs, misconduct that is directed at another student, school employee, school official, or school property. Violation of any of the policies may result in disciplinary action, parent phone call, and/or curtailment or your outright removal from the early college opportunity.

- Anti-Discrimination, Anti-Harassment and Anti-Bullying
- Violence and Assault
- Bomb threats
- Possession, Use or Transmission of Firearms, Knives, Other Weapons
- Theft
- Vandalism and other Damage to School and Personal Property
- Academic Honesty and Plagiarism
- Smoking and Tobacco Use
- Alcohol, Prescription Drug, Over-the-Counter Drugs, and Illegal Drugs
- Truancy and excessive tardiness
- Harassment/Intimidation/Hazing
- Unwelcome Sexual Conduct and Public Displays of Affection
- Dishonesty
- Gambling
- Use of Profanity/ Disobedient/ Insubordinate/Disruptive Behavior
- Computer Use
- Misuse of Communication Devices, Pagers, Radios, Cell Phones, CD Players and all other Electronic Devices
- Dress Code
- Inappropriate and/or Disruptive Classroom Behavior

Academic Information

- Every class successfully passed with a D- or higher at Ohio Dominican University will earn one credit at The Charles School in the respective content area.
- Students must achieve a B- or better in courses taken at both TCS and ODU to be able to gateway. Gateways determine how many ODU courses students are eligible to take. If students do not meet all of the Gateway benchmarks, students will not Gateway and not be able to advance at Ohio Dominican University.
- TCS is an early college high school with a significant partnership with ODU. It is our belief that students do best when taking courses in the traditional fashion. Therefore, only courses taken within our Gateway (GW) system at ODU during the fall, spring, and May term semesters will be considered for GW progression. Students may not CLEP out of or take courses at another institution for ENG 110 and ENG 111 equivalency for our ODU early college program. If a student desires to take PreCalculus and Calculus in our ODU early college program, they may not CLEP out of or take those courses at another institution.
- Valedictorian will be awarded to the student with the highest number of college credit hours or earning an Associates of Arts degree with the highest GPA.
- If an early college student is not obtaining their Associates of Arts degree, the maximum amount of college credit hours that can be taken is 54 hours. To achieve the 60 hours needed for the Associates of Arts degree, six credit hours of CORE 179 and CORE 279 will need to be taken.
- Students cannot be concurrently enrolled in any other college or university as part of College Credit Plus or any other program while enrolled at ODU. Students may apply for transient credit during the summer term through ODU's registrar's office, but all application decisions for transient credit are at ODU's sole discretion. TCS has no part in the approval or denial of those requests.

Academic Probation

Students who are early in their early college experience or who have struggled with the demands of college courses or balancing high school and college cultures may be placed on academic probation.

Probationary status applies to:

- Students in the first semester of the early college program,
- Students in the early college program who have earned a failing grade in a high school class during the previous semester,

- Students in the early college program who have been found to have acted dishonestly in an academic course at either The Charles School or Ohio Dominican University,
- Students who have been suspended during the previous calendar year
- Students who are on academic probation at the university.

Students who have probationary status are expected to demonstrate readiness for the early college opportunity. The burden of this demonstration is on the student, throughout a probationary semester. Students who fail to demonstrate their readiness for continued collegiate study may be subject to any of the following consequences:

- Limitation of the number of courses that can be taken in future semesters,
- Temporary removal from the early college program at the conclusion of the semester,
- Immediate removal from the early college program, or
- Permanent removal from the early college program.

Unless subject to a special arrangement with the Early College Office, probationary students are eligible to take a maximum of one college course.

Academic Suspension from Ohio Dominican University

Students enrolled at Ohio Dominican whose performance in college courses, high school courses, or both, indicate an extreme struggle with the demands of academic life at The Charles School may be suspended from taking courses in the Early College Program.

Academic suspension can occur when:

- A student enrolled in courses at both Ohio Dominican and The Charles School earns a failing course grade on one or both venues.
- Ohio Dominican University reserves the right to suspend a student for academic reasons. Please see the Ohio Dominican University handbook for more information.

Students on academic suspension from the university must petition for reinstatement to the program. This written petition is designed to prompt the student to recount the issues that caused the initial struggle and consequent suspension, a plan to address those issues, and a description of academic successes during the period of suspension from university courses. Petitions are reviewed by a committee of Ohio Dominican University and Charles School educators.

Seminar

Seminar is a weekly course that is designed to provide an in-person discussion forum about the college experience. Seminar includes direct support for your college classes and assignments, and is led by your advisor. Seminar is a time for help with courses, academic advising, ACT/SAT information, as well as scheduling at both TCS and ODU. Regular housekeeping and announcements are also managed during the seminar meeting time.

***Any student in ENG110 and ENG111 is required to show their College Support Teacher ALL papers for class prior to submission. The Advisor needs the paper a day and a half prior to the due date and will provide formative feedback regarding the grammar, mechanics, content, and format of the assignment. Additional semester enrollment in College Support can be determined based on the individual needs of students, gateway status, success in ODU courses, or request of students/parents/guardians ***

FAQ

Where can I print on campus?

There are printers for student use in the Spangler Library. Please note that there are *not* printers for student use in Erskine room 131.

Are there finishing supplies in Erskine 131?

No. Please ensure that your work has been prepared before coming onto campus. Finishing supplies like staplers, hole-punches, tape, pens, and so forth are *not available in Erskine 131.*

What if I need to schedule an appointment with a professor but they are only available during a class at TCS?
It's acceptable to miss class at Charles to meet with a professor, but only if certain conditions are met:
1)A **request** to miss TCS class is sent to The Early College Advisor with time, date, and location of your appointment with 2 school day notice.
2) A **request** to the TCS teacher of the class that is to be missed with 2 school day notice, and they **approve the request.**
3) Arrangements are made, in advance, to complete missed work as a result of the absence.
4) You receive written permission (a pass) from those supervising the CRC.
5) You sign out in the front office.

Can I drive to ODU?

- Part-time students are not allowed to drive to ODU unless they have a class ending after 2:30p.m. Any student with a class ending after 2:30p.m. should get written permission from their Advisor and obtain a parking pass from ODU. The Charles School does not pay for parking passes for any Early College student.
- No other part-time student is permitted to drive to campus.
- Any full-time student (four or more ODU classes) may drive to campus as long as they have obtained a parking pass from ODU.
- If you have permission to drive (written or you are a full-time ODU student) you **MAY NOT** drive any other student other than a sibling.

Am I allowed to bring food from Ohio Dominican University or any outside restaurant into The Charles School to give to my peers?
No. Food is provided to The Charles School students by a catering company that provides the breakfast and lunch service. Outside food is NOT allowed in the building. Early College students are NOT permitted to bring food from ODU to other TCS Students. Failure to comply with this policy can result in consequences issued for all students.

Dining services are available at Ohio Dominican University. Any and all food services at ODU are available to Early College students at the expense of the Early College student. Students can choose to purchase food at ODU, but they are subject to costs of the meals, drinks, etc. TCS will NOT pay for food at ODU and is not responsible for any charges that a student incurs due to eating on ODU's Campus.

I need to contact my professor—how should I go about that?
There are multiple reasons for needing to contact your professor however; you should ALWAYS contact your Advisor before doing so. It is imperative that you keep your Advisor in the loop about the contact you have with professor regarding:

- Missing class
- Grade discrepancies
- Grievances
- Possible misunderstandings

How do I know what is going on with scheduling or other announcements with the Early College program?
The single most important thing you must do as an Early College student (other than attend class) is check your TCS e-mail. Oftentimes, your Advisor emails important and time-sensitive information via email so it is vital that you check it on a daily basis. Your Advisor **will not** send emails to your ODU or personal email accounts—if you check an email account regularly then have your TCS email forwarded to that account. It is your responsibility to check your email each day for announcements and other information.

How can I get help with my courses?
See your Advisor! They have multiple resources they can direct you to for additional assistance with any course you are struggling in.

THE
CHARLES
SCHOOL
AT OHIO DOMINICAN UNIVERSITY

ODU Early College Handbook

Full-Time Students

The ODU Early College Appendix B to
The Charles School Student Handbook
for <u>FULL Time</u> Early College Students

Early College Policies updated September 2025. All policies set forth in this document are subject to change. This document is maintained and updated by The Charles School Early College Office.

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- When part time Early College students need to leave The Charles School to attend a scheduled Ohio Dominican University class, students must report to the CRC **and sign out in the appropriate binder**. Upon return, students must again report to The Charles School main office to sign back in. Failure to comply with sign in and sign out procedures can result in consequences within the Early College Program.

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- An **Independent Transport Day** is a day on which a college class is scheduled, but public transportation to and from The Charles School is not provided. These days tend to be confined to those on which Columbus Public Schools (The public transportation provider for The Charles School) is not in session. For independent transport days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- Please note that when inclement weather causes The Charles School to close, **this does not necessarily imply the closure of Ohio Dominican University**. On those days, students are expected to attend class at the University. For these inclement weather days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- On a regular school day, part time Early College students are required to arrive at campus no later than 7:45 am, just as all Charles School students are required to, regardless of schedule. Students can walk or drive to and from the Brentnell Building to the Ohio Dominican University campus. Ample time will be provided preceding and following the time college classes are scheduled, so that students are able to attend all classes on both campuses.
- Students walking to and from Ohio Dominican must do so across Brentnell Field. **Students are not permitted to travel between campuses using Woodward Avenue or any route other than Brentnell Field.**
- Students should have shoes that can be worn to walk through wet grass, shallow mud, and snow. Students should have an umbrella (which can be stored at the Brentnell Building on days when no umbrella is necessary). **Because of the regular presence of snow on the ground during the winter months, it is strongly recommended that students have waterproof footwear.** Students should have adequate outerwear to accommodate temperatures ranging from very warm (80-degree weather) to cold (well below freezing).
- Full time Early College students are permitted to drive to and from Ohio Dominican's main campus during school hours, provided a campus parking permit has been obtained. TCS@ODU will pay for ODU Parking Permits for full time students only.
- Should a part time Early College student drive and park at The Charles School, a **TCS parking permit must be obtained from the Front Office**. There is a $35 parking pass fee per year that must be paid in order to obtain a parking pass.
- Full time Early College students are permitted to be employed during the academic day provided it does not interfere or prohibit the student from attending any ODU class.
- **No student is permitted to drive or ride to a store or restaurant during a school day.**
- Students are **NOT** permitted to have other students in their cars (driving or parked). It is against state law and TCS policy for students to drive other students (except in the case of siblings). If students are found breaking this rule, consequences will be issued.
- Consequences will be issued to any student not abiding by these rules.

Ohio Dominican University Campus Access

- Full-Time Early College students are permitted full access to the campus at Ohio Dominican University. Please note that guidelines for conduct becoming a Charles School student are in effect **at all times**, including evenings, weekends, or any other time.

Technology Use and Communication

- Early College students are expected to adhere to The Charles School's policies on technology use at all times, at The Charles School or while on campus at Ohio Dominican. Any other time the student is interacting with the school, its staff, students, or resources, students are expected to adhere to the policies.
- All students have been issued a Charles School email address. All Early College students have an Ohio Dominican University email address as well. Students are required to check both on a daily basis. **The Charles School uses the Charles School email as the default communication with students. If an email is sent to your Charles School email address, we're going to assume it has been received and read.** If you find it would be easier to check only one email address rather than both, the technology professionals at The Charles School can help you arrange to have your Ohio Dominican email forwarded to your Charles School account.
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- **Text-messaging capability is a preferred feature on mobile phones.** It will allow people to send students information that doesn't require immediate attention. It will also allow students to do the same for others. In addition, text messaging is significantly less obtrusive to other activities going on in the vicinity of the user, as the noise generated is negligible when compared with talking.

Unstructured Time

Full-time Early College students may be at The Charles School during times when they are not required to be in class, but they are not required to be. When full-time students are in the TCS building outside of scheduled class time, they are required to be in the CRC, unless other arrangements (tutoring, internships, college insight mentor, teaching assistant, etc.) have been made with authorized personnel from The Charles School. Students may not wander the halls or otherwise disrupt the academic environment that exists in the high school. Full-time students are permitted to be on ODU's campus outside of class-time, particularly for use of campus resources such as the library, and non-athletic student events.

It may be convenient for Early College students to be on the main campus at Ohio Dominican during some unstructured time. Students are **strongly encouraged** to take advantage of the resources in ER 131. Please note that while a hallmark of the Early College Program is to encourage students to learn to make wise choices with unstructured time, it remains the responsibility of The Charles School to maintain a productive learning environment for students at all times during the school day. Students are expected to actively engage the learning environment, even during unstructured times. (In short, this means that messing around on campus will not be tolerated.)

Attire at Ohio Dominican University

The attire policy for students on the campus at Ohio Dominican University is the same as it is for students in classes at The Charles School. m are not permitted. This is the appropriate attire for important academic events, including presentations during class, and student-professor receptions.

Probation, Suspension, and other Consequences

Many situations can arise that prevent students from Gatewaying. Situations can be academic or behavioral. Below are situations and potential consequences for the EC Student based on behaviors at TCS or ODU. All consequences are up to review of the EC Advisor, Deans, and other stakeholders depending on the severity and situation. The process outlined below is to be used as a guide.

Hero Logs:
Students are expected to maintain professional behavior at TCS and at ODU. TCS uses Hero as a system to log positive and negative behaviors. Logs in Hero can impact a student's Gateway Status. If a student has 8-12 negative behavior logs for the semester, they will be put on probation for the following semester. 12+ Negative Behavior logs can result in the student not Gatewaying all the way to removal from the ODU Program at the Semester.

Negative behaviors include but are not limited to: Skipping, Disruptive behavior, Off Task, Leaving without permission, Inappropriate language or conversation, Academic Dishonesty, Disrespectful behavior, not being in the correct space, or Other Negative behavior can impact a students Gateway Status.

Detention:
If a student receives 3-5 detentions at TCS during the Semester, they will be put on probation within the Early College Program. 5+ Detentions can result in removal from the ODU Program at the Semester up to immediate removal from the Program.

Actions that may result in a detention can include but are not limited to: Skipping, Disruptive behavior, Off Task, Leaving without permission, Inappropriate language or conversation, Academic Dishonesty, Disrespectful behavior, not being in the correct space, or Other Negative behavior can impact a students Gateway Status.

Suspension:
If a student receives an Out of School Suspension or an In School Suspension from TCS they will immediately be put on probation for the remainder of the semester and the following semester. While suspended students can attend classes at ODU, but cannot access the TCS building. The student and their family MUST have a family meeting with the Early College Advisor, Dean, and other staff as needed the morning of the students return to TCS. This meeting will discuss their suspension, probationary status, and any other details necessary prior to their return to classes at TCS.

Probation includes:
Revoking/No access to Open Campus privileges
Additional Check-ins with the Early College Advisor
Additional Check-ins with additional staff at TCS
Can include: Additional check-ins with the ODU Advisor for the Early College Program

Any student on probation for Hero Logs or Detentions will be on probation for a minimum of 1 Semester. If a student does not have any additional negative Hero Logs or Detentions, they can be taken off of Probation after 1 semester.

Students who have received a suspension will be on probation for a minimum of 2 semesters. If they do not receive any additional suspensions, detentions, or negative Hero Logs during their time on probation, they can be taken off Probation after 2 semesters.

If a student on probation incurs a Negative Hero Log or Detention during their Probation, they can experience a consequence anywhere from continued probation all the way to removal from the program at the semester. If a student on Probation incurs a Suspension during their probationary time, they will incur a consequence anywhere from removal from the program at the semester to immediate removal from the program.

Appeals:
Students can use their 1 time appeal on a Gateway Decision that is made based on behavior. This appeal can be used to Gateway, but cannot be used to remain in the program. If a student's behavior has resulted in their removal from the program at the semester or immediately, they cannot appeal that decision. They will sit out the following semester, and then can reapply to the EC Program.

At ODU:
ODU has their own Student Handbook and Policies. Any Violations of the ODU Student Handbook and Policies on the ODU Campus, will be handled by ODU Staff. The decisions made by ODU staff will be supported by the Charles School. ODU reserves the right to put students on Probation, Suspend, or Expel based on their own policies at any time. TCS will uphold any decisions ODU makes about an EC Students status/enrollment at ODU.

Code of Conduct at Ohio Dominican University
While on campus, Early College students are expected to adhere to the Code of Conduct policies set forth in The Charles School Handbook. The misconduct described below includes that misconduct occurring on school property, university property, a school bus, or at a school-related function and in addition and regardless of where it occurs, misconduct that is directed at another student, school employee, school official, or school property. Violation of any of the policies may result in disciplinary action, parent phone call, and/or curtailment or your outright removal from the early college opportunity.

- Anti-Discrimination, Anti-Harassment and Anti-Bullying
- Violence and Assault
- Bomb threats
- Possession, Use or Transmission of Firearms, Knives, Other Weapons
- Theft
- Vandalism and other Damage to School and Personal Property
- Academic Honesty and Plagiarism
- Smoking and Tobacco Use
- Alcohol, Prescription Drug, Over-the-Counter Drugs, and Illegal Drugs
- Truancy and excessive tardiness
- Harassment/Intimidation/Hazing
- Unwelcome Sexual Conduct and Public Displays of Affection
- Dishonesty
- Gambling
- Use of Profanity/ Disobedient/ Insubordinate/Disruptive Behavior
- Computer Use
- Misuse of Communication Devices, Pagers, Radios, Cell Phones, CD Players and all other Electronic Devices
- Dress Code
- Inappropriate and/or Disruptive Classroom Behaviors

Academic Information

- Every class successfully passed with a D- or higher at Ohio Dominican University will earn one credit at The Charles School in the respective content area.
- Students must achieve a B- or better in courses taken at both TCS and ODU to be able to gateway. Gateways determine how many ODU courses students are eligible to take. If students do not meet all of the Gateway benchmarks, students will not Gateway and not be able to advance at Ohio Dominican University.
- TCS is an early college high school with a significant partnership with ODU. It is our belief that students do best when taking courses in the traditional fashion. Therefore, only courses taken within our Gateway (GW) system at ODU during the fall, spring, and May term semesters will be considered for GW progression. Students may not CLEP out of or take courses at another institution for ENG 110 and ENG 111 equivalency for our ODU early college program. If a student desires to take PreCalculus and Calculus in our ODU early college program, they may not CLEP out of or take those courses at another institution.
- Valedictorian will be awarded to the student with the highest number of college credit hours or earning an Associates of Arts degree with the highest GPA.
- If an early college student is not obtaining their Associates of Arts degree, the maximum amount of college credit hours that can be taken is 54 hours. To achieve the 60 hours needed for the Associates of Arts degree, six credit hours of CORE 179 and CORE 279 will need to be taken.
- Students cannot be concurrently enrolled in any other college or university as part of College Credit Plus or any other program while enrolled at ODU. Students may apply for transient credit during the summer term through ODU's registrar's office, but all application decisions for transient credit are at ODU's sole discretion. TCS has no part in the approval or denial of those requests.

Academic Probation

Students who are early in their early college experience or who have struggled with the demands of college courses or balancing high school and college cultures may be placed on academic probation.

Probationary status applies to:

- Students in the first semester of the early college program,
- Students in the early college program who have earned a failing grade in a high school class during the previous semester,
- Students who have been suspended during the previous calendar year, and
- Students who are on academic probation at the university.

Students who have probationary status are expected to demonstrate readiness for the early college opportunity. The burden of this demonstration is on the student, throughout a probationary semester. Students who fail to demonstrate their readiness for continued collegiate study may be subject to any of the following consequences:

- Limitation of the number of courses that can be taken in future semesters,
- Temporary removal from the early college program at the conclusion of the semester,
- Immediate removal from the early college program, or
- Permanent removal from the early college program.

Unless subject to a special arrangement with the Early College Office, probationary students are eligible to take a maximum of one college course.

Academic Suspension from Ohio Dominican University

Students enrolled at Ohio Dominican whose performance in college courses, high school courses, or both, indicate an extreme struggle with the demands of academic life at The Charles School may be suspended from taking courses in the Early College Program.

Academic suspension can occur when:

- A student enrolled in courses at both Ohio Dominican and The Charles School earns a failing course grade on one or both venues.
- Ohio Dominican University reserves the right to suspend a student for academic reasons. Please see the Ohio Dominican University handbook for more information.

Students on academic suspension from the university must petition for reinstatement to the program. This written petition is designed to prompt the student to recount the issues that caused the initial struggle and consequent suspension, a plan to address those issues, and a description of academic successes during the period of suspension from university courses. Petitions are reviewed by a committee of Ohio Dominican University and Charles School educators.

Seminar

Seminar is a weekly course that is designed to provide an in-person discussion forum about the college experience. Seminar includes direct support for your college classes and assignments, and is led by your advisor. Seminar is a time for help with courses, academic advising, ACT/SAT information, as well as scheduling at both TCS and ODU. Regular housekeeping and announcements are also managed during the seminar meeting time.

***Any student in ENG110 and ENG111 is required to show their College Support Teacher ALL papers for class prior to submission. The Advisor needs the paper a day and a half prior to the due date and will provide formative feedback regarding the grammar, mechanics, content, and format of the assignment. Additional semester enrollment in College Support can be determined based on the individual needs of students, gateway status, success in ODU courses, or request of students/parents/guardians ***

FAQ

Where can I print on campus?

There are printers for student use in the Spangler Library. Please note that there are *not* printers for student use in Erskine room 131.

Are there finishing supplies in Erskine 131?

No. Please ensure that your work has been prepared before coming onto campus. Finishing supplies like staplers, hole-punches, tape, pens, and so forth are *not available in Erskine 131.*

What if I need to schedule an appointment with a professor but they are only available during a class at TCS?

It's acceptable to miss class at Charles to meet with a professor, but only if certain conditions are met:
1)A **request** to miss TCS class is sent to The Early College Advisor with time, date, and location of your appointment with 2 school day notice.
2) A **request** to the TCS teacher of the class that is to be missed with 2 school day notice, and they

approve the request.
3) Arrangements are made, in advance, to complete missed work as a result of the absence.
4) You receive written permission (a pass) from those supervising the CRC.
5) You sign out in the front office.

Can I drive to ODU?

- Part-time students are not allowed to drive to ODU unless they have a class ending after 2:30p.m. Any student with a class ending after 2:30p.m. should get written permission from their Advisor and obtain a parking pass from ODU. The Charles School does not pay for parking passes for any Early College student.
- No other part-time student is permitted to drive to campus.
- Any full-time student (four or more ODU classes) may drive to campus as long as they have obtained a parking pass from ODU.
- If you have permission to drive (written or you are a full-time ODU student) you **MAY NOT** drive any other student other than a sibling.

Am I allowed to bring food from Ohio Dominican University or any outside restaurant into The Charles School to give to my peers?
No. Food is provided to The Charles School students by a catering company that provides the breakfast and lunch service. Outside food is NOT allowed in the building. Early College students are NOT permitted to bring food from ODU to other TCS Students. Failure to comply with this policy can result in consequences issued for all students.

Dining services are available at Ohio Dominican University. Any and all food services at ODU are available to Early College students at the expense of the Early College student. Students can choose to purchase food at ODU, but they are subject to costs of the meals, drinks, etc. TCS will NOT pay for food at ODU and is not responsible for any charges that a student incurs due to eating on ODU's Campus.

I need to contact my professor—how should I go about that?
There are multiple reasons for needing to contact your professor however; you should ALWAYS contact your Advisor before doing so. It is imperative that you keep your Advisor in the loop about the contact you have with professor regarding:

- Missing class
- Grade discrepancies
- Grievances
- Possible misunderstandings

How do I know what is going on with scheduling or other announcements with the Early College program?
The single most important thing you must do as an Early College student (other than attend class) is check your TCS e-mail. Oftentimes, your Advisor emails important and time-sensitive information via email so it is vital that you check it on a daily basis. Your Advisor **will not** send emails to your ODU or person email accounts—if you check an email account regularly then have your TCS email forwarded to that account. It is your responsibility to check your email each day for announcements and other information.

How can I get help with my courses?
See your Advisor! They have multiple resources they can direct you to for additional assistance with any course you are struggling in.

Appendix G

TCS@ODU: Ohio Dominican University Early College Progression Plans

The following information is for general use. Please note that the responsibility is with the student to earn credit hours in all classes. A passing grade that earns credit at ODU is a D- or better. The passing grade for transferable credit is C- or better. The gateway requirements still apply, and students must earn a B- or better in all attempted and completed classes in order to advance gateways and stay on track in any of these progression plans. These plans do not account for every possible outcome of college coursework taken at ODU, but are intended to provide a guideline for the number of credits a student can anticipate earning based on the semester at which they start at ODU.

Progressions Leading to AA			
Ideal Progression • No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation • No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)	Junior Year S-1: 3 credit hours S-2: 6 credit hours TOTAL: 9 credit hours	Senior Year S-1: 9 credit hours S-2: 12 credit hours TOTAL: 30 credit hours	Super-Senior Year S-1: 15 credit hours S-2: 15 credit hours TOTAL: 60 credit hours
Accelerated Option • Must have a minimum GPA of 3.67 at TCS and ODU in both semesters preceding advancement • No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s) • There is no acceleration during Junior year (i.e. students who begin the EC Program fall semester of Junior year cannot move from GW 4 to 6) • May term does not count as a preceding semester	Junior Year S-1: 3 credit hours S-2: 6 credit hours TOTAL: 9 credit hours	Senior Year S-1: 12 credit hours S-2: 12 credit hours TOTAL: 33 credit hours	Super-Senior Year S-1: 12 credit hours S-2: 15 credit hours TOTAL: 60 credit hours
Delayed Start: 1 Semester Late, Accelerated to AA • Move from 3 credits to 10 credits to 15 credits • 3.67 at TCS and ODU in semester preceding each advancement • No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s)	Junior Year S-1: 0 credit hours S-2: 3 credit hours TOTAL: 3 credit hours	Senior Year S-1: 10 credit hours (must take one 4 hour class) S-2: 15 credit hours TOTAL: 28 credit hours	Super-Senior Year S-1: 16 credit hours (must take one 4 hour class) S-2: 16 credit hours (must take one 4 hour class) TOTAL: 60 credit hours

Delayed Progressions Leading to 1 Full Year of College or More (30+ hours)			
Delayed Start: 1 Semester Late, Typical Progression • No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation • No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)	Junior Year S-1: 0 credit hours S-2: 3 credit hours TOTAL: 3 credit hours	Senior Year S-1: 6 credit hours S-2: 9 credit hours TOTAL: 18 credit hours	Super-Senior Year S-1: 12 credit hours S-2: 15 credit hours TOTAL: 45 credit hours
Delayed Start: 1 Semester Late, Accelerated One Semester • Move from 6 credits to 12 credits • 3.8 GPA at TCS and ODU for semester preceding advancement ♦ No grades of B- or Lower at ODU or TCS ♦ A in first college class • No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s)	Junior Year S-1: 0 credit hours S-2: 3 credit hours TOTAL: 3 credit hours	Senior Year S-1: 6 credit hours S-2: 12 credit hours TOTAL: 21 credit hours	Super-Senior Year S-1: 15 credit hours S-2: 15 credit hours TOTAL: 51 credit hours
Delayed Start: 2 Semesters Late, Typical Progression • No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation	Junior Year S-1: 0 credit hours S-2: 0 credit hours TOTAL: 0 credit hours	Senior Year S-1: 3 credit hours S-2: 6 credit hours TOTAL: 9 credit hours	Super-Senior Year S-1: 9 credit hours S-2: 12 credit hours TOTAL: 30 credit hours

• No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)			

Delayed Progressions Leading to Less Than 1 Full Year of College			
Delayed Start: 3 Semesters Late, Typical Progression • No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation • No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)	Junior Year S-1: 0 credit hours S-2: 0 credit hours TOTAL: 0 credit hours	Senior Year S-1: 0 credit hours S-2: 3 credit hours TOTAL: 3 credit hours	Super-Senior Year S-1: 6 credit hours S-2: 9 credit hours TOTAL: 18 credit hours
Delayed Start: 4 Semesters Late, Typical Progression • No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation • No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)	Junior Year S-1: 0 credit hour S-2: 0 credit hours TOTAL: 0 credit hours	Senior Year S-1: 0 credit hour S-2: 0 credit hours TOTAL: 0 credit hours	Super-Senior Year S-1: 3 credit hour S-2: 6 credit hours TOTAL: 9 credit hours

Completion of the Associate of Arts degree is contingent on a variety of factors. The factors that impact a student's maximum credit potential include but are not limited to: the year in high school your student begins taking courses at Ohio Dominican, the grades he or she earns at both ODU and TCS, and his or her progression through the gateways. This chart is intended to help parents and students understand how gateways influence this maximum credit potential. If a student misses a gateway at any time during high school, this will affect his or her progression through the program, and impact the total number of credits earned. A single missed gateway will affect a student's ability to earn the AA. While the opportunity to earn the AA may still exist, it will require significant time and effort on the student's behalf. This may include needing exemplary grades to advance gateway in the future, taking difficult 4-credit hour courses, and/or participating in May term (May term participation requires an application and is not guaranteed). A student's acceptance to ODU during the first semester of Junior year does not guarantee a student will earn the AA, due to the factors addressed above.

While the Associate of Arts degree is the goal for many families, we value a positive, successful college experience for all students, regardless of the number of credit hours they complete as part of our program. An important aspect of making this experience positive for students is challenging them appropriately. The Charles School, in conjunction with Ohio Dominican University has determined that the best way in which we help students gauge their readiness for new challenges, specifically the challenge of adding additional college courses, is through the gateway system. We encourage students and parents to maintain open communication among one another to increase the understanding of your specific student's position. Our goal is to be transparent in this process, and for parents to have a clear understanding of their own student's individual progress in the program. Although students begin each semester in a cohort together taking College Writing I, it is likely they will progress on different paths based on the numbers years in high school, course grades, interests, and abilities.

Please indicate by your signature on the "Acknowledgement of Handbook Receipt" form that you have read and understand these details of the TCS@ODU Early College Program. You are welcome and encouraged to inquire about your or your student's maximum credit potential at any time.

Appendix H
Early College ODU Math Policies

These math policies have been developed with the ODU math department over the course of the early college partnership. While these policies are not identical to ODU's traditional math placement policies, they reflect the unique partnership between ODU and TCS, and will be used for the placement of all TCS students into ODU math courses.

TCS@ODU high-school prerequisites to take any math course at ODU:

- Math I or Algebra 1 equivalent
- Math II or Geometry equivalent
- Math III or Algebra 2 equivalent

Students having completed those three prerequisites may take the following courses without any placement testing:

- MTH 140: Intro to Statistics
- MTH 121: Math for Liberal Arts
- MTH 145: Discrete Math (this course is limited to students interested in pursuing a CIS major)

Students interested in pursuing any calculus courses at ODU must first take TCS Math IV, TCS Pre-Calculus, or have transferred an equivalent course from another high school. Students may not transition from TCS Math III or Algebra 2 equivalent directly into ODU's MTH 160: Pre-calculus. During spring semester of the Math IV and Pre-Calc classes, students will have the opportunity to take the ODU Math Placement test. Performance on this test will determine all student placements into either:

- MTH 160: Pre-Calculus
- MTH 240: Calculus I

If a student places into MTH 160 and completes the course successfully, he or she may then move on to MTH 240. Students who have completed MTH 240 successfully may continue on to take higher level mathematics courses based on the ODU course catalog prerequisites.

From high school, moving into ODU students, students may NOT take the following courses, as they are Math III/Algebra 2 equivalents, and not eligible for credit in the TCS@ODU program:

- MTH 102: Beginning Algebra
- MTH 127: Intermediate Algebra

Appendix I

Early College Guide to Student Actions and Consequences

There are clear guidelines for behavior and academic expectations set forth in the Gateway requirements. In the case that the conditions for Gateway promotion are not met, the chart below delineates the definite outcomes and consequences for a number of specific, negative actions students may take. If a student misses a Gateway as a result of these actions or others, he or she has the opportunity to appeal. Each student can appeal one Gateway decision only. If a student is held back from multiple Gateways throughout his or her time as a student, each missed Gateway cannot be appealed if the student has already "used up" his or her appeal.

Actions Resulting in Immediate Withdrawal from College Course(s) and Inability to Advance Gateway for Semester	**Actions Resulting in Midterm Withdrawal from College Course(s) and Inability to Advance Gateway for Semester**	**Actions Resulting in the Inability to Advance Gateway for Semester**	**Actions Resulting in Number of ODU classes Being Reduced**
Determined as necessary	**Determined prior to the midterm drop date every semester, once midterm grades are submitted**	**Determined at the conclusion of the semester, once all grades are submitted**	**Determined at the conclusion of the semester, once all grades are submitted**
● Plagiarism or academic dishonesty (ODU)* ● Drug use ● Fighting (TCS or ODU) ● Inappropriate Relationships at ODU ● Missing ODU Classes (as reported by ODU professor or other ODU staff) ● Theft (TCS or ODU) ● Threats (bomb threats, threats against staff or student, etc.) ● Negative Confrontation/Arguing with an ODU Professor ● OSS ● Other actions as determined by the TCS administration *Depending on the severity of your actions, your ability to resume classes the following semester will be determined by a committee of TCS staff members.* ** ODU professor may immediately fail the student, or permit a student to remain in the course. However, a student will be removed from the Early College program the following semester, regardless of consequences at ODU.*	● 2 or more ISS for any reason ● 2 or more grades of D or F at midterm may result in dropping at least one class, possibly more ● Other actions as determined by the TCS administration or ODU faculty	● Plagiarism or academic dishonesty (TCS) ● 1 or more ISS for any reason ● Not meeting requirements of the Gateway ● Other actions as determined by the TCS administration or ODU faculty	● Failure in one or more college class: ● Students can enroll in the number of college classes passed with a C-* or better the semester before. (E.G. If a student earns an A, B, C, and D in four college classes, the next semester the student can enroll in three college class since three were passed. If a student earns a B, B, D and F in four college classes, the next semester the student can enroll in two college classes since two were passed.) *Courses earning a grade of D- or higher at ODU are credit bearing at both ODU and TCS however, only a grade of C- or higher is transferrable to other higher education institutions.