

# WEST COLUMBUS SCHOOL 2023-2024



Mrs. Kelly Beck, Principal

Dear Warrior Parents,

As the 2023-2024 school year draws near, I would like to thank the faculty, staff, students, parents, and community for their continued support of West Columbus School. I am excited to start a new year and look forward to continuing our work with all stakeholders to make West Columbus School as great as it can possibly be. For this to be successful, we desperately need the unrelenting support of our stakeholders and community as a whole. Our community should be extremely proud of all the achievements and accomplishments of the past but should be equally as proud of playing a vital role in the future. Education is the foundation of a successful and meaningful life. Together, we will ensure each student is given the opportunity to not only continue their education but to be given the resources and tools needed to succeed in their future educational endeavors. It is my hope that each student at West Columbus School embraces the new school year with enthusiasm and seeks out the opportunities that will be offered to ensure success. This will allow our school to stand out and succeed in the educational arena. We have great plans for the upcoming school year and have worked diligently to ensure that this year will be one of the best years we have experienced. As we enter a new school year, I challenge the students to continue to display the characteristics that are required to achieve academic excellence. I also encourage the community and parents to rally around our school to help establish a greater sense of pride and togetherness in our community school. By joining together, we can ensure our future looks bright by doing our part to safeguard our most precious commodity, our students. As principal, I will work tirelessly to ensure that your son or daughter not only enjoys the upcoming school year but is also successful in their personal goals that make them the unique child they are today. I look forward to seeing you all at Open House and greeting our students back to the 2023-24 school year on August 28.

Sincerely,

Kelly E. Beck

Kelly E. Beck  
Principal

Principal	Kelly Beck .....kellybeck@columbus.k12.nc.us
Assistant Principal	Susan Powell .....swatson@columbus.k12.nc.us
Assistant Principal	W.T. Edwards .....wtedwards@columbus.k12.nc.us
Bookkeeper/Data Manager	Tina Blackwell .....tblackwell@columbus.k12.nc.us
Secretary	Terri Holden ..... terriholden@columbus.k12.nc.us

## West Columbus School (PreK-8)


*(Formerly Cerro Gordo Elementary/Evergreen Elementary School)*

**phone # 910-654-4250 fax # 910-654-2057**

**2023**



# August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
				Optional Workday	Optional Workday	
21	22	23	24	25	26	27
	Optional Workday	Mandatory Teacher Workday	Mandatory Teacher Workday	Mandatory Teacher Workday	Mandatory Teacher Workday	
28	29	30	31			
						

## STATEMENT OF PHILOSOPHY

West Columbus School encompasses grades PK-8. Our mission is to create a family-like atmosphere among the students and staff. From the family-like atmosphere arises love for each student and concern for the well-being and effective education of each one. We believe that each student at West Columbus School is a unique individual with basic intellectual, physical, emotional, and social needs and has the right to feel loved and needed.

The school and community share the continuous process of education that will prepare each student for a purposeful and productive place in our changing democratic society. Because the professional personnel are accountable to the student, the parent, and the community, teachers should possess specialized skill and knowledge in the areas of their instruction and dedication to continuing study to improve their techniques.

Teachers and staff, with the support of the community, must encourage students to behave in the same courteous, honest, and responsible manner toward fellow students and teachers that they are expected to extend toward society in general. In this positive environment, a student can mature in the self-understanding, responsibility, and decision-making skills needed to develop a positive self-image and to set realistic goals.

## SCHOOL VOLUNTEERS

The Columbus County School Board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children.

School administrators are encouraged to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees shall be responsible for the implementing and supervising school volunteer programs. School volunteer programs must provide the following:

- Adequate screening of volunteers based upon the amount of contact they will have with students;
- All volunteers shall be subject to a criminal background check (performed by Columbus County Schools) for which they are financially responsible

*(\$10.00 per person at the beginning of the school year).*

- The requirement that volunteers comply with policy 501S, Visitors to the Schools;
- Reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and

**2023**



- Adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules. Individuals selected as school volunteers must be recommended by the school principal and superintendent and approved by the board before beginning services as a volunteer. All school volunteers shall be expected to be professional and dependable in their volunteer activities.

Legal References: G.S. 115C-36, -47, -203 to -209.1

Cross References: Parental Involvement (policy 1310/4002), Visitors to the School (policy 5015). Adopted: March 29, 2010

## **OBJECTIVES**

West Columbus School Faculty and Staff seek to promote growth through the following objectives:

- To create a pleasant and comfortable environment conducive to learning in which positive reinforcement of achievements is of major importance.
- To help each child develop a positive self-concept and encourage independence and self-discipline.
- To determine the individual differences among children and provide for these differences.
- To provide health programs which encourage children to form good health habits.

# September

2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

- To promote problem solving by higher order thinking skills providing situations which require the application and reasoning through written and oral communication.
- To provide each child with the opportunity to become computer literate.
- To instill in the child a desire to learn and to develop an inquiring mind.
- To establish a spirit of cooperation and unity of purpose among the school, home, and community in order to serve the child's total needs.
- To continue, as teachers, the pursuits of our education to better serve the needs of the school, community, and ourselves.

### **WEST COLUMBUS SCHOOL BELIEFS**

1. We believe all students can learn; therefore, the primary focus of all decisions impacting the work of the school should be the students' learning needs.
2. We believe that a cooperative partnership among the student, family, school, and community is essential for student academic growth and development; enhancing ownership, commitment, action, and a sense of value and pride.
3. We believe that the responsibility for student achievement is equally shared between the student, parent, teacher, administration, and community.
4. We believe instructional strategies should incorporate a variety of learning activities that accommodate different learning styles, be data driven, and reflect the intentional use of high yield strategies.
5. We believe all students can learn if actively engaged in a relevant, rigorous, standards-based curriculum that recognizes and respects each child's unique physical, social, emotional, and intellectual needs.
6. We believe a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
7. We believe a clean, safe and physically comfortable environment promotes student learning.
8. We believe a culturally relevant education that promotes critical thinking and problem solving is necessary in order to equip students with the skills they need to become productive members of society.
9. We believe the commitment to continuous reflection and improvement is imperative for our school to enable students to become confident, self-directed, lifelong learners providing the knowledge and skills necessary to meet the global challenges and opportunities of the 21st Century.



## **DISCIPLINE PROGRAM**


We believe students should conduct themselves appropriately at all times and should be responsible for their actions. Behavior should not prevent teachers from teaching or students from learning. In order to encourage good behavior and maintain an environment conducive to learning, procedures/ agreements are necessary.

Classroom procedures/agreements will be developed by each individual class and sent home during the first week of school. All students are expected to follow these general procedures/agreements.

- Follow directions the first time they are given.
- Keep your hands, arms, and feet to yourself.
- Respect others and their property.
- Be Ready, Responsible, and Respectful.



# October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Girls Soccer West Columbus @ Elizabethtown	4 FB - West Columbus @ Bladenboro	5	6 Girls Soccer West Columbus @ Central	7	8
9	10 Girls Soccer West Columbus @ Tar Heel	11 FB - Tar Heel @ West Columbus	12	13	14	15
16	17	18 FB - Elizabethtown Middle @ West Columbus	19 Picture Day	20 Read & Achieve Test	21	22
23	24 Senior Night Volleyball @ West Columbus WC vs Tar Heel EC vs WC	25 Senior Night FB - South Columbus @ West Columbus	26	27 Volleyball @ Tar Heel Central vs WC WC vs. Tarheel	28 1st Nine Weeks Ends Mandatory Workday	29
30	31 Volleyball @ Tar Heel WC vs Tar Heel EC vs WC					

## TITLE I

Title I is a federally funded program. The No Child Left Behind Act mandated this program provide money to our school district based on families' income. Title I funding is intended to ensure that all students have a fair, equitable, and sufficient opportunity to reach proficiency on challenging state academic content standards and state academic assessments. In addition, Title I funding is intended to help districts close the academic achievement gap between high and low performing students, especially between minority and nonminority students, and between students of varying socio-economic status.

Individual public schools, like West Columbus School, with more than 70 percent of families qualifying for free and reduced lunch, may use Title I

funds, along with other federal, state, and local funds, to operate a school-wide program to upgrade the instructional program for the whole school. Our Title I School-wide Program Plan requires a comprehensive needs assessment, school-wide reform strategies, highly qualified teachers and staff, parent involvement, and integration of programs to accentuate the current curriculum.

### **Title I Basic Requirements**

1. The School Parental Involvement Policy: This is done on an annual basis in consultation with parents and must be distributed to all parents.
2. The School-Parent Compact: This must be jointly written and distributed to all Title I parents.
3. The Annual Parent Meeting: Each year Title I Programs are required to conduct this meeting for the school to explain what the Title I Program is and the rights of parents as defined in the law.
4. Provide Opportunities for Training Parents: The Title I Programs provides parents with opportunities to become partners with the school in promoting the education of their child both at school and at home. This includes parent training sessions, handouts, newsletters and parent conferences.
5. Informing Parents of Student Progress: This includes our Reporting System which encompasses suggestions of needed follow-up for parents and teachers.
6. Parents Right to Know: Parents have the right to request information regarding the professional qualification of classroom teachers and para-professionals.
7. School Report Cards: The Title I Law requires the state to prepare annual reports for all parents and the public on the academic achievement of all districts and public schools in the state.
8. LEP Parent Notification: The Law requires the school to notify parents if their child is placed in a program for LEP students.

**2023**



## **Parent Rights**

- Offer a flexible number of meetings for parents
- Provide parents timely information about Title I programs
- Provide parents an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet
- Provide parents, if requested, opportunities for regular meetings to participate in decisions relating to the education of their children
- Develop a school-family compact jointly with parents. This agreement states the shared responsibility of providing and supporting children's learning of high-quality curriculum
- Assist parents in understanding academic content and achievement standards
- Provide materials and training to help parents work with their children
- Educate staff in how to work with parents
- Coordinate parental involvement with other programs
- Distribute information in a format and language parents understand
- Provide support for parental involvement activities requested by parents

# November

2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

5

### **Title I Support At West Columbus School**

- Teacher plus teacher assistant position to reduce class sizes and assist with interventions and support
- Dollars for Parent Involvement Activities
- Computers for individual classrooms and labs
- Migrant Tutor
- Several Instructional Programs to assist with implementation of the Common Core and Essential Standards Curriculum
- Programs and materials for the Media Center
- Materials and supplies for students
- Professional Development for all school personnel
- Provides resources for parent training & information sessions

### **DESTRUCTION OF CONFIDENTIAL RECORDS**

1. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.
2. 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.
3. The policy will be included yearly in each child's student handbook.
4. Copies of student records will be made available to eligible students or parents upon request.
5. Litigated inactive records will be forwarded to the Director for Exceptional Children.
6. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with accompanying student roster.
7. A student roster of personally identifiable information will be maintained in a data base indefinitely. That information shall include full name, last school attended, birth date, exceptionality, parent name, address, phone number, exit status, and date of exit.
8. Destruction of eligible records will be conducted in July of each year.

## **SCHOOL BUSES**

Riding a school bus is a privilege. All school bus passengers are required to abide by transportation laws, rules, and regulations at all times. Failure to do so will result in suspension from the school bus. Students will not be permitted to ride another bus unless special arrangements are made with the school office. For questions concerning buses, contact school office at 654-4250. Buses will arrive at school by 7:40 a.m.

## **WCS MEDIA CENTER**

The Media Center offers more than 9,000 books, plus reference books and magazines, to meet the needs of WCS Students and teachers. Students check out two books at a time, choosing from picture books, chapter books, notification, biographies, graphic novels, and award winners. The collection will continue to grow as we add books to meet the student's interest and faculty needs. Kindergarten through fifth grade have scheduled media center classes each week. Teachers in grades 6-8 schedule weekly visits for their classes as deemed necessary and individual students may come to the media center throughout the school day with a pass from the teacher. During class visits,

**2023**



# December



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3



students listen to a story or receive instruction and practice using media center resources (reference books, online catalogs, computer databases, Internet, etc.). The media specialist works with the teachers to plan media center lessons that extend and reinforce the classroom experience.

The media specialist and Language Arts faculty work hard to develop a school-wide reading program that provides incentives and recognition to students for their reading achievement. There are computers in the Media Center for students. Students use these to conduct research, type papers, create multimedia presentations, and access the Internet (with signed parent/guardian permission on file). Formal and informal instruction is provided to help students master technology skills.

### **VISITING**

We enjoy having our parents visit the school. **ALL VISITORS MUST REPORT TO THE OFFICE** before going to any area within the building. Visitors must sign in and be issued a visitor's pass. Any extended visit must be planned in advance with the principal. We request that parents not make impromptu visits to the classrooms. We must ensure that nothing interferes with the allocated time for instruction. If you would like to have a conference with the principal or a teacher, please call the school for an appointment. Younger children, friends, or students from other schools will not be allowed to spend the day in classroom. We hope to see you often!

### **CHILDREN LEAVING DURING SCHOOL HOURS**

1. Students may not leave school during the school day without permission. The following procedures must be followed:
  - a) Written parental permission should be sent to the teacher stating the requested time for release.
  - b) The person(s) designated on the registration form to pick the student up must report to the office, show proper identification as needed, and sign the child out. The secretary will notify the child's teacher when the guardian arrives.
  - c) Students are not allowed to leave the building during the day unless accompanied by an adult.
2. Students who are signed out before 11:30 AM are considered absent for that day.
3. If there should ever be an emergency dismissal, an announcement will be made over the radio, television, internet and through our "Alert Now" system.

These procedures are made to protect our students.

### **SCHOOL COUNSELOR**

Public school guidance is an integral part of the total educational experience. We cannot separate the academic growth from the social-emotional growth of the child. The school counselor, focuses on the total

**2023**



growth potential of each child and helps personalize and humanize the educational process for all students. This can be accomplished by functioning as a team member with students, school personnel, and parents in an effort to help students recognize opportunities, responsibilities, and choices which education and life provide

## **HEALTH AND SAFETY**

In case of an accident, first aid is given by authorized personnel or the school nurse. In all cases of serious accidents or illnesses, every effort is made to contact the parents. The school follows the parents' directions on the emergency card if unable to reach them when a child needs more than first aid.

## **OPEN CONTAINERS**

Students are allowed to bring empty drink canisters into the building, but they must be empty. We will ensure time for students to fill them with water during the school day and before lunch. Seals cannot be broken on any drink bottle. Outside fountain drinks will not be allowed.

## **CELL PHONES**

All school students will have their cell phones taken up upon entering their homeroom class. These phones will be locked up and given back at the end of the day by the student's last-period teacher. If the student is caught with a phone after homeroom, then the phone will be taken up and a parent/guardian will need to come to campus to pick up the phone from the office. Repeated offenses would result in other consequences left up to the administrators' discretion.

# January

2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1



2

3

4

5

6

7

## **TESTING PROGRAM**

West Columbus School, in Reading & Math, follows the district, state, and federal testing programs. Students are given benchmark assessments three times a year. These results are to identify those areas in which students show academic strengths or weaknesses. The results also help our teachers with differentiated instruction.

End-of Grade (EOG) tests are mandated by the state of North Carolina in grades 3-8. In order to be considered proficient, students must score a level III or higher.

## **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are the property of the State of North Carolina and students receive them free of charge. Students are responsible for the care and condition of their textbooks. If textbooks or library books are abused or lost, students must pay for them. New textbooks cannot be issued until lost books are paid for.

## **SPECIAL EDUCATION CLASSES**

Resource and self-contained classes are provided for students who qualify. If you have any questions concerning this area, please make an appointment with administration or the exceptional teacher coordinator.

## **HOMEWORK POLICY**

Homework is an extension of classroom instruction. Students are given homework in order to strengthen skills or concepts previously taught in the classroom and to supplement learning activities. Homework encourages students to work independently and provides an opportunity to communicate to parents.

## **PURPOSES OR OBJECTIVES**

1. Homework reinforces school learning with additional practice and application.
2. Homework provides opportunities for enhancement of creative abilities.
3. Homework aides in identifying areas of learning which may need additional practice or review.
4. Homework provides an opportunity for students to develop and/or extend their skills.

## **SUGGESTIONS FOR PARENTS**

*(Homework should be a cooperative effort between students, parents, and teachers.*


*The following may be helpful to parents).*

1. Arrange for a specific quiet area with proper lighting.

2. Have needed materials available (paper, pencils, rulers, etc.)
3. Have a positive attitude toward your child's homework and be supportive.
4. Display school related dates on a calendar.
5. Review assignments with your child.
6. Ask your child questions about what he/she has learned.
7. Provide educational trips to libraries, museums, and historical sites.
8. Set a limit on extracurricular activities that may interfere with study times.



# February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1  NC CheckIn 2 3-8	2  Basketball West Columbus - BYE	3	4
5	6	7  Girls/Boys Basketball East Columbus @ Elizabethtown	8  Girls/Boys Basket ball Central @ West Columbus	9	10	11
12	13  Senior Night Girls/Boys Basketball Tar Heel @ West Columbus	14   No School Mandatory Workday	15	16  Girls/Boys Basketball West Cplumbus @ East Columbus	17	18
19	20  NC CheckIn 2, Science 5-8	21  Basketball West Columbus ~ BYE	22	23  Progress Reports Girls/Boys Basketball Elizabethtown @ West Columbus Homecoming	24	25
26	27	28				

## INSTRUCTIONAL AND CURRICULUM GUIDELINES GRADING SYSTEM

### Grades 3-8

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

100-90.....A    89-80.....B    79-70.....C    69-60.....D    59 and below.....F

### ACADEMIC RECOGNITION

Students in grades 3-8 who make all As and Bs on their report card each nine weeks will be named to the Honor Roll. Students who make all A's will be named to the Principal's List.

### PROMOTION AND RETENTION POLICY

#### A. General Requirements

1. In accordance with North Carolina General Statute's 115C-288, the school principal has the responsibility and authority for promotion/retention decisions.
2. Students who should be retained but must be advanced due to previous retention or other circumstances shall be shown as "assigned" rather than "promoted" on the final report card.
3. When it is apparent that a student may be retained, the school (teacher or principal) must provide written notification to the parent or guardian as early as possible, but no later than the end of the first semester.
4. Students are expected to maintain good attendance. Lack of attendance could contribute to the possibility of retention.

#### B. Specific Requirements – Standards for K-8

1. Interventions will be provided for all students below State Proficiency Level III.
2. All students must meet the academic achievement and progress standards below.
3. Promotion standards apply to all students except:
  - a. K-5 students who have been retained within the K-5 grade span;
  - b. 6-8 students who have been retained within the 6-8 grade span.
4. Grades 3-8 Promotion Standards:
  - a. Passing grade (D or above) at year's end in four of the following:

**2023**



(1) Language Arts (2) Math (3) Science (4) Social Studies (5) Healthful Living

Two of the four must be Language Arts and Mathematics. Students must also meet state promotion standards.

**C. Exceptions**

1. Students who have been properly identified by the guidelines of the Exceptional Children's Program may be exempted on an individual basis as recommended by the school level Placement Committee. Such exemption will be stated on the student's Individual Education Plan.
2. Request for other exemptions may be made in writing to the office of the Superintendent.





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 ELL Prof. Test Call Students LEP)	4
5	6	7	8	9	10 No School- Mandatory Teacher Workday	11
12	13 Softball/Baseball Central @ West Columbus	14	15 Softball/Baseball Tar Heel @ West Columbus	16	17	18
19	20 Softball/Baseball West Columbus @ Elizabethtown Middle	21	22 Softball/Baseball East Columbus @ West Columbus	23	24	25



<b>26</b>	<b>27</b>  Softball/Baseball West Columbus - BYE	<b>28</b>  NC CheckIn 3 ELA 3-8 3rd Nine Weeks Ends	<b>29</b>  NC CheckIn 3 Math 3-8 Softball/Baseball West Columbus @ Central	<b>30</b>  NC CheckIn 3 Science and 8 Softball/Baseball West Columbus @ Central	<b>31</b>	



## ATTENDANCE POLICY (STUDENTS)

North Carolina General Statute 115C-378 (Compulsory Attendance Law) states the following:

Every parent, guardian or other person in this State having charge or control of a child...shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal, superintendent, or teacher who is in charge of such school shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education.

The principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absence cannot be justified under the established attendance policies of the State and local Board of Education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law-enforcement officer accompany him if he believes that a home visit is necessary.

After ten accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115-C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, he shall notify the district attorney, if he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under G.S. 7A-561 that the child is habitually absent from school without a valid excuse. Evidence that shows that the parent, guardian, or custodian were notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies of the local Board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.



### 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 if the absence is lawful or unlawful and code it accordingly. No note results in an unlawful absence; however, if the note is brought on the second day, the absence will be coded.

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 in grades 7-12 who have lawful absences are responsible for contacting their teachers the day they return of school. Teachers in grades K-6 are responsible for informing students of make-up assignments. The student shall be entitled to five school days to make up all missed work. 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 from a physician may be required at the discretion of the principal.)
- b. Quarantine
- c. Death in the immediate family
- d. Medical or dental appointments (Documentation from physician required).

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1



2	3 Report Cards	4	5 Senior Night Softball/Baseball West Columbus @ Central	6	7 No School – Good Friday	8
9	10	11	12	13	14	15
		SPRING BREAK - HOLIDAY - NO SCHOOL				
16	17	18	19	20 Softball/Baseball West Columbus @ East Columbus	21	22
23	24 Softball/Baseball West Columbus - BYE	25	26	27	28	29
30						





- 
- e. Court or administrative proceedings
  - f. Religious observances
  - g. Educational opportunity (Prior approval and documentation by the principal is mandatory).

## **2. Unlawful absences**

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 any absence, whether excused or not. Work missed during an extended absence will be addressed individually. The time and place for the make-up work shall be determined by the principal and teacher. 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 grades K-8 must be in attendance a minimum of one hundred sixty (160) days.
- b. A student in grades 9-12 must be in attendance a minimum of eighty (80) class contacts to receive credit.
- c. Course credit will be withheld if more than the stipulated number of ten (10) days is missed. School-related absences are not included. All other absences will count against the maximum number permitted.
- d. Students who wish to appeal for special consideration due to extenuating circumstances can follow the regular grievance procedure policy established by the Columbus County Schools.
- e. All parents and students should be informed of this policy and parents of students with attendance problems should be warned at appropriate times.

## **ELECTRONIC DEVICES**

The school is not responsible for the loss of any electronic devices, including cellphones. Disciplinary action may be used at the discretion of the principal.



# DRUGS AND ALCOHOL


No form of drugs, alcoholic beverages, or controlled substances as defined in the General Statutes are allowed to be in the possession of a student during the school day, on school property, or off the school property if involved in a regular school activity. If any of these items are found in a student’s possession during these times, it shall result in the student being subject to 10 days of suspension or expulsion. This includes coming to school under the influence.

Any student selling or in any way dispersing alcoholic beverages, narcotic drugs, controlled substances, or misrepresentations of these on the school premises or at any school-related function is subject to suspension and/or expulsion. Students will be held on the campus and turned over to the proper authorities.

No School – Good Friday						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		WTS BASEBALL TOURNAMEN		~ TBD		
			Progress Reports			
7	8	9	10	11	12	13





14	15	16	17	18	19 No school- Mandatory Teacher Workday	20
21	22	23	24	25	26	27
28		30	31			



## **EARLY RELEASE/ATTENDANCE/DAILY BELL SCHEDULE**

In order to protect instructional time, parents are asked to pick up students early only when necessary. Students are encouraged to attend school regularly, arriving promptly and remaining all day. The school days are 7:30-3:00. Students **MUST** sign in and out through the office. **PARENTS ARE ASKED TO PICK UP STUDENTS IN PERSON.** The parent must come to the office and sign the student out of school when leaving early and sign the student in school when arriving late. Students need a note from the office to enter the classroom after the tardy bell. Recent court actions make this necessary. This procedure is to protect your children. **STUDENTS MUST BE IN SCHOOL FOR AT LEAST THREE AND A HALF HOURS OF INSTRUCTIONAL TIME TO BE CODED PRESENT FOR THE DAY.**

### **BELL SCHEDULE**

	7:30 AM – 7:55 AM	Breakfast
8:00 AM	Tardy Bell	
3:00 PM	Dismiss Students	

## **REGISTRATION INFORMATION**

The following items are necessary for registering new students at West Columbus School. They are:

1. A registered birth certificate
2. A North Carolina Certificate of Immunization.
3. Legal guardianship (If you are not the parent.)
4. Proof of residence. (Must be a bill or notice showing physical address).

A parent or guardian must be present at the time of registration.

## **COLUMBUS COUNTY SCHOOLS MEAL PRICES**

BREAKFAST & LUNCH PK-8 .....	FREE
Adult/Others Breakfast .....	á la carte
Lunch .....	á la carte




## MAKE-UP WORK


The school will provide make-up opportunities within five (5) days following any absence, whether excused or not. Work missed during an extended absence will be addressed individually.

## PARENT CONFERENCES

Conferences with teachers and parents are encouraged but should be scheduled before or after school. As much as possible, conferences should be scheduled on Mondays, Tuesdays, and Thursdays. Your cooperation is appreciated.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  Reading EOG3rd EOG Science 5 & 8	2	3
4	5	6  EOG Reading 4-8	7  EOG Math 3-8	8  Read & Achieve 3rd grade EOG Makeups	9  Last Day of Marking Period	10



<b>11</b>	<b>12</b> Mandatory Teacher Workday	<b>13</b> Mandatory Teacher Workday	<b>14</b> Optional Teacher Workday	<b>15</b> Report Cards Optional Teacher Workday	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	



## **FIELD TRIPS**

Parents must send written permission to the school for students to go on school-sponsored field trips. The teacher will notify the parent at least a week in advance about the date of the trip, where they will go, the time of departure, and the expected return time to school. Students owing fees or any other money to the school may not be permitted to participate in field trips until the fees are paid.

## **FIRE DRILLS**

There will be a fire drill during the first five days of school and thereafter, once a month for the remainder of the school year. The centralized fire alarm system notifies the faculty, staff, and students of a drill by sounding a loud alarm and flashing lights on the system. When the alarm is sounded, pupils will rise and leave the room without books and other personal items, walking rapidly. No talking or pushing is allowed and there is to be silence in the hallway and for the duration of the fire drill. The order of leaving the room should be by rows beginning with the row nearest the door. An announcement will notify the students that they may safely return to their classroom.

## **CAFETERIA/FOOD CONSUMPTION REGULATIONS**

Students are encouraged to eat in the school cafeteria. Those students who bring their lunch will eat it in the cafeteria. If you bring your child lunch during the school day, they will be permitted to eat that lunch only during their designated lunch time.

## **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 ensuring an appropriate plan is in place.

If your child is diabetic, please contact your child's principal by September 10, 2022, so a plan for your child's care at school can be implemented for the 2022-2023 school year.



**2023**



## CHILD FIND STATEMENT

Columbus County Schools is 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 exceptional children's director.

## TO PARENTS OF STUDENTS

As required by Federal Regulations you are notified by this letter that an Asbestos Management Plan for your school, or workplace, has been developed. It is on file in the Administration office at the school location and is available for public review. A copy is also on file at the office of the Superintendent and also the plant Operations Department Office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8



9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920



**SCHOOL BOARD NOTIFICATION TO PARENTS: MENINGITIS, INFLUENZA,  
HPV**  
*(also known as Garrett's Law)*

§ 115C-375.4. Meningococcal Meningitis and Influenza and Their Vaccines.

Local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children. (200522, s. 4(a), (b) In 2007 the General Assembly of North Carolina enacted the following to include HPV:

SECTION 1. G.S. 115C-47 is amended by adding a new subdivision to read:

(49) To Ensure that Schools Provide Information Concerning Cervical Cancer, Cervical Dysplasia, Human Papillomavirus, and the Vaccines Avail-



able to Prevent These Diseases. – Local boards of education shall ensure that schools provide parents and guardians with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the beginning of the school year to parents of children entering grades 5 through 12. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children.

## **Suspicionless General Searches AR Code: 4342-R**

### **I. Purpose and Scope**

This regulation governs suspicionless general searches for the purpose of maintaining a safe, drug-free, and weapon-free learning environment and any subsequent seizures of weapons, weapon-like items, and other unauthorized materials. For purposes of this regulation, a suspicionless general search is a routine or random search of individuals and/or their personal effects, including school-owned property used by such individuals that is conducted without an individualized reasonable suspicion. Suspicionless general searches include point-of-entry metal detector searches, desk and locker searches, and the use of trained dogs to locate illegal materials when the searches are conducted or the trained dogs are used in school, on school property, or at school-sponsored activities or events. Nothing in this regulation will be construed to otherwise limit the authority of school officials to conduct a search pursuant to policy 4342, Student Searches.

### **II. Standards and Procedures Applicable to All Suspicionless General Searches      A.**

#### **Compliance with School System and Legal Requirements**

1. All suspicionless general searches must be conducted in accordance with this regulation, the standards described in policy 4342, Student Searches, and all other applicable legal requirements.
2. Suspicionless general searches must be conducted in a minimally-intrusive, nondiscriminatory manner and may not be used to single out a particular individual or category of individuals.
3. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students, applicable school policies, and the appropriate procedures for conducting the search or seizure.

#### **B. Approval by Superintendent**

1. A principal planning to conduct suspicionless general searches under this regulation must notify the superintendent and obtain his/her approval prior to conducting such searches. Absent exigent circumstances, the principal must demonstrate to the

superintendent the need for suspicionless general searches based upon a pattern or expectation of violence, drug activity, or disruption.

2. Nothing in this regulation will otherwise limit the authority of the principal or designee to lawfully conduct suspicionless general searches without prior approval when necessary due to exigent circumstances, including, but not limited to, the report of a weapon on campus.

#### C. Notice

At the beginning of each school year, the principal shall provide to students and parents written notice of policy 4342, Student Searches, this regulation, and any school-specific procedures related to searches. Such notice will be included in the student handbook, on the school's website, and/or posted prominently within the school.

#### D. Seized Items

1. All illegal or unauthorized items found during a search will be confiscated immediately and safely secured by the principal or designee.
2. Illegal or otherwise dangerous items will be promptly turned over to the proper law enforcement officials.

#### E. Failure to Cooperate

##### 1. Students

A student who fails to cooperate with a reasonable search or seizure conducted pursuant to board policy and this regulation will be considered to be in violation of the expected standard of behavior and will be subject to appropriate consequences as determined by the principal or designee in accordance with the Code of Student Conduct.

##### 2. Visitors

Any individual who is not a student who refuses to permit a general search of his/her person and/or personal effects conducted at the point-of-entry to a school, school property, or a school-sponsored activity or event may be denied entry as determined by the principal or designee pursuant to policy 5020, Visitors to the Schools, and this regulation.

### III. Standards and Procedures Specific to Point-of-Entry Metal Detector Searches

#### A. Notice

When any point-of-entry metal detector search is to be conducted at the entrance to a school, school property, or a school-sponsored activity or event, school officials shall prominently post written notice to all individuals seeking entry. Such notice will clearly state that all individuals may be required to pass through or submit to a metal detector search of their persons and

personal effects as a condition of entry. This notice must be provided in addition to, not in lieu of, the notice required in subsection II.C, above.

#### B. Personnel and Equipment

1. Only school officials designated by the principal and trained in the use of metal detectors or law enforcement officers requested by the principal or designee will be authorized to use a metal detector to conduct a search.
  - a. The principal of the school and the superintendent or designee will coordinate training for school officials on an annual basis.
  - b. Any search involving the use of a metal detector under this regulation may be conducted with or without law enforcement officers present.
2. School officials are permitted to use any combination of metal-detecting equipment, including stationary, mobile, and/or hand-held metal detectors.
  - a. The principal or other designated employee shall ensure that all metal-detecting equipment is maintained in good working condition and serviced as needed.
  - b. Each metal detector will be regularly inspected and tested by school officials designated by the principal [or other designated employee] in order to ensure that it is functioning properly and effectively as intended.

#### C. Search Procedures

1. When entry into the school, onto school property, or into a school-sponsored activity or event is subject to a point-of-entry metal detector search, school officials shall direct all individuals to use designated entrances only. Any remaining non-designated entrances must be properly secured by school officials.
2. The principal or designee shall determine whether (1) all individuals will be required to pass through a metal detector or (2) a random selection of individuals will be required to pass through the metal detector (for example, scanning every third and fifth individual). The principal or designee may authorize school officials to alter the pattern of random selection when necessary for efficiency or for some other justifiable reason (such as switching from scanning every third individual to scanning every fifth individual during inclement weather, when the availability of staff or equipment is limited, or when the line to enter becomes too long).
3. During a point-of-entry metal detector search, school officials are prohibited from singling out for search a particular individual or group of individuals and/or their personal effects unless the school official has individualized reasonable suspicion as described in policy 4342, Student Searches. An individual who activates a metal detector may be subject to further search based on individualized reasonable suspicion acquired through the metal detector alert, as provided below.

4. School officials shall direct individuals as they approach the entrance and explain the scanning process. If a random selection process is used, individuals who are not selected for screening will be permitted to enter as usual. All individuals who are to be screened will be directed to the screening area.
5. School officials shall ask each individual who is to be screened to remove all metal objects from his/her person and personal effects (such as backpacks and purses). All personal property will be returned after the metal detector search is complete, unless the property is illegal or otherwise prohibited under board and/or school policy.
6. If the school is using a stationary or mobile metal detector, school officials shall ask the individual to walk through the metal detector. If the school is using a hand-held metal detector, the school official operating the metal detector shall ask the individual to stand in place while the operator uses the hand-held metal detector to scan the individual's person. The operator shall not intentionally touch the individual's body with the metal detector.
7. Individuals who do not activate the metal detector during screening will be permitted to enter the school, school property, or school-sponsored activity or event.
8. If the metal detector is activated during the screening, school officials shall ask the individual to remove any remaining metal objects from his/ her person. School officials shall then ask the individual to submit to a second screening.
9. If the metal detector is activated a second time, school officials shall ask the individual to remove any remaining metal objects from his/her person and to submit to a third screening.
10. If a student activates the metal detector a third time, he or she will be subject to a frisk or "pat-down" search pursuant to board policy 4342, Student Searches. Such a search will be limited to identifying the item(s) activating the metal detector and will be conducted in private by a school official of the same gender with an adult witness present. When an item which could have activated the metal detector is identified and removed, school officials shall cease the search and ask the student to submit to another metal detector screening. The frisk or "pat-down" search will be continued only if the metal detector is activated again.
11. If a visitor activates the metal detector a third time, he or she may be denied entry as reasonably determined by the principal or designee consistent with the school's interest in maintaining a safe, drug-free, and weapon-free learning environment.
12. The individual's personal effects (such as backpacks and purses) will also be scanned. School officials shall inspect the contents of any backpack, purse, or other item that activates the metal detector for the limited purpose of determining whether a weapon or weapon-like item is concealed within its contents.
13. The metal detector search, and any resulting frisk or "pat-down" search, will be intended to search for weapons and weapon-like items. However, all other unauthorized materials and illegal contraband removed or otherwise discovered in the

course of searching a student will be seized pursuant to subsection II.D, above, and policy 4342, Student Searches. If illegal materials are discovered in the course of searching a visitor, school officials shall deny entry and notify law enforcement.

14. Search procedures involving the use of a metal detector may be modified for individuals with disabilities or other medical conditions, such as a metal implant or prosthetic or other internal or external medical device. School officials and parents should coordinate to proactively identify such students and to modify these search procedures as necessary and appropriate for those students while maintaining the students' privacy and dignity.

#### IV. Standards and Procedures Specific to Searches of Desks and

##### Lockers                      A.            Use of Desks and Lockers

Pursuant to board policy, student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or other contraband materials.

##### B. Personnel and Equipment

1. School officials designated by the principal are authorized to conduct routine and/or random searches of the interiors of student desks and lockers.
2. Searches of desks and lockers under this regulation may be conducted with or without law enforcement officers present; however, at least two school officials should be present for all searches. The presence of two individuals is recommended to protect against unfounded accusations of wrongdoing following the search, such as a claim of missing money or property.
3. Any inspection of desks or lockers with the use of a trained dog must also follow the procedures required in Section V, below, as applicable.

##### C. Search Procedures

1. In performing the search, the principal or designee may search (1) all student desks or lockers, (2) the desks or lockers of all students in one grade, or (3) desks or lockers which were randomly selected (such as the desks of a randomly selected classroom or the lockers of a randomly selected hallway). Searches of desks and lockers will be conducted when students are not present, such as searching a classroom of desks while students are at lunch or searching a hallway of lockers while students are in class.

2. The contents of a student's personal effect, such as a backpack, gym bag, purse, or other container, found within a desk or locker may be searched only based on individualized reasonable suspicion in accordance with policy 4342, Student Searches.

##### D. Notice

The principal must provide notice of any school-specific procedures related to searches of desks and lockers but need not reveal the specific times when or places where such searches will be conducted. This notice must be provided as part of the notice required in subsection II.C, above.

V. Standards and Procedures Specific to the Use of  
Trained Dogs A. Personnel and Equipment

1. School officials designated by the principal, in conjunction with law enforcement, are authorized to use trained dogs on a routine or random basis to detect the presence of illegal, unauthorized, or other contraband materials.
2. All trained dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in detecting illegal material.

B. Procedures for Use of Trained Dogs

1. Trained dogs may sniff only inanimate objects, such as desks, lockers, backpacks, and motor vehicles. Principals must ensure that dogs are never used to sniff students or other individuals.
2. Trained dogs will not be used to sniff objects when students are present. All students must be moved to an appropriate alternate location when a trained dog is working in a classroom or other area where students would otherwise be present.
3. The contents of a student's personal effect, such as a backpack, gym bag, purse, or other container, which trigger a response from a trained dog, may be searched based on individualized reasonable suspicion in accordance with policy 4342, Student Searches.

C. Notice

The principal must provide notice of any school-specific procedures related to the use of trained dogs but need not reveal the specific times when or places where trained dogs will be used. This notice must be provided as part of the notice required in subsection II.C, above.

Issued by NCSBA: January 30, 2015

Issued by the Superintendent: August 3, 2015

Reviewed: August 3, 2015

Reviewed January 10, 2022  
Effective 2021-2022 SY

# COLUMBUS COUNTY SCHOOLS DISCIPLINE PROCEDURES FOR GRADES K-12

Students are expected to comply with all guidelines and policies listed in the Columbus County Schools Board of Education Student Code of Conduct. Students are also expected to comply with the rules established by the faculty and staff of CCS and their individual schools. Minor classroom disturbances will be handled by the teacher. If disciplinary action by the administration is warranted, faculty/staff members will refer students using the Disciplinary Referral Form. The appropriate action will be taken in accordance with the Columbus County Schools Discipline Chart (see below) and following an escalating consequence model. School administrators will work in conjunction with law enforcement and/or the school SRO when necessary and violations of school rules that are considered breaking the law will be reported to law enforcement. Please keep in mind that behavior violations that do not fit into our level of consequences will be handled on an individual basis. \* All individual offenses will be handled at the discretion of the school principal and/or designee.

## Level One Offenses:

*The following offenses will result in a disciplinary referral and escalating consequences up to five days of out-of-school suspension (OSS) for repeated violations.*

Level ONE offense	1st Violation	2nd Violation	3rd Violation
1. <b>Attendance</b> Parent/teacher/student conference and or 5 days ISS or 2 days OSS 3 days OSS or referral to ( <b>tardy/skipping class/</b> referral to school counselor/3 days ISS or <b>without permission</b> ) <b>BOE Policy#4330/440</b> ALP <b>leaving off campus</b> 1			
2. <b>Bullying or Intimidation</b> Parent/teacher/student conference/referral to 3 days OSS 5 days OSS/referral to ALP <b>BOE Policy#1710/4021/7230</b> school counselor/3 days ISS or 1 day OSS			
3. <b>Disruption/Failure to</b> Parent/teacher/student conference and or referral to 3 days OSS 5 days OSS/referral to <b>ALP comply with Student Code of</b> school counselor/3 days ISS or 1 day OSS			
<b>Conduct (all settings)</b> <b>BOE Policy#4300</b>			
4. <b>Disruptive or Obscene</b> Parent/teacher/student conference and or referral to 3 days ISS or 1-day OSS 3 days OSS <b>Literature or Illustrations</b> school counselor/referral to school based			



5. <b>Dress Code</b> BOE Policy#4316 (Students will have one opportunity to make a change to their dress before consequence.)	Parent/teacher/student conference and or /referral to school counselor/3 days ISS or 1day OSS <i>one opportunity to make a change to their dress before consequence.)</i>	3 days ISS or 1-day OSS	5 days ISS or 2 days OSS
6. <b>Failure to Complete</b> to Administration for grade/ additional action and or promotion to next grade level <i>RLP/Reopening plan</i>	After five consecutive absences: Parent/teacher/student conference/referral to school counselor and/or assigned and/or attendance	Referral to Administration for additional action and or credit could be denied	Referral to Administration for additional action and or credit could be denied
7. <b>Blatant refusal to wear</b> school counselor and/or school social worker <i>BOE Policy#4231</i>	Parent/teacher/student conference/referral to	5 days OSS	Referral to ALP a mask
8. <b>Gambling/Extortion</b> <i>Policy#1710/4021/7230</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1-day OSS	3 days OSS 5 days OSS/referral to ALP	BOE
9. <b>Gang/Gang Activity</b> ALP	Parent/teacher/student conference and or referral to	3 days OSS	5days OSS/referral to
(Non-violent) BOE Policy#4328	school counselor/referral to school based mental health services/ 3 days ISS or 1day OSS		
10. <b>Integrity/Dishonesty</b> BOE Policy#4310/4330	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS	3 days OSS	5 days OSS
11. <b>Misconduct on School</b> or greater bus	Parent/teacher/student conference and or referral to	3 days ISS or 1-3 days	3 days
<b>Bus (non-physical)</b>	school counselor/3 days ISS or 1day off bus	bus suspension	suspension /referral to ALP

*BOE Policy#4300*

12. **Peer Relations/** Parent/teacher/student conference and or referral to 3 days OSS 5 days OSS/referral to ALP

**Inappropriate Affection** school counselor/referral to school based  
*BOE Policy#1710/4021/7230* mental health services/3 days ISS or 1day OSS

13. **Tobacco Products or** Parent/teacher/student conference and or referral to 3 days OSS 5 days  
OSS/referral to ALP **Electronic Cigarettes or** school counselor/3 days ISS or 1day OSS

**Vapes**

*BOE Policy#4320*

**Level Two Offenses:**

*The following offenses will result in a disciplinary referral and escalating consequences up to ten days of out of school suspension (OSS) and a referral to an Alternative Learning Program (ALP) for repeated violations.*

Level TWO offense	1st Violation	2nd Violation	3rd Violation
<b>1. Arson</b> <i>BOE Policy#4300/1510/4200</i>  <i>7270</i>	Possible petition for crime through court system and or 10 days OSS	10 days OSS/possible recommendation for long-term suspension	10 days OSS/possible recommendation for long-term suspension or ALP
<b>2. Computer Misuse</b> <i>BOE Policy#3225</i>	Parent/teacher/student conference and or 1-3 days ISS and suspension of computer use	3- 5 days OSS	5 days OSS/referral to ALP
<b>3. False Fire Alarm</b> <i>BOE Policy#4300</i>	Parent/teacher/student conference and or 3-5 days OSS	5 days OSS	10 days OSS/referral to ALP/ possible petition of crime through the court system

<b>4. Fighting/Physical Aggression</b>  <i>BOE Policy#4331</i>	Parent/teacher/student conference and or 3-5 days ISS/OSS	10 days OSS/ referral to ALP	Recommendation for a long-term suspension/possible petition for crime through the court system
<b>5. Hazing/Intimidation</b> <i>BOE</i> <i>Policy#1710/4021/7230</i>	Parent/teacher/student conference and or 3-5 days ISS/OSS	5 days OSS	10 days OSS/possible referral to ALP & possible recommendation for long -term suspension
<b>6. Possession of Weapons other than Firearms</b> <i>BOE Policy#4300/4330</i>	Possible petition for crime through the court system and or 1-3 days ISS/OSS	3-5 days OSS	5 days OSS/possible referral to ALP
<b>7. School Transportation Disturbance (fighting, pullover, return to school, safety violation)</b> <i>BOE</i> <i>Policy#4315/4300/1510/ 4200/7270</i>	Parent/teacher/student conference and or /3-5 days ISS/OSS	5 days bus suspension	10 days bus suspension/10 days OSS/15 days bus suspension (possible revocation)

8. **Sexual Acts** Possible petition for crime through the court system 5 days OSS 10 days OSS/possible  
*BOE Policy#1720/4015/7225* /referral to school counselor and or 3-5 days OSS recommendation for long-term  
/4335 suspension

9. **Sexual Harassment/** Possible petition for crime through court system 5-10 days OSS/ possible 10 days OSS/possible

<b>Bullying/Harassing Behavior</b> long-term	and or 3-5 days OSS	recommendation for long- term	recommendation for
<i>BOE Policy#1710/4021/7230/4335</i>		suspension or ALP	suspension
10. <b>Threat/False Threat</b> <i>BOE Policy#4330</i>	Parent/teacher/student conference and or 1-3 days OSS	3-5 days OSS    5 days OSS/referral to ALP & possible recommendation for	long-term suspension
11. <b>Theft or Property Damage</b> ALP <i>BOE Policy#4330</i>	Parent/teacher/student conference and or /3-5 days ISS/OSS	5 days OSS	10 days OSS/referral to
12. <b>Trespassing</b> <i>BOE Policy#4330</i>	Parent/teacher/student conference and or 1-3 days ISS/OSS	3-5 days OSS    5 days OSS/referral to ALP	
13. <b>Verbal Abuse or Disrespect</b> 3 days ISS/OSS for long-term suspension	Parent/teacher/student conference and or & possible recommendation	5 days OSS    10 days OSS/referral to ALP <i>BOE Policy#4300/4310</i>	

**Level Three through Five offenses:**

*The following offenses will result in ten days of OSS and/or a recommendation for Long Term Suspension or ALP. Administrators will work with law enforcement and/or SRO for these offenses.*

<b>Level THREE &amp; FOUR Offenses</b>	<b>1st Violation</b>
1.Assault on another Student; 2. Assault on School Personnel;  3. Coercion or Extortion; 4. Weapons and Dangerous Instruments; 5. Controlled Substances and Drug Paraphernalia; 6. Threats, Hoaxes, and Other Acts of Terror; 7. Firearms/Destructive Devices	10 days OSS, referral to ALP, possible recommendation for long-term suspension/ Possible Petition for crime through the court system.
<b>Level FIVE Offenses</b>	

A student may be expelled for a violation of the Columbus County Schools Student Code of Conduct if the Principal, Superintendent, and Board determines that student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

**Parent Notification:** In accordance with the Columbus County Schools Student Code of Conduct, Parent(s)/guardian(s) will be notified by phone and/or letter when students are referred to an administrator for disciplinary action. All consequences will be determined on an individual basis. Multiple infractions may result in extended or long-term suspension. Students suspended from school shall be provided with an opportunity to make up any EOC, semester exam, or major test missed during the suspension period. **The Principal reserves the right to make exceptions to the level of punishment in accordance with the CCS Student Code of Conduct and G.S. 115C-288.**

**Felony Notification:** Any student, who has been charged with a felony and is waiting the disposition of the case by court, will be automatically suspended. If the suspension exceeds 10 days, the student will be placed in an alternative learning setting until the case has been settled. Students are suspended from the public school until the case has been settled.

*\*\*\*The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed. In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the Board of Education and its members.*

## UNIFORM DESCRIPTION

### **Policy Code: 4316 Student Dress Code**

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board requires that appearance and clothing comply with the following board standards.

1. For sanitary and safety reasons and in accordance with State health regulations, all students are required to wear shoes/footwear to school. Specific footwear may be required for certain courses/classes. Slippers or bedroom shoes are prohibited.
2. Dress for special school sponsored activities that occur outside the regular school day may be determined and regulated at the discretion of the principal.

3. Sunglasses, hats, hoods, and other headgear including kerchiefs, bandanas, and rags may not be worn inside
4. Jewelry and visible tattooing must not promote illegal drug, alcohol or tobacco use or be provocative, obscene or substantially disruptive. Jewelry cannot include any items that can be used as a weapon like spikes and chains attaching piercings.
5. Clothing which promotes illegal drug, alcohol or tobacco use or is provocative, obscene or substantially disruptive is prohibited (for information on gang-related attire, see policy 4328, Gang-Related Activity).

6. Clothing that is torn, cut, sliced or shredded from

the neck to 4 inches above the knee is prohibited.

7. Garments for the lower body section must fall to at least four inches above the kneecap when the student is standing erect. These garments include dresses, skirts, shorts and any other appropriate apparel. These garments must fit snugly around the waist to eliminate sagging.

8. Garments for the upper body section must cover the upper torso. These garments include shirts, blouses and any other appropriate apparel. The bottom of any top must cover the waistband of the lower body garment so no skin is showing. Tank tops and sleeveless shirts must reach the edge of the shoulder and top of the arm.

9. All undergarments must be covered at all times. Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Adopted: May 16, 2022

## **Title IX: Keeping Students Safe**

Title IX is a civil law where “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”. Any unwelcomed harassment or discrimination falls under Title IX. Columbus County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following Title IX Coordinators: Heather Pigott for students and Cassie Cartrette for employees have been designated to handle inquiries. Columbus County Schools, 817 Washington St., Whiteville, NC 28472, (910) 642-5168





