



Acme Delco Elementary School
BOBCAT STUDENT HANDBOOK



2013-2014

16337 Old Lake Road

Riegelwood, North Carolina 28456

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Principal
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Mairetta Murphy
Administrative Assistant/Data Manager

Dear Parents/Guardians:

It is a pleasure to welcome you and your child(ren) to Acme Delco Elementary School. The teachers and staff join me in saying we are happy to have you as a part of the ADES family. This handbook contains information that you will find useful. Review the entire handbook in detail. Rules, procedures, and routines have been established to ensure smooth daily operations at our school.

Please refer to the Columbus County Rules & Regulations handbook which is provided as a separate handout detailing specific consequences for behavior infractions. Our uniform dress policy remains in effect this year. **Please support us as we comply with Board of Education policy.**

We strive for nothing less than excellence for our students and we are accountable to that end. Parent and community participation and support are necessary and encouraged in order for us to reach our goals for success. Please feel free to communicate with us often.

Sincerely,

Janet Hedrick, Principal

THANK YOU FOR RETURNING THESE ITEMS RIGHT AWAY:

____ Student-Parent-Teacher-Principal Accountability Contract

____ Student Profile Sheets/Emergency Contacts (Please complete entirely.)

____ School Fees (\$5.00)

____ Technology Use Form (At the back of the handbook. **Return only if you deny** your child to use the internet at school.

____ Request for Notification before non-exempt pesticide applications (**Return only if notification is requested**)

____ Volunteer Application, if Parents Wish to Volunteer (Volunteers must bring this form to school office with original social security card and \$10 criminal background check fee.)

VISION OF ACME DELCO ELEMENTARY

Our vision at Acme Delco Elementary School is that every child's innate desire to learn to stimulated and nurtured and to acquire necessary skills that empower them to become productive members of society.

MISSION OF ACME DELCO ELEMENTARY

The mission of Acme Delco Elementary School is to provide a challenging learning environment that will meet and foster the academic, physical, social, and emotional needs of all students.

MISSION STATEMENT OF COLUMBUS COUNTY SCHOOLS

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.

DAILY SCHEDULE

7:55 am	First bell rings
8:15 am	Tardy bell rings (Students who eat school breakfast must eat and be in class by 8:20. Except for late buses, students will not be served after 8:15 am.)
2:45 pm	Car student bell rings
2:50 pm	School dismissal bell rings

Public School Law requires a minimum of 5½ hours of instruction every school day. Work missed due to tardiness, absence, early release must be made up. Teachers will use discretion as to when this can be done. Children perform much better when they arrive in a timely manner and remain at school throughout the day. Please consider this a major factor to your child's academic success. **Please do not ask to check your child out between 2:00 and 2:50.** Children are either outside for PE or wrapping up assignments for the day.

If you must check your child out early, it will be helpful to the office staff and the teacher(s) if you send a note that morning. The teacher will have the child ready to be dismissed without unnecessary interruptions.

VISITORS

For the safety of the children, **EVERY** parent, guardian, or visitor must report to the office when on campus. Anyone who has not obtained a visitor badge will be returned to the office. Parents may speak with teachers between before and after school; however, we ask that parents not attempt to talk with teachers during instructional time.

Parents and community members are encouraged to volunteer in the school; volunteers should submit their names to the teacher or to the office for Board approval. Approved volunteers should cooperate with the teacher to determine the best times to volunteer. Parents are also welcome to observe their child's class. Prior arrangements should be made to observe a class. During observations, parents should refrain from talking to the students or the teacher.

Car students in grades K-3 will meet in the 1st grade hall at 2:45 in the afternoons. Parents should line up against the wall in the main hall and students will be delivered to them. Students in grades 4-5 will meet in the Media Center at 2:45 PM. Parents should line up outside the Media Center for them. Car students will only be released to a responsible parent or adult. **Adults picking up car students should not go to classes before the dismissal bell. Adults should wait in the hallway until the car students come to them.**

STUDENT RULES AND REGULATIONS

All students will receive a new list of rules and regulations that have been adopted by Columbus County Board of Education. These rules should be read by all parents/guardians and explained to all students. Principals have the discretion to interpret and implement the policies outlined in the Columbus County Rules and Regulations Handbook. Schools without ISS will modify the consequences as needed.

Positive Behavioral Intervention and Supports (PBIS)

ADES is a PBIS school. Our students are taught procedures and expectations from the first day of school and our staff is trained to "speak the same language" to insure that all students are able to function in an environment with minimal disruptions and students learn the advantages of operating within the realm of high expectations for all. We utilize a trained PBIS team to develop school-wide procedures and strategies for emphasizing preventive school discipline. The team is trained to develop individual behavioral plans for students who demonstrate this need.

STUDENT AGGRESSION

Difficulties have occurred in the past with children hitting, kicking, pushing, and verbally or physically bullying other children. Much of this aggression was retaliation after incidental contact because "My mama/daddy told me to hit anyone who hits me." **We do not tolerate this behavior.** Any student who is the victim of physical or verbal aggression is advised to walk away and immediately report this behavior to an adult. The matter will be investigated and dealt with appropriately. This policy, formed by a discipline committee of students, parents, and teachers, has been very successful. We appreciate the support of our school community in this idea of zero tolerance for violence or bullying. Every child deserves to feel safe and comfortable without the fear of suffering physical or emotional hurt from others.

SCHOOL-WIDE RULES

Each student receives a copy of Columbus County School's Rules and Regulations regarding student behavior. General expectations are as follows:

- ◆ Be on time and prepared for school.
- ◆ Follow verbal and written instructions and directions given by school employees.
- ◆ Respect others, property, and yourself.

It is the responsibility of every student at Acme-Delco Elementary School to conduct himself/herself in a manner that would be considered worthy of educational opportunity. His/Her presence should not be a threat to the safety and welfare of others. No student has the right to interfere with other students' right to learn.

Every student should uphold the school rules and established procedures in all school situations, school sponsored functions, and on the school bus. In the classroom, the students are responsible to their teacher for their behavior. Outside the classroom, students are responsible to **any teacher or authorized individual on duty.**

General Procedures

Assemblies

1. Walk quietly on the right side of the hall to the gymnasium.
2. Fill in all seats from the top bleacher. Do not save seats or shun sitting beside another student.
3. Do not talk or make noises with your feet while the speaker is speaking.
4. When the assembly is over, remain seated until your teacher directs you to move.
5. Wait your turn and do not push other students.
6. Never "boo" a speaker or a student who is being recognized.
7. If told to hold applause until the end, please do that.
8. When applauding for individual student recognition, everyone should clap by putting your palms together and clapping the same for each student. Half hearted applause for some students and cheering for others is tacky and wrong.

Morning Routine

1. Car students may arrive as early as 7:30 AM but not before. They must report directly to the Media Center until the 7:55 bell rings.
2. When exiting the bus, wait for the driver to lead the way and walk in a straight line to the building. Do not push others.
3. Breakfast is served in the classroom for all students at no charge. Students should be in the classroom by 8:00 in order to eat breakfast before the tardy bell.
4. No student should visit other classrooms in the morning or loiter in the halls.
5. Teachers will be in the classrooms with expectations for each student as they enter the classroom. Class for each student will begin the minute they arrive in the room.
6. No snacks are sold until the last lunch is over. This is the law.

Afternoon Routine

1. Students will be involved in important instruction until dismissal time. Therefore, no visitors will be permitted to walk down to the classrooms to "assist students in packing up." Parents of car students should wait in the front hall until the 2:45 dismissal bell.
2. Only car students should leave the classroom at the 2:45 bell.
3. Car students of grade K-3 will be brought to the main hall to meet parents. Parents should form a single file line in the hall beginning at the double doors leading to the 1st grade hall. Grades 4-5 will go directly to the Media Center to wait for parents. Parents of 4th and 5th graders should form a line outside the Media Center door.
4. Parents are asked to be considerate of those who are patiently waiting in line and not jump to the front of the line.
5. Bus students should have all of their personal belongings, homework assignments, etc. packed and ready when the 2:50 dismissal bell rings.
6. Students should not stop by the snack machines on the way to the bus.
7. Students should report directly to the bus on which they ride and not visit other buses.

Cafeteria

1. Students may add money to their cafeteria account to be used for snacks or extra purchases of food in the cafeteria.
2. Please be polite to the cafeteria staff as you proceed through the line.
3. Fill in the seats at your assigned table. Do not save seats for friends or shun sitting next to another student.
4. Never skip line.

5. Do not talk with your mouth full of food.
6. Do not spit food or throw food.
7. Do not take food from another student's plate.
8. Please follow the instructions of the teacher/teacher assistant on duty.
9. If someone skips line or violates any rule, report it to the person on duty. Do not handle matters yourself.

Hallways

1. Always walk to the right side of the hall without talking.
2. Keep your hands to yourself. Do not push the person in front of you.
3. Do not skip line.
4. If someone violates your space, report it to your teacher. Do not handle it yourself.

Restrooms

1. Use the restrooms at the assigned times of your teacher.
2. Flush the toilet after each use.
3. Wash your hands after using the restroom. We believe that soap is a necessity. Therefore, please do not squirt soap on the floor and waste it.
4. Throw paper towels in the trash cans and not the floor or in toilets.
5. Please watch your aim and do not urinate on the floor or toilet seat. This is a matter of respect.
6. Restrooms are not for playing and hanging out. Use them and go back to class.
7. If a toilet or sink is clogged or constantly running, please report it to your teacher.
8. Never write on the walls.
9. Refrain from overfilling toilets with tissue or wetting tissue and throwing it to the ceiling.

Personal Respect

1. Maintain good personal hygiene for your own comfort and health and for the comfort of others.
2. We all sneeze and cough, but we do not have to give everyone else our sickness. Please cough into the neck of your shirt or into the bend in your elbow. This will significantly prevent the spread of sickness. Coughing into one's hand simply spreads germs by the hands unless you wash your hands immediately.
3. Do not take another person's belongings. If it does not belong to you, leave it alone.
4. Saying please, thank you, and excuse me have not gone out of style. These phrases show character and will take you a long way in life.
5. Pouting when things do not go our way is not cool. It shows our selfishness.
6. Calling people names, laughing at them, and shunning them from our group hurts. We will not do that.

Visitor Procedures

1. **Parents may walk kindergarten students to class for the 1st two weeks of school. Parents of grades 1-5 may walk students to class on the 1st day of school. After these timelines, all students should walk to class without a parent. Teachers are on hall duty for supervision.**
2. Once the tardy bell has sounded, no visitors should be in the classrooms or halls. The only exception to this is when prior arrangements have been made to observe or volunteer in the classroom. The visitor must always check at the office and obtain a visitor pass.
3. Volunteers should follow the instructions of the teacher.
4. When observing a class, please do not communicate with the teacher or students during the class.
5. Visitors should never correct or question students.
6. Visitors should never ask the staff questions about students or seek information by looking at student work or by any other method.
7. Visitors and volunteers should never discuss information they learn about students while visiting the school when they leave the school. All information about students should be held in the strictest confidence.
8. When checking a student out of school, please remain in the hall until the student arrives at the office. Please do not proceed down the hall into the classroom. Each interruption robs instruction.
9. Teachers are teaching right up to the 2:50 bell. The time between 2:00 and 2:50 is valuable instructional time. Please do not check students out of school between 2:00 PM and 2:50 PM. They lose core instruction and constant interruptions hurt other students as well.

WEAPONS

Be aware of public laws concerning weapons on campus. **This is a felony and applies to students, parents, and other visitors.** (Example: A deer hunter who has a gun in his/her truck.). *Metal detector is in use.*

TOBACCO FREE SCHOOL

In accordance with board policy 6-04, Acme Delco Elementary is a tobacco free school. Tobacco use is prohibited on school campus at all times.

STUDENT DRESS CODE

UNIFORM DESCRIPTION

1. Shirts:

Colors: Red, Gray, or White

- Shirts must have buttons only.
- Shirts must be collared (turtlenecks are permitted).
- Shirts must be of a solid color.
- Shirts must have sleeves – they may be long-sleeved, short-sleeved or $\frac{3}{4}$ sleeved.
- Shirts must be free of labels, graphics or insignias of any kind except for the school insignia.
- Shirts must be worn tucked in.
- Midriffs and undergarments cannot be visible and visible cleavage should be minimized. However, students may wear plain white or school color T-shirts under shirts which may be visible at the neckline of the collar.
- Form-fitting spandex material, nylon, denim and see-through or mesh tops are prohibited.

2. Pants/Capris:

Colors: Solid Khaki or Solid Navy Blue or Solid Black

- Pants must have no more than 4 pockets (no cargo pants).
- No over-sized, under-sized or tight-fitting pants.
- Pants must be worn above the hips at all times (no sagging).
- Pants cannot have frays and must be hemmed and not dragging the floor.
- Undergarments cannot be visible.
- Form-fitting spandex material, nylon, denim, blue jeans and sweat pants are prohibited.
- Pants must be free of labels, graphics or insignias of any kind.
- Pants cannot be rolled up to simulate capri pants.
- Pants cannot have a slit that exceeds four inches from the bottom of the pant leg.
- Capri pants cannot have a slit that goes above the knee.

3. Skirts/Jumpers/Dresses/Shorts/Skortts:

Colors: Solid Khaki, Solid Navy Blue, or Solid Black

- Must be no shorter than four inches above the knee.
- Form fitting spandex material, nylon, and denim are prohibited.
- Must be free of labels, graphics or insignias of any kind.
- No more than four pockets.
- Garments cannot have more than two slits and the slits cannot exceed four inches above the knee.
- Undergarments must not be visible.
- One piece jumpsuits are not allowed.

4. Belts:

- Student must wear belts if the garment was manufactured with belt loops; belts must be worn within the belt loops.
- Belts must be black or brown.
- Graphic belts with metal decorations (grommets and studs) are prohibited.
- Belts must be an appropriate length and not hang below the belt loops.

5. Socks:

- Both socks must match.
- Socks must be worn in a manner that does not undermine the integrity of the uniform.
- Socks must be white, black, brown, khaki or navy.
- Socks may not be worn over the pant legs.

6. Shoes/Footwear:

- Shoes/footwear must be worn at all times.
- Shoe laces, if any, must be tied at all times and must be not dragging on the floor.

- Shoe laces, if any, must be white, black or match the color of the shoes.
- Both shoe laces must match and only one lace per shoe.
- Bedroom shoes, slippers, flip flops, shower shoes and spike heels are prohibited.
- Boots may not be worn over the pant leg.
- Sandals (except flip flops) and shoes with velcro are acceptable shoes.

Exception: On PE days, students should wear tennis shoes.

7. Hats, Sunglasses, Headgear, Hoods, Outerwear:

- Sunglasses, hats, (exception: school hat with school logo/insignia) and other headgear are not permitted.
- Kerchiefs, skull caps, sweatbands, do-rags or other items that may be seen as a disruption to the school setting are prohibited.
- No bandanas shall be allowed as an article of clothing and shall not be in the possession of any student. Bandanas will be confiscated and may be submitted to law enforcement officials as possible evidence of gang-related activity.
- No hoods may be worn in buildings.
- Only school color/affiliated sweat shirts and pullovers are permissible.
- Overcoats (heavy weight coats) must be removed when entering the building and are not allowed to be worn inside.

8. Jewelry

- No jewelry or any other article affixed to a student's nose, tongue, lips, cheek, eyebrow, or any other visible part of the body, with the exception of the ears is permissible.
- No articles promoting alcoholic beverages, tobacco, or the use of controlled substances, depict violence, or be of a sexual or disruptive nature are permissible.
- All body art (tattoos) must be covered.
- No large pendants or medallions are permissible.
- No adornment is allowed that reasonably could be perceived as, or used as, a weapon, including, but not limited to chains, spikes and large belt buckles (wider than the belt).

9. Other Uniform Dress Requirements

- No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
- No layering of shirts or pants (undergarments and one shirt/pant is allowed).
- Students are expected to be dressed in compliance with the standards for uniforms as established by this policy at all times school is in session.
- Students who are issued uniforms by the school which are used to represent the school in athletic contests approved by the principal or other school sponsored activities may be allowed to wear such uniforms at the discretion of the principal.
- Reasonable accommodations shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This may include, but is not limited to athletics, career and technical education, physical education classes, JROTC, special events, or any other activities that require non-conforming dress on a school campus during a school-sponsored event.

10. School Spirit day

School spirit T-Shirts may be worn by students each Friday or as announced by the Principal.

TRANSPORTATION

Students from Acme-Delco Elementary and Middle School ride the same buses. In the mornings, middle school students unload first. In the afternoons, elementary students load first and then pick up the middle school students. All bus students are assigned to buses by the Principals.

Riding the bus is a privilege and the safety of all students is most important; therefore any student whose behavior distracts the bus driver from driving or violates school bus rules will be removed from the school bus. The nearest principal will handle disciplinary problems on the buses when contacted by the bus driver.

WE NEED PARENTS' HELP! Please plan ahead and send a note **every time** your child needs to ride a different bus from the one assigned or if your bus student is not to ride the bus that day. Unfortunately, our phone lines are frequently unavailable because so many parents make daily transportation arrangements by phone. Your help will make phone lines

available in case of a real emergency. **Transportation changes made by phone will be forwarded to the teacher's voice mail; therefore, messages left after 2:00 PM may not be checked before dismissal.** Parents may not remove a child from the school bus on campus in the afternoon without signing the child out in the office. This procedure helps us to account for the whereabouts of each child. Buses will not stop at the library or ball field in Riegelwood.

BREAKFAST AND LUNCH PROGRAM (Student)

BREAKFAST: PK-8.....Free Adults: \$1.80
LUNCH: PK-8.....Free Adults: \$3.30

SCHOOL FEES: GRADES K-12 (All Students)

Instructional Material \$3.50
Physical Education \$1.50

TELEPHONE CALLS , Fax Number, Emails

Teachers may be called before school, during their planning block, and after school. 910-655-2957 Fax: 855-269-1558. **Telephone calls will be forwarded to voice mail during instructional times.** E-mail is an excellent means to communicate with your child's teacher. All emails will be answered promptly.

ASSEMBLIES

Parents are always welcome at our assemblies. Since our seating is limited, we ask that parents cooperate by sitting in the designated parent areas. Awards assemblies will be held following each grading period. Typically, awards assemblies are scheduled at 1:00 on Friday following the end of a grading period. Prior notice will be sent home.

RESOURCE CLASSES

Students have access to the Media Center and computer lab year round. In addition to scheduled classes, students may use these resources at the discretion of the teachers. Students may also benefit from the school counselor, school social worker, and school nurse. These resources are valuable and have proven to promote student success.

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/her 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. 115C-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 made a good faith effort, he shall notify the district attorney and the director of social services of the county where the child resides. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile court counselor pursuant to Chapter 7B 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.

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

1. 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.

2. 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.

STUDENT RECORDS

A copy of the school system's policy regarding 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 education 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 disclosure of personally identifiable information contained in the student's education records, except to the extent that system policy authorized disclosure without consent.
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.

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 Protection of Pupil Rights Amendment (PPRA) can be obtained in the principal's office.

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 the first day of school, so a plan for your child's care at school can be implemented for the school year.

Child-Find Statement

Columbus County Schools is committed to identifying and serving all children 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's Director.

Notifications of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. These rights sent home with your handbook.

Exceptional Children's Records

Each student will be given a copy of Columbus County's EC records maintenance and destruction policy.

FEDERAL COORDINATORS

TITLE IX (Gender Discrimination),

Section 504 (Rehabilitation Act), Mr. Eddie Beck, Board of Education

Nondiscrimination on the Basis of Disabilities

Columbus County School Board Policy 1730/4022/7231

Students will not be denied benefits of and participation in systems, programs, and activities because of their disability. A full disclosure of this policy is on file at the school office.

Asbestos Management Plan

As required by Federal regulations you are notified by this memo that an asbestos management plan for your school has been developed. It is on file in the principal's office and is available for public view. A copy is also on file at the office of the superintendent.

MEDICATION ADMINISTRATION

Chapter 115C-307 of the General Statutes of North Carolina enables public school employees, when given the authority by the Board of Education or its designee, to administer medication prescribed by a doctor upon written request of the parents. As a result, a medication administration policy has been jointly developed by a committee comprised of physicians, nurses, legal experts, a pharmacist consultant and school personnel to address the needs of school employees and students.

Medication Administration Policy

Medications administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his attendance in school may have a chronic health problem, special health care need, or have an unusual health problem where emergency measures are indicated. The policy is intended for this type child. The school will assume no responsibility for students who self-medicate. This is the responsibility of the student's parents or guardians.

1. Acutely ill children may need medication for short periods of time to enable them to remain in school. Medications should be given at home before or after school hours. If this is not possible, it is the parent's or guardian's responsibility to make arrangements with school administration for medication to be given during school hours.
2. When medications such as asthma inhalers must be self-administered, an individualized plan, an authorization form completed by the parent and physician and competency of the student verified by physician with final review by school nurse will be secured. Students will agree to keep their medications secure from other students.
3. When children who are subject to unusual health hazards (such as allergy to bee stings when use of Epi-pen is needed) attend school, it is the parent's or guardian's responsibility to assure that the school administration is aware of the situation and is prepared to implement emergency measures. The plan (developed between the student's parent or guardian, personal physician or health care source, and the school) for responding to such an emergency may include:
 - Administering medication to slow allergic reactions until the student can be transported to the physician's office, or emergency room, or instituting first-aid measures.

This should be included in an individualized written emergency plan developed for the student, and approved by the parent or guardian and physician. The after care of the student is determined by the attending physician who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for assuring that an emergency care plan is developed for the child, and that written permission is given by them to institute emergency measures.

Parent or Guardian's Responsibility

Come to school and administer medications to their child as prescribed **OR**

1. Obtain a "Request for Medication to be Given During School Hours" (from the school) and have the child's doctor complete the indicated information (see sample). A separate form is required for each medication. Sign the form and return it to the school.
2. Provide prescription medication in a labeled container which includes:
 - the child's name
 - the name of the medication

- the unit dosage to be given (ex: 10 mg.)
- the number of dosage units (ex: 30 tablets)
- the time the medication is to be given
- how the medication is to be administered (ex: oral, topical, inhaled, injection)

Over-the-counter medication should be in the original container and labeled with the child's name.

3. If the medication is needed at school and home, have the pharmacist label **two** containers (one for each place).
4. Maintain an adequate supply of medication at the school. The parent/guardian must deliver the medication to school. In the event that transmittal of the medication to the school presents an undue hardship for the parent/guardian, the parent should contact the school to make alternate arrangements.
5. When changes are made (ex: amount/dose) new, labeled containers and request forms must be delivered to the school.
6. Maintain communication with the school staff regarding any changes in the medical treatment and child's needs at school.
7. Remove medication from school premises when treatment is completed, at the end of the school year, or when the student transfers to another school.
8. Any medication not picked up by the parent at the end of the school year will be properly disposed of in a safe manner.

**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. (2005-22, 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 Available 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 five 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." (5/31/07)

**Deborah Greenblatt Act
Permissible Use of Seclusion and Restraints**

It is the policy of the State of North Carolina to promote safety and prevent harm to all students, staff, and visitors in the public schools; to treat all public school 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; to provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools; to improve student achievement, attendance, promotion, and graduation rates by employing positive behavior interventions to address student behavior in a positive and safe manner; and to 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.

The following definitions apply in this section:

“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.

“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: significant physical harm, such as tissue damage, physical illness, or death; serious, foreseeable long-term psychological impairment; 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, 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 access to toileting facilities.

“Behavioral intervention” means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.

“IEP” means a student's Individualized Education Plan.

“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.

“Law enforcement officer” means a sworn law enforcement officer with the power to arrest.

“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.

“Physical restraint” means the use of physical force to restrict the free movement of all or a portion of a student’s body.

“School personnel” means employees of a local board of education, any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students, any person working on school grounds or at a school function for another agency providing educational or related services to students.

“Seclusion” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware or other means or not capable of leaving due to physical or intellectual incapacity.

“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.

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person; as reasonably needed to maintain order or prevent or break up a fight; as reasonably needed for self-defense; 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; as reasonably needed to escort a student safely from one area to another; if used as provided for in a student’s IEP or Section 504 plan or behavior intervention plan; as reasonably needed to prevent imminent destruction to school or another person’s property. Except as set forth in subdivision one of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence. 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.

Mechanical restraint of students by school personnel is permissible only in the following circumstances: when 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 students by a medical or related service provider; when using seat belts or other safety restraints to secure students during transportation; as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person; as reasonably needed for self-defense; as reasonably needed to ensure the safety of any students, school employee, volunteer, or other person present. Except as set forth in subdivision one 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. 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.

Seclusion of students by school personnel may be used in the following circumstances: as reasonably needed to respond to a person in control of a weapon or other dangerous object; as reasonably needed to maintain order or prevent or break up a fight; as reasonably needed for self-defense; 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; when used as specified in the student’s IEP, Section 504 plan, or behavior intervention plan and 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, 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, the space in which the student is confined has been approved for such use by the local education agency, the space is appropriately lighted, the space is appropriately ventilated and heated or cooled, the space is free of objects that unreasonably expose the student or others to harm. Except as set forth in subdivision one of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted. Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence. 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.

Isolation is permitted as a behavior management technique provided that: the space used for isolation is appropriately lighted, ventilated, and heated or cooled; the duration of the isolation is reasonable in light of the purpose of the isolation; the student is reasonably monitored while in isolation; the isolation space is free of objects that unreasonably expose the student or others to harm. Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

The use of aversive procedures as defined in this section is prohibited in public schools. 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).

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. School personnel shall promptly notify the principal or principal's designee of any use of aversive procedures, any prohibited use of mechanical restraint, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan. When a principal or principal's designee has a 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. "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. 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: the date, time of day, location, duration, and description of the incident and interventions; the events or events that led up to the incident; the nature and extent of any injury to the student, the name of a school employee the parent or guardian can contact regarding the incident. 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. 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.

PLEDGE OF ALLEGIANCE AND DISPLAY OF FLAGS

The Columbus County Board of Education is committed to encouraging all students to develop an understanding of citizenship, including the importance of a citizen's rights and responsibilities.

In accordance with G.S. 115C-47(29a), the Board adopts the following in regard to the Pledge of Allegiance and the displaying of United States and North Carolina flags:

1. the United States and North Carolina flags will be displayed in each classroom, when available;
2. Recitation of the Pledge of Allegiance shall be scheduled on a daily basis, students may elect to participate in the same on a voluntary basis; and the appropriate instruction shall be provided on the meaning and historical origins of the North Carolina and United States flags and the Pledge of Allegiance.

Suspicion less General Searches

Purpose and Scope

This regulation governs suspicion less 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 suspicion less 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. Suspicion less 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.

I. Standards and Procedures Applicable to All Suspicion less General Searches

A. Compliance with School System and Legal Requirements

1. All suspicion less 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. Suspicion less 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 suspicion less 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 suspicion less 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 suspicion less 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.

II. 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 individuals). 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.

III. 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.

IV. 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.

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.

GRADES K-2

Length of Grading Period: Nine weeks

Grading Code:

M (meeting standards), NM (not meeting standards), & NA (not assessed at this time).

Effort/Social Skills/Work Habits Code:

S (satisfactory), N (needs improvement), & U (unsatisfactory)

Interim Reports – for students in danger of failing or showing a decline in performance (teacher judgment).

Report Card Subjects: Report grade is based on 67% tests and 33% casework and homework

1. Language Arts/Literacy
2. Mathematics
3. Social Studies
4. Science
5. Work Habits
6. Social Skills

GRADES 3-8

Length of Grading Period: Nine weeks

Progress Reports – Every 4.5 weeks

Grading Conventions

1. INC (incomplete) – Primary use will be with a transfer student for whom there is not enough data to provide a grade. The INC can be changed when enough data becomes available. An INC must be made up by the end of the year.

2. Numerical Grades – all subjects except as noted below
 - a. A = 90-100
 - b. B = 80-89
 - c. C = 70-79
 - d. D = 60-69
 - e. E = Below 60
3. Conduct – S, N, U

Report Card Subjects, Grades 3-8

1. English Language Arts (English, spelling, writing-composition)
2. Reading
3. Mathematics
4. Science
5. Social Studies
6. Health/PE
7. Art/Music

Recording of Absences, Tardies and Early Dismissals

These procedures are to be set by each school.

Release of Final Report Cards

Report cards will be released within six working days through parent pickup.

Graded Papers and Classwork/Parent Portal

All students will receive graded work weekly to share with parents/guardians. Please remember to ask your child for these papers daily if he/she forgets to share the papers with you. Weekly review of these papers will help you to understand the progress your child is making in school. Students are responsible for taking all graded papers home.

Parent Portal is available for parents to check student grades. You must have a code which can be obtained from the school.

EXCEPTIONAL CHILDREN, GRADES K-8

1. The subjects listed on the IEP will be graded by the special education teacher; the special education teacher's grade shall be the only grade for that subject on the report card.
2. Where the special education teacher and regular classroom teacher both have instructional responsibilities for a subject listed on the IEP, the teachers shall agree on one grade. In case of a disagreement, the goals and objectives on the IEP shall govern.

Technology Responsible Use

Regulations/Policies of Columbus County Schools Policy Code: 3225/4312/7320

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use

occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by board policy or procedure.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, pornographic, harassing, abusive or considered to be harmful to minors.

5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school personnel shall not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk shall be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors and other users have no expectation of privacy in anything they 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, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete or disclose the content of all user files, regardless of medium, the content of electronic mailboxes and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability and complying with public records requests. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Adopted: February 22, 2010

Revised: November 5, 2012; May 5, 2014; November 10, 2014

Technology Use Student Agreement

I have read policy 3225/4312/7320 Technology Responsible Use. I understand that the policy governs the use of all school system technological resources both on and off school property. By signing below, I agree to strictly comply with that policy, including the provisions of the policy summarized below:

Student Name _____

Grade _____

Student Signature _____

Date _____

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:
 - o 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.
 - o Copy, for personal use, software purchased by the school system.
 - o Use school technological resources to plagiarize another's work or otherwise violate state or federal law.
 - o Create, transmit, or intentionally view or access material that is obscene, defamatory, profane, pornographic, harassing, or abusive.
 - o Attempt to bypass the school system's content filtering.

- o Install or use any Internet-based file sharing program designed to allow sharing of copyrighted material.
- o Send email or other electronic communications fraudulently, such as by misrepresenting the identity of the sender.
- o Reveal personally identifying information or information that is private or confidential when using e-mail, chat rooms, blogs, or other forms of electronic communication.
- o Forward or post personal communications without the consent of the person who wrote it.
- o 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.
- o Use the computer network to try to gain unauthorized access to other computers, computer systems, or accounts.
- o Use someone else's ID or password without permission from that person and a teacher or school official.
- o 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.

PARENT AGREEMENT

As the parent/guardian of this student, I have read policy 3225/4312/7320, Technology Responsible Use. By signing below, I affirm that I understand that this policy governs my child's use of all school system technological resources both on and off school property, and I accept full responsibility for my child's compliance with this policy. I also consent to school personnel monitoring my child's Internet activity, email communication, and any other use of school system technological resources. I understand that the school system takes reasonable efforts to filter inappropriate content on the Internet accessible through school system devices but that the school system is not responsible for Internet content accessed by my child via his/her personal mobile technology (e.g. 3G, 4G service).

By checking this box, I DENY permission for my student to independently access the Internet. I understand that while my child will not be able to use the Internet independently, he/she will be granted supervised access to the Internet, third party systems used for school-related projects designed to meet certain educational goals, and other school system technological resources.

Note: If the above box is not checked, your child WILL be granted independent access to the Internet. While school system personnel will take reasonable precautions to prevent your child from accessing inappropriate material, it is possible that your child will access inappropriate material while engaged in independent use of the Internet.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Image Use

Our students' pictures are placed on our school website, on our school facebook page, in local newspapers, etc. to promote the good things your children are doing at school. If you do not want your child's picture to be used, please write a statement of refusal and submit to your child's teacher.

Acme Delco Elementary

Bobcats

Student Handbook



2017 - 2018

“Nurturing Inquisitive Minds”

Principal: Janet M. Hedrick

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