

West Columbus High School
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Mr. Jeffrey T. Greene, Principal
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The West Columbus High School
Student Handbook has been reviewed
and approved by the Columbus County
Schools' Administration and
Board of Education.

ALMA MATER

West Columbus we adore thee.
We our voices raise.
For your care and constant guidance,
to you we sing our praise.

You have been a model glorious,
holding high your torch before us.
Now to you we sing our chorus,
West Columbus High.

Through the years we look with longing,
always back to you.
With your love and strong devotion,
ours forever true.

And from you we'll always borrow.
Then through joy and tears of sorrow,
We will face each new tomorrow --
West Columbus High.

-- Ray L. Lundy

Tune -- "All Through the Night"

INTRODUCTION

Please read this student handbook carefully because it explains the rules and regulations of West Columbus High School. The administration will assume all students and parents understand the material. It may be necessary from time to time to add or change policies and statements contained in this handbook.

Whether or not this book is worthwhile will be determined by its usefulness to our parents, students and teachers. Becoming acquainted with the information the handbook contains should prove beneficial, because it will develop an informed group with a sense of direction and understanding.

2016-2017 School Calendar

August 29 - First Day of School for Students
September 5 - Holiday – Labor Day - No School
November 11 - Holiday - Veterans' Day - No School
November 23-25 - Holiday - Thanksgiving - No School
December 19-30 - Christmas Break - No School
January 2 - New Year's - No School
January 16 - Martin Luther King, Jr. Birthday - No School
January 25 - No School
April 14-21 - Easter Break - No School
May 29 - Holiday - Memorial Day - No School
June 9 - Last Day of School - Graduation

VISITORS MUST CHECK IN AT THE OFFICE

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WEST COLUMBUS HIGH SCHOOL BELL SCHEDULE

Normal Schedule

Teachers arrive	7:30		
Teachers on Duty	7:40-8:00		
1 st period	8:00-9:30		
2 nd period	9:35-11:05		
1 st lunch	11:05-11:35	3 rd period	11:40-1:10
3 rd period	11:10-12:40	2 nd lunch	12:40-1:10
4 th period	1:15-2:45		

After School Activities

Students must leave the building at 3:00 pm unless they are physically with a teacher. If a student has practice of any kind he/she must report to the practice area and remain there until practice has concluded at which time they will leave the school campus.

TESTING CALENDAR

ALL END-OF-COURSE TESTS WILL BE GIVEN UPON THE COMPLETION OF THE COURSE -- WHETHER FIRST SEMESTER OR SECOND SEMESTER.

SCHOOL FEES –2016-2017

- | | | |
|------|---|---------|
| I. | ALL SCHOOLS - GRADES K-12 (All Students) | |
| | Instructional Materials | \$ 3.50 |
| | Physical Education | 1.50 |
| II. | HIGH SCHOOL (Countywide) | |
| | Guidance | 1.00 |
| | Science and Lab Fees | 5.00 |
| | Small Business/Entrepreneur | 10.00 |
| | Keyboarding/Typewriting | 20.00 |
| | Computer Courses | 20.00 |
| | Art, Band, Chorus, Dance, Theatre Arts | 20.00 |
| | Career and Technical Education | 20.00 |
| | (Agriculture, Home Economics, Trade and Industrial,
Technology, and Health Occupations) | |
| | Teacher Cadet Program | 20.00 |
| III. | POLICIES | |
| | 1. Membership dues in school clubs and organizations are optional with the student. | |
| | 2. Instructional materials and special subject fees shall be used only for the purposes for which they are collected. Supporting invoices for expenditures from these accounts shall be a part of the school's bookkeeping records. | |
| | 3. School fees prescribed by the Columbus County Board of Education shall be set up in the schools' ledger books as separate accounts. | |
| | 4. Fees collected from students or their parents shall be made in accordance with G.S. 115C-103 and 115C-47(6) of the North Carolina Public School Laws. | |

FEES

Students' fees should be paid as incurred. In order for students to participate in non-instructional extra-curricular activities (activities not associated with the primary instruction in a class), dues/fees associated with these activities must be paid beforehand.

For example, Juniors must pay all class dues (Freshmen, Sophomore, Junior) in order to attend the Junior-Senior Prom.

If a Senior opts to Early Graduate after First Semester of their Senior Year they must pay all their fees by the end of first semester.

In order to attend any class function (Freshmen, Sophomore, Junior, or Senior) , students must have paid the appropriate class due(s). Class dues are as follows and include: instructional materials, physical education, and guidance fee (\$6.00) required from all students.

Freshmen	--	\$5.00 + 6.00 = 11.00
Sophomore	--	10.00 + 6.00 = 16.00
Junior	--	25.00 + 6.00 = 31.00
Senior	--	25.00 + 6.00 = 31.00

MAINTENANCE OF FEE DATA

All faculty members must submit a list of fees owed to individual homeroom teachers for their homeroom students only. Included on the list should be the student's name, amount due, and purpose. Individual faculty members should give this information to homeroom teachers each semester.

Homeroom teachers will compile delinquent fees on a cumulative fee sheet -- one copy to be kept in the students' cumulative folder and the other copy to be kept by the school treasurer. Homeroom teachers must update BOTH copies at the end of each semester: last day of first semester; and last workday of second semester.

YEARBOOK

A yearbook is offered to students at West Columbus High School. If you wish to purchase a yearbook, the price will be \$50.00-\$75.00 depending on the date of purchase. Dates will be added asap.

REPORT CARD RELEASE DATES

First Six Weeks	October 20, 2016
Second Six Weeks	December 7, 2016
Third Six Weeks	February 8, 2017
First Six Weeks	March 20, 2017
Second Six Weeks	May 9, 2017
Third Six Weeks	June 22, 2017

GRADING SYSTEM

Numerical grades are shown on report cards at the end of the six weeks-grading period. Numerical figures will also be used at the end of each semester.

A	-----	90-100
B	-----	80-89
C	-----	70-79
D	-----	60-69
E	-----	68 and below

TESTING SCHEDULE

Teachers may administer major tests and quizzes at dates they deem appropriate. However, if a student should have more than two major tests scheduled for the same day, he/she may talk with the principal who will work with teachers to adjust the schedule.

GUIDANCE

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselors or the teacher will be happy to try to help with these problems.

Some of the guidance services available include assistance with education planning, interpretation of test scores, occupational information, career information, scholarship information, college entrance exams, and more.

The counselors are friends and will be more than willing to help schedule courses or help decide on a future vocation, as well as to assist with any personal problems a student may have. Anything told to the counselor will be kept confidential.

Students wishing to visit a counselor should contact the guidance office to arrange for an appointment. Appointments should be scheduled during students' free time.

REQUIREMENTS FOR GRADUATION

On the following pages are outlines for each of the four diploma tracks offered by the State Board of Education as well as the NC Academic Scholars Program of Studies.

Additionally, a student must score Level III or Level IV on the 8th grade end-of-grade tests in reading and math in order to receive a high school diploma. Students must take and pass the NC Computer Skills Test. This requirement can be met any time between the eight grade through a student's senior year. Students not meeting the required proficiency may receive a "Certificate of Achievement" but not a diploma.

At the discretion of the Principal, after a conference with the student and his/her parents, at their request, a "Certificate of Attendance" can be issued after four (4) years of attendance in high school. This student shall be eligible to participate in the regular graduation exercises without references to the type of certificate used.

A graduation certificate "is available to students enrolled in the exceptional children's program whose IEP calls for remedial level courses."

Any student who plans to seek course credit outside the Columbus County School System must have prior approval of his/her Principal and Superintendent of schools or his designated official. No credit will be applied toward high school graduation unless earned in a school system which meets the minimum requirements of the North Carolina Department of Public Instruction. Southeastern Community College cannot award credit toward Columbus County High School graduation.

A student may be allowed to accelerate his/her graduation from high school if he/she has the approval of the principal. Students may earn credit in summer school to apply toward early graduation if their program is approved in advance by the school Principal and with the knowledge of the Superintendent and Board of Education.

Classification of Students by Units

A high school student should be classified according to units passed until he reaches senior classification; then, he shall have passed the equivalent of three (3) units of English before he is classified as a senior.

To enter 9th grade: Must complete 8th grade

<u>To Enter</u>	<u>Potential</u>	<u>Minimum Credits Required</u>
10th grade	8 units	6 units
11th grade	16 units	14 units
12th grade	24 units*	20 units*
For graduation	32 units**	28 units**

*including three units of English

**including four units of English

Exit Standards

All students will graduate from a rigorous, relevant academic program that equips them with the knowledge, skills, and dispositions necessary to succeed in both post-secondary education and 21st Century careers and to be participating, engaged citizens. Academic rigor and relevance are based on established expectations that ensure that all students develop the capacity to master content that is complex and challenging.

A student must complete one of the following courses of study: *Career Preparation, College/Tech Prep, College/University Prep, or Occupational Prep. The Occupational Course of Study is available for certain students with an Individualized Education Plan (IEP). (See Course of Study Exit Standards Chart on the following page.)

All attendance requirements must be met. If a course has a N.C. End-of-Course Test, it serves as the final exam, and the student must take the test to earn the course credit.

The following expanded high school exit standards will apply to all freshman and sophomores. Students must score at proficiency Level III or above in the following five End-of-Course Tests to earn a diploma:

- English I
- Algebra I
- Biology
- Civics & Economics
- U.S. History

If students do not pass, they will be given the opportunity to participate in remediation and one retest.

Each student must also complete a graduation project that will include:

- a review process,
- an eight to ten page research paper written on an approved topic of student's choice,
- a product related to the paper that requires significant hours of work,
- a portfolio that reflects the graduation project process,
- a presentation to a panel of community and faculty members, and
- literature, service-based learning, or work-based learning experiences as defined by state rubrics.

The potential to complete the high school courses required for college entry in a three-year period will be an option.

North Carolina And Columbus County Schools Exit Standards
And Course of Study Requirements for Students Entering High School in 2007/08

Content Area	Career Prep Course of Study Requirements	College Tech Prep Course of Study Requirements	College/University Prep Course of Study Requirements UNC (4-Yr. College) Req.	Occupational Course of Study Requirements (Must have IEP)
English	4 Credits	4 Credits	4 Credits	4 Credits (Occupational)
Mathematics	3 Credits Including Algebra I	3 Credits Algebra I, Geometry, Algebra II or Algebra I, Tech Math I & II	4 Credits Algebra I, Geometry, Algebra II, Pre-Calculus (AP Calculus if Algebra I taken in MS)	3 Credits Occupational Mathematics I, II, & III
Science	3 Credits Earth/Environmental Biology A Physical Science	3 Credits Earth/Environmental Biology A Physical Science	3 Credits Earth/Environmental Biology A Physical Science	2 Credits Life Skills Science I & II
Social Studies	3 Credits World History Civics & Economics US History	3 Credits World History Civics & Economics US History	3 Credits World History Civics & Economics US History	2 Credits Occupational Social Studies I & II
Health & Physical Education	1 Credit Health & Physical Education	1 Credit Health & Physical Education	1 Credit Health & Physical Education	1 Credit Health & Physical Education
Arts Education	1 Credit Band, Choral, Dance, Theatre, or Visual Arts	1 Credit Band, Choral, Dance, Theatre, or Visual Arts	1 Credit Band, Choral, Dance, Theatre, or Visual Arts	1 Credit Band, Choral, Dance, Theatre, or Visual Arts
Foreign Language	Not Required	Not Required	2 Credits in same language	Not Required
Career/Technical/Arts/JROTC	4 Credits in Career/Tech or 4 Credits in Arts Discipline Select courses appropriate for career pathway to include 1 Level II (advanced) course Or 4 Credits in JROTC	4 Credits in Career/Tech Select courses appropriate for career pathway to include a second Level II (advanced) course	Not Required	4 Credits Career/Technical electives 6 Credits Occupational Prep I-IV, (completion of 300 hours of school-based training, 240 hours of community based training, & 360 hours of paid employment.)
Electives or other requirements	9 Elective Credits Proficiency on all tests required for exit standards Graduation Project	9 Elective Credits Proficiency on all tests required for exit standards Graduation Project	10 Elective Credits Proficiency on all tests required for exit standards Graduation Project	9 Elective Credits Proficiency on all tests required for exit standards Graduation Project
Total Credits Required	28 Credits	28 Credits	28 Credits	28 Credits

**NORTH CAROLINA STATE BOARD OF EDUCATION
NORTH CAROLINA SCHOLARS PROGRAM**

The North Carolina State Board of Education, believing that the success of our state and nation depends on the full development of our youth and that some students should be encouraged to pursue a well balanced but rigorous high school program institutes a North Carolina Scholars Program.

Students satisfactorily completing requirements as identified by the State Board shall be named North Carolina Scholars and receive special recognition by the State Board.

**North Carolina Academic Scholars Program
Course of Study Requirements**

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Students satisfactorily completing requirements as identified by the State Board shall be named North Carolina Scholars and receive special recognition by the State Board.

Recognition

1. Students meeting all requirements for a North Carolina Scholars Program will receive from the State Board of Education an appropriate seal of recognition to be affixed to the diploma.
2. Special recognition events should be held in the school and community to honor the students and their parents. These should include appropriate, special recognition at graduation exercises.
3. The state of North Carolina as well as business and industry should consider awarding other special recognition's to these students.
4. Colleges and universities consider the North Carolina Scholars achievement when making decisions concerning acceptance by their institutions.
5. An identification of potential candidates for this achievement should be made at the end of grade 11. Candidates would include those students who, after completing their selected senior courses with the designated grade average, would be eligible for recognition. This identification of candidates would reinforce the students' efforts to achieve the recognition and could also be included on their application forms and/or transcripts to colleges and universities.

MINIMUM COLLEGE ADMISSIONS REQUIREMENTS

To enroll in any of the 16 public universities which make up the University of North Carolina System, undergraduate students must meet the following new minimum requirements.

1. A high school diploma or its equivalent.
2. Four (4) course units in English, emphasizing grammar, composition, and literature;

3. Three (3) course units in mathematics, including
 - Algebra I,
 - Algebra II, and
 - Geometry;
4. Two (2) course units in social studies, including one (1) unit in U.S. History;
5. Three (3) course units in science, including
 - at least one (1) unit in a life or biological science (for example, biology)
 - at least one (1) unit in a physical science (for example, physical science, Chemistry, physics), and
 - at least one (1) laboratory course.

In addition, it is recommended that prospective students

1. Complete at least two (2) course units in one foreign language, and
2. Take one (1) foreign language course unit and one (1) mathematics course unit in the twelfth grade.

EACH UNIVERSITY MAY REQUIRE OTHER COURSES IN ADDITION TO THE MINIMUM REQUIREMENTS. Therefore, prospective students should refer to the catalogs and contact the admissions offices of any universities to which they plan to apply. In determining the admissibility of each applicant, institutions also consider factors other than courses completed, such as high school grades, rank in class, scores on college entrance examinations, and recommendations.

RANKING PROCEDURES FOR MARSHALS AND HONOR GRADUATES

I. Class Ranking

A. Curriculum Organization (Grades 9-12)

1. Course Levels - 4
 - a. Advanced Placement
 - b. Honors
 - c. Standard
 - d. Remedial
2. Definitions
 - a. Advanced Placement - Courses that have the highest level of difficulty. Students enrolled in these classes can be exempt from certain college freshmen courses based upon exam grades.
 - b. Honors - Courses that have a high level of difficulty and normally do not carry open registration in the areas of math, science, English, foreign language (Level III and above), and social studies.
 - c. Standard - Courses that have an average to high level of most students and would include courses in the areas of math, science, English, social studies, vocational, arts, and health and physical education.

d. Remedial - The Language Arts and Math Competency courses, and all LD, EMH, and BEH courses will be in the remedial classification.

B. Class Ranking

1. A grade point average (GPA) will be used to facilitate the weighting of courses in various curriculum courses of study. All courses attempted with final grade marks will be included in the GPA calculations.
2. Weighted grade point averages based on the student's final grade marks will be used to determine rank as computed by SIMS.
3. Ties in ranking will not be broken in accordance with SIMS calculations.

**GRADING AND WEIGHTING STANDARDIZATION
NUMERICAL GRADES FOR STANDARD COURSES**

96-100 = 4.00	91 = 3.38	86 = 2.75	81 = 2.13	76 = 1.50
95 = 3.88	90 = 3.25	85 = 2.63	80 = 2.00	75 = 1.38
94 = 3.75	89 = 3.13	84 = 2.50	79 = 1.88	74 = 1.25
93 = 3.63	88 = 3.00	83 = 2.38	78 = 1.75	73 = 1.13
92 = 3.50	87 = 2.88	82 = 2.25	77 = 1.63	70-72 = 1.00

WEIGHTING

I. Weighted grade point averages should be based on the following:

- A. Honors courses may receive one additional quality point.
- B. Advanced Placement courses may receive two additional quality points.

II. School Marshals

The top ten percent of the students in the junior class will qualify to serve as marshals based on their academic performance as calculated at the end of the first semester of the junior year. This calculation will be based on freshmen and sophomore weighted final grade point averages plus first semester of the junior year weighted grade point averages.

III. Honor Graduates

- A. Students ranked in the top ten percent of their graduating class, based on academic performance, will qualify for the designation of "Honor Graduate" and will receive the appropriate recognition for this accomplishment.
- B. The academic performance referred to above will be based on the student's total high school experience as determined by final weighted grade point averages as calculated by NCWISE.
- C. Schools will recognize the positions of "valedictorian" and "salutatorian".

Miscellaneous (Class Ranking)

- A. Rank will be carried out three places, rounded to two places.

B. The following numerical averages will be assigned to records coming into West Columbus High School. If numerical grades are transferred into West Columbus, they will be used.

A+ = 99	B = 89	C- = 77	Below 70 = Failing
A = 96	B- = 85	D+ = 75	
A- = 93	C+ = 84	D = 73	
B+ = 92	C = 80	D- = 70	

Principal's List

Students will be recognized for the Principal's List each grading period, plus first and second semesters, by earning all A's on courses attempted.

Honor Roll

Students will be recognized for the Honor Roll each grading period, plus first and second semesters, by earning no grade below a "B".

Driver's Permit & License Legislation

North Carolina has new legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law is in effect August 1, 1998.

What state agencies are involved in the law?

The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, Division of Motor Vehicles, the Division of Non-Public Schools, and Community College System are partners in this effort.

Who is affected by this legislation?

The new legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students.

Who is not affected by this legislation?

Students who have attained a high school diploma, a G.E.D., or an adult high school diploma as issued by a community college are not affected by this law legislation. In addition, students who received a driving permit or license prior to the implementation of the Graduated Driver's License program (before December 1, 1997) are not affected.

Driving eligibility certificate

There are several changes in the procedures regarding how a student obtains and retains his or her driver's permit or license. A student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate which will be

issued by each of Columbus County middle schools and /or high schools.

What is adequate progress?

Adequate academic progress will be evaluated at the end of each semester. A student must pass 3 out of 4 courses each semester in order to be eligible to receive a Driving Eligibility Certificate. Students who do not meet these criteria will be reported to the DMV and will have their permit or license **revoked**.

For more information

Contact: Ken Buck, Columbus County Schools (642-5168 or 648-2767)

TEXTBOOKS

All textbooks are issued to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Lost and/or damaged books are the responsibility of the student and must be paid for. A student who willfully abuses his or someone else's textbook will be required to pay full value of the book.

LOCKERS

Each student will be assigned a locker. Lockers remain the property of the school and are subject to inspection at any time school officials feel it necessary.

Students should check to **make sure the locker is locked each time it is used**. Items of high value to the student should not be kept in lockers. If a student's locker is in poor condition, see the custodian to get it repaired. If it cannot be repaired, check in the office about getting a replacement locker.

It is unlawful to keep dangerous or illegal items in a locker. Students having such items in their locker will be subject to suspension or expulsion and reported to the proper law enforcement officials.

The school reserves the right to inspect lockers and their contents at all times. Items of dangerous nature or contrary to school rules may be removed and confiscated.

ATTENDANCE POLICY

North Carolina General Statute 115c-378 (Compulsory Attendance Law) states the following: Every parent, guardian or other persons 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. 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 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 was 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 the absence as 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 that 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 (5) school days to make up all work missed. This would include time for testing as arranged by the student - at the convenience of the teacher. Any work missed by the student while absent and not turned in will result in no credit for that assignment. Lawful absences include the following:

1. Illness or injury (A statement from a physician may be required at the discretion of the principal.)
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments (Documentation from physician required)
5. Court or administrative proceedings

6. Religious observances
7. Educational opportunity (Prior approval and documentation by the principal is mandatory.)

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 principal and teacher shall determine the time and place for the make-up work. If a student fails to be present for the make-up test(s), then he/she shall receive no credit for the test.

Excessive Absence - (Both Lawful and Unlawful)

1. A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days.
 2. A student in grades 9-12 must be in attendance a minimum of eighty (80) class contacts for semester courses and one hundred sixty (160) class contacts for yearlong courses to receive credit.
 3. Course credit will be withheld if more than the stipulated number of days is missed; 80 class contacts for semester courses and 160 class contacts for yearlong courses are required in order to receive credit. School-related absences are not included. All other absences (excused or unexcused) will count against the maximum number permitted.
 4. 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.
1. All parents and students should be informed of this policy and parents of students with attendance problems should be warned at appropriate times.

Attendance Policy (West Columbus High School)

The Columbus County Board of Education and West Columbus High School believe that every day in a class is important to the students. It is the role of the classroom teacher to see that every day is a meaningful instructional day for the students.

Therefore, any absence from class is detrimental to the students' academic welfare, and any student absence should have a requirement for makeup of all work missed and a review of all materials covered during the class under regulations established and published as listed below.

- A. In a 90-day semester, students must attend each class 80 days to receive credit for that subject---no more than ten (10) absences per class.
- B. Consequently, students who have absences beyond ten (10) in any course may

receive a final grade of 60 in that course.

- C. IMPORTANT: IN ORDER TO BE MARKED PRESENT FOR A CLASS STUDENTS MUST ATTEND THE FULL PERIOD -- WITH THE EXCEPTION OF LEGAL OR MEDICAL APPOINTMENTS APPROVED BY THE PRINCIPAL.**

SIGNING IN SCHOOL

Students who arrive ON CAMPUS after 9:00, whether during class change or not will report to the office to sign in. Students must have a note from their parents or guardian with the parent's signature, the date, and the telephone number where the parents could be contacted if needed. If a student is late due to a medical or dental appointment, the note must include the doctor's name. A student who fails to come to the office to get a note but goes to the classroom instead should be sent to the office. After receiving the admit slip, the student will spend the remainder of that period in chillout and be marked absent.

If a parent accompanies his/her child to school, a note is not necessary, but the parent must sign the student in. If a student signs in without a note, the absence is unexcused.

CHECKING OUT OF SCHOOL

If a parent comes to the office to sign out his/her child, a note is not necessary upon his return. The parent may simply sign in the student in the office.

Students having a note to leave school early must report to the office, to present their note, before the first bell at 8:55 a.m. Students should attempt to arrange their checkout time to coincide with class changes. Students who check out and do not attend the class the full period will be counted absent in the class and subject to make-up requirements as stated in this handbook (exceptions is for documented medical or legal appointments). Excusable reasons for signing out of school are same as those for being absent from school.

TARDY POLICY

In an effort to protect instructional time, the following policy regarding tardies will be in effect at West Columbus High School.

- A. When the tardy bell rings, any student who is not inside his/her assigned classroom will not be allowed to enter.
- B. All tardies to school will be checked in through the main office.
- C. After receiving the admit slip, the student will be given an assignment from an administrator.
- D. Any student more than five (5) minutes late to class will be considered skipping and the discipline policy will be enforced.

School policy requires that the student be out of the hallway when the bell rings. If this becomes a problem, the school may require upon an announcement that all students be in their assigned seat when the bell rings. The teacher's expectation should be made clear to the student.

Students coming to school or returning to school following medical or legal appointments must bring an official notice of the appointment. They will report to the office and an administrator will give them a note to report to class.

**TARDY POLICY IS CUMULATIVE--NOT PER CLASS
AND RUNS FOR THE ENTIRE YEAR.**

In an effort to protect class time and make students more responsible for their own learning, The WCHS School Improvement Team recommends the following tardy policy:

3 tardies -----	1 week lunch detention
5 tardies -----	1 day after-school detention
7 tardies -----	1 week after-school detention
9 tardies -----	3 days in-school suspension
12 tardies -----	1 day out-of-school suspension
more than 12 tardies -----	administrative discretion

LUNCHROOM

1. There will be two (2) lunch periods as in the past.
2. Students going to 1st lunch must go to their 3rd period class before going to lunch.
3. Running or breaking line will result in disciplinary action.
4. All food served in the lunchroom is to be eaten in the lunchroom.
5. For reasons of good health and building and grounds sanitation, students who bring lunch to school are to sit in the lunchroom. Classrooms and hallways are not be used as dining areas.
6. Any student who insists upon misusing lunchroom privileges is subject to losing those privileges.
7. The Columbus County Schools and West Columbus High School do not allow "open lunch" in any fashion. Checking out for the lunch period will result in disciplinary action.
8. Breakfast and lunch prices will be as follows:

Breakfast and Lunch: All Students Are Free
Adult \$3.75

STUDENT LUNCH I.D'S

Students will have an identification card printed with their I.D. number. The student shall carry his/her I.D. card and present it when going through the lunch line.

STUDENT DRIVERS

All motor vehicles must be parked in the student lot east of the building. Students are not to park in the faculty lot or on the west end of the building. Non-authorized vehicles and all vehicles parked in restricted areas will be towed away at owner's expense.

The school assumes no responsibility for loss of personal property or damage to vehicles parked on campus. For reasons of safety and protection of personal property, students who drive to school must agree to the following:

1. To drive safely and courteously at all times. All traffic laws apply on campus. THE SPEED LIMIT ON CAMPUS IS 10 M.P.H.
2. To vacate cars as soon as parked. (Students are not permitted in the parking lot during the day without written permission from the office);
3. To park in area designated student parking area.
4. To realize vehicles are subject to daily visible search by the School Resource Officer and/or Principal and additionally by the K-9 unit of the Columbus County Sheriff's Department if there are reasonable grounds to believe that drugs, alcohol, stolen property, contraband or dangerous weapons might be present in the vehicles.
5. That once a student arrives on campus (this includes coming on campus before the ringing of the first bell), he/she is not to leave campus during the school day without being properly excused and signed out through the office.
6. To register vehicles with the school bookkeeper and display parking decal on the rear view mirror at all times the vehicle is parked on the school campus.
7. That no vehicle is permitted on the bus parking lot at any time when any school bus is there.
8. That this student vehicle policy will be strictly enforced. Any student failing to abide by this policy will lose his/her privilege to bring a car on campus.
9. That all student vehicles require parking decals.
 - a. The cost for each decal is \$10.00
 - b. Place decal on rear view mirror.

10. WCHS has a zero tolerance for drugs, alcohol, weapons, and fighting on any portion of the school campus.

DELIVERY OF FLOWERS AND GIFTS

Delivery of flowers, balloons, and other gifts made at school must be after 2:00 p.m. The student will be notified of the delivery, but these items are not to be picked up by the student until he/she is dismissed from school. Due to increased safety hazard, no flowers or balloons will be allowed on the school buses.

MEDIA CENTER PRIVILEGES AND RESPONSIBILITIES

The media center is open throughout the entire school day from 8:40 a.m. until 3:30 p.m. and may be used by students and teachers before and after school, between classes, and during the lunch periods. Students may come to the media center with subject classes, in small groups, or individually. Relaxed circulation policies, open shelving, flexible scheduling, and well-organized resources make the materials readily accessible.

1. When small groups or individuals come to the media center without a teacher, a pass signed by the teacher whose class they leave is to be presented to and initialed by a member of the media staff. The pass is to have the time written on it by the teacher when the students leave the class room, and the time is to be written on the pass by a member of the media staff when the student leaves the media center.
2. The media center is to be used for reading, studying, and using audiovisual materials and equipment. Any social visiting is to be done in other appropriate areas of the school. **DRINKS MAY NOT BE CONSUMED IN THE MEDIA CENTER OR ANY COMPUTER LAB.**
3. Students may talk quietly with members of the media center staff and assistants to get help and information. Otherwise, talk should be kept to a minimum at all times.
4. Students may check out as many books as needed for two weeks at a time. Books may be renewed after two weeks if still needed.
5. Students may check out all media center materials at the circulation desk by having their media card properly stamped.
6. Reference and reserve books may be checked out for one period during the day or for overnight. Overnight books are checked out after school and returned the following school day before first period.
7. Students must pay for all lost and damaged media center materials and equipment.

ACCEPTABLE USE POLICY OF ON-LINE SERVICES

Limited on-line access is available to students and teachers at West Columbus High School.

On-line services connect thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to the following:

- 1-Electronic mail communication with people all over the world.
- 2-Information and news from various sources, such as research institutions.
- 3-Public domain software and hardware of all types.
- 4-Discussion groups on a variety of topics ranging from music to politics.
- 5-Access to many university library catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world comes availability of material that may not be of educational value in the context of the school setting. Columbus County Schools has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. An industrious, skillful and risk-taking user may try to discover controversial information. We believe that the valuable information and interaction available on the worldwide network outweigh the possibility that users may procure material that is not consistent with the educational goals of the school system.

On-line access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users. Certain guidelines are provided below so that you, the user, are aware of the responsibilities you are about to acquire, namely, the efficient, ethical, and legal use of the network resources. If you violate any of these provisions, your account will be terminated. Future access could be denied.

TERMS and CONDITIONS OF ON-LINE SERVICES

- 1- Acceptable Use--The purpose of on-line services is to support research in and among academic institutions in the US by providing access to unique resources and opportunities of collaborative work. The use of an account must support the educational objectives of the school district. The user must comply with the rules appropriate for the networks being accessed. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, and material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2- Privileges-- The use of on-line services is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. Each student

who receives an account will be trained in the proper use of the network. A school official of the network administrator will determine what is inappropriate use and reserves the right to deny, revoke, or suspend specific user account at any time.

3- Network Etiquette-- You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- a. Be polite
- b. Use appropriate language.
- c. Do not reveal your personal address or phone numbers or those of students or colleagues.
- d. Note that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- e. Use the network in a way that would not disrupt its use by others
- f. Information accessible via the network should be assumed to be private property of the provider or creator.

4. Warranties-- Columbus County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Columbus County Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries mis-deliveries, or service interruption caused by its own negligence or your errors or omissions. Use of any information obtained via the On-Line service is at your own risk. Columbus County Schools specifically denies ability for the accuracy or quality of information obtained through on-line services

5. Security-- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the on-line service, you must notify the network administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to on-line services.

6. Vandalism--Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data another user or the on-line service.

SUGGESTED FAMILY RULES FOR USE OF ON-LINE SERVICES

By taking responsibility for your children's online us, parents can greatly minimize any potential risks of being online. Make it a family rule to:

- Never give out identifying information---home address, school name, or telephone number--in a public message such as chat or bulletin boards, and be sure you're dealing with someone that you and your child know and trust before giving it out via E-mail. Think carefully before revealing any personal information such as age, martial status, or

financial information. Consider using a pseudonym or unlisting your child's name if your service allows it.

- Get to know the services your child uses. If you don't know how to log on, get your child to show you. Find out what types of information it offers and whether there are ways for parents to block out objectionable material.
- Never allow a child to arrange a face-to-face meeting with another computer user without your permission. If a meeting is arranged, make the first one in a public spot, and be sure to accompany your child.
- Never respond to messages on bulletin boards that are suggestive, obscene, belligerent, threatening, or simply make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask their assistance.
- Should you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center of Missing and Exploited Children by calling 1-800-843-5678. You should also notify your online service.
- Remember that people online may not be who they seem. Because you can't see or even hear the person it would be easy for someone to misrepresent him or herself. Thus, someone indicating the "she" is a "12-year old girl" could in reality be a 40-year old man.
- Remember that everything you read online may not be true. Any offer that's "too good to be true" probably is. Be very careful about any offers that involve your coming to a meeting or having someone visit your home.

SCHOOL RULES FOR ONLINE SERVICE

When using the schools on-line service, the user agrees to the following:

"I understand and will abide by the above agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. I understand that should I commit violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken"

Parents or guardians who allow their children's participation, agree to the following: "As a parent or guardian of this student, I have read and understand the on-line Service Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Columbus County Schools to restrict access to all controversial materials, and I will not hold them responsible for inappropriate materials acquired on the network. I accept full responsibility

for supervision of and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Adopted August 12, 2013

Bring Your Own Device (BYOD) Policy

During the 2013-2014 school year, students of Columbus County Schools will pilot an initiative that allows them to use their privately owned technology to access the Columbus County Schools wireless network.

This wireless access provided to the devices is designed to enhance the students' educational experience and increase authentic student engagement to academic activities. Connecting to the Columbus County Schools wireless network with personal devices is a privilege, not a right. *CCS students are not required to bring their own technology.* Permission to bring and use privately owned technology is contingent upon adherence of the CCS BYOD Policy and Columbus County Schools Technology Acceptable Use Policy. The administration, faculty, and staff of Columbus County Schools feel that our students are responsible, trustworthy, and mature enough to be trusted with this new privilege. The following information details the parameters of the CCS BYOD Policy.

Acceptable Technology

In compliance with the CCCS BYOD Policy, students are allowed to bring the following electronic devices to use at school: laptops, netbooks, tablets (i.e. iPad, Google Nexus, etc.), eReaders (i.e. Kindle, Nook), Smartphones (i.e. iPhone, Samsung Galaxy, etc.), and audio players (i.e. iPod, San Disk Sansa, etc.).

Unacceptable Technology

Unacceptable electronic devices include, **but are not limited to**, the following: gaming devices [i.e. Nintendo 3DS, Handheld Playstation (PSP), etc.], recording devices, radios, pagers, laser pointers, and any other similar devices.

Benefits of BYOD

- Today's students use technology on a regular basis to interact with the world. We want to utilize that technology to further engage students in the learning process.
- Teachers will have more flexibility in delivering effective lessons when their students can utilize technology to grasp a concept or skill.
- Teachers will be more equipped to deliver differentiated, individualized instruction when students can use their technology to learn in a method best for them.

- BYOD mirrors college/higher education expectations regarding the acceptable use of personal technology in the educational setting.
- Columbus County Schools is dedicated to developing students to be globally competitive in the 21st century. What better way than utilizing 21st century technological tools?

Ground Rules

1. Before a student can use his/her own technology or any school-owned technology, the student and his/her parent/legal guardian must first read and sign the Columbus County Schools Technology Acceptable Use Policy.
2. Teachers are solely in charge of students' use of technology within their classrooms. The BYOD policy's primary function is for the educational program at CCS. Student use of any technology within a class is governed by the classroom teacher.
3. Administration, faculty, and staff at CCS may request at any time that students must turn off their privately owned technology. Failure to do so will result in disciplinary action and possible revocation on BYOD privileges.
4. Students may **NOT** attempt to use any software, utilities, or other means to access Internet sites or content blocked by Columbus County Schools Internet filters.
5. Students are **NOT** allowed to:
 - Make phone calls on their phones.
 - Receive phone calls on their phones.
 - Use earbuds or headphones with their electronic devices unless a teacher gives them permission during class in relation to an educational activity.
 - Listen to music on their electronic device. (Students listening to music creates a safety issue when music is played too loudly or when students use headphones to listen and are unable to hear directions from administration and staff.)
 - Use electronic devices during class **without teacher permission**.
 - Do anything with their electronic devices before school, during class change, or during lunch that may cause a disturbance.
 - Use the camera or audio/video recording features. Voice, video, and image capture applications may only be used with **prior written teacher permission** and for **specific instructional purposes**.
6. No privately owned electronic device will be allowed to connect to the Columbus County School server by cable. Network access is provided via Wi-Fi/wireless connection only. No one can connect to the server using an Ethernet cable plugged into a data jack in the school.
7. Students will **NOT** be allowed to charge their electronic devices on campus at any time.

8. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to, using privately owned technology as a cabled or wireless hotspot.
9. Software and applications owned by Columbus County Schools CAN NOT be downloaded onto personally owned technology.
10. Students may **NOT** use any personal or school-owned technology to illegally collect electronic data or disrupt networking services. Students may not engage in any malicious use, disruption, or harm to the school network, Internet services, learning environment, or any school or staff owned electronic device.
11. Streaming content from the Internet using personal technology is discouraged due to the bandwidth congestion it may cause. While teachers may allow students to download educational content in the classroom, students are discouraged from doing so during non-instructional periods while in the building.
12. Initiate, promote, or engage in any form of cyberbullying. If a student knows someone who is engaged in cyberbullying, that student must report the incident to administration or staff member.
13. The administration at Columbus County Schools reserves the right to search a privately owned electronic device in accordance with the applicable laws and policies if there is reasonable suspicion that the student has violated any Columbus County Schools policy or procedure or engaged in any other misconduct while using the device.

Loss or Theft of Privately Owned Technology

Portable electronic devices are vulnerable to loss or theft. We highly encourage students and parents to engrave or permanently mark their devices with owner information. Students and parents must assume total responsibility for any privately owned technology they bring on campus. If a privately owned device is stolen, the victim must immediately report the incident to a school administrator and/or our school resource officer. **Columbus County Schools will not accept the responsibility for any loss or stolen privately owned electronic device.** Columbus County Schools faculty and staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately owned technology.

Consequences for Violation of the Acceptable Use Policy and/or the CCS BYOD Policy

Violation of district and/or school policies, local, state and/or federal laws while using a privately owned electronic device on the Columbus County Schools wireless network or on school grounds will result in appropriate consequences. In accordance with Columbus County Schools

Policy, legal action may also be pursued when appropriate. School-level consequences include, but are not limited to, the following: (consequences are listed randomly):

- In-School Suspension
- Confiscation of the electronic device
- Temporary loss of technology privileges
- Out-of-school suspension
- Permanent loss of technology privileges

We have an outstanding student population as they have demonstrated maturity and integrity in their behavior. Our implementation of the new BYOD policy is partly due to the fact we know our students can handle this freedom. As we have constantly reminded them, *with freedom comes responsibility*. We trust that everyone will act appropriately in regards to BYOD.

STUDENT LOUNGES

Two areas have been designated as student lounges. Students are to use these areas in the morning before school, during first and second lunches, or any other free time they are not in the building.

- A. Students going to first lunch will use Area A. Area A is located between the math wing and the gym (Patio East).
- B. Students going to second lunch will use the Area B. Area B is located between the science and agriculture wings (Patio West).
- C. Students will not be allowed to use the area in front of the building as a gathering place at any time during the day. Smoking is prohibited on the school campus.
- D. Telephone Use: Students may use the public phone during breaks between classes and at lunch. The student will be allowed no more than 3 minutes of conversation on the telephone.

For safety and legal reasons, students may not bring beverages on campus. They may, however, purchase and consume such items sold at school. While occasional consumption is permissible, frequent or constant use is not allowed. All containers must remain closed in halls. Students should conform to each teacher's classroom policy on this issue. ***FOOD AND DRINK ARE NOT ALLOWED IN THE BAND ROOM, CHORAL ROOM, MEDIA CENTER, OR THE AUDITORIUM AT ANY TIME.***

**RULES AND REGULATIONS
OF WEST COLUMBUS HIGH SCHOOL
FOR THE DISCIPLINE OF STUDENTS**

Introduction

It is the understanding of the administration that not every event of behavior is foreseeable, and therefore not every specific rule or regulation can be found listed herein. This lack of foreknowledge does not in any way excuse a behavior found to be undesirable in our school, nor exempt individuals or groups from punishment deemed necessary by the administration or staff for inappropriate behaviors. The school, acting in place of and on the behalf of parents, has a legal right and responsibility to maintain discipline fairly and evenhandedly. Students, teachers, parents, and society as a whole gain no advantage from a lack of discipline. It is with this understanding and spirit that these regulations are formulated and imposed.

It is understood that students do possess the right to due process within the limits of the law. Students should expect parent notification if a disciplinary action occurs. Suspensions carry an automatic conference opportunity for the parents. Unless it becomes an emergency situation, students will begin suspension the next school day. Parents are urged to request a conference within three days following the suspension. In cases of suspension for more than 10 consecutive days, the student may have counsel present if he/she desires and provides it; he/she shall also be given a 5-day notice of hearing prior to the actual hearing.

Every student is expected to follow all instructions and directions given by teachers, the administration, or other school employees. This includes the school policies presented in this handbook and those conveyed orally by the teachers, substitute teachers, student teachers, school employees or administrators. More importantly, students are expected to discipline themselves and assume full responsibility for their participation in the total school program. Infractions of written or verbal policies will be handled according to the established procedure to be found in the student handbook. Each student must remember that he is a student and is expected to conduct himself accordingly.

Classroom Discipline

To strengthen the educational program, the following system of classroom discipline will be followed. The main premises of these procedures are that students have a right to learn in a safe, orderly environment and teachers have the right to teach without disruptions. Any disturbance or distraction that interferes with the teaching-learning process will not be tolerated. Based on this philosophy, the following expectations for classroom success are presented:

1. Students will come to class dressed appropriately.
2. Students will be in the classroom when the bell rings (Teachers might have other rules for the classroom).
3. Students will come to class prepared (i.e. pencils, books, assignments, other materials, etc.).
4. Students will take an active part in the lesson.
5. Students will refrain from disrupting the class. Talking and student movement will be teacher directed.

Violation of Classroom Rules

Each teacher is required to make his/her own classroom rules. These rules will be posted and explained to the students at the beginning of each semester. Therefore, each teacher has the responsibility to enforce his/her rules and to administer proper discipline when deemed necessary.

All school rules and expectations apply when students are on field trips, after-school activities and other school functions. All teachers are to correct students whenever and wherever necessary. Problems that are observed outside the classroom by teachers should be immediately referred to the principal's office. These situations will be handled by the administration in accordance with established policies.

STUDENTS ARE EXPECTED TO FOLLOW INSTRUCTIONS GIVEN TO THEM BY ANY WEST COLUMBUS HIGH SCHOOL STAFF MEMBER (Administrators, Guidance Counselor, Teacher, Teacher Assistant, Secretary, Lunchroom Worker, Custodian, Substitute Teacher).

A student who is suspended (in-school or out-of school) may not participate in or attend any school function or extra-curricular activity during the period of assignment through 3:00 pm on the last day of assignment. Students found on campus will face additional penalties. School functions include those at school or away from school both during the school day and after school.

THE PRINCIPAL HAS FULL AUTHORITY OVER THE ENTIRE DISCIPLINE SYSTEM AND MAY SUPERSEDE AN ASSISTANT PRINCIPALS DECISION IF HE FEELS MORE OR LESS SEVERE CONSEQUENCES ARE NEEDED. "Administrative assignment" indicates the administration's prerogative to select the most appropriate action based on the severity of the offense(s).

Administration of the Discipline System

1. The West Columbus High School Discipline Policy will be enforced by an administrator as referrals are received in the office.
2. It should be understood that a teacher may recall a referral if the teacher and the student can reconcile a disciplinary problem without having to go through the office. This recall must take place prior to the discipline being considered by an administrator.
3. Procedures for making a discipline referral:
The faculty member, substitute teachers or student teacher will report the behavior by completing a Disciplinary Referral Form. This form must be fully completed with a detailed description of the misbehavior. The form is turned in to the assistant principal in charge of discipline as soon as possible. The student will be called to the office and appear before an administrator. He or she may present evidence on his/her behalf at that time. The administrator will make a determination of punishment based on the student handbook.

Student Behavior Guidelines

According to the General Statutes of the State of North Carolina, the principal shall have the authority to exercise discipline over the students of the school to insure a safe and orderly environment. Any student found in violation of these student behavior guidelines at school, on a school bus traveling to or from school or to or from any school function or activity, is subject to in-school suspension, suspension from school short-term (10 days or less), long-term (remainder of the semester/year), or permanent expulsion. Action will be taken in accordance with the system described below. Parents will be notified following disciplinary action. School officials will involve law enforcement officials when necessary and report such conduct to the superintendent.

The following list of rules below does not speak to all types of misbehavior that may occur in a school setting. Students are expected to follow announced rules and regulations of teachers and staff. These rules may be amended by announcing and posting any changes.

STUDENTS RULES AND REGULATIONS

1. Authority of School Officials to Search

a. Lockers and Desks: School officials have the authority to search a student's locker and desk at any time. Students should have no expectation of privacy with respect to lockers and desks and shall be made aware of the condition. If a search is made of a locker or desk, it shall be made in the presence of the school administration and with a written record of the results of the search.

b. Personal possessions of students may be searched under reasonable suspicion of possession of a controlled substance. There shall be no frisk or strip searches. All searches shall be made in the presence of another staff member and not in the presence of the class. A written record of the results of the search shall be made.

c. Schools which allow students to drive to school shall require a permit. This permit must give consent for searches of vehicles driven to school if there is a reasonable suspicion that they may contain prohibited substances. All searches shall be made in the presence of a member of the school administration. A written record of the results of the search shall be made.

2. A list of in-county and out-of-county agencies, public and private, will be on file at the Columbus County Board of Education for persons who are interested in receiving help with their drug/alcohol problem. The contact person for this list is the Drug/Alcohol Abuse Coordinator and this office is located at the Central Office.

3. Annual Notification of Parents, Students and Periodic Review of Board Policy

a. Parents and students will receive annual notification through the student handbook that compliance with this policy is mandatory, and disciplinary sanctions will be consistently reinforced.

b. This policy and the programs covered will be periodically reviewed to determine effectiveness.

**Board Approved
June 24, 2010**

STUDENT RULES AND REGULATIONS

Grades 9-12

It is necessary for all students to abide by the rules and regulations established. The purpose of these rules and regulations is to promote an atmosphere conducive to learning and proper behavior. The following rules and regulations are adopted as county procedures for dealing with discipline situations in the 9-12 grades of Columbus County Schools.

Every student is expected to follow all instructions and directions given by teachers, the administration, or other school employees. This includes the school policies presented in this handbook and those conveyed orally by the teachers, substitute teachers, student teachers, school employees, or administrators. More importantly, students are expected to discipline themselves and assume full responsibility for their participation in the total school program. Infractions of written or verbal policies will be handled according to the established procedure to be found in the student handbook. Each student must be handled according to the established procedure to be found in the student handbook. Each student must remember that he is a student and is expected to conduct himself accordingly.

The following rules and regulations are recommended punishments. **The principal has the discretion to interpret and implement the following policies. Schools without ISS will modify the consequences as needed. Recorded offense may result in recommendation for Alternative Academy.**

COUNTY POLICY

Procedures for Implementing the Code of Conduct

Under 16 years of age

1. Most cases will be handled by the local administration using their best judgement.
2. If suspension is involved, parents are to be called immediately.
3. For a student under 16, the principal can suspend a child and file a referral for a juvenile petition with juvenile services if the offense is of such nature to warrant more than suspension.
4. All rules apply at school during transportation to and from school and during extracurricular activities.
5. Mandatory metal detector and book bag checks will be held.

16 years of age and over

1. After a disturbance, investigate and call parents if necessary.
2. If the principal deems necessary, then call the sheriff's department.
3. If the sheriff's department is called, they will do a brief investigation and where appropriate, issue a citation to the parties involved. (These citations serve purpose as a warrant. The student will have to appear in court).
4. The principal may suspend the student if warranted.
5. Once a citation has been issued, further contact will be with the sheriff and the parties involved. School personnel will serve only as witnesses when subpoenaed.

Gang Awareness/Activity

Gang activity, dress, and/or signs which may cause:

- A disruption in the learning environment
- Create or cause disruptive or aggressive behavior
- Lead to violence or illegal activity will not be tolerated. Consequences will be at the discretion of the principal.

First Offense:	3 days ISS/OSS/meet with parents
Second Offense:	5 days ISS/OSS
Third Offense:	10 days OSS, Recommendation for Alternative Academy.

A. ASSAULT

Pushing or shoving.

First offense:	3 days ISS/OSS
Second offense:	5 days ISS/OSS
Third offense:	10 days, Recommendation for Alternative Academy

B. BOMB THREAT

First offense:	Recommendation for expulsion. Call Law Enforcement. File Juvenile petition. Recommendation for Alternative Academy.
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C. CHEATING

Cheating includes having a copy of a test about to be given, using notes during a test (without permission), or other evidence of any dishonest practice.

- First offense: 3 days ISS, plus a zero will be recorded for the given test. Club constitutions, character, etc. may call for additional penalties and parent contact.
- Second offense: 5 days ISS/OSS, plus a zero will be recorded for the given test, parent conference. Club constitutions, character, etc. may call for additional penalties.
- Third offense: 10 days ISS/OSS, plus a zero will be recorded for the given test

D. CONFRONTATIONAL FUSSING

Students become loud and boisterous toward each other causing other students to gather with the possibility of a fight occurring.

- First offense: 3 days ISS/OSS, same day informal suspension, parent called
- Second offense: 5 days ISS/OSS, same day informal suspension, parent conference
- Third offense: 10 days OSS, Recommendation for Alternative Academy.

E. ASSEMBLIES

1. Follow assembly instructions as given to you by a teacher, administrator, or adult speaker.
2. Sit where you are assigned to sit. Sit only with the class with which you go to the assembly.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate
4. Honor and respect the dignity of the program.
 - First Offense: 3 days ISS/OSS
 - Second Offense: 5 days ISS/OSS
 - Third Offense: 10 days ISS/OSS, Recommendation for Alternative Academy.

F. UNAUTHORIZED AREA

Being in the auditorium, gym, classroom, restroom, hall, parking lot, bus courtyard, main lobby, front entrances, or any designated area without permission.

- First Offense: 3 days ISS/OSS
- Second Offense: 5 days ISS/OSS
- Third Offense: 10 days ISS/OSS, Recommendation for Alternative Academy.

G. COMMON AREAS

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch break a pleasant and enjoyable time, we ask your cooperation with the following rules:

1. Do not sit on tables or on the back of chairs. Do not "beat" on the tables or stand or walk on them.
2. Put all trays, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff and follow instructions given by teachers and administrators
4. Do not break line
5. Use only appropriate language, no profanity or vulgarity

H. FAILING TO KEEP HANDS AND FEET TO SELF/BODY FLUIDS

(Hitting, kicking, shoving, pushing, pinching another person, biting, spitting, etc.)

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

I. FAILURE TO SIGN OUT WHEN LEAVING SCHOOL EARLY

Regarded the same as skipping

First Offense: 3 days ISS/OSS, Parent called.
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

J. REFUSAL TO ATTEND ISS

Recommend Alternative Academy or recommendation for expulsion
First Offense: 5 days OSS
Second Offense: 10 days OSS, Recommendation for Alternative Academy

K. REFUSAL TO IDENTIFY SELF

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

L. DISRUPTION

A student shall not, by noise, coercion, intimidation, fear, passive resistance, or any other conduct, cause substantial and material disruption or obstruction of any lawful right, mission, process, or function of any school, school bus (throughout these rules, “school bus” means any bus, public or private, being used at the time for school purposes), school personnel or student: nor shall any student engage in such conduct in an attempt to cause any such disruption or obstruction; nor shall any student urge others to engage in any such disruptive or obstructive conduct.

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

M. DISRESPECT TO STAFF/INSUBORDINATION

A student shall not direct to any school personnel or other adult language which is abusive, profane, or insulting. Students will comply with the reasonable requests of their teachers. Magnitude of offense will determine the extent of punishment.

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy

N. DRUG POLICY (STUDENTS)

1. Statement of belief

The Columbus County Board of Education has the responsibility of creating an atmosphere conducive to learning in our public schools. It further believes that the use of illicit drugs and alcohol is harmful, and that drug-free schools lead to drug-free communities. Therefore, with this in mind, the Columbus County Board of Education requires that all K-12 teachers within the Columbus County School System incorporate the drug education prevention/intervention strategies and curriculum provided through the Drug Free Schools and Communities Act of 1986 within their regular classroom content areas, and use all available resources to enhance the “no drug” message within all classrooms as appropriate.

2. Possession, use, and/or sale of drugs including alcohol
 - a. No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drug defined as a controlled substance pursuant to Chapter 90 of the North Carolina General Statutes, or any alcoholic beverage or other intoxicating liquor, as defined in Chapter 18A of the North Carolina General Statutes, or possess, use or transmit drug paraphernalia, as defined in Chapter 90 of the North Carolina General Statutes, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria while in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function, or event before, during or after school hours, or during any period of time when he/she is subject to the authority of school personnel, unless such possession, use or transmission is authorized by law and school regulations.
 - (1) The word “possession: shall mean having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to, the possession of a prohibited substance in a student’s automobile, locker, book bag, desk, or on a student’s person at school or any school-related activity.
 - (2) The word “use” shall mean the consumption, injection, inhalation, or absorption of a prohibited substance into a student’s body by any means at any time when they prohibited substance would influence a student’s behavior to any degree at school or a school-related activity.
 - (3) The word “sale” shall mean the exchange of a prohibited substance for money or other consideration.
 - b. Over the counter medication/prescribed drugs/counterfeit controlled substance
 - (1) No student shall distribute to any student an over the counter medication in their possession. Any student caught distributing over-the-counter medication to another student shall mean a 3 day out-of-school suspension. At the principal’s discretion, this may be adjusted to a 5 day period in ISS.
 - (2) Use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug is prescribed. All medications at school should be in pharmacy labeled and dispensed containers with the name of physician, date, name of medication, time and directions for administration, and student’s name.
 - c. Definition – prohibited substances include:

- (1) Wine, beer, and any other malt beverage, alcohol, liquor, liqueurs, and mixed alcoholic beverages
- (2) Any chemical compound which will induce a condition of intoxication when inhaled for the purpose (see NCGS 90-113.10)
- (3) Any drugs listed in the North Carolina Controlled Substance Act (NCGS 90-86 et. seq.) or its successor but not necessarily limited to: narcotics depressants, stimulants, hallucinogens, and cannabis which drugs are commonly known as: marijuana, acid, LSD, speed, Quaaludes, Valium, and other names: i.e., any substance which the student represents by reference or otherwise as being a controlled substance

d. Possession or use of a prohibited substance first offense

Violation of the above policy will mean an automatic 10-day out-of-school suspension and possible recommendation for placement in the Alternative Academy. In addition to the out-of-school suspension the student and parent/guardian must obtain a substance abuse evaluation by Columbus County Mental Health Center and participate in any recommended treatment and assume/pay the cost thereof. If a student or parent/guardian should decide against the program, the school will be notified and the principal may recommend expulsion.

The student also will be prosecuted under the juvenile or criminal laws of the state.

e. Second offense

The second offense will mean an automatic expulsion from school programs for the remainder of the year from all Columbus County Schools. In addition, in regards to possession, the student will be prosecuted under the juvenile or criminal laws of the state.

f. Sale of a prohibited substance

(1) Any student caught selling, with the intent to sell, or distributing illegal drugs shall be expelled for the remainder of the school year without the option of attending any school under the jurisdiction of the Columbus County Board of Education. Also, the student will be prosecuted under the juvenile or criminal laws of the state.

(2) The above policies will be enforced in grades 9-12 and/or 12 years of age in any grade. If the offender is a child below grade 7 and/or under 12 years of age, the Superintendent and/or principal may consider this a factor which can justify a less serious disciplinary action.

3. Notification and involvement of parents/law enforcement officers

a. Notification and involvement of parents

- (1) The principal or his/her designee shall notify as soon as possible the parent/guardian of a student who has violated or is believed to have violated the above policy.
- (2) Following this notification, a scheduled conference will be held with all involved persons.

b. Notification and involvement of law enforcement officials

- (1) The principal or his/her designee shall inform the appropriate law enforcement agency when the controlled substance is possessed, used, sold or distributed at school or at any school related activity.
- (2) Any controlled substance confiscated by school officials shall be turned over to the police or sheriff for identification, if necessary, and for disposal. A signed receipt should be requested from the law enforcement officer. The report of the law enforcement agency attesting to the nature of any confiscated substance shall be admissible as prime factual evidence of the identity of the substance at any student disciplinary hearing.
- (3) School officials shall assist the law enforcement officials with prosecution of any person who has possessed, used, distributed, sold or who is believed to have sold any controlled substance at school or a school-related activity.

4. Policy violations during the last ten (10) days of school

Students whose violations meet the criteria for long-term suspensions, during the last ten (10) days of school shall be suspended for the remainder of the year and allowed to take their exams after the end of the normal 180 days of instruction but before the teachers leave for summer vacation. The student and his or her parent/guardian must complete a substance abuse evaluation offered by the Columbus County Mental Health Center before his/her grades are finalized and transcripts and/or diplomas made available. In addition, a senior whose violation meets the above criteria during the last ten (10) school days or at any school related function after the end of the normal school year shall not participate in any remaining school related activities, including graduation ceremonies.

5. Authority of school officials to search
 - a. Lockers and Desks: School officials have the authority to search a student's locker and desk at any time. Students should have no expectation of privacy with respect to lockers and desks and shall be made aware of the condition. If a search is made of a locker or desk, it shall be made in the presence of the school administration and with a written record of the results of the search.
 - b. Personal possessions of students may be searched under reasonable suspicion of possession of a controlled substance. There shall be no frisk or strip searches. All searches shall be made in the presence of another staff member and not in the presence of the class. A written record of the results of the search shall be made.
 - c. Schools which allow students to drive to school shall require a permit. This permit must give consent for searches of vehicles driven to school if there is a reasonable suspicion that they may contain prohibited substances. All searches shall be made in the presence of a member of the school administration. A written record of the results of the search shall be made.
6. A list of the in-county and out-of-county agencies, public and private, will be on file at the Columbus County Board of Education for persons who are interested in receiving help with their drug/alcohol problem. The contact person for this list is the Drug/Alcohol Abuse Coordinator and this office is located at the Central Office.
7. Annual notification of parents, students and periodic review of Board policy
 - a. Parents and students will receive annual notification through the student handbook that compliance with this policy is mandatory, and disciplinary sanctions will be consistently reinforce.
 - b. This policy and the programs covered will be periodically reviewed to determine effectiveness.
8. Methamphetamine protocol and strategic plan

Methamphetamine is a stimulant that can be snorted, smoked, taken orally or injected. Methamphetamine is the most common illicit amphetamine and is the most commonly synthesized controlled substance. Most of the chemicals needed to produce methamphetamines are easily obtained or can be manufactured in secret often in vehicles, abandoned buildings, and individual homes. The chemicals present hazards both during the production process and during disposal.

In an effort to combat the growing crisis of methamphetamine use and the multiple locations of methamphetamine labs, Columbus County Schools has developed a guide which will serve as a resource for all employees. This guide contains several strategic initiatives to provide a clear understanding of roles and responsibilities if methamphetamine use or exposure is detected. The plan will consist of three elements: Public Awareness, Training, and a Response Plan.

Columbus County Schools will develop a committee responsible for developing initiatives for public awareness, training, and a response plan. This will include training for all employees of the Columbus County School system in the proper procedures in detection or use of methamphetamine. Increasing public awareness of methamphetamine use and production will be addressed as well as who to contact and when contact is necessary.

a. Public Awareness

Columbus County Schools will produce a flyer to distribute to all school employees. It will include telephone numbers of local agencies that need to be contacted as well as proper procedures when dealing with the use or detection of methamphetamine. It will include tips for recognizing methamphetamine use and procedures to follow if one should come in contact with methamphetamine. Steps to take if children have been exposed will also be included.

b. Training

Every employee of the Columbus County School system will be trained annually to review procedures when exposed to methamphetamine. It will also include current information relating to use and detection of methamphetamine. Specific training will be provided for first responders as well as those whose jobs may take them to residents where methamphetamine may be detected. Training will also be included if children have been exposed.

c. Response Plan

A strategic plan developed by a committee of Columbus County School employees will contain specific protocol when dealing with children or school employees who have been exposed to methamphetamine.

d. Protocol

(1) Assessment of Scene by School Personnel - Not on School Property

Procedures will be as follows:

- Recognize location as methamphetamine site
- Vacate immediately
- Do not remove any items from location
- Find a safe location and call school administrator
- School administrator will call 911 for law enforcement
- Alert law enforcement if children are involved
- School administrator will contact school superintendent
- Follow law enforcement protocol
- After situation has been assessed by law enforcement and children have been assessed—responders should consult with their medical provider for an individual evaluation

(2) Assessment of Scene by School Employee - On School Property

Procedures are as follows:

- Recognize location as methamphetamine site
- Vacate immediately
- Do not remove any items from location
- Contact school administrator immediately
- School administrator will contact school resource officer
- School resource officer will call 911 for additional law enforcement
- Alert law enforcement if children are involved
- Follow law enforcement protocol
- After situation has been assessed—responders should consult with their medical provider for an individual evaluation

(3) Exposure to Children

For children who are not injured or ill:

- Perform a basic assessment of the situation
- Check vital signs—temperature, blood pressure and pulse
- Assess for heat or chemical burns
- Clothing should be changed from outside the methamphetamine site
- Alert School Social Worker to contact Department of Social Services
- If exposure is severe--call 911 for transport of child to hospital
- If exposure is limited—contact parents encouraging them to seek evaluation from their medical provider

- Alert school administrator if children other than those residing in residence are involved

O. EXTORTION/INTIMIDATION/BULLYING/HARASSMENT

A student shall not obtain or attempt to obtain from a person, by force or threat, money or other property, devices or considerations of any sort, nor shall a student frighten or deter by or as if by threats. Please refer to Columbus County Schools prohibition against discrimination, harassment and bullying policy *code: 1710/4021/7230*.

First offense: 5 days OSS
 Second offense: 10 days OSS, Recommendation for Alternative Academy.
 Recommendation for expulsion

P. FALSE FIRE ALARM

First offense: 10 days OSS, call law enforcement
 Recommendation for expulsion

Q. FELONIES

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 may apply for admission to the Alternative Academy. Students are suspended from the public school until the case has been settled.

R. FIGHTING

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administration or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, and refusing to leave the scene when asked to do so are violations of the no fighting policy. If it can be determined by clear and convincing evidence who instigated a fight, that person may be punished to a greater degree than others involved in the fight. The amount of punishment will be at the principal's discretion. This does not absolve any parties in the fight from their role. All parties involved in a fight will be disciplined.

First offense: 5 days OSS
 Second offense: 10 days OSS, Recommended for Alternative Academy
 Recommendation for expulsion.

S. FIREWORKS/SMOKEBOMBS OR SIMILAR DEVICES

Students who are found with fireworks in their possession, or who discharge fireworks on

the school grounds, are subject to suspension and/or expulsion. Call law enforcement.

First offense: 10 days OSS, Recommendation for Alternative Academy.
Recommendation for expulsion.

T. HORSEPLAYING, WRESTLING

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

U. INAPPROPRIATE AFFECTION

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

V. INITIATING A FIGHT/BOOSTING A FIGHT, CARRYING NEWS/CAUSING DISSENSION

Any student who encourages, aids or abets any conduct which may or does result in physical violence against any person. Law Enforcement may be called. If it can be determined by clear and convincing evidence who instigated a fight, that person may be punished to a greater degree than others involved in the fight. The amount of punishment will be at the principal's discretion. This does not absolve any parties in the fight from their role. All parties involved in a fight will be disciplined.

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

W. LEAVING CLASS WITHOUT PERMISSION

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

X. MODE OF DRESS

1. General Grades 9-12

Clothing or jewelry must be age-appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene.

- a. For sanitary and safety reasons and in accordance with State Health regulations, all children are required to wear shoes to school.
 - b. Dress for special school sponsored activities that occur outside the regular school day may be determined and regulated at the discretion of the principal.
 - c. Sunglasses and hats are not to be worn inside. Headdress including kerchiefs, bandanas, sweatbands, and rags are not allowed.
 - d. There shall be 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. Articles on the ears must not promote alcoholic beverages, tobacco, or the use of controlled substances, depict violence, or are of a sexual or disruptive nature.
 - e. All tattoos must be covered.
 - f. No article shall be worn in the eyes other than medically prescribed corrective lenses.
 - g. All Shirts and blouses must be appropriately tucked in.
 - h. All pants that are made with belt loops must be worn with an appropriate length belt.
 - i. All belts buckles must not exceed the width of the belt worn.
2. Grades 9-12

Clothing will not be allowed which promotes alcoholic beverages, tobacco, and the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.

- a. Clothing must not disrupt the learning environment and must be free of any provocative or suggestive symbols, words, slogans, and advertisements. Additionally, clothing that is torn, cut, sliced, or shredded is unacceptable. Altered gloves, chains, spikes, or any other accessories that would interrupt the learning environment are not acceptable.
- b. Leggings may not be worn.
- c. Garments for the upper body section must be attractive, neat, and, as a minimum, cover the upper torso. These garments include shirts, blouses, and any other appropriate apparel. Tank tops and halter tops are not to be worn at school.

Penalties for Body Piercing, Tattooing, Eye Lenses other the Prescribed Corrective Lenses and mouthpieces

First Offense: 3 days ISS/OSS, Parent Notification
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendations for Alternative Academy.

Y. PROFANITY/INSULTING GESTURES

Punishment depends on severity.

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy.

Z. RADIOS, TAPE PLAYERS, WALKMANS, CAMERAS, CELL PHONES, PAGERS, BEEPERS, IPODS AND OTHER ELECTRONIC DEVICES

The school is not responsible for the loss of any electronic devices.

Unauthorized electronic devices not allowed during the instructional day include but are not limited to: calculators with a typewriter-style (QWERTY) keyboard, calculators that include a computer algebra system (CAS) and are capable of doing symbolic algebra, cell phones (including cell phones with calculators), handheld microcomputers, pen-input devices (such as personal digital assistants, tablets, or pen scanners), digital cameras (or devices that have cameras) or laptop/notebook computers.

Punishment may be used at the discretion of the principal.

Any such item will be confiscated and may be returned to parents, at the discretion of the principal.

First offense: Take up and return to parents
Second offense: Keep until end of school year

AA. SKIPPING CLASS

A student who does not have his parents' or guardians' permission to miss school (the whole day or any portion of it) or to leave campus after arriving is skipping. Everyone must sign out in the office.

First offense: 3 days ISS/OSS
Second offense: 5 days ISS/OSS

Third offense: 10 days OSS, Recommendation for Alternative Academy.

BB. STEALING

ISS/OSS, Law Enforcement at principal's discretion.

CC. SEXUAL HARASSMENT

Verbal, written, or physical conduct which is sexual in nature. Principal/designee should be contacted immediately for determination of facts. Magnitude of offense will determine the extent of punishment.

First Offense: 3 days ISSOSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

DD. TARDIES

Tardy 1: Warning
Tardy 2: Warning
Tardy 3: 1 day ISS
Tardy 4: 2 days ISS
Tardy 5: 3 days ISS

The principals have the discretion to interpret and implement the following policies. Schools without ISS will modify the consequences as needed. Repeated offenses may result in recommendation for Alternative Academy.

EE. THREATS TO STUDENTS/BULLYING

A student shall not direct, to any student/staff, language which threatens force, violence, or bodily harm, language which is abusive, profane, or insulting; sign gestures or acts which constitutes a threat of force or violence. Students will comply with the reasonable request of their teachers. Magnitude of offense will determine the extent of punishment.

First Offense: 3 days ISSOSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

FF. VANDALISM

Destruction of school property is a violation of public law, as well as school regulations.

First offense: 3 days ISS/OSS, plus restitution

Second offense: 5 days ISS/OSS, plus restitution
Third offense: 10 days OSS, Recommendation for Alternative Academy and restitution.

GG. TOBACCO

The possession or use of tobacco and non- tobacco products at school is a violation of the Columbus County Board of Education policy. (See attached policy.) Penalties are a follows:

First offense: 3 days ISS/OSS, Parent notification
Second offense: 5 days ISS/OSS
Third offense: 10 days OSS, Recommendation for Alternative Academy

HH. WEAPONS

The local school board requires that for any student who possesses a firearm or who brings a weapon onto school property will be suspended for 365 days. The local superintendent can modify the suspension on a case-by-case basis. The local Board of Education can provide an alternative school setting for any student removed under this act.

Any student who possesses a weapon, facsimile of a weapon, an object through which its usage becomes a weapon, and then attempts to inflict serious injury upon another student, or creates disruption in the school environment may automatically result in a warrant sought against the student. Punishment, depending upon the type of weapon may result in ISS, OSS, or expulsion.

II. SCHOOL BUSES

School buses are operated for the safe transportation of students traveling to and from school and school activities. Riding the bus is a privilege, which may be revoked when the general conduct of the student is detrimental to the safety and comfort of others on the bus.

General

1. Each student is required to ride his/her assigned bus and get on and off at his/her designated stop.
2. A student may be allowed to ride a bus other than the assigned bus and/or get off at a stop other than the designated stop if the student has written permission from the parent, approved by the school principal.

3. Students are under the authority of the school board while riding the bus and while waiting at the bus stop.

Meeting the School Bus

1. Students should be at their bus stop at least five minutes before the bus is scheduled to arrive.
2. Students should stand away from the road when waiting for the bus.
3. Student behavior, at the bus stop, should be comparable to behavior expected at school.
4. Students must wait until the bus has stopped and walk to the front door. Students must not run along the side of a moving bus.

If the students are to board the bus across the road from a bus stop, they must proceed as follows:

- a. Wait until the bus has come to a complete stop.
- b. Walk to ten feet or more in front of the bus and wait for a signal from the bus driver to cross the road. Students should cross only in front of the bus.
5. Students should board the bus in an orderly manner and be seated as quickly as possible.

Conduct on the Bus

1. While riding on a bus, students are subject to all rules and regulations.
2. The bus driver is in charge of all passengers and has the authority to assign seats and make other arrangements deemed necessary to maintain a safe and orderly environment. Students are required to obey the directions of the driver.
3. Students should remain seated unless granted permission to stand, by the driver.
4. Students must not engage in any behavior on the bus that might distract the driver or cause a safety hazard. This includes any form of misbehavior, rule violation, loud talking or laughter, or talking to the bus driver while the bus is in motion (except in an emergency).
5. Waving or shouting to others, extending arms, legs, head, or objects through the window, or riding on the outside of the bus is prohibited.
6. Food and beverages of any type are not to be consumed on the bus.

7. Radios, televisions, tape players, IPODs, MP-3 players, cell phones and other items that may cause problems such as water bottles or pistols, noisemakers, etc. are similarly prohibited.

Leaving the bus

1. Students are to remain seated until the bus has come to a full stop. They must leave the bus in an orderly manner with students in the front seat leaving first.
2. Students should go directly home when leaving the bus.

Consequences of Misbehavior on the Bus

- First offense:
- a. A conference will be held to determine the facts.
 - b. A warning or bus suspension may be assigned.
- Repeated offenses: All of the above and possible revocation of bus riding privileges for the remainder of the year.

SUSPENSION OF STUDENTS

If students persistently misbehave they may be suspended from school and their return contingent upon parents or guardians having a conference with their principal. Prior to their suspension, the principal shall give students notification of charges against them, and if students deny them, they will be given explanation of the evidence against them and an opportunity to present their side. However, in case the students are presenting a clear and present danger of disruption, the principal or designee shall have the option of suspending immediately. In this case, the necessary notice and hearing will follow as soon as possible.

Students and their parent/guardian have the right to appeal to the Superintendent regarding the suspension.

Short term suspension: Suspension from school for a period not exceeding 10 days.

Long term suspension: Suspension from school for a period exceeding 10 days and approval by the Superintendent.

Expulsion: A means by which the Board of Education may permanently bar a student from school. Three criteria are established for such action.

1. Must be at least 14 years of age.
2. Has been convicted of a felony.

3. Constitutes a clear threat to the safety and health of other students or employees.

Procedures before Suspension

Before a student is suspended, the principal or designee must talk to the students in person, and the conversation must include the following:

- a. The student shall be informed of the act or conduct that is in violation of the stated school board policy or regulation and which gives rise to the question of suspension.
- b. The principal or designee shall make sure that the conversation informs the student of the basis for the belief that the student committed the offense.
- c. The student shall be afforded the opportunity to present his/her version of what occurred.

Criteria for Suspension

The suspension shall meet the following criteria:

- a. The suspension shall not exceed 10 school days.
- b. The principal or designee shall inform the student, the student's parent/legal guardian, and the Superintendent the following, in writing:
 1. The reason for the suspension
 2. The length of the suspension
 3. The right to appeal the suspension to the Superintendent

In cases where the principal feels that the student should be kept out of school longer than 10 days, he/she shall refer the case to the Superintendent. The Superintendent will establish a hearing to determine the status of the recommendation.

Terms of the Suspension

- a. Except when a student is immediately suspended, the period of suspension shall begin at the end of the instructional day.
- b. The suspension does not end until the next school day following the student's suspension.
- c. Suspended students are not to be on school property during the period of suspension and shall not participate in any school sponsored activities.

Immediate Removal of Students

Student whose conduct poses a danger to persons or property or a continuous disruption of the academic process may be immediately removed from school. In such cases, the necessary notice hearing shall follow as soon as possible.

In cases of serious or continuous misconduct, the principal or designee may suspend a student and request a joint conference with the parent/guardian and the student. Appeals

The parent shall have the right to appeal to the Superintendent if they feel that the suspension is unreasonable.

After receiving the decision from the Superintendent, the parent may appeal to the School Board at its next regular meeting.

COUNTY POLICY 8-35, STUDENT CODE OF CONDUCT

Occasionally, situations arise that have not been listed. These will be dealt with on a one-on-one basis by the administration. Also, other penalties may be applied to the aforementioned items.

All school suspensions must also include a parent conference by phone or in person and a letter sent to the parent.

Suspended students and students assigned to ISS may not participate in or attend any school activities, nor may they be present on school campus during the period of suspension.

Student Dress Code, Policy 4316

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 appropriate shoes to school.
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 and hats may not be worn inside. Headdress, including kerchiefs, bandanas, sweatbands and rags, are prohibited.
4. No article shall be worn in the eyes other than medically prescribed corrective lenses.
5. There shall be no jewelry or any other article affixed to piercings in a student's nose, tongue, lips, cheek, eyebrow or any other visible part of the body, with the exception of the ears. Articles on the ears must not promote illegal drug, alcohol or tobacco use or be provocative, obscene or substantially disruptive.
6. Visible tattooing which promotes illegal drug, alcohol or tobacco use or is provocative, obscene or substantially disruptive is not allowed.
7. Clothing which promotes illegal drug, alcohol or tobacco use or is provocative, obscene or substantially disruptive is prohibited.
8. Clothing that is torn, cut, sliced or shredded is prohibited.
9. Garments for the lower body section must be attractive and neat and 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, including uniforms, must fit snugly around the waist.
10. Garments for the upper body section must be attractive and neat and, as a minimum, must cover the upper torso. These garments include shirts, blouses and any other appropriate apparel. Tank tops and halter tops may not be worn at school.

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. Failure to comply will result in the student being removed from school until his or her appearance or clothing meets school system policy or rules. The student's parent or guardian will be notified prior to any such removal.

Legal References: G.S. 115C-47, -390, -391

Cross References: School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)

Adopted: February 22, 2010

UNIFORM DESCRIPTION

1. Shirts:

Colors: White and the two other colors designated for the particular school by the School Uniform Committee (**WCHS- Columbia Blue and Dark Blue**)

- 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/Skorts:

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.

7. Lightweight Jackets/Sweaters/Capes/Overcoats

- Must be in school colors and be one solid color.
- With the exception of school approved logos, jackets, sweaters, capes may not have insignias, logos, labels, words, or pictures.
- Hoods (jackets/sweaters/capes) are not permitted.
- May be worn during the day during cold weather at principal discretion.
- Overcoats (heavyweight coats) must be removed when entering the building and are not to be worn inside.

8. Hats, Sunglasses, Headgear

- 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.

9. 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).

10. 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.

**DISCRIMINATION, HARASSMENT AND
BULLYING COMPLAINT PROCEDURE**

Policy Code: 1720/4015/7225

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
 - b. an immediate supervisor if the individual making the complaint is an employee;
 - c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
 - d. the Title IX coordinator for claims of sex discrimination or sexual harassment; or
 - e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.
2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate

investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:

- i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
 - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
 - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
 - iv. If the alleged perpetrator is the assistant superintendent for human resources, the superintendent or designee is the investigator.
 - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504 or ADA coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
 - c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

- d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.
- e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504 or ADA coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from

recurring;

- ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
 - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

4. Appeal of Investigative Report

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent for human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.

4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274, (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.10; State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)

Adopted: December 17, 2009

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING

Policy Code: 1710/4021/7230

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic progress or completion of a school-related activity;
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student’s performance within a course of study or other school-related activity; or

- (3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. *REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING*

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. *TRAINING AND PROGRAMS*

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should:

1. provide examples of behavior that constitutes discrimination, harassment or bullying;
2. teach employees to identify groups that may be the target of discrimination, harassment or bullying; and
3. train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, and on cell phones and the Internet.

F. Notice

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The superintendent or designee shall publish the names, office addresses and phone numbers of the "Title IX coordinator" (for sex discrimination) and the "Section 504" and "ADA coordinator(s)" (for discrimination on the basis of disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinators shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective

action or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Oncala v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.9 through -407.12; 126-16; State Board of Education Policy HRS-A-007

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (1730/4022/7231), Prohibition Against Retaliation (1760/7280), School Plan for Management of Student Behavior (policy 4302), Professional Employees: Demotion and Dismissal (7930), Classified Personnel: Suspension and Dismissal (7940)

Adopted: December 17, 2009

STUDENT RECORDS

A copy of the school system's policy regarding the Family Educational Rights and Privacy Act (FERPA) can be obtained in the principal's office. FERPA ensures that the parent or eligible student has a right to:

1. Inspect and review the student's 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 disclosures of personally identifiable information contained in the student's education records, except to the extent that system policy authorizes disclosure without consent; and
4. File with the US Department of Education a complaint concerning alleged failure by the Columbus County Schools to comply with the Family Educational Rights and Privacy Act.

RULES AND REGULATIONS OF WEST COLUMBUS HIGH SCHOOL ATHLETES

Philosophy: The athletic program of West Columbus High School is to be considered an integral part of the curriculum. It should be subject to the same administrative procedures, regulations and must operate within the scope of sound educational practices and be based on principles and policies established by the Board of Education of Columbus County Schools and its regulations established by the North Carolina Athletic Association of which West Columbus High is a member. The foremost responsibility of the athletic department will always be the proper educational development of the student who is participating.

Objectives: West Columbus High School subscribes to the comprehensive program and strives to provide an athletic program that will accomplish objectives as listed herein:

1. To insure athletics is a part of the total educational process.
2. To encourage and provide for broad student participation to allow any students to participate, on a voluntary basis, who has the interest and ability.
3. To develop good sportsmanship; being defined as the desire to play the game according to the rules, the determination to win, and the ability to conduct oneself on and off the playing field as a worthy citizen.
4. To develop and maintain individual health and vigor.
5. To perfect playing skills.
6. To enjoy competitive play.
7. To develop team morale, teamwork and unity through cooperation that instills a sense of personal discipline and pride.
8. To build a team spirit that encourages self-sacrifice and self-discipline and pride.
9. To contribute to the school and community spirit and morale.
10. To develop personal examples that the people of the West Columbus community will be proud to have their children follow.

INTERSCHOLASTIC ATHLETICS

Eligibility Requirements

1. **Residence.** Any student proposed for a contest is eligible at the school to which the local Board of Education assigns him within the administrative unit of residence. Residence of any student, whether an adult or not, shall be deemed the same as that of his parents, or one living parent; and for athletic eligibility purposes, the term "residence" is to be construed in the same legal sense as the term "domicile".

Under no circumstances can a family have two residences for eligibility purposes. It is the obligation of the school to know the complete residence status of each athlete and to see that all

comply with these requirements.

Any change in residence must be bona fide. Determination of what constitutes a bona fide change of residence to be considered bona fide at least the following facts must exist.

1. The original residence must be abandoned as a residence; that is sold, rented or disposed of as a residence, and must not be used as residence by any member of the family.
2. The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances.
3. The change must be made with the intent that it is permanent.

No guardianship will be acknowledged where a student has a living parent unless there has been a determination of abandonment of the student by such parent(s) or a determination that the student is a dependent juvenile.

A student shall not be subjected to undue influence by an individual or group of individuals to cause him to be transferred from one school to another for athletic purposes. The State Association or conference to which the school belongs will decide what constitutes undue influence on the basis of evidence presented in each case. If allegations of recruiting are made against a school, the burden of proof in substantiated form must be borne by the accusing party.

2. Attendance Requirements. A player must have been in attendance at least 85 percent of the previous semester and properly enrolled and in attendance for the present semester in an "approved" school. A student must, at the time of any game in which he participates, be a regularly enrolled member of his school's student body. It is further recommended that a student be in school the day of a game in order to play in that game. Summer school attendance shall not be counted in determining percentage of attendance of athletic eligibility.

3. Age Requirements.

- A. A student is eligible to participate in school athletic contests during a school year if he/she does not reach his/her nineteenth birthday on or before October 16 of that school year.
- B. A student shall not participate on a ninth grade junior high school team if he/she becomes 16 years of age on or before October 16 of said school year.
- C. The principal shall have on file in his/her office evidence of the legal birth date of each player. He/she shall also have evidence of the date of each player. He/she shall also have evidence of the date of each player's first entry into the ninth grade.

4. Academic Requirements. A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. However, if he passes a minimum load for the year, his record during the spring semester shall be immaterial to his athletic status during the following fall semester. On the "block schedule," a student must pass three of his four classes to be eligible for the following semester.

A student who is not academically eligible at the beginning of the semester is not eligible at

any time during the semester. A student who is academically eligible at the beginning of the semester remains eligible academically throughout the semester.

Pupils enrolled in "exceptional students" classes shall be eligible for participation in interscholastic athletics provided the program of instruction is in accordance with the recommendations of the State Department of Public Instruction; and provided further that, in the opinion of the principal and teacher, such pupil is making "satisfactory progress". "Satisfactory progress" is interpreted to mean that the pupil passes at least three subjects on his level. All other regulations of the Association shall be met.

No work previously passed by a student may be submitted as part of a minimum load. Summer school work used to make up part of the minimum load must be applied on the most recent semester, and credit for summer work is a determination of the local unit.

5. Eight Semester Rule

A student, upon first entering grade 9, is eligible for competition on high school athletic teams only during the succeeding eight consecutive semesters. For students who skip the 9th grade and advance directly to the 10th from the 8th, the year prior to entering the 10th grade will be considered the year to be reported as first entering the 9th grade. The principal shall also have evidence of the date of each player's entry into the ninth grade. The North Carolina cumulative record will suffice relative evidence of the date of entry into the ninth grade.

6. Medical Examination

- A. In order to be eligible for practice or participation in interscholastic athletic contests, a player must receive a medical examination once every 365 days by a licensed medical doctor.
- B. Students absent from athletic practice for five or more days due to illness or injury shall receive a medical examination by a physician licensed to practice medicine before readmittance to practice and contests.

7. Maximum Number of Years

- A. No student may be approved for a high school contest if he has taken part in contest during four separate seasons of the sport in which he desires approval.
- B. Playing as a member of a private or other non-member school team--either in North Carolina or elsewhere--shall be deemed the same as playing as a member of a school team.
- C. A student shall not participate in school athletic contests after graduation or after being eligible for graduation from high school.

8. Individual Sports Rules

- A. Team members will be chosen by the coaches in each sport.
- B. Players will attend practice on an everyday basis. They can only be excused by the coach in that specific sport. Missed practice/practices can lead to the dismissal from that team (coaches discretion).
- C. Players will conduct themselves in a positive manner. They are representing their families & West Columbus High School. Failure to comply can lead to dismissal.

- D. It is the responsibility of each coach to have his/her own system of (1) rules, (2) awards. These will be given to team members at the beginning of the sport season. There will be a parental meeting at the beginning of each sport season.
- E. Team members in each sport will travel with the team to and from all athletic events. Failure to do so can lead to dismissal
- F. Profanity will not be tolerated.
- G. The illegal use of drugs/alcohol will not be tolerated and will result in dismissal from the team.
- H. Poor relationships/attitude between faculty and athletes will not be tolerated.
- I. Poor classroom attitude/excessive tardies will not be tolerated.
- J. A player who does not finish out the season is not eligible for free admission to the athletic banquet or for the recognition of awards/athletic letters, etc.
- K. A student who is suspended in-school or out-of-school may not participate in or attend any school function or extra-curricular activity during the period of assignment through 3:00 pm on the last day of assignment. School functions include those at school or away from school both during the school day and after school.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible, even if suspected to be false. The classroom teacher will give specific instructions to students. Sounding the alarm under false pretenses is not only punishable by law but will be treated as a very serious offense by school officials.

GYM RULES AND REGULATIONS

1. You must wear a regulation gym or tennis shoe for use on the gym floor. Any shoes worn on the outside (including tennis shoes) will not be allowed on the gym floor.
2. There will be no activities or recreation in the gym unless there is supervision.
3. All activities in the gym during the school day must be cleared through the department chairman. All night activities must be cleared through the athletic director.
4. No student is permitted in the gym at any time unless supervised by a teacher or coach.
5. All students in class in the gym must remain in the gym until the bell rings for class to end.
6. No one will use the weight room unless under the supervision of a coach.

ILLNESS AT SCHOOL

Students who get sick at school are to report to the office. A call home for notification of parent or guardian will be made. The administration cannot assume responsibility for allowing a student to leave school unless contact has been made with the parent or guardian in order to get permission for the student to leave school.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS AND STUDENT EMERGENCY CARDS

Chapter 115C-507 of the General Assembly 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 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

Medication 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, a special health care need, or an unusual health problem where emergency measures are indicated. The policy is intended for this type of child. The school will assume no responsibility for students who self-medicate. This is the responsibility of the student's parents or guardians.

Some ill children may need medication for short periods of time to enable them to remain in school. Every effort should be made so that medication can 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 the school administration for medication to be given during school hours.

When children who are subject to unusual health hazards such as allergy to bee stings attend school, it is the parent's or guardian's responsibility to assure that the school administration is aware of the situation and prepared to implement emergency measures. Depending upon what has been negotiated between the student's parent and guardian, personal physicians or health care source, and the school.

- * A medication may be given to allay reactions until the student can be transported to the physician's office, or emergency room, or
- * First aid measures may be instituted.

This should be included in a written emergency plan developed for the student 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 their child, and that written permission is given by them to institute emergency measures.

Parent or Guardian's Responsibility:

- * Provided medication in a labeled container which includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.
- * Have the pharmacist label two containers - one for home use and one for school use-if the child is to receive the medication at both sites.

- * Maintain an adequate supply of medication at the school, for the student on long-term medication. The parent must deliver the medication to the school.
- * Obtain a "Request for medication to be Given During School Hours" form and have the child's doctor complete the indicated information (for long-term medications).
- * Provide new, labeled containers when medication changes are made, as well as a new "Request for Medication Form." Remove medication from school premises when treatment has been completed.
- * Sign the "request for Medication to be Given During School Hours" form and return to the school for long-term (more than two weeks) medicines and written parental permission if short term (two weeks or less) medicines.
- * Complete and update annually Emergency Information Card for each child and return it to school, including a written emergency plan for the student developed by parent and doctor if applicable (e.g. life-threatening allergic reactions). Report immediately, any changes in your child's health status.

School Administration Responsibility

- * Keep medications locked in a secure place (exceptions may be made for medicines which require refrigeration).
- * Designate two or more persons the responsibility for security and/or administration of the medication. A back-up person may be needed should the designated person be absent.
- * Maintain records of the administration of all medication to the students using the medication log. (See Sample) Medication which is administered "short term", long term "or as needed" is to have the date, time, amount given and initials of giver recorded each time it is given. The date when a medication is discontinued is to be recorded on the medication log.
- * All medications will be maintained in individual large brown envelopes (9"x12") with medication logs attached to face of envelope (one envelope per student). Request for medication forms and written parental permission notes will also be maintained in corresponding envelopes.
- * An Emergency Information Card for each student should be maintained in the office (update annually).

The school nurse should coordinate and/or monitor the administration of medications. She should ensure that a medication log is maintained for each student who is receiving medication and should review periodically to assure effective monitoring of the child's medication need.

**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)

COLUMBUS COUNTY SCHOOLS CHILD FIND POLICY

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 the exceptional children’s director.

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 September 9, 2013, so a plan for your child’s care at school can be implemented for the 2013-2014 school year.

Students

8-44 Student Records

Adopted February 28, 2005

The principal shall have the overall responsibility for maintaining and preserving the confidentiality of student records. He may, however, designate another school official to perform those duties for him/her.

The principal or his/her designee is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. He is responsible for reviewing the files and deleting supplementary and tentative records when necessary. He/she is also responsible for granting and denying access to records on the basis of these regulations.

1. Definitions

For the purposes of this policy, the Columbus County Schools have used the following definitions of terms:

“Student” – any person who attends or has attended a school in the Columbus County School district.

“Eligible Student” – a student or former student who has reached age 18 or is attending a postsecondary school.

“Parent” – either a natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

“Education records” – any record maintained by the Columbus County Schools or an agent of the Columbus County Schools which is directly related to a student except:

- A. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other person except a temporary substitute for the maker of the record.
- B. Records created and maintained by the Columbus County Schools for law enforcement purposes.
- C. An employment record which is used only in relation to a student’s employment by the Columbus County Schools.
- D. Alumni records which contain information about a student after he/she is no longer in attendance in the school system and which do not relate to the person as a student.

2. Annual Notification

Parents will be notified of the Family Educational Rights and Privacy Act (FERPA) rights annually by publication in their child's student handbook.

3. Procedures to inspect education records

Parents of students or eligible students may inspect and review the student's education records upon request.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangement for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about students other than the parent's child or eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

4. Refusal to provide copies

The Columbus County Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the records involve answers to a standardized test, the Columbus County Schools will not provide a parent a copy of standardized test questions.

5. Fees for copies of records

The first record copy will be provided at no charge. The fee for additional copies will be ten cents per page.

6. Types, locations, and custodians of education records

The following is a list of the types of records that the school system maintains, their locations, and their custodian.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Record	Principal's Office	Principal
Cumulative School Records (former students)	Principal's Office	Principal
Other records	Principal will collect and make available at student's	Principal

school

7. Disclosure of education records

The Columbus County Schools will disclose information from a student's education records only with written consent of the parent or eligible student except:

- a. To school officials who have a legitimate educational interest in the records.

A school official is:

1. A person employed by the Columbus County Schools as an administrator, supervisor, instructor, or support staff member.
2. A person elected to the school board.
3. A person employed by or under contract to the Columbus County Schools to perform a special task, such as an attorney, auditor, medical consultant, or therapist.

A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his/her position description or by a contract agreement.
 2. Performing a task related to a student's education.
 3. Performing a task related to the discipline of a student.
 4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- b. To officials of another school, upon request, in which a student seeks or intends to enroll.
 - c. To certain officials of the US Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 - d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - e. If required by a state law requiring disclosure that was adopted before

November 19, 1974.

- f. To organizations conducting certain studies for or on behalf of Columbus County Schools.
- g. To accrediting organizations to carry out their functions.
- h. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- i. To comply with a judicial order of a lawfully issued subpoena.
- j. To appropriate parties in a health or safety emergency.
- k. Directory information so designated by the school system.

8. Record of requests for disclosure

The Columbus County Schools will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student.

9. Directory information

The Columbus County Schools designates the following items as directory information: student name, parents' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The Columbus County Schools may disclose any of those items without prior written consent, unless notified in writing to the contrary by the end of the tenth school day of each school year.

10. Correction of education records

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are procedures for the correction of records:

- a. Parents or the eligible student must ask the Columbus County Schools to amend a record. In doing so, they should identify the part of the record they want

changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.

- b. The school system may comply with the request or it may decide not to comply. If it decides not to comply, the school system will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- c. Upon request, the school system will arrange a hearing, notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
- d. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school system. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals, including an attorney.
- e. The school system will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- f. If the school system decides that the challenged information is not accurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- g. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school system discloses the contested portion of the record, it must also disclose the statement.
- h. If the school system decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

11. Destruction of confidential records

- a. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.
- b. Public notice of intent to destroy scheduled records will be published in April of each year. Citizens will be informed that records may be needed for Social Security, legal proceedings, or other purposes. A copy of the written policy

shall be given to eligible students and/or parents at the time of exit from school.

- c. The policy will be included yearly in each child's student handbook.
- d. Copies of student records will be made available to eligible students or parents upon request.
- e. Litigated inactive records will be forwarded to the Director of Exceptional Children's Department with an accompanying student roster.
- f. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.
- g. A student roster of personally identifiable information will be maintained in 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.
- h. Destruction of eligible records will be conducted in July of each year.

Notifications of Rights under FERPA for Elementary and Secondary Schools

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:

(1) 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 record may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of student's privacy right under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or the eligible student, the school will notify the parents or the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional informational regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosure 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 as its agent to provide a service instead of using its own employees or officials (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 task.

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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by Columbus County Schools 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 20020-5920

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2005**

**SESSION LAW 2005-205
HOUSE BILL 1032**

**AN ACT TO CLARIFY THE PERMISSABLE USE OF SECLUSION AND
RESTRAINT IN PUBLIC SCHOOLS AND TO PROVIDE FOR TRAINING IN
MANAGEMENT OF STUDENT BEHAVIOR**

The General Assembly of North Carolina enacts:

SECTION 1. This act shall be known as the "Deborah Greenblatt Act".

SECTION 2. Chapter 115C of the General Statutes is amended by adding a new section to read:

§115-391.1 Permissible use of seclusion and restraint.

LOST AND FOUND

Students finding lost articles in the school building or on the school grounds are to take them to the office, where they can be claimed by the owner.

CHANGE OF SCHEDULE

CLASS CHANGES SHOULD BE REQUESTED DURING THE SUMMER. At the end of the first week of school there will be an opportunity for class schedule change where necessary. After this time, change in schedule will be permitted only by permission of the principal with

recommendation by the counselor. Subjects dropped after the first grading period will result in an automatic failing grade in that subject for the year, with the exception of SSMT recommendations. A student will not be permitted to drop a subject nor a teacher allowed to drop a student from his class roll without written permission from the principal. IN MOST CASES, PARENTS MUST SIGN A LETTER REQUESTING A SCHEDULE CHANGE BEFORE IT CAN BE MADE.

ACCIDENTS

There is a possibility that you may hurt yourself during the school day in P.E. class or in extracurricular activities. If you are injured, you must do the following:

1. Report all accidents to the teacher if you are injured in the classroom or in P.E. Class.
2. Report any injury to office personnel.
3. Report athletic injuries to the coach.

If medical attention is needed, your parents will be notified immediately and the correct procedure for your injury will be followed.

SCHOOL WITHDRAWAL PROCEDURE

Students who wish to withdraw from school, either to transfer or drop out permanently, should check with the guidance counselor before doing so.

A form will be furnished which the student is responsible for getting signed by each of his or her teachers and returning to the guidance counselor. The forwarding of records for students who fail to follow proper procedure will not be honored.

TRANSFER STUDENTS

Students transferring from another school to West Columbus High School must provide proof that they withdrew from the previous school in good standing. Transfer students will not be permitted to enroll at West Columbus until complete records and transfer slips have been received.

"In general, the domicile of the student shall be determined by the domicile of the student's parent(s), custodial parent(s), or legal guardian(s). If the child's parents are divorced or separated, domicile generally shall be determined by the domicile of the custodial parent. If the custodial person is a parent, the domicile may be determined by a court order or a written separation/child custody agreement awarding custody to the custodial parent(s) who is/are domiciled in Columbus County; however, if the custodial person or persons are not the parents, a court order evidencing the placement of custody or establishing legal guardianship with the person who is domiciled in Columbus County is necessary." (Board policy 8-21)

GRIEVANCE PROCEDURE

A student who has a grievance should first discuss this with his/her principal. A student may request a formal hearing in which case both parties may present witnesses and have the opportunity to cross-examine. The final decision at this level is rendered by the principal. If the student is not satisfied with the decision of the principal, the student may make a written

appeal to the superintendent within five (5) school days of the decision of the principal. The student may request a formal hearing. The same procedure as used on the preceding level will be followed with the superintendent making the final decision. If the student is not satisfied with the decision of the Superintendent the student will make a written request to the Board of Education within five (5) days after the superintendent's decision was rendered. The Board of Education will arrange a hearing and the decision of its members is final.

ASBESTOS MANAGEMENT PLAN

TO: Parents of Students

Employees of the Columbus County School System

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.

Annual Notification of Pest Management Program For School Year 2013 - 2014

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the North Carolina School Children's Health Act. Columbus County Schools has adopted an Integrated Pest Management (IPM) Policy to comply with this law. IPM is a holistic, preventive approach to managing pests that minimizes pesticide use in our schools and on school grounds. IPM is explained further in the school's Pest Management Policy, a copy of which is included with this notice.

The IPM Coordinator for our school district is:

Name Timmy Ward
Title Director's Assistant / Plant Operations
Phone number 910-642-0161
Email address tward@columbus.k12.nc.us
Office address 5487 Silverspoon Road, Whiteville, NC 28472

Your on-site contact for questions about the IPM program is:

Name Jeff Greene
Title Principal
Phone number 910-654-6111
Email address jeffgreene@columbus.k12.nc.us
Office address P.O. Box 130 Cerro Gordo, NC 28430

The **IPM Coordinator** and your on-site contact maintain the pesticide product label and the Material Safety Data Sheet (MSDS) of each pesticide product that may be used on school property. The **label and the MSDS** are available for review upon request by a parent, guardian,

staff member, or student attending the school. Also, the IPM Coordinator is available to help answer any questions you might have about the school system's pest management program and pesticide use decisions.

Notification of Pesticide Use: Our school system may find it necessary to use pesticides to control pests at your school or other school system site. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time using the enclosed form.

Exemptions: Certain relatively low-risk pesticides are exempted from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV, "relatively nontoxic." Your right to be notified extends to all nonexempt pesticide applications at your school or other non-school site (office building, garage, workshop, etc.), both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, or after school hours.

Emergency Pesticide Use: In the event that a non-exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency pesticide application less than 72 hours before, or as soon as possible after the pesticide application.

To request advanced notification of non-exempt pesticide applications at your school or other site, please return the enclosed form to your school contact person. People wishing to receive pesticide use notification for multiple school district sites can list up to 5 sites on each form. You will need to submit a new copy of this form each year, and every time you wish to update or change your preferred contact information. Additional copies of this form are available by contacting your school contact person.

Request for Notification before Non-Exempt Pesticide Applications

Dear IPM Coordinator, West Columbus High School

I am writing to request notification in advance of non-exempt pesticide application at my child's school, and/or at the school or other site where I am employed by the school district, as per my legal right under the NC School Children's Health Act.

I understand that I can request 72 hour advanced notification for pesticide applications that are not already listed on the school district's annual schedule, if it has one. If there is an annual schedule of pesticide applications for my school site, it has been sent to me, and I can view it at any time by [contacting IPM Coordinator or visiting website].

I also understand that notification requirements apply to all non-exempt pesticide

applications at the relevant school or other non-school site (office building, garage, workshop, etc.), both indoor and outdoor pesticide applications, and including applications planned for summer recess, holidays, weekends, or after school.

Pesticide products exempt from notification requirements include: antimicrobial cleansers, disinfectants, self-contained baits and crack and crevice treatments, and any pesticide products classified by the United States Environmental Protection Agency (EPA) as belonging to the US EPA Toxicity Class IV, "relatively nontoxic."

In addition, I understand that should a pest control emergency require a pesticide application for which there is not adequate time to notify me 72 hours in advance, I will receive a notice of emergency pesticide use less than 72 hours, or as soon as possible after, the emergency pesticide application.

I am requesting notification of pesticide use in the follow schools or other sites:

- 1) Name of Student or Employee: _____
School or other site, homeroom or office number: _____
- 2) Name of Student or Employee: _____
School or other site, homeroom or office number: _____
- 3) Name of Student or Employee: _____
School or other site, homeroom or office number: _____
- 4) Name of Student or Employee: _____
School or other site, homeroom or office number: _____
- 5) Name of Student or Employee: _____
School or other site, homeroom or office number: _____

I would like my primary notification method to be (please check one):

Mail:

Mailing address: _____

Phone: Home Phone: _____
Work Phone: _____
Mobile or other phone: _____

Email:

Address: _____

In case of a problem with my primary notification method, I would like my back up notification method to be (please check one):

Mail:

Mailing address: _____

Phone: Home Phone: _____
Work Phone: _____
Mobile or other phone: _____

Email:

Address: _____

I understand that it is my responsibility to maintain communication through the means I have designated above, and that the school is required to try to contact me only once about the pesticide application. If I do not receive the notification because I have not updated my mailing address; my voicemail or answering machine are full or not functioning; or because my email account is not functioning, over quota, or notification from the school is auto-filtered as spam; it is my responsibility to correct the problem. Though they will attempt to alert me to the issue, the school system is not liable.

Sincerely,

Full Name (please print): _____

Signature: _____ Date: _____

Columbus County Board of Education Contacts

Allan Faulk, Superintendent
Dr. Jonathan Williams, Associate Superintendent
Dr. Heather Wing, Section 504 Coordinator
Ken Buck, Title IX Coordinator