Tabor City Middle School

2021-2022

Student and Parent Handbook



***Home of the Eagles*** Dr. William D. Norris, Principal

Dear Eagle Families,

Welcome to Tabor City Middle School, home of the Eagles! I am thankful for the opportunity to be part of a school and community that is rich in educational and athletic traditions. We strive to provide opportunities for all students to achieve academic excellence. It is our goal to focus on every student, every day in order to create well-rounded productive citizens. The faculty and staff work hard and are dedicated to accomplishing this mission.

Developing strong relationships with our families ensures the success of our students. We believe communication is a vital part of a successful school-to-home partnership. We invite you to join our teachers and staff in supporting our students and setting high expectations. Our commitment to this wonderful community we serve is to love and care about our students and to do everything we can to ensure each students’ academic and extracurricular success. We strive to emphasize the importance of good character, integrity and purpose for every student. We make every effort to support student confidence as we prepare them to be trustworthy, hard-working members of a global society.

Our goal is to provide a safe and orderly environment ensuring that this school year will be a happy and successful experience for all students. I am excited to continue the journey of building upon the excellent tradition and commitment to higher accomplishments in the upcoming year. On behalf of the faculty and staff of Tabor City Middle School, I welcome all students to a very exciting 2021-2022 school year.

Sincerely,

William D. Norris

***TCMS School Contacts***

Principal William D. Norris [norrisw@columbus.k12.nc.us](mailto:norrisw@columbus.k12.nc.us)

Administrative Assistant Davene Fowler [dfowler@columbus.k12.nc.us](mailto:dfowler@columbus.k12.nc.us)

Guidance Amy Jones [amyjones@columbus.k12.nc.us](mailto:amyjones@columbus.k12.nc.us)

Cafeteria Christy Sing [csing@columbus.k12.nc.us](mailto:csing@columbus.k12.nc.us)

School Nurse Donna Thigpen [dthigpen@columbus.k12.nc.us](mailto:dthigpen@columbus.k12.nc.us)

Media Center Lisa Lennon [llennon@columbus.k12.nc.us](mailto:llennon@columbus.k12.nc.us)

Exceptional Children Maya Lachkova [mlachkova@columbus.k12.nc.us](mailto:mlachkova@columbus.k12.nc.us)

***Columbus County Schools Mission, Vision and Beliefs***

Education for all students in Columbus County Schools is delivered by highly qualified teachers and staff. It is delivered with rigor and in alignment with the North Carolina Standard Course of Study (NCSCOS). The NCSCOS defines the appropriate content standards for each grade or proficiency level and each high school course to provide a uniform set of learning standards for every public school in North Carolina. These standards define what students are expected to know and be able to do by the end of the school year or course. Our district recognizes the strong correlation between student success and a high-quality, universal Tier 1 (Core) instruction for all students. Educators are responsible for delivering engaging and effective differentiated instruction, as well as behavior and Social Emotional Learning (SEL) strategies and supports to maximize achievement for all students. In addition to Core instruction, additional Tier 2 and/or Tier 3 interventions are provided to target specific needs or skill deficits of identified students.

***Mission***

We empower students to responsibly engage in learning, maximize their potential, and become prepared for success.

***Vision***

We will aspire to cultivate individual talents and maximize the potential of every student every day.

***Beliefs***

● We believe all students must have access to a quality education which provides an engaging and rigorous learning environment in which students can reach their maximum potential.

● We believe all students can receive a quality education when teachers, parents, and students share accountability and responsibility.

● We believe collaboration is a vital skill for everyone in all areas of school, career, and life.

● We believe all school personnel must model integrity and demonstrate compassion and commitment to doing what is best for every student.

● We believe that responsive and transparent communication develops trust, encourages involvement, and increases student success.

● We believe all students can learn if provided equitable opportunities in a safe, nurturing environment that values and respects individuals and celebrates our diversities within our community.

● We believe that all learning environments should be properly equipped with modern infrastructure that is maintained and conducive to all instructional modalities.

● We believe that all students should be inspired to generate creative and innovative solutions to challenges in school, career and life.

● We believe quality education is a partnership built upon purposeful relationships with educators, students, parents, businesses, and the community.

● We believe reflection is essential to the process of growth by allowing flexibility to adjust for identified needs, recognize progress, and celebrate accomplishments.

● We believe that students should develop a desire to serve the community and society through experience-based learning.

***INSTRUCTIONAL AND CURRICULUM GUIDELINES GRADING SYSTEM***

***Effective 2021-2022 School Year***

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

***Bell Schedule***

7:30 Teachers Arrive

7:45 Students Arrive

8:00 First bell rings for all students. (All students report directly to their classroom)

8:05 Tardy Bell Rings (Students arriving after 8:05 are tardy and must sign in at the main office and receive a tardy note.)

2:50 Dismissal Bell Rings

***Board Policy on Image Use***

Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 1310/4002, Parental Involvement on CCS Webpage).

a. The board designates the following student record information as directory information:

(1) Name

(2) Address

(3) Telephone listing

(4) Photograph

Board Approved

July 12, 2021

***COLUMBUS COUNTY SCHOOLS***

***SCHOOL FEES***

***2021-2022 SY***

1. ALL SCHOOLS – GRADES K-12 (All Students)

Instructional Materials $ 4.00

Physical Education $ 2.00

Replacement Facemasks (if provided 3 or more free per month) $ .50

2. HIGH SCHOOLS

Guidance $ 1.00

Science and Lab Fees $ 5.00

Small Business/Entrepreneur $10.00

Computer Courses $20.00

Arts, Band, Chorus, Dance, Theatre Arts $20.00 (per class)

Career and Technical Education $20.00 (per class)

(Agriculture, Family & Consumer Sciences, Trade and Industrial

Technology, and Health Occupations)

Driver’s Education $20.00

Parking Fee $20.00

Mathematics $ 5.00

Advance Physical Education $10.00

Technology Use $ 5.00

3. K-8 SCHOOLS

Art, Band, Chorus $10.00 (per class)

Band

Acme Delco Elementary and Hallsboro-Artesia

Elementary School Grades 5 and 6 $30.00

Careers, Computer Skills, Science $ 5.00 (per class)

4. COLUMBUS CAREER AND COLLEGE ACADEMY

All Students

Instructional Supplies $ 5.00

Guidance $ 5.00

Student Activities $25.00

Career and Technical Education $20.00

College Printing $10.00

Course/Club Specific

Science (per course) $10.00

Metals $20.00

Culinary $20.00

Broadcasting $20.00

Drafting $20.00

5. PROCEDURES

a. Membership dues in school clubs and organizations are optional with the student.

b. Instructional materials and special subject fees shall be used only for the purpose for which they are collected. Supporting invoices for expenditures from these accounts shall be a part of the school’s bookkeeping records.

c. School fees prescribed by the Columbus County Board of Education shall be set up in the schools’ ledger books as separate accounts.

d. Additional fees are required at the Columbus Career and College Academy.

e. Fees collected for students or their parents shall be made in accordance with N.C. Const. art. IX, § 2(1); G.S. 115C-47(6), -384

***SCHOOL VOLUNTEERS***

The board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students’, parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children. The board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees shall be responsible for the implementing and supervising school volunteer programs. School volunteer programs must provide the following: 1. adequate screening of volunteers based upon the amount of contact they will have with students; 2. all volunteers shall be subject to a criminal background check (performed by Columbus County Schools) for which they are financially responsible ($10.00 per person at the beginning of the school year) 3. the requirement that volunteers comply with policy 5015, Visitors to the Schools: 4. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and 5. adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules. Individuals selected as school volunteers must be recommended by the school principal and superintendent and approved by the board before beginning services as a volunteer. All school volunteers shall be expected to be professional and dependable in their volunteer activities. Legal References: G.S. 115C-36, -47, -203 to -209.1 Cross References: Parental Involvement (policy 1310/4002), Visitors to the School (policy 5015) Adopted: March 29, 2010

***DISCIPLINE PROGRAM***

We believe students should conduct themselves appropriately at all times and should be responsible for their actions. Behavior should not prevent teachers from teaching or students from learning. In order to encourage good behavior and maintain an environment conducive to learning, procedures/agreements are necessary. Classroom procedures/agreements will be developed by each individual class and sent home during the first week of school. All students are expected to follow these general procedures/agreements and our school-wide PBIS program.

***TITLE I***

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

Individual public schools, like Tabor City Middle School, with more than 70 percent of families qualifying for free and reduced lunch, may use Title I funds, along with other federal, state, and local funds, to operate a school-wide program to upgrade the instructional program for the whole school.

Our Title 1 School-wide Program Plan requires a comprehensive needs assessment, school-wide reform strategies, highly qualified teachers and staff, parent involvement, and integration of programs to accentuate the current curriculum.

**Title I Basic Requirements**

1. The School Parental Involvement Policy: This is done on an annual basis in consultation with parents and must be distributed to all parents.

2. The School-Parent Compact: This must be jointly written and distributed to all Title I parents.

3. The Annual Parent Meeting: Each year Title I Programs are required to conduct this meeting for the school to explain what the Title I Program is and the rights of parents as defined in the law.

4. Provide Opportunities for Training Parents: The Title I Programs provides parents with opportunities to become partners with the school in promoting the education of their child both at school and at home. This includes parent training sessions, handouts, newsletters and parent conferences.

5. Informing Parents of Student Progress: This includes our Reporting System which encompasses suggestions of needed follow-up for parents and teachers.

6. Parents Right to Know: Parents have the right to request information regarding the professional qualification of classroom teachers and para-professionals.

7. School Report Cards: The Title I Law requires the state to prepare annual reports for all parents and the public on the academic achievement of all districts and public schools in the state.

8. LEP Parent Notification: The Law requires the school to notify parents if their child is placed in a program for LEP students.

**Parent Rights**

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

**Title I. Support at Tabor City Middle School**

* A teacher to reduce class size
* Dol1ars for Parent Involvement Activities
* I-Ready
* Math and ELA interventionist to help struggling students
* Materials and supplies for students
* Professional Development for all school personnel
* Computer Technician Assigned to Tabor City Middle
* Supports numerous central office personnel who visit and support the school with new teaching techniques and accountability
* Provides resources for parent training sessions which includes but is not limited to: math night, literacy night and other parent training activities

***SCHOOL BUSES***

Riding a school bus is a privilege. All school bus passengers are required to abide by transportation laws, rules, and regulations at all times. Failure to do so will result in suspension from the school bus. Students will not be permitted to ride another unless special arrangements are made with the school office. For questions concerning buses, contact Dr. Norris at 653-3637.

***TCMS Media Center***

The Media Center offers books, reference books and magazines, to meet the needs of TCMS students and teachers. Students may check out two books at a time, choosing from picture books, chapter books, nonfiction, biographies, graphic novels, and award winners.

***VISITING***

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

***HEALTH AND SAFETY***

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

***PROMOTION AND RETENTION POLICY***

**A. General Requirements**

1. In accordance with North Carolina General Statutes 115C-288, the school principal has the responsibility and authority for promotion/retention decisions.

2. Students who should be retained but must be advanced due to previous retention or other circumstances shall be shown as “assigned” rather than “promoted” on the final report card.

3. When it is apparent that a student may be retained, the school (teacher or principal) must provide **written** notification to the parent or guardian as early as possible, but no later than the end of the first semester.

4. Students who are absent for more than twenty (20) days are not eligible for promotion.

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

1. Interventions will be provided for all students below State Proficiency Level III.

2. All students must attend at least 160 days of school and meet the academic achievement and progress standards below.

3. Promotion standards apply to all students except:

a. K-5 students who have been retained within the K-5 grade span;

b. 6-8 students who have been retained within the 6-8 grade span.

4. Kindergarten promotion standard: Teacher and principal judgment.

5. Grades 1-2 promotion: To be based on the state’s Grades 1 and 2 Assessment instruments.

6. **Grades 3-8 Promotion Standards:**

a. Passing grade (D or above) at year’s end in four of the following:

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

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

C. Exceptions

1. Students who have been properly identified by the guidelines of the Exceptional Children’s Program may be exempted on an individual basis as recommended by the school level Placement Committee. Such exemption will be stated on the student’s Individual Education Plan.

2. Request for other exemptions may be made in writing to the office of the Superintendent.

***ATTENDANCE POLICY***

(Both Lawful and Unlawful)

1. A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days. (To be counted present, a student must be in school at least one-half (1/2) of the school day--until 11:30 a.m.)

2. STUDENTS NOT IN ATTENDANCE FOR 160 DAYS CANNOT BE PROMOTED TO THE NEXT GRADE.

***LAWFUL ABSENCES***

Following an absence, the student must bring a signed statement from his/her parent or guardian which gives the date of the absence and the reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. The principal/designee will determine if the absence is lawful or unlawful and code it accordingly. No note results in an unlawful absence; however, if the note is brought on the second day, the absence will be coded.

A lawful absence will allow the student to make up the work that was missed while he/she was away. The student shall be entitled to five school days to make up all missed work. This would include time for testing as arranged by the student at the convenience of the teacher. Any work missed by the student while absent and not turned in will result in no credit for that assignment.

**Lawful absences include the following:**

a. Illness or injury (A statement from a physician may be required at the discretion of the principal.)

b. Quarantine

c. Death in the immediate family

d. Medical or dental appointments (documentation from physician required)

e. Court or administrative proceedings

f. Religious observances

g. Educational opportunity (prior approval and documentation by the principal is mandatory)

***UNLAWFUL ABSENCES***

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

***EXCESSIVE TARDINESS AND EARLY CHECK-OUTS***

North Carolina State Board of Education Policy states that students must receive 1000 hours of instruction per 180-day period to receive credit. Likewise, students must receive 135 hours of instruction to receive credit for each class in which they are registered. When students are late or leave school early they are missing important instructional time. Therefore, it is imperative that students be in school and in class for the full time allotted. Excused tardies and excused check-outs will require official documentation from a Doctor or Dentist, Judge etc. Notes from parents will not be acceptable.

**\*\***Students cannot be checked out from school after 2:45 p.m. unless it is an emergency.

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

In order to protect instructional time, parents are asked to pick up students early only when necessary. Students are encouraged to attend school regularly, arriving promptly and remaining all day. The school days are 8:00 until 2:50. Students MUST sign in and out through the office. PARENTS ARE ASKED TO PICK UP STUDENTS IN PERSON, NOT BY TELEPHONE. The parent must come to the office and sign the student out of school when leaving early and sign the student in school when arriving late. Students need a note from the office to enter the classroom after the tardy bell. Recent court actions make this necessary. This procedure is to protect your children. **STUDENTS MUST BE IN SCHOOL FOR AT LEAST THREE HOURS OF INSTRUCTIONAL TIME TO BE CODED PRESENT FOR THE DAY.**

***MAKE-UP WORK***

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

***UNIFORM DESCRIPTION***

***Grades PK – 12***

1. **Shirts:**

**Colors:** White, black, and royal blue, school spirit shirts, and college and career ready designated for the particular school by the School Uniform Committee

* + - 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 ¾ 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, and see-through or mesh tops are prohibited.
    - Logo on front chest area only (brand of clothing only). Example: Nike, Chaps, etc.)

1. **Pants/Capris**

**Colors:** Solid Khaki or Solid Navy Blue or Solid Black or Blue Jeans

* + - 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, and sweatpants 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.

1. ***Skirts/Jumpers/Dresses/Shorts/Skorts***

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

* + - Must be no shorter than four inches above the knee.
    - Form fitting spandex material, and nylon, 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.

1. **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.

1. **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.

1. **Shoes/Footwear** 
   * Shoes/footwear must be worn at all times.
   * Shoe laces, if any, must be tied at all times and must not be 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.

**Hats, Sunglasses, Headgear, Hoods, Outerwear**

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

**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).

**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.

PLEASE NOTE: Modifications will be at the administrator’s discretion.

Reviewed July 12, 2021

Effective 2021-2022 SY

**Columbus County Schools Discipline Procedures for Grades K-12**

Students are expected to comply with all guidelines and policies listed in the Columbus County Schools Board of Education [Student Code of Conduct](https://boardpolicyonline.com/bl/?b=columbus#&&hs=TOC%3a4). Students are also expected to comply with the rules established by faculty and staff of CCS and their individual school. Minor classroom disturbances will be handled by the teacher. If disciplinary action by administration is warranted, faculty/staff members will refer students using the Disciplinary Referral Form.  The appropriate action will be taken in accordance with the Columbus County Schools Discipline Chart (see below) and following an escalating consequence model. School administrators will work in conjunction with law enforcement and/or the school SRO when necessary and violations of school rules that are considered breaking the law *will be* reported to law enforcement. Please keep in mind that behavior violations that do not fit into our level of consequences will be handled on an individual basis.  *\* All individual offenses will be handled at the discretion of the school principal and/or designee.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Level ONE offense** | **1st Violation** | **2nd Violation** | **3rd Violation** |
| 1. **Attendance**   **(tardy/skipping class/leaving off campus without permission)**  *BOE**Policy#4330/440* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS | 5 days ISS or 2 days OSS | 3 days OSS or referral to ALP. |
| 1. **Bullying or Intimidation**   *BOE Policy#1710/4021/7230* | Parent/teacher/student conference/referral to school counselor/3 days ISS or 1day OSS | 3 days OSS | 5 days OSS/referral to ALP |
| 1. **Disruption/Failure to comply with Student Code of Conduct (all settings)**   *BOE Policy#4300* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS | 3 days OSS | 5 days OSS/referral to ALP |
| 1. **Disruptive or Obscene Literature or Illustrations**   *BOE Policy#4315* | Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services | 3 days ISS or 1-day OSS | 3 days OSS |
| 1. **Dress Code**   *BOE Policy#4316* | Parent/teacher/student conference and or /referral to school counselor/3 days ISS or 1day OSS *(Students will have one opportunity to make a change to their dress before consequence.)* | 3 days ISS or 1-day OSS | 5 days ISS or 2 days OSS |
| 1. **Failure to Complete Remote Instruction as assigned and/or attendance**   *RLP/Reopening plan* | *After five consecutive absences:* Parent/teacher/student conference/referral to school counselor and/or school social worker and home visit. | Referral to Administration for additional action and or grade/credit could be denied | Referral to Administration for additional action and or promotion to next grade level could be denied |
| 1. **Failure to wear a mask or follow the 3W’s**   *NCDHHS guidelines* | Parent/teacher/student conference/referral to school counselor and/or school social worker | 5 days OSS | Referral to ALP |
| 1. **Gambling/Extortion**   *BOE Policy#1710/4021/7230* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1-day OSS | 3 days OSS | 5 days OSS/referral to ALP |
| 1. **Gang/Gang Activity**   **(Non-violent)**  *BOE Policy#4328* | Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services/ 3 days ISS or 1day OSS | 3 days OSS | 5days OSS/referral to ALP |
| 1. **Integrity/Dishonesty**   *BOE Policy#4310/4330* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS | 3 days OSS | 5 days OSS |
| 1. **Misconduct on School Bus (non-physical)**   *BOE Policy#4300* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day off bus | 3 days ISS or 1-3 days bus suspension | 3 days or greater bus suspension /referral to ALP |
| 1. **Peer Relations/Inappropriate Affection**   *BOE Policy#1710/4021/7230* | Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services/3 days ISS or 1day OSS | 3 days OSS | 5 days OSS/referral to ALP |
| 1. **Tobacco Products or Electronic Cigarettes or Vapes**   *BOE Policy#4320* | Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS | 3 days OSS | 5 days OSS/referral to ALP |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Level TWO offense** | **1st Violation** | **2nd Violation** | **3rd Violation** |
| 1. **Arson**   *BOE Policy#4300/1510/4200*  *7270* | Possible petition for crime through court system and or 10 days OSS | 10 days OSS/possible recommendation for long-term suspension | 10 days OSS/possible recommendation for long-term suspension or ALP |
| 1. **Computer Misuse**   *BOE Policy#3225* | Parent/teacher/student conference and or 1-3 days ISS *and* suspension of computer use | 3- 5 days OSS | 5 days OSS/referral to ALP |
| 1. **False Fire Alarm**   *BOE Policy#4300* | Parent/teacher/student conference and or 3-5 days OSS | 5 days OSS | 10 days OSS/referral to ALP/ possible petition of crime through the court system |
| 1. **Fighting/Physical Aggression**   *BOE Policy#4331* | Parent/teacher/student conference and or 3-5 days ISS/OSS | 10 days OSS/  referral to ALP | Recommendation for a long-term suspension/possible petition for crime through the court system |
| 1. **Hazing/Intimidation**   *BOE Policy#1710/4021/7230* | Parent/teacher/student conference and or 3-5 days ISS/OSS | 5 days OSS | 10 days OSS/possible referral to ALP & possible recommendation for long -term suspension |
| 1. **Possession of Weapons other than Firearms**   *BOE Policy#4300/4330* | Possible petition for crime through the court system and or 1-3 days ISS/OSS | 3-5 days OSS | 5 days OSS/possible referral to ALP |
| 1. **School Transportation Disturbance (fighting, pullover, return to school, safety violation)**   *BOE Policy#4315/4300/1510/*  *4200/7270* | Parent/teacher/student conference and or /3-5 days ISS/OSS | 5 days bus suspension | 10 days bus suspension/10 days OSS/15 days bus suspension (possible revocation) |
| 1. **Sexual Acts**   *BOE Policy#1720/4015/7225*  */4335* | Possible petition for crime through the court system/referral to school counselor and or 3-5 days OSS | 5 days OSS | 10 days OSS/possible recommendation for long-term suspension |
| 1. **Sexual Harassment/ Bullying/Harassing Behavior**   *BOE Policy#1710/4021/7230*  */4335* | Possible petition for crime through court system and or 3-5 days OSS | 5-10 days OSS/  possible recommendation for long- term suspension or ALP | 10 days OSS/possible recommendation for long-term suspension |
| 1. **Threat/False Threat**   *BOE Policy#4330* | Parent/teacher/student conference and or 1-3 days OSS | 3-5 days OSS | 5 days OSS/referral to ALP & possible recommendation for long-term suspension |
| 1. **Theft or Property Damage**   *BOE Policy#4330* | Parent/teacher/student conference and or /3-5 days ISS/OSS | 5 days OSS | 10 days OSS/referral to ALP |
| 1. **Trespassing**   *BOE Policy#4330* | Parent/teacher/student conference and or 1-3 days ISS/OSS | 3-5 days OSS | 5 days OSS/referral to ALP |
| 1. **Verbal Abuse or Disrespect**   *BOE Policy#4300/4310* | Parent/teacher/student conference and or 3 days ISS/OSS | 5 days OSS | 10 days OSS/referral to ALP & possible recommendation for long-term suspension |

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

|  |  |
| --- | --- |
| **Level THREE & FOUR Offenses** | **1st Violation** |
| 1.Assault on another Student; 2. Assault on School Personnel; 3. Coercion or Extortion; 4. Weapons and Dangerous Instruments; 5. Controlled Substances and Drug Paraphernalia; 6. Threats, Hoaxes, and Other Acts of Terror; 7. Firearms/Destructive Devices | 10 days OSS, referral to ALP, possible recommendation for long-term suspension/ Possible Petition for crime through the court system. |
| **Level FIVE Offenses** | |
| A student may be expelled for a violation of the Columbus County Schools Student Code of Conduct if the Principal, Superintendent, and Board determines that student’s behavior indicates that the student’s continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled. | |

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

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

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

***CELL PHONES***

Students are encouraged to leave cell phones at home. If a student chooses to bring a cell phone to campus, it must be turned in daily at the metal detector and placed in the container based on the students last period class. They will be returned at the end of the school day. If a cell phone is found in a student’s possession, it must be picked up by a parent or legal guardian. The school is not responsible for stolen or damaged phones. ALL student phones MUST be turned in daily.

***CHILD FIND STATEMENT***

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

***DIABETES STATEMENT***

North Carolina’s Senate Bill 911 requires that school 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 immediately, so a plan for your child’s care at school can be implemented for this school year.

***TO PARENTS OF STUDENTS***

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

***PARENT CONFERENCES***

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

***FIELD TRIPS***

Parents must send written permission to school for students to go on school-sponsored field trips. The teacher will notify the parent at least a week in advance about the date of the trip, where they will go, the time of departure, and the expected return time to school. Students owing fees or any other money to the school may not be permitted to participate in field trips until the fees are paid. Students that are in ISS/OSS forfeit the right to participate in field trips. (Field Trip Money is Non-refundable)

***FIRE DRILLS***

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

***DRUGS AND ALCOHOL***

No form of drugs, alcoholic beverages, or controlled substances as defined in the General Statutes are allowed to be in the possession of a student during the school day, on school property, or off the school property if involved in a regular school activity.

If any of these items are found in a student’s possession during these times, it shall result in the student being subject to 10 days suspension or expulsion. This includes coming to school under the influence. Any student selling or in any way dispersing alcoholic beverages, narcotic drugs, controlled substances, or misrepresentations of these on the school promises or at any school related function is subject to suspension and/or expulsion. Students will be held on the campus and turned over to the proper authorities.

***HEAD LICE***

***Head Lice Facts***

• ANYONE can get head lice.

• Having head lice does not mean a person is dirty, poor or uneducated.

• Head lice do not cause disease.

• They DO NOT fly or jump. They DO crawl quickly and hide well.

• They DO NOT live long off the human head (12 hours or less).

• They DO NOT infest animals.

• Head lice are about the size of a sesame seed. They are gray or brown and somewhat ‘see-through’.

Because lice are good at hiding, it is easier to look for and locate NITS (eggs).

• Nits are white or gray and smooth, with a defined oval shape. They are about the size of a grain of salt and are attached to the sides of strands of hair. Unlike dandruff, nits can NOT be shaken from hair.

As a parent, YOU CAN HELP PREVENT HEAD LICE ON YOUR CHILD’S HEAD and in your child’s school or social group by doing the following:

1. Teach your child not to share combs, brushes, coats, hats, scarves, barrettes, head bands, hair ribbons, hair clips. Also, please teach your child that anyone can get head lice and that teasing should not happen.

2. Check your child’s hair thoroughly each week.

3. If you find something you suspect may be lice or nits, but you are not sure, ask for help from your child’s school, the school nurse, the health department or your child’s doctor as soon as possible.

\*Please note—while your child’s doctor can help with identification and treatment, if your child has lice and/or nits, the child must be checked by their school nurse in order to re-enter school. You must be present for your child to re-enter school.

4. If you find lice or nits AND feel confident about what you have found, please tell your child’s school, day care, relatives, playmates’ parents, frequent visitors, sleep-over buddies as soon as possible—so they can all start checking and working to clear-up the problem. When a student is found to have lice/nits, school personnel will inspect the student’s school-aged siblings, classmates, and other close associates. Columbus County School personnel will do everything possible to keep this information private!

5. If you find lice or nits, use the head lice treatment/shampoo of your choice. (Be sure to read the warnings and cautions in order to choose the right product for your child/family). Follow directions exactly!

\*\*Do not overuse chemical treatments. They cannot prevent lice, they do not remove nits and they can cause health problems (especially, if misused). If you have questions, please contact the health department, your pharmacist, your child’s doctor or the school nurse.

Spraying (carpet and furniture) is NOT advised (vacuuming is enough and safer).

***Columbus County Schools’ Head Lice Policy***

Students found to have head lice or nits must be treated for lice. All nits must be removed. Once treated and all nits are re-moved, the student can only be checked by the school nurse to receive clearance to return to school. Students must return to school as soon as possible!

***EDUCATIONAL RECORD DESTRUCTION POLICY***

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 for Exceptional Children.

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.

Destruction of eligible records will be conducted in July of each year

***NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS***

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 19 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 rights 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 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 information regarding the hearing procedures will be provided to the parent or eligible students 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. On exception, which permits disclosure without consent, is disclosure to school official 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 tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (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

***NOTIFICATION OF RIGHTS UNDER THE PROTECTION***

***OF PUPIL RIGHTS AMENDMENT (PPRA)***

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

-Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Dept. of Education:

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems or the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships:

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

-Inspect, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the education curriculum.

***FEDERAL COORDINATORS***

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

***Garrett’s Law (Senate Bill 444)***

§ 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)

You can also receive addition information from the following link. http://www.immunize.nc.gov/schools/resourcesforschools.htm

***Deborah Greenblatt Act***

Permissible Use of Seclusion and Restraints

It is the policy of the State of North Carolina to promote safety and prevent harm to all students, staff, and visitors in the public schools; to treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law; to provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools; to improve student achievement, attendance, promotion, and graduation rates by employing positive behavior interventions to address student behavior in a positive and safe manner; and to promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures which address student behavior in a positive and safe manner.

The following definitions apply in this section: “Assistive technology device’’ means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability. “Aversive procedure’’ means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following: significant physical harm, such as tissue damage, physical illness, or death; serious, foreseeable long-term psychological impairment; obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body, extremely loud auditory stimuli, forcible introduction of foul substances to the mouth, eyes, nose, or skin, placement in a tub of cold water or shower, slapping, pinching, hitting, or pulling hair, blindfolding or other forms of visual blocking, unreasonable access to toileting facilities.

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

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

“Isolation” means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

“Law enforcement officer” means a sworn law enforcement officer with the power to arrest. “Mechanical restraint” means the use of any device or material attached or adjacent to a student’s body that restricts freedom of movement or normal access to any portion of the student’s body and that the student cannot easily remove.

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

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

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

“Time-out” means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person; as reasonably needed to maintain order or prevent or break up a fight; as reasonably needed for self-defense; as reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior; as reasonably needed to escort a student safely from one area to another; if used as provided for in a student’s IEP or Section 504 plan or behavior intervention plan; as reasonably needed to prevent imminent destruction to school or another person’s property. Except as set forth in subdivision one of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence. Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

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

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

duties.

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

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

Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year. School personnel shall promptly notify the principal or principal’s designee of any use of aversive procedures, any prohibited use of mechanical restraint, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student’s behavior intervention plan. When a principal or principal’s designee has a personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal’s designee shall promptly notify the student’s parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident. “Promptly notify” means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday. The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include: the date, time of day, location, duration, and description of the incident and interventions; the events or events that led up to the incident; the nature and extent of any injury to the student, the name of a school employee the parent or guardian can contact regarding the incident.

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee’s compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false. Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense.

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

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

Annual Notification

Pest Management Program for School Year 2021-22

Dear Parent, Guardian, of Staff Member:

This notice is being distributed to comply with the North Carolina School Children's Health Act. Columbus County Schools has adopted and 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 is available upon request.

The IPM Coordinator for our school district is:

Timmy Ward

Director of Plant Operations (910) 642-0161

[tward@columbus.k12.nc.us](mailto:tward@columbus.k12.nc.us)

89 School Road

Hallsboro, NC 28442

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

Dr. William Dale Norris

Principal, Tabor City Middle School

910-653-3637

[norris@columbus.k12.nc.us](mailto:norris@columbus.k12.nc.us)

701 West 6th Street

Tabor City, NC 28463

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 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 sites. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if your 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 crackand-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 non-exempt 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 advance notification of non-exempt pesticide applications at your school or other site, please return the enclosed form to you on-site IPM contact person (see page 1). People wishing to receive pesticide use notification of 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 on-site IPM contact person.

Notification for Specific Pesticide Application

(School)

I would like to be notified before any specific pesticide application is made at this school. I understand that I will be notified after the application, if the pest problem requires an emergency application. I also understand that there will be no notification for EPA exempt pesticides, cleaners, or bait and gel products.

I would prefer to be contacted by (circle one):

U.S.mail

Email

Phone

Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone:

E-mail: