

*Evergreen Elementary
School*



*Home of the “Wildcats”
Student/Parent Handbook
2018-2019*

Welcome to Evergreen Elementary School, home of the Wildcats! Evergreen Elementary offers a safe, orderly, nurturing environment for students in grades Pre-K thru 8th. Teachers and staff at Evergreen Elementary School work together to utilize available resources and refine best teaching practices to provide a quality education for our students.

The Evergreen Elementary family welcomes parents and community members. We value everyone's support and contributions as we work together to prepare our students for success in a global society.

If we can be of service please feel free to contact us.

Remember.....EVERGREEN ELEMENTARY WILDCATS ARE #1!!!

Georgia Spaulding

Principal

Columbus County Schools Mission Statement

The mission of Columbus County Schools is to instill in students the academic and social skills essential for responsible and productive citizenship in a global society.

Evergreen Elementary School Mission Statement

The mission of Evergreen Elementary School is to establish an environment where students, parents, and teachers unite, thus enabling students to reach their highest potential in a global society.

Philosophy, Objectives and Commitment Statement

The faculty, staff, and community of Evergreen Elementary School believe that our school says, "Welcome, you are someone special." The school exhibits an attractive, stimulating environment that is conducive to good learning, is a reflection of the community, and is a happy place to work and grow.

We strive to provide a continuous gaining of knowledge, skills, and attitudes that equip a child to use his talents to meet the needs and challenges of life in this world.

To ensure this goal, we seek to provide opportunities developmentally compatible with his/her abilities, interests, and needs.

Parents and Students:

This handbook is prepared for you as a ready reference and explanation of procedures, policies, and services at Evergreen Elementary School. It may help you find answers to specific questions that may arise throughout the year. However, please understand that all questions or circumstances could never be addressed in one handbook, as questions arise please see the principal for guidance. Final decisions on issues will be at the discretion of the principal.

GENERAL INFORMATION

School Phone Number: (910) 654-3502
School Fax Number: (910) 654-7168
Address: 7211 Old 74 Hwy
Evergreen, NC 28438

School Schedule:

7:45 a.m. – 7:55 a.m.

8:00 a.m.

2:50 p.m.

Buses arrive and unload

Tardy

Students Dismissed

Meal Prices

| Meal | Student | Adult/Other |
|-----------|---------|-------------|
| Breakfast | No Cost | 1.80 |
| Lunch | No Cost | 3.80 |

REPORT CARD RELEASE DATES

2018-2019

GRADES K-8

| <u>End Nine Weeks</u> | <u>Release Date</u> |
|------------------------------|----------------------------|
| October 22, 2018 | November 1, 2018 |
| December 20, 2018 | January 11, 2019 |
| March 12, 2019 | March 22, 2019 |
| May 24, 2019 | June 7, 2019 |

GRADES 9-12

| <u>End Six Weeks</u> | <u>Release Date</u> |
|-----------------------------|----------------------------|
| October 3, 2018 | October 15, 2018 |
| November 8, 2018 | November 20, 2018 |
| December 20, 2018 | January 15, 2019 |
| February 19, 2019 | March 1, 2019 |
| April 3, 2019 | April 15, 2019 |
| May 24, 2019 | June 7, 2019 |

**INTERIM PROGRESS REPORT RELEASE DATE
2018-2019**

| Grades K-8 | Grades 9-12 |
|----------------------------|----------------------------|
| <u>Release Date</u> | <u>Release Date</u> |
| September 14, 2018 | September 26, 2018 |
| October 19, 2018 | November 20, 2018 |
| December 3, 2018 | February 6, 2019 |
| January 28, 2019 | April 10, 2019 |
| March 13, 2019 | |
| May 8, 2019 | |

Schedule of Fees 2018-2019

1. GRADES K-12 (All Students)

| | |
|---|--------|
| General Music - Grade 5 (recorder and instructional book) | \$7.00 |
| Instructional Materials | \$3.50 |
| Physical Education | \$1.50 |
| 5 th Grade (Music) | \$5.00 |

2. MIDDLE GRADES

| | |
|-----------------------------------|---------------------|
| Art, Band, Chorus | \$10.00 (per class) |
| Careers, Computer Skills, Science | \$ 5.00 (per class) |

Attendance

Attendance is important – being on time to an assigned location is equally important. If a student is ill and must be absent from school, parents may call the school at 654-3825. One criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training, and attends school.

1. Lawful Absences

Following an absence, the student must bring a signed statement from his/her parent or guardian, which gives the date of the absence and the reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. The principal/designee will determine the absence as lawful or unlawful and code it accordingly. A lawful absence will allow the student to make up the work that was missed while he/she was away. To determine what assignments must be made up, students are responsible for contacting the teachers the day they return to school. The student shall be entitled to five school days to make up all work missed. This would include time for testing as arranged by the student at the convenience of the teacher. Any work missed by the student while absent and not turned in will result in no credit for that assignment.

Lawful absences include the following:

- a. Illness or injury (A statement for a physician may be required at the discretion of the principal.)
 - b. Quarantine
 - c. Death in the immediate family
 - d. Medical or dental appointment (Documentation from physician required)
 - e. Court or administrative proceedings (Documentation required)
 - f. Religious observances
 - g. Educational opportunity (prior approval and documentation by the principal is mandatory)

2. Unlawful Absence

Any absence that is not defined or determined lawful by the principal/designee is unlawful. A student may make up any work or evaluations within five days following the absence, whether excused or not. Work missed during an extended absence will be addressed individually. The principal and teacher shall determine the time and place for the make-up work. If a student fails to be present for the make-up test(s) then he/she shall receive no credit for the test.

3. Excessive Absences (Both Lawful and Unlawful)

- a. A student in grade K-8 must be in attendance a minimum of one hundred sixty (160) days.
- b. Course credit will be withheld if more than the stipulated number of twenty (20) days is missed. Student-related absences are not included. All other absences will count against the maximum number permitted.
- c. Students who wish to appeal for special consideration due to extenuating circumstances can follow regular grievance procedure policy established by the Columbus County Schools.
- d. All parents and students should be informed of this policy and parents of students with attendance problems should be warned at appropriate times.

Parents are reminded that if a child is absent from school twenty-one (21) days, the child is subject to fail for the year. The parent and child may have to appear before a hearing of the Board of Education to determine if the child is promoted or retained. The decision of the Board of Education is final.

4. Signing In School

Students who arrive after the 8:00 a.m. are considered tardy. An adult **MUST** come to the office to sign tardy students in using our computerized sign in/check out system.

Checking Out Of School

Knowing that early dismissal takes the student away from instructional time, we ask for your cooperation in signing students out of school. Please send a note to school with your child as to the time you want him/her to leave. **Please include on your note a phone number where you can be reached to verify the note.** We ask that you inform us in writing when someone other than the parent/guardian will be picking your child up from school. We will allow no one to pick up your child without your permission. In an effort to help increase EOG scores, academic success, accelerated reader testing and exemplary success we ask that **NO STUDENTS SHOULD BE CHECKED OUT AFTER 2:30 P.M.**

PLEASE BE ADVISED THAT WE WILL NOT ACCEPT TRANSPORTATION CHANGES BY PHONE. ANY CHANGES TO TRANSPORTATION WILL HAVE TO BE MADE IN PERSON IN THE OFFICE. FOR EXAMPLE, IF A CHILD NEEDS TO RIDE ANOTHER BUS, BE PICKED BY CAR INSTEAD OF RIDING A BUS, GO TO GRANDMOTHER'S HOUSE INSTEAD OF GOING HOME, GET OFF AT AUNT'S HOUSE INSTEAD OF GETTING OFF AT HOME, ETC. , ETC. SOMEONE WILL HAVE TO COME TO THE SCHOOL TO MAKE THE CHANGE IN THE OFFICE. WE WILL NOT TAKE CHANGES OVER THE PHONE. THIS IS BEING DONE TO PROTECT THE SAFETY OF ALL STUDENTS.

Walking Students/ Car Students

1. Students who walk or ride a car to school are the responsibility of the parents until 7:35 a.m.
2. All car students are to go to the walkway in front of the gym. Parents are to remain in their cars and park on Pine Street. A staff member will supervise the loading of all students.

Visitor Information

All visitors should report to the office and sign in to receive an official pass before going to the classroom.

School Closing

School closing because of inclement weather will be announced over the major radio and television stations. Call Alert messages will also be scheduled to go to all parents and/or guardians. You may also check the county web page for updates on school closings.

Title 1 Parental Involvement Policy

The Evergreen Elementary School Staff believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of Title 1 parents increases the effectiveness of the program and contributes significantly to the success of the children. Our staff will strive to involve parents in activities throughout the school year.

At the local school level, parents will be given the opportunity to confer with the child's teachers. Parents will be informed of the program that has been planned for their child and his/her progress will be reported. Parents will be invited to visit the classrooms and to volunteer in school activities.

The school will conduct an annual meeting to inform parents of their child's participation and their rights to be involved.

Parents will be provided with required school performance profiles and an interpretation of their child's individual assessment results.

The school will jointly develop with parents a school-parent compact that outlines a shared responsibility for assisting the child to achieve the state's high standards.

Garrett's Law (Senate Bill 444)

Senate Bill 444, referred to as "Garrett's Law," was signed by Governor Easley on July 17, 2004. Garrett's Law mandates that at the beginning of every school year, local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines. To support this effort, the bill states that the Division of Public Health, Department of Health and Human Services and the Department of Public Instruction shall make available the following sample educational materials that can be provided to parents and guardians. If you would like a hard copy of these materials, you can request one from your child's school. You can also receive additional information from the following link. <http://www.immunize.nc.gov/schools/resourcesforschools.htm>

Child Find Statement

Columbus County Schools are committed to identifying and serving all children with disabilities who are in need of special education and related services. If you know of a child or youth who has been diagnosed or suspected to have a disability, please contact the principal or the exceptional children director.

Asbestos Management Plan

As required by Federal Regulations, this letter notifies you that an Asbestos Management plan for your school has been developed. It is on file in the Administration office at the school location and is available for public view. A copy is also on file at the office of the superintendent.

Diabetes Care Plan

Diabetes Statement

North Carolina's Senate Bill 911 requires that schools have a diabetes care plan for children who are diabetic. The Columbus County Schools are in the process of identifying every child in our system with diabetes and insuring an appropriate plan is in place.

If your child is diabetic, please contact your child's principal by August 28, 2015, so a plan for your child's care at school can be implemented for the 2015-2016 school year.

Notification of Pesticide Use

Our school system may find it necessary to use pesticides to control pests at your school or other school system sites. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time. The 2018-2019 pesticide applications will be made each Friday afternoon after 3:00 p.m.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. A copy of the school system's policy regarding the PPRA can be obtained in the principal's office. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the US Dept. of Education.
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or students family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incrimination, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as a part of the education curriculum.

Columbus County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Columbus County Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Columbus County Schools will also directly notify parents and eligible students, such as through US Mail or email at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW * Washington, D.C. 20202-4605

Student Records

A copy of the school system's policy regarding the Family Educational Rights and Privacy Act (FERPA) can be obtained in the principal's office.

FERPA ensures that the parent or eligible student has a right to:

1. inspect and review the student's educational records;
2. request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that system policy authorized disclosure without consent; and
4. file with the US Department of Education a complaint concerning alleged failure by the Columbus County Schools to comply with the Family Educational Rights and Privacy Act.

The Columbus County School System will forward educational records to other schools that have requested the records and in which the student seeks or intends to enroll.

Destruction of Confidential Records

- A. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.
- B. Public notice of intent to destroy scheduled records will be published in April of each year. Citizens will be informed that records may be needed for Social Security, legal proceedings, or other purposes. A copy of the written policy shall be given to eligible students and/or parents at the time of exit from school.
- C. The policy will be included yearly in each child's student handbook.
- D. Copies of student records will be made available to eligible students or parents upon request.
- E. Litigated inactive records will be forward to the Director for Exceptional Children. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.

- F. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.
- G. A student roster of personally identifiable information will be maintained in a database indefinitely. That information shall include full name, last school attended, birth date, exceptionality, parent name, address, phone number, exit status, and date of exit.
- H. Destruction of eligible records will be conducted in July of each year.

Grades and Progress Reports

All students are encouraged to strive for academic excellence in each student. They should always work toward improving their performance. Students will be recognized throughout the year for high academic achievement and good behavior.

The Principal's list, "A" and "B" honor roll will be published after each reporting period. Students will be recognized in other ways by their teams and the administration throughout the year. Interim reports will be issued during the Elementary of the grading period and whenever teachers feel it is necessary. Report cards are to be carefully reviewed by parents, signed and returned to school by the students.

Numerical grades are shown on report cards at the end of the nine weeks-grading periods. Numerical figures will also be used at the end of each semester and the end of the year.

I. METHOD OF EVALUATION

A. Scope of Evaluation

Meaningful evaluation of student academic progress will include consideration of all activity that has occurred during the particular evaluation period. Activities to be considered include (1) homework, (2) projects, (3) reports, (4) classroom work, (5) class participation, and (6) quizzes, tests, (7) district benchmarks, and examinations.

B. Grading Scales

1. Elementary School

a. Grades K-2

M: Consistently meeting grade level expectations

NM: Not meeting grade level expectations

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

b. Grades 3-5

- A=90%-100%
- B=80%-90%
- C=70%-80%
- D=60%-70%
- F=59% or below

2. Middle School

a. Grades 6-9

A=90%-100%

B=80%-90%

C=70%-80%

D=60%-70%

F=59% or below

Students' Property

Students are responsible for the safety and care of their own personal and school belongings. The school will not be held accountable for lost or damaged personal effects.

Whenever items are lost, students should check with the office. The school will do everything in its power to recover lost items but will not be responsible for the replacement of them.

NOTE: Students are not allowed to bring any devices that are not requested for educational purposes: Examples - radios, tape players, games, toys, physical education equipment, weapons, skateboards, bandanas, hats, Pokeman cards etc. Any unauthorized items brought to campus will be confiscated and may only be reclaimed by parents or other proper authorities.

Confiscated items will only be returned to a parent/guardian. It is the parent/guardian's responsibility to come in as ask for these items.

***Evergreen Elementary School will not assume responsibility for prohibited items brought to school.**

Theft Prevention

The best way to stop theft at school is to be conscious of the fact that you can eliminate the opportunities for theft to occur. Each student and employee of the school has a responsibility in the area of preventing theft. The school cannot be responsible for items that are lost or stolen. Listed below are some hints to prevent theft:

1. Never leave your purse or other valuables unattended.
2. Never leave anything valuable on your desk during assemblies.
3. When removing your rings or watch to wash your hands, be sure you have not left them in the restroom upon leaving.
4. Report all thefts to the office immediately.

Student Rules and Regulations

It is necessary for all students to abide by the rules and regulations established in order to promote an atmosphere conducive to learning.

Every student is expected to follow all instructions and directions given by teachers, the administration, or other school employees. This includes the school policies presented in this handbook, the discipline handbook, and those conveyed orally by the teachers, substitute teachers, student teachers, school employees, or administration.

More importantly, students are expected to discipline themselves and assume full responsibility for their participation in the total school program.

Infractions of written or verbal policies will be handled according to the established procedure to be found in the discipline handbook.

Each student must remember that he/she is a student and is expected to conduct himself/herself accordingly.

School Bus Transportation and Safety – Buses

It is a privilege, not a right, for students to ride school buses.

- Students who ride the buses are expected to obey the bus rules and the bus driver.
- Students are expected to remain seated and relatively quiet.
- Fighting or any conduct that hinders the safety and endangers the lives of the students riding the bus will NOT be tolerated.
- Any student abusing this privilege to ride a bus may be suspended from riding.

We ask parents to please help teach safety at home and expect students to act even better while on the bus than in the family car.

A note must be sent by the parents for a student to ride a different bus.

Students should also understand that the following offenses may carry suspension on the first offense, depending on the nature of the offense.

1. Fighting
2. Abusive, insulting acts, and immoral acts
3. Profanity on the bus
4. Unauthorized leaving of the bus
5. Failing to obey the bus driver
6. Disrespect to school personnel or to the driver
7. Other matters which present imminent danger to the driver or passengers
8. Striking matches/lighter or smoking on the bus

Students and Parents Take Note:

An absence that is a result of being suspended from the bus is unexcused.

Also, it is the responsibility of parents to provide student's transportation during times of suspension.

Alternative School Academy

Columbus County has in place an alternative school program to continue to educate those students who, for whatever reason, or have proven themselves unsuccessful in a regular classroom setting. This is a last chance for those students in grades 3-8 who would have had chronic behavior problems and excessive amounts of out of school suspensions. Students who exhibit these behaviors typically result in being suspended from school for the remainder of the school year.

This program allows the students to learn and qualify for grade promotions or graduation by meeting the state standards.

Students placed in Alternative Academy will be required to wear uniforms. Clothing requirements will consist of a white collared shirt (polo, dress, etc.) and khaki pants.

Disruption

As defined: A disruption is anything that would interfere with the operation of the total school program.

1. Any student or students responsible for inciting and/or participating in any disruption of the normal school program, school activities, or school transportation shall be subject to dismissal, suspension, or other disciplinary action.

2. Any student or students who bring a firearm onto school property will be suspended for 365 days.

The superintendent may modify the suspension on a case-by-case basis.

Students removed from school for this offense may be allowed to attend an alternative school.

3. Any student leaving class or school without permission during the school day shall be subject to dismissal, suspension, or other disciplinary action.
4. The enforcement of the above policies is the responsibility of the principal and each teacher shall cooperate with the principal in order to enforce the policies.

Student Grievance Procedure

The following is a specific course of action for persons within the school system who feel that an application of policy or regulation against them was unjust or that a policy or regulation has been violated.

Specific course of action:

1. Communicate informally with the principal or immediate administrative head.
2. Present grievance in writing to the principal or immediate administrative head. A meeting will be arranged within four days after receipt of the grievance.
3. Within two school days after the formal meeting, the claimant will receive a written response from the principal or immediate administrative head.
4. If grievance is not disposed of satisfactorily, the claimant shall refer it to the superintendent or his designee within three school days.
5. Within five school days after receipt of the grievance, the superintendent will arrange a meeting between the claimant and himself.
6. If the claimant is not satisfied with the decision rendered, he/she may refer the grievance to the Board of Education within five school days.
7. Within ten school days after receiving the written grievance, the Board shall meet with the aggrieved person for the purpose of resolving the grievance. The ultimate decision shall be rendered by the full Board.
8. If the grievance is not resolved, then the individual will contact the state professional association for guidance, take court action, or accept the Board's decision as being final.

Deborah Greenblatt Act

115C-391.1 Permissible use of seclusion and restraint.

- a. **It is the policy of the State of North Carolina to:**
 1. Promote safety and prevent harm to all students, staff, and visitors in the public schools. (2) Treat all public schools students with dignity and respect in the delivery of

discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law. (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools. (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavior in a positive and safe manner. (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

b. The following definitions apply in this section:

1. "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability. (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following: a. Significant physical harm, such as tissue damage, physical illness, or death. b. Serious, foreseeable long-term psychological impairment. c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities. (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others. (4) "IEP" means a student's Individualized Education Plan. (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest. (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body. (9) "School personnel" means: a. Employees of a local board of education. b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide education or related services to students. c. Any person working on school grounds or at a school function for another agency providing educational or related services to students. (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is: a. Physically prevented from leaving by locking hardware or other means. b. Not capable of leaving due to physical or intellectual incapacity. (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

c. Physical Restraint:

(1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. b. As reasonably needed to maintain order or prevent or breakup a fight. c. As

reasonably needed for self-defense. d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior. e. As reasonably needed to escort a student safely from one area to another. f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan. g. As reasonably needed to prevent imminent destruction to school or another person's property. (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

d. Mechanical Restraint:

(1) Mechanical restraint of students by school personnel is permissible only in the following circumstances: a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider. b. When using seat belts or other safety restraints to secure students during transportation. c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person. d. As reasonably needed for self-defense. e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present. (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited. (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices, such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

e. Seclusion:

(1) Seclusion of students by school personnel may be used in the following circumstances: a. As reasonably needed to respond to a person in control of a weapon or other dangerous object. b. As reasonably needed to maintain order to prevent or break up a fight. c. As reasonably needed for self-defense. d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property. e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times. 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan. 3. The space in which the student is confined has been approved for such use by the local education agency. 4. The space is appropriately lighted. 5. The space is appropriately ventilated and heated or cooled. 6. The space is free of objects that unreasonably expose the student or others to harm. (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted. (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence. (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

f. Isolation. – Isolation is permitted as a behavior management technique provided

that:

- (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
- (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
- (3) The student is reasonably monitored while in isolation.
- (4) The isolation space is free of objects that unreasonably expose the student or others to harm.

g. Time-Out. –Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

h. Aversive Procedures. - The use of aversive procedures as defined in this section is prohibited in public schools.

i. Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S. 115C-391 (a).

j. Notice, Reporting, and Documentation.

- (1) Notice of procedures. – Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year. (2) Notice of specified incidents: a. School personnel shall promptly notify the principal or principal’s designee of: 1. Any use of aversive procedures. 2. Any prohibited use of mechanical restraint. 3. Any use of physical restraint resulting in observable physical injury to a student. 4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student’s behavior intervention plan. b. When a principal or principal’s designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal’s designee shall promptly notify the student’s parent or

guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident. (3) As used in subdivision (2) of this subsection, “promptly notify” means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday. (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include: a. The date, time of day, location, duration, and description of the incident and interventions. b. The events or events that led up to the incident. c. The nature and extent of any injury to the student. d. The name of a school employee the parent or guardian can contact regarding the incident. (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee’s compensation, terms, conditions, location, or privileges of employment because the

employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

- k. **Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense.**

Dress Code

Student dress and grooming are the responsibility of the parent/guardian and student.

It is our desire that students would wear appropriate dress that would enhance personal and school pride. Students may wear appropriate seasonal clothing – including shorts.

PLEASE REFER TO THE COLUMBUS COUNTY UNIFORM POLICY

Parents please note:

Any clothing item deemed to be inappropriate for age level or disruptive to the learning environment will not be allowed.

Students will be referred to the principal for a final decision on these items.

Confiscated Items

Electronic devices, toys, or other items not permitted in the school will be confiscated. Those confiscated items are turned in to the principal's office.

- It is the responsibility of the parent to come to the office to pick up these items.
- Confiscated items will not be returned to the student.
- It is in your best interest to pick up the items as quickly as possible.

The school will not accept responsibility for prohibited items that have been brought to school.

Regulations/Policies

Dual Enrollment

I. ENROLLMENT IN CAREER AND COLLEGE PROMISE

Career and College Promise is the result of a partnership between the North Carolina State Board of Education, the North Carolina Community College System, the University of North Carolina system, and many of North Carolina's independent colleges and universities. Rules governing Career and College Promise are established by those entities. This regulation provides general information about Career and College Promise. For more specific information, students and parents should consult the prospective community college and/or the student's school counselor.

Career and College Promise Description

Career and College Promise provides structured opportunities for eligible high school students to dually enroll in community college courses and earn college credit, tuition free, while still in high school. Academic credits earned through Career and College Promise enable students to accelerate the completion of a postsecondary credential, such as a certificate, diploma, or degree that leads to college transfer or provides entry-level job skills. Students may choose from the following types of options or "pathways": College Transfer Pathways leading to a minimum of 30 hours of college transfer credit; Career Technical Education Pathways leading to a job credential, certificate, or diploma; or the Cooperative Innovative High School Pathway, which enables a student to begin earning tuition-free college credits as a high school freshman.

A. College Transfer Pathways

1. Description

The Career and College Promise College Transfer Pathways are designed for students who wish to begin earning credit towards a two-year associate degree and a four-year baccalaureate degree. These pathways are a structured set of general education courses designed to, upon successful completion, transfer to any North Carolina public university or participating private college or university. The College Transfer Pathways require the completion of at least 30 semester hours of transfer courses.

Students may choose either the Associate in Arts College Transfer Pathway (for students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major) or the Associate in Science College Transfer Pathway (for students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major).

2. Eligibility

To be eligible for initial enrollment in a College Transfer Pathway, the student must:

- be a high school junior or senior;
- have a weighted 3.0 grade point average on high school courses; and
- demonstrate college readiness in English/writing, reading, and mathematics on an approved assessment or placement test.

Students who cannot demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway if they meet certain grade point average, course completion, and other eligibility requirements. A provisional status student may register only for college mathematics and English courses within the chosen pathway. To enroll in other courses, the student must first successfully complete mathematics and English courses with a grade of at least a "C."

To remain eligible for continued enrollment in a College Transfer Pathway, the student must:

- maintain a 2.0 or higher grade point average on college coursework after completing two courses; and
- be progressing toward high school graduation, as determined by the student's principal.

A student who falls below a 2.0 grade point average is subject to the community college's policy for satisfactory academic progress.

Students participating in a College Transfer Pathway must meet college course pre-requisite requirements established by the community college and comply with any other rules or requirements of the community college applicable to students participating in Career and College Promise.

B. Career Technical Education Pathways

1. For Juniors and Seniors

The Career Technical Education Pathway for high school juniors and seniors leads to a certificate or diploma aligned with a high school career cluster.

To be eligible for initial enrollment in a Career Technical Education Pathway, a junior or senior must meet the following criteria:

- have a weighted 3.0 grade point average OR be recommended by the principal or designee; and
- meet the course prerequisites for the career pathway.

To remain eligible for continued enrollment in the Career Technical Education Pathway, the student must:

- maintain a 2.0 or higher grade point average on college coursework after completing two courses; and
- be progressing toward high school graduation, as determined by the student's principal.

A student who falls below a 2.0 grade point average after completing two college courses will be subject to the community college's policy for satisfactory academic progress.

2. For Freshmen and Sophomores

The Career Technical Education Pathway for qualified freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school career cluster. Freshmen and sophomores may enroll only in Industrial Technologies and Engineering Technologies certificate and diploma programs.

To be eligible for initial enrollment, a freshman or sophomore must:

- have passed Math I with a grade of "C" or better;
- have scored a 4 or 5 on the EOC for Math I;
- have a weighted grade point average of 3.0 on high school courses (required for sophomores only);
- meet the college ready reading score of 16 on the 8th grade Explore test;
- meet prerequisites for the career pathway; and
have the recommendation of the high school principal or designee, based on an assessment of the student's maturity and ability to participate effectively in a class that may include adult students.

To remain eligible for continued enrollment in the Career Technical Education Pathway, the student must:

- maintain a 2.0 or higher grade point average on college coursework after completing two courses; and
- be progressing toward high school graduation, as determined by the student's principal.

A student who falls below a 2.0 grade point average after completing two college courses will be subject to the community college's policy for satisfactory academic progress.

C. Cooperative Innovative High School

The board of education, in partnership with Southeastern Community College, provides the opportunity for students to earn a high school diploma and complete an associate degree program or earn up to two years of college credit within five years at Columbus Career and College Academy, located on the campus of Southeastern Community College. College credits earned are tuition-free.

To be eligible for enrollment at Columbus Career and College Academy, the student must:

- be a high school student in grades nine through twelve.

D. Application Process for Career and College Promise Programs

1. The principal or designee shall ensure that information pertaining to eligibility criteria (e.g., high school grade point average; PLAN or other assessment scores) appears on student transcripts.
2. Students must complete a college application and follow any other application steps established by the community college.
3. Students should see the guidance counselor for information.

E. Enrollment in Multiple Career and College Promise Programs

With approval from the principal or designee and the designated college administrator, a student may participate in (1) a College Transfer and a Career Technical Education pathway at the same time or (2) in two Career Technical Education pathways at the same time.

II. ENROLLMENT IN OTHER COLLEGE COURSES

A. Course Eligibility for High School Credit

may self-enroll in courses taught by a college, university, or other institution of higher education to earn credit towards graduation. E-learning courses are subject to the requirements of policy 3102, Online Instruction, and any rules established by the superintendent. For all other college courses taken outside of Career and College Promise, eligibility for high school credit is subject to the requirements described here.

For a college course to be eligible for credit, the school principal must determine that the course content offers substantial coverage of the North Carolina Standard Course of Study for the high school course and is otherwise consistent with the policies and standards of the school system and State Board of Education requirements. Credit is awarded in accordance with the requirements of State Board of Education Policy GCS-M-001, which defines "Course for Credit."

B. Receiving High School Credit

In order for a student to receive high school credit for a self-enrolled college course (not a course taken through Career and College Promise), the following requirements must be met.

1. The parent or guardian of the student must give permission for the student to take the course. Students age 18 or older and emancipated minors do not need parental consent.

2. The course provider must be approved by the Southern Association of Colleges and Schools or its regional equivalent.
3. The principal must approve the course in advance.
4. The student is responsible for enrolling in the course.
5. Within 30 days of completing the course, the student must present an official transcript as evidence of successful completion of the course.
6. The school at which the course is offered must provide the principal with:
 - a. a detailed course syllabus that includes a description of the content and subject matter covered by the course and course activities sufficient to enable the principal to evaluate the course content against the North Carolina high school course standards;
 - b. an explanation of how grades are computed; and
 - c. the student's achievement or performance level in the course.
7. Unless notified otherwise, all fees, charges, tuition, books, materials, and transportation are the responsibility of the student and the student's parent or guardian.

III. **CALCULATION OF GRADE POINT AVERAGE**

The grades for any courses approved for high school credit will be calculated into the student's grade point average in accordance with State Board of Education Policy GCS-L-004.

Technology Responsible Use.

Summarized as follows for student use:

- I agree to respect others in the school community and on the Internet by following the generally accepted rules of network etiquette.
- I agree to follow the rules set by my principal regarding whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus.
- If I notice a security problem on a school technological resource, I will immediately notify my teacher, a principal, or other school administrator, and I will not show this problem to other students.
- I will not:

- Use school system technological resources to make money, to play games that are not school-related, or for other entertainment purposes that are not school-related.
 - Copy, for personal use, software purchased by the school system.
 - Use school technological resources to plagiarize another's work or otherwise violate state or federal law.
 - Create, transmit, or intentionally view or access material that is obscene, defamatory, profane, pornographic, harassing, or abusive.
 - Attempt to bypass the school system's content filtering.
 - Install or use any Internet-based file sharing program designed to allow sharing of copyrighted material.
 - Send email or other electronic communications fraudulently, such as by misrepresenting the identity of the sender.
 - Reveal personally identifying information or information that is private or confidential when using e-mail, chat rooms, blogs, or other forms of electronic communication.
 - Forward or post personal communications without the consent of the person who wrote it.
 - Deliberately damage school system computers or other technological resources, transmit computer viruses or self-replicating messages, or deliberately try to degrade or disrupt performance of the school system network. Create or load any games or software onto any school system computer, electronic device, or network without permission.
 - Use the computer network to try to gain unauthorized access to other computers, computer systems, or accounts.
 - Use someone else's ID or password without permission from that person and a teacher or school official.
 - Read, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- I understand that nothing I create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system is private. I understand that this applies whether the resources are used at school or elsewhere and even if the use is for personal purposes.
 - I understand that the school system reserves the right to monitor, track, and log for any lawful purpose (1) my network access, communications, and use; (2) the content of my user files, electronic mailboxes, and systems outputs (such as printouts); and (3) my online activities when accessing the Internet with a school-owned device.
 - I understand that failure to follow these requirements will result in disciplinary action, including revocation of user privileges and, in the event of willful misuse, possible criminal prosecution. I also understand that while school personnel generally do not monitor my

Internet activity on a personal device during non-school hours, I may be disciplined when my online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, even if no school system technological resources are used.

Release of Directory Information

I. Directory Information

A. Student Record Information Designated as Directory Information

Directory information is current information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. As provided in policy 4700, Student Records, the following information has been designated as directory information by the board:

1. Name;
2. Address;
3. Telephone listing;
4. Photograph (see Section IV, below);
5. Date and place of birth;
6. Participation in officially recognized activities and sports;
7. Weight and height of members of athletic teams;
8. Dates of attendance;
9. Diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
10. Most recent previous school or education institution attended by the student.

Any information not designated as directory information by the board will be considered an educational record under the Family Educational Rights and Privacy Act and will not be released without appropriate prior written consent.