

## **OUR BELIEFS**

We believe that:

- Learning is a life-long process.
- Achievement comes from effort..
- Respect for each other is expected.

### **Child-Find Statement**

The Columbus County School System 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 Care Plan**

North Carolina Senate Bill 911 requires that schools have a diabetes care plan for children who are diabetic. 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. This will allow time for a plan of care to be implemented for the 2013 - 2014 school year.

### **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.
- c. A copy of the written policy shall be given to eligible students and/or parents at the time of exit from school.
- d. The policy will be included yearly in each child's student handbook.
- e. Copies of student records will be made available to eligible students or parents upon request.
- f. Litigated inactive records will be forwarded to the Director for Exceptional Children.
- g. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.
- h. A student roster of personally identifiable information will be maintained in the data base indefinitely. That information shall include full name, last school attended, birth date, exceptionally, parent name, address, phone number, exit status, and date of exit.
- i. Destruction of eligible records will be conducted in July of each year.

### **Student Dress Code**

Uniform Dress Code - More information available upon request and on Columbus County Website

- Student ID tags must be worn at all times.
- Your cooperation is greatly appreciated.

### **Student Cell Phones**

The use of personal cell phones is prohibited on the school campus or school bus. Should a student fail to adhere, the following action is taken:

1st Offense - Cell phone taken from student. Returned to parent one (1) time by signature.

2nd Offense - Cell phone taken from student. Returned at the end of the year.

### **Notification of Rights Under the**

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and eligible students (over age 18 or emancipated minors) 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:

- (1.) Consent before students are required to submit to a survey that contains one or more of the following protected areas if the survey is funded in whole or in part by the U.S. Dept. of Education.
  - a. Political affiliations or beliefs of the student or student's parent
  - b. Mental or psychological problems of the student or student's family
  - c. Sex behavior or attitudes
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior
  - e. Critical appraisals of other with whom respondents have close family relationships
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - g. Religious practices, affiliations, or beliefs of the student or parents
  - h. Income, other than as required by law to determine program eligibility.
- (2.) Receive notice and an opportunity to opt a student out of –
  - i. Any other protected information survey regardless of funding;
  - j. 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
  - k. Activities involving collection, disclosure, or use of personal information obtained from students.
- (3.) Inspect, upon request and before administration or use –
  - l. Protected information surveys of students
  - m. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes
  - n. Instructional materials used as part of the education curriculum.

### **Volunteers**

We encourage parents and community members to become volunteers in our school. Teachers are always appreciative of volunteers that can assist with classroom activities, trips, or other needs. If you wish to become a school volunteer, please contact the school office or your child's teacher to obtain a volunteer application. Volunteers must be approved by the Columbus County Board of Education and submit to a background investigation check at a cost of \$10.00 per person.

### **Care of School Property**

Our school belongs to each individual student, teacher and our community. Everyone must work together to keep our school neat and beautiful. Trash should be placed where it belongs to help keep our campus clean. Please take pride in our school and strive to make it a better place to study and learn.

### **School Bus Transportation and Safety**

It is a privilege, not a right, for students to ride school buses. Students who ride buses are expected to obey the bus rules and the bus driver. Conduct that hinders the safety and/or endangers the lives of other students riding the bus will NOT be tolerated. Any student abusing this privilege may be suspended from riding. Please remember that students are assigned to ride one bus only. If you are requesting permission for a student to ride another bus; a written note must be provided to the school office. All changes must be approved by school administration. Please include phone numbers so the school can call to confirm your request.

### **Students Leaving School with Another Student**

**If a student is going home with another student, it will be necessary for the parents of both students to write a note stating such a request. Request must be approved by the principal or bus coordinator.**

### **School Schedule:**

|                       |                          |
|-----------------------|--------------------------|
| 7:40 a.m. - 8:00 a.m. | Breakfast                |
| 8:00 a.m.             | Classes Begin/Tardy Bell |
| 3:00 p.m.             | Bus Students Dismissed   |

### **School Fees:**

|   |             |
|---|-------------|
| Instructional Materials                                   | \$3.50      |
| Physical Education  | \$1.50      |
| Electives (Art, Band, Chorus, Careers<br>Computer Skills) | \$5.00/each |
| Science (Middle School Only)                              | \$5.00      |

Student Insurance (optional – recommended if personal insurance or Medicaid does not apply)

**Breakfast and Lunch Programs:**

- A lunch application will be sent home to students who did not return the application sent to them during the summer.
- The parent must fill out the application and return it to your child's teacher.
- The school will check to make sure the application has been fully completed.
- A letter of approval or denial will be sent to the parent.

**Columbus County School's Meal Prices**

**BREAKFAST:** Student: PK - 12 Students: Universal Free Breakfast

Adult/Others \$ 1.80

**LUNCH:** Student: PK - 12 Students: Universal Free Lunch

Adult/Others \$ 3.80

Guidelines for Handling Meal Charges – Students are expected to pay for all meals daily or may select a pre-pay plan. Charges should be made only in an emergency situation.

1. Student bills will be sent home weekly by the cafeteria managers for all charges. Managers will give statements to teachers or place in teachers' boxes to pass out to students. Each week a balance due roster will be given to principal.
2. Once charges exceed \$5.00, students will not have the privilege of charging their meal and the following procedures will be put in place:
  - a. An alternative meal meeting all criteria for a balanced meal will be given to the student until the charges are paid.
  - b. An alternative meal will consist of a peanut butter and jelly sandwich and white milk.
  - c. If the child continues to eat an alternative meal for an extended time (10 consecutive days) the manager must notify the principal and the principal will notify the school social worker who will make parental contact.
3. If a child has allergies that prevents him/her from eating the alternative meal, the cafeteria manager will provide parents with a diet order form that must be signed by a physician.

**Homework**

Homework is an educational experience that occurs outside school hours and is directed by the school. The most rewarding kind of homework is when the assignments are based on individual needs, interests, and abilities of students. Homework should be a review or extension of what students have learned in class. Homework is given at the discretion of the teacher. Should you have any questions regarding homework assignments, please contact the teacher via phone or e-mail.

**Academic Grading Code**

|                  |          |  |
|------------------|----------|--|
| A                | 90-100   | Superior                                       |
| B                | 80-89    | Above Average                                  |
| C                | 70-79    | Average  |
| D                | 60-69    | Below Average                                  |
| E                | Below 59 | Failure  |
| INC (Incomplete) |          | An INC must be made up by the end of the year. |

**Principal's List**

Students who make all "A's" in a grading period will be placed on the Principal's List.

**Honor Roll**

Students who make all "A's and "B's" in a grading period will be placed on the Honor Roll. No grades can be lower than a "B" in any subject, including electives.

**Interim Progress Reports**

Interim Progress Reports will be sent home on or about the following dates:

|                    |                    |
|--------------------|--------------------|
| 6th November 2018  | 27th February 2019 |
| 18th December 2018 | 6th May 2019       |

NOTE: Report Cards will be sent home with the students to be signed by the parents and returned the next day to the school.

**End of Nine Weeks**

November 14, 2018  
February 1, 2019  
March 29, 2019  
June 4, 2019

**Release Date for Report Cards**

November 29, 2018  
February 14, 2019  
April 10, 2019  
June 14, 2019

**Parent/Teacher Conferences and appointments**

Parent/teacher conferences are scheduled during teacher planning periods or at the end of the school day. Parents may make appointments for conferences with the teachers or the principal by calling the school office at 654-4250. As a courtesy, appointments are appreciated.

**Promotion Standards**

- Students must attend at least 160 days; pass four out of the five core subjects and score Level III or above in both reading and math on End-of-Grade Tests.
- Students who do not score at Level III or above on Reading and Math will be given one additional retest opportunity. This opportunity will follow an intense remediation program designed to address any weaknesses each child may have. Failure to score at least a Level III will result in a student being retained in the present grade level for the following year.

- If the student scores Level III or IV following the school remediation process or summer remediation program and meet all other promotion standards, the student will then be promoted.

## **General Information**

### **Extra-Curricular Activities / Athletics**

#### **Cheerleaders:**

Cheerleaders for football and basketball are selected from seventh and eighth grade students. Cheerleaders must portray good conduct, sportsmanship and exhibit a dedication to attending practices and games.

#### **Sports:**

A variety of sport activities are available to students. Seventh and eighth graders are eligible and encouraged to participate. Students must have passing grades in four out of five academic subjects to play sports. The middle school offers the following sports: football, girls' volleyball, girls' basketball, boys' basketball, girls' softball, boys' baseball, girls' soccer and boys' soccer.

A player must be in attendance at least 85% of the previous semester. Any student who misses more than 13 school days will be ineligible for athletic teams when the new semester begins.

Any student assigned to ISS or OSS will not be allowed to participate in or attend any game(s) until the assignment is complete. Any student absent from school on the day of practice or game day will not be allowed to participate in that practice or scheduled game.

## **Club and Honor Requirements**

#### **Beta Club:**

The Beta Club is a National Junior Honor Society. Based on teacher recommendation, students who are inducted into this organization must have and maintain an average of "90" or above in all core and elective classes. This organization is open to all 7th & 8th grade students that have maintained a high scholastic average, exemplified good conduct, and met all necessary requirements. Officers will be chosen from seventh and eighth graders.

## **Parent/Guardian Support Involvement Opportunities**

#### **PTO:**

Your Parent Teacher Organization consists of parents and teachers working collectively for our students. Our desire is to have a strong and active PTO that wants and needs your support. We encourage all of our parents to join and participate in our local PTO.

#### **Athletic Booster Clubs:**

Please contact our school Athletic Director if you would like to have more information or want to volunteer.

## **School Policies**

### **Acts of Affection:**

Inappropriate displays of affection such as hugging, kissing, etc. will not be allowed during school, at school sponsored functions, or on the school bus.

### **Attendance:**

Regular and punctual attendance is necessary for a student's success in school. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure.

### **Excessive Absences (Both Lawful and Unlawful):**

- a.) A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days.
- b.) Students who wish to appeal for special consideration due to extenuating circumstances can follow regular grievance procedure policy established by the Columbus County Schools.
- c.) Parents are reminded that if a child is absent from school twenty-one (21) days; the child is subject to fail for the year. The parent and child will have to appear before a hearing of the Board of Education to determine if the child is promoted or retained. The decision of the Board of Education is final.

### **Lawful Absences:**

Following any absence, the student must bring a signed statement from his/her parent or guardian that gives the date and reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. A note does not automatically excuse an absence. The principal/designee will determine the absence as lawful or unlawful and code it accordingly. A lawful absence will allow the student to make up and submit any work that was missed within 5 school days. Students are responsible for contacting the teachers the day they return to school, to determine what assignments must be made up. Any work missed by the student while absent and not made up will result in no credit for that assignment. Lawful absences include the following:

- a.) Illness or injury (A statement from a physical may be required by the principal.)
- b.) Quarantine
- c.) Death in the immediate family
- d.) Medical or dental appointment (Documentation from physician required)
- e.) Court or administrative proceedings (Documentation from court required)
- f.) Religious observances
- g.) Educational opportunity (prior approval 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 the absence, whether excused or not. Work missed during an extended absence will be addressed individually.

**Tardy Policy:**

Students who arrive after 8:05 a.m. will be considered tardy. Parents in grades K-8 must sign-in any student that is tardy. Consequences in accordance with Columbus County Schools Student Rules & Regulations will be enforced. Excessive tardies will result in suspension.

**Cafeteria:**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving tables and areas clean and neat as you expect to find them when you eat. Food and drink may not be taken out of the cafeteria. Students may not bring bottled drinks to school.

**Early Dismissal**

Parents planning to pick up their child prior to dismissal time must come by the office. All students must be signed out and will be excused to leave with a parent or guardian. To protect our instructional time no students will be released after 2:30 p.m. If someone other than a parent picks up a student, written verification must be provided to the school office. NO REQUEST BY TELEPHONE WILL BE ACCEPTED.

**Emergency Information:**

Students and their parents should make certain that current, correct emergency information is on file at the school. The information required includes home, work and emergency contact name(s) numbers, pertinent address, parents' employers, doctor preferences and any emergency medical information.

**Food and Beverages at School:**

Everyone must work together to keep our school attractive. No food or drinks are allowed in the classroom unless authorized by the teachers and/or administration. All snacks served must be less than 200 calories per portion. No carbonated drinks can be sold or distributed to any K-8 students. All food distributed at school must be prepackaged. All students must be served lunch prior to the distribution of any food products outside the school lunch program, to include school fund raisers items.

**Fire Drills:**

Fire Drills will be conducted periodically throughout the year. Everyone will move in an orderly and silent manner to points directed by their teachers.

**Guidance Counselor Services:**

The Guidance Counselor is available for consultations with students and parents by appointment. Emergency situations will take priority.



**Immunizations:**

All entering 6th grade students are required to receive a booster dose of T-dap (tetanus, diphtheria, pertussis) vaccine. Failure to show the required immunization records within the first 30 days of school could result in the student being suspended from school until such records are secured as required by law.

**Medication Policy:**

In accordance with rulings from the Attorney General of North Carolina, the following medication policy has been adopted: NO MEDICATION, INCLUDING OVER-THE-COUNTER DRUGS CAN BE ADMINISTERED BY ANY STAFF WITHOUT A DOCTOR'S WRITTEN PERMISSION AND CONFIRMATION THAT ALL APPROPRIATE FORMS ARE ON FILE IN THE SCHOOL OFFICE.

For the safety of all students, all medication/medicine of any kind must be turned into the office by the parent in the original prescription bottle or package. Any medicine not properly kept in the office will be treated as a prohibited substance and any student or students involved may be subject to discipline under Columbus County Schools Drug Policy. The labeled container should include the child's name, the name of the medication, the unit dosage to be given, the number of unit dosages, the time the medication is to be given, and how the medication is to be administered. A request form is available at the school office and must be filled out and signed by BOTH parent and doctor to allow the administering of any medication at school. Parents are responsible for alerting the school personnel to unusual health hazards such as allergies.

**Metal Detectors:**

In our efforts to maintain a safe and orderly school we will be using both walk-through and hand-held metal detectors daily. Each student will be required to pass through a detector, prior to entering school and at other school sponsored events throughout the year.

**School Closing:**

School closing because of inclement weather will be announced over the major radio, television stations, Columbus County web page and the Alert Now Home Calling System. Parents and students should develop a plan to be used in the event of early dismissal during the school day. Each child should know where to go if an emergency arises and school is dismissed.

**School Telephones:**

Students are not allowed to use the phone for any reason other than an emergency. In case of an emergency, a school official will assist the student or notify the parent by phone.

**School Visitors:**

All visitors to the school must report to the office to sign in and receive a visitor pass before proceeding to any part of the school or grounds. Parents, guardians, and grandparents are invited to eat lunch with students, however students are not allowed to leave school for lunch, nor shall they have lunch delivered to them from commercial sources.

**Student Records / FERPA (Family Educational Rights and Privacy Act):**

FERPA ensures that the parent of eligible students has a right to:

- a.) Inspect and review the student's educational records;
- b.) Request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- c.) 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
- d.) 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. (Visit [www.columbus.k12.nc](http://www.columbus.k12.nc) for full policy)

**Revised as of January 14, 2013**

The FERPA Act has been amended to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student." These changes to FERPA help take us one step further toward accomplishing this goal and improving educational outcomes for children in foster care.

**Standards of Expected Student Behavior****Authority of School Employees:**

Our employees have certain responsibilities to the school and in order to carry out these responsibilities they have the authority to assist in the maintenance of a safe and orderly environment. Included is the authority to correct students and the students are expected to respect and respond to the correction in the same manner as if their teacher or principal had issued it.

**Discipline:**

One of the most important lessons educators should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

**Rules of Conduct:**

Every student should strive to be considerate and respectful of others. Making boisterous noises, door slamming, running in the halls, marking on desks, walls, or floors, congregating in the hallways in groups which block traffic, pushing or breaking in line and talking while someone else is talking (especially an adult) are examples of behavior that good school citizens avoid. (See Student Rules / Regulations Handbook)

**Bullying:**

Bullying is a serious offense. Students are expected to be respectful and non-threatening to peers. Bullying will result in suspension.

**Fighting:**

All parties Involved in a fight will be disciplined according to Columbus County School Board Policy.

**Student Rules and Regulations:**

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

**Contact Information:**

Principal - lhfaulk@columbus.k12.nc.us

Secretary - tblackwell@columbus.k12.nc.us

You may view the county and school websites at [www.columbus.k12.nc.us](http://www.columbus.k12.nc.us)