

# COLUMBIA HIGH SCHOOL WILDCATS



## STUDENT HANDBOOK

902 East Main Street  
Columbia, NC 27925  
Main Office: 796-8161  
Fax: 796-1197

**2016/2017**

**This belongs to:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**COLUMBIA HIGH SCHOOL**  
**Tyrrell County Schools**

**MISSION STATEMENT**

The Tyrrell County School System dedicates its efforts to the success of all children. We ensure that our students will develop intellectually, emotionally, physically, and socially to become responsible, productive citizens and to enhance the quality of their lives. We will accomplish this mission through the commitment and cooperation of educators, parents, students, and other citizens.

**COLUMBIA HIGH SCHOOL MISSION STATEMENT**

Columbia High School is dedicated to providing a safe learning environment for all students. We believe that educators, parents and community members are key components of student success. Columbia High School will provide responsible leadership that is consistent in promoting effective communication for the well being of the school community.

**COLUMBIA HIGH SCHOOL NON-DISCRIMINATION POLICY STATEMENT**

Columbia High School is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school shall help children from all walks of life to gain the knowledge, skills and determination that will enable them to reach their highest potential and to contribute to the welfare of all mankind.

The school shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or handicapping conditions; respect for cultural differences; respect for economic, political and social rights of others; and respect for the rights of others to seek and maintain their own identities.

The school shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in the location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

Any student who feels that his/her rights have been overlooked has the right to seek help from the proper officials. The first step should be to speak with the principal regarding any alleged act of discrimination. If an individual were not satisfied with action taken by the principal, an appeal to the Title IX Coordinator would be in order (Title IX Coordinator, Sue Smith, Tyrrell County Board Of Education, P.O. Box 328, Columbia, N.C. 27925 – Phone: 252 796-1121).

Tyrrell County Schools has a plan to meet the needs of Academically Intellectually Gifted Students. All students who have been identified as AIG will have a Differentiated Educational Plan designed to provide enrichment opportunities and course acceleration, when appropriate. Questions regarding the AIG program should be directed to Susan Smith at the Board of Education, or to the CHS Principal.

**MEDIA COVERAGE**

From time to time students' pictures are taken and placed in the newspaper with special articles pertaining to Tyrrell County Schools. If you do not want your child's picture published please obtain a form from the Central Office, complete and return to Sheila Cumisky, Public Information Officer, P. O. Box 328, Columbia, NC 27949. If you have any questions please contact Sheila Cumisky at 796-1121.

**EMERGENCY SCHOOL CLOSING**

When it is snowing or sleeting, or highways and roads are iced or hazardous, the assistant superintendent will decide if school will be held. When weather conditions are bad, the assistant superintendent will attempt to have an announcement made by 6:30 am on:

**RADIO**

- \* 93.3
- \* 102.5 THE SHARK
- \* 104.1
- \* DIXIE 105.7

**TELEVISION STATIONS**

- \* WITN CHANNEL 7 (CHANNEL 4 CABLE)
- \* WNCT CHANNEL 9 (CHANNEL 3 CABLE)

**ALERTNOW CALL SYSTEM**

The AlertNow system is an automated call service that will dial each home in case of emergency. It is imperative that updated telephone numbers be kept on file with the main office.

On days when it is snowing or sleeting or roads are hazardous in Tyrrell County, bus drivers should not leave home before 6:30 am unless an announcement has been made that schools are to operate that day. Since snow or sleet can change into rain on short notice, it is usually wise to delay a decision as long as possible.

When school is in session and there an emergency or act of God warranting school closing, the superintendent, under the law, is authorized to suspend the operation of schools for the remainder of that day without loss of credit to the pupil or loss of pay to the teacher. (Reference BOE Policy #325)

**2016/2017 CHS BELL SCHEDULE  
FULL DAY**

<b>1st Block</b>	<b>7:55 - 9:25</b>
<b>Break (Breakfast)</b>	<b>9:25 - 9:35</b>
<b>2nd Block</b>	<b>9:39 - 11:09</b>
<b>3rd Block</b>	<b>11:13 - 12:43</b>
<b>Wildcat Learning</b>	<b>12:47 - 1:12</b>
<b>LUNCH</b>	<b>1:12 - 1:35</b>
<b>4th Block</b>	<b>1:39 - 3:09</b>

**1 HOUR DELAY**

**\*\*Breakfast Off the Bus\*\***

<b>1st Block</b>	<b>8:50 - 10:10</b>
<b>2nd Block</b>	<b>10:14 - 11:34</b>
<b>3rd Block</b>	<b>11:39 - 1:06</b>
<b>Lunch</b>	<b>1:06 - 1:32</b>
<b>4th Period</b>	<b>1:39 - 3:09</b>

**2 HOUR DELAY**

**\*\*Breakfast Off the Bus\*\***

<b>1st Block</b>	<b>9:50 - 10:55</b>
<b>2nd Block</b>	<b>10:59 - 12:04</b>
<b>3rd Block</b>	<b>12:08 - 1:13</b>
<b>Lunch</b>	<b>1:13 - 1:40</b>
<b>4th Period</b>	<b>1:44 - 3:09</b>

**1 PM DISSMISAL**

<b>1st Block</b>	<b>7:50 - 8:59</b>
<b>Break</b>	<b>9:00 - 9:10</b>
<b>2nd Block</b>	<b>9:13 - 10:21</b>
<b>3rd Block</b>	<b>10:24 - 11:35</b>
<b>4th Block</b>	<b>11:39 - 12:38</b>
<b>Lunch</b>	<b>12:38 - 1:00</b>

**NOON DISMISSAL**

<b>Breakfast Off the Bus</b>	
<b>1st Block</b>	<b>7:50 - 8:45</b>
<b>2nd Block</b>	<b>8:49 - 9:43</b>
<b>3rd Block</b>	<b>9:47 - 10:41</b>
<b>Lunch</b>	<b>10:44 - 11:39</b>
<b>4th Period</b>	<b>11:39 - 12:00</b>

## ATTENDANCE

North Carolina state law mandates that all students between seven and sixteen years of age attend school regularly. It is the responsibility of the parents or guardians to insure that students attend school. (G.S. § 115C-378)

It is essential that all students attend school regularly in order to achieve in school. Therefore, students are expected to be in school every day unless it is absolutely necessary that they be absent. If a student misses more than fifteen (15) days in a yearlong course or (8) days in a semester course, credit will not be allowed for the course. Unexcused absences are included in the fifteen or (8) day policy. This means that ALL periods absent count towards the 8-day policy. When an absence is excused, teachers must allow students to make up the work within a reasonable time frame. When an absence is unexcused, allowing students to make up the work is optional.

\*\*Students will not be allowed to make up work after the regular school session has ended. Parents will be notified when a student has been absent 2, 4, and 6 days. The exceptions to the fifteen (15) or eight (8) day policy are school-sponsored activities approved by the principal. Even in these cases, students are responsible for making up any class work that is missed. In an effort to assist those students who may need to be absent more than 8 days in any one class, missed learning opportunities will be offered throughout the school year. Only in very rare or extreme circumstances shall the principal along with an appointed committee consider making exceptions to this policy. Students may NOT participate in extra-curricular activities; ball games, cheerleading, concerts, prom, trips, etc. if they are absent from school on the day of the activity. Medical appointments should be made after school or on student vacation days, whenever possible.

Students who participate in a substantial amount of missed learning time, but fail to make up all required hours, may complete community service between June 11 and June 15 to make up necessary hours.

**Students who do not take advantage of missed learning days will NOT be allowed to complete community service during the summer to make up time.** NOTE: Seniors who have not made up ALL required hours by 4:15 on June 2<sup>nd</sup> will not be allowed to participate in graduation ceremonies. but may complete community service to earn their diploma during the times listed above if all other graduation requirements have been met.

## TARDIES

Tardy students must have a signed note indicating the reason for late arrival. A note from parents will not mean that the tardy will be automatically excused unless the reason is within the criteria for excused absences.

A student must be minimally inside the room away from the door when the tardy bell rings. Some teachers may require the students to be in their seats when the bell rings.

Student may accrue eight (8) absences for each semester (unexcused). After the fourth absence (unexcused), students must attend the Saturday Academy (SA) which takes place once a month on Saturdays.

Students are allowed three (3) tardies for each block with one extra free tardy for first period. After the free tardy, the student must attend the afterschool program which will meet directly after the end of the school day. This program is entitled After School Detention (ASD). The student has three days to recover that particular tardy. ASD will encompass one hour for each tardy and be supervised by a designated teacher.

3rd tardy after = 1 ASD (ISS) (SA) (ABC)  
Subsequent tardies (ISS 2x's, SA, ABC)

On Saturday Academy (SA), a student may make up a total of 4 blocks. Each block will run one hour and fifteen minutes with a five minute break between classes. Classes begin at 8:30. If a student arrives later than 8:30 A.M., that student may not be able to attend that particular SA day. That decision will be made by the in-school facilitator. All school handbook policies apply with regards to dress code,

behavior, etc. A student may attend as many as four blocks or as few as one; however, students must arrive no later than 8:30 A.M. to receive credit for classes and must sign out when/if not attending all four blocks. A student may make up blocks in any particular configuration whether it be one for each class that semester or all four for one class. If a student misbehaves during SA, the in-school facilitator may ask them to leave and receive no credit for that SA day. At that point, the in-house facilitator will make contact with the parent/guardian to inform them their student is being asked to leave and that all blocks attended that particular day will not apply.

Students will prepare for state testing on SA days. Each department will create generic lesson plans to facilitate this preparation for state testing; however, if the in-school facilitator decides that a student who is making up a particular class needs work in another subject, the student will work on the later subject. This decision will be made only by the in-school facilitator.

### **EARLY DISMISSAL**

A pupil who wants to be dismissed early from school must have written permission from a parent/guardian. Medical appointments should be made after school, whenever possible. The office will determine if these dismissals are excused or unexcused. Please note that high school students receive credit based on class attendance. Therefore, being present for the day doesn't constitute being present for each individual class. Parents should use good judgment in requesting that a student be dismissed early from school.

### **HALL PASSES**

When leaving a class, a student must have a completed hallway passport from the teacher. The passport must be signed by the teacher, show the student's name, time he/she left the room and the destination.

### **STUDENT PHONE USAGE**

Students will be allowed to use the telephone in the school office for **emergencies only**. The emergency must be explained to a school official before a student will be called out of class to receive a message.

**STUDENTS ARE NOT TO USE PHONES IN THE CLASSROOMS.**

### **Medication Policy**

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

You may come to school and give the medication to your child at the appropriate time(s).

You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions. Medication must be transported to and from school by a parent/guardian for the elementary and middle school. High school students may transport medication to and from school and may self-medicate with an Authorization for Medication form on file in the medication notebook.

You may discuss with your doctor an alternative schedule for administering medication (i.e. outside of school hours).

Self-medication (High school and middle school students with medical action plans): In accordance with G.S. 115C 375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the school nurse at the following number: 252-796-1121.

**Students are not allowed to eat or drink in the class with the exception of water.**

### **Student Parking**

A parking permit must be purchased in order to park on campus. A fee of \$10, make and model of vehicle, license plate number, and color of vehicle are required to purchase a parking permit. Students who park without a decal will be assessed a fine that will be attached to his or her “fees owed list”. Students must park in the student parking lot at the back of the school.

### **Senior Privileges**

#### **With Teacher’s permission may:**

Leave class 3 minutes early for break

Leave class 5 minutes early for lunch

Leave their last class of the day 5 minutes early on Friday

**Seniors** who have an average of 95 or higher in any non-EOC or CTE class may be exempt from the final exam in that class.

**Seniors** may leave campus with parent permission on Thursday and Friday only during their lunch period. Food should not be brought back on campus. The purpose of this privilege is to eat lunch off campus. If seniors can not comply with this directive, the privilege will be revoked. Seniors must sign out and return in time for their next class.

## **CHS SCHOOL DISCIPLINE**

### **RATIONALE**

The mission of the faculty, staff, and support personnel of the CHS is to provide a school environment that is safe, nurturing, and inviting. Students need to display appropriate behavior that helps them to be successful in all areas of school life. It is our goal to instill in each child the desire for self-discipline and proper behavior at all times.

Students at all grade levels need praise and recognition as well as structure with clear expectations and explicit boundaries. It is the intent of the staff to address these issues by implementing the following practices:

1. Provide every student the opportunity to receive positive recognition for achievements and accomplishments;
2. Provide parents/guardians with an on-going update of student’s progress through conferences, notes and telephone calls;
3. Give students coaching and practical experience in problem-solving and dealing with authority; and

- 4. Use literature based strategies to promote positive discipline.

**CORPORAL PUNISHMENT**

Corporal punishment may be administered for any Category I-IV offense providing procedures outlined in Tyrrell County BOE policy #563 are followed.

**STUDENT CONDUCT AND RESPONSIBILITIES**

The purpose of Columbia High School is to provide the fullest opportunity for each and every student to pursue his/her own education. The Tyrrell County Board of Education recognizes the rights of students and parents and expects them to exercise these rights insofar as such exercise does not infringe on the similar rights of other students.

In order to help ensure that each student is treated fairly, the Board of Education has adopted policies and guidelines concerning student behavior at Columbia High School. In each instance of a possible student conduct violation, the student will be given the appropriate due process

The Tyrrell County Board of Education policies cover categories one, two, three, and four.

**CATEGORY IV OFFENSES**

Violation of a Category IV offense may result in up to 10 days suspension from school, corporal punishment, up to 10 days inschool suspension, or other suitable consequences.

- The principal/assistant principal reserves the right to alter designated consequences due to mitigating or aggravating circumstances
- Category IV offenses are divided into seven groups: A,B,C,D,E and F

**CONSEQUENCES**

<b>ASD</b> .....After School Detention	<b>OSS</b> .....Out of School Suspension
<b>ABC</b> .....Absent Before Conference	<b>ISS</b> .....In School Suspension
<b>OTB</b> .....Off the Bus	<b>LD</b> .....Lunch Detention
<b>SA</b> .....Saturday Academy	

**CATEGORY IV A OFFENSES**

**IV A CONSEQUENCES**

- |                                    |   |
|------------------------------------|---|
| ● Rough-housing                    | 1 <sup>st</sup> Referral.....ASD (30 Minutes) or LD |
| ● Minor Vandalism                  | 2 <sup>nd</sup> .....ASD (1 Hour)                   |
| ● Off-limits Area                  | 3 <sup>rd</sup> .....ISS 1 (Phone Call)             |
| ● Display of Affection             | 4 <sup>th</sup> .....ISS 2 (Phone Call)             |
| ● Forging Signature(s)             | 5 <sup>th</sup> .....ABC                            |
| ● Inappropriate Language/Materials | 6 <sup>th</sup> .....OSS 1                          |
| ● Disturbing Class                 | 7 <sup>th</sup> .....OSS 2                          |
| ● Misconduct                       | 8 <sup>th</sup> .....OSS 3                          |
| ● Vandalism (and Restitution )     |   |

**CATEGORY IV B OFFENSES**

**IV B CONSEQUENCES**

- |   |   |
|---|---|
| ● Instigating fight or disagreement       | 1 <sup>st</sup> Referral.....ASD (1 Hour) |
| ● Threat of harm to student(s)            | 2 <sup>nd</sup> .....ABC                  |
| ● Skipping Class (under 15 minutes)       | 3 <sup>rd</sup> .....ISS 1                |
| ● Smoking/Tobacco or Incinerating Devices | 4 <sup>th</sup> .....ISS 2                |
| ● Theft less than \$25.00*                | 5 <sup>th</sup> .....OSS 1                |
| ● Profanity/Gestures                      | 6 <sup>th</sup> .....OSS 2                |

- Verbal/Physical Altercation 7<sup>th</sup> .....OSS 3
  - Class Disruption
- \*Theft (Restitution **and** appropriate consequences)

**CATEGORY IV C OFFENSES**

**IV C CONSEQUENCES**

- Dishonesty (cheating, Forgery, & Lying) 1<sup>st</sup> Referral.....ISS 1
- Sexual/Racial Misconduct 2<sup>nd</sup> .....OSS 1
- Disrespect to Faculty 3<sup>rd</sup> .....OSS 3
- (Defiance of Authority/Back Talk) 4<sup>th</sup> .....OSS 5
- Skipping School 5<sup>th</sup> .....OSS 10
- Lewd/Obscene/Dangerous Act 6<sup>th</sup> and beyond...ADMINISTRATIVE REVIEW
- Profanity/Gestures

**CATEGORY IV D OFFENSES**

**IV D CONSEQUENCES**

- Fighting 1<sup>st</sup> Referral.....OSS 5
  - Inappropriate Touching 2<sup>nd</sup> .....OSS 10
  - Threat of Harm to Staff 3<sup>rd</sup> .....ALP
  - Serious Disrespect 4<sup>th</sup> .....OSS Year
- (includes abusive language)

**CATEGORY IV E OFFENSES**

**IV E CONSEQUENCES**

- Bus Violation 1<sup>st</sup> Referral.....OTB 1
  - 2<sup>nd</sup> .....OTB 3
  - 3<sup>rd</sup> .....OTB 5
  - 4<sup>th</sup> .....OTB 10
- Safety issues—based on driver referrals;  
not following rules, disruptions, etc.

**Riding the school bus is a privilege, which may be revoked as a result of extreme or repeated violations.**

**CATEGORY IV F OFFENSES**

**IV F CONSEQUENCES**

- Tardy (Class or School) 1<sup>st</sup> .....Warnings by teacher
  - 2<sup>nd</sup> .....Letter to parent / conference
  - 3<sup>rd</sup> .....Conference with student
  - 4<sup>th</sup> .....ASD,
- Habitual tardies may result in ASD, ISS, SA

The student will be referred after the first three (3) tardies have accumulated and for every tardy thereafter.

Students may be asked to write a letter of apology and/or complete an essay as assigned by the principal or assistant principal as a consequence, or part of a consequence.

## SCHOOL UNIFORMS-DRESS AND GROOMING FOR STUDENTS

Students must comply with the dress code from arrival to departure of campus.

Policy # 560 – R

### I. INFORMATION DISSEMINATION

- A. It is the responsibility of district level administrators to adequately communicate to schools all information concerning the uniform policy, including general guidelines for implementation.
- B. District administrators shall also work with schools to facilitate implementation of financial assistance programs.
- C. Each school shall communicate the following information to parents and students:
  1. Type and color of uniform;
  2. Compliance measures to be employed;
  3. The availability of financial support and the procedures for applying for assistance;
  4. Notice of uniform sales and lists of competitive prices from vendors of uniform articles.
- D. The means by which this information is communicated shall include one or more of the following: district newsletter, school newsletters, parent forums, telephone notification, PTA meetings, newsletters, parent advisory meeting, television, radio, and/or newspaper announcements, posters displayed at school and in the community and enrollment materials.

### II. TYPE AND COLOR OF UNIFORM

- A. Bottoms
  - a. Uniform type slacks, shorts, skirts, jumpers or capris of any solid color.
  - b. Must be cotton type blend (i.e., no denim, corduroy, velvet, spandex, knit. (Leggings may be worn under another appropriate uniform bottom).
  - c. Skirts, jumpers, and shorts must be knee length while standing.
  - d. Pants must be worn at the natural waistline.
  - e. Belts are not required however, any student that violates the requirement of wearing pants at the natural waistline, or whose pants are not appropriately sized as determined by administration will be required to wear a belt.
  - f. Appropriately sized as deemed by a member of administration
  - g. Elastic waist pants are acceptable.
  - h. Leggings may be worn under another garment that is an appropriate uniform bottom.
- B. Tops
  - a. Polo style or collared shirt of any solid color or style (long or short sleeved) with emblems no larger than a quarter
  - b. T-shirts may only show at the neckline and may extend beneath the sleeves of a polo shirt but must fit.
  - c. Turtlenecks or mock turtlenecks in any color; does not need to be under a polo shirt.
  - d. Hoodies, both pullover and zip up, may be worn in any color and/or style as long as the emblems and logos are school appropriate as deemed by school administration.
  - e. All shirts must be tucked in.
- C. Outerwear

- a. Any color is acceptable
  - b. Hats, “do-rags”, skull caps, bandanas or any kind of head-covering, hair rollers, and sunglasses worn over the eyes shall not be allowed while inside the building during instructional hours.
  - c. Any outerwear such as coats and jackets must remain unzipped while inside the building.
- D. Shoes
- a. No spike heels allowed.
  - b. No flip-flops or slides (those that are worn between the toes) Pre-K through 5th grade.
  - c. Sandals are acceptable (if in doubt ask school administration).
  - d. No wheels, lights or noises
- E. Jewelry
- a. Jewelry must be appropriate for school attire.
  - b. No large medallion type necklaces.
  - c. No visible jewelry/ornamental piercing of the lip, tongue, nose, cheek or eyebrow during school hours.
  - d. No excessive jewelry or acrylic nails for elementary students.

### III. COMPLIANCE MEASURES

- A. If necessary, disciplinary action may be taken to encourage compliance with the policy. Non-compliance with the policy could result in disciplinary action, including suspension or expulsion.
- B. Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the uniform policy. Each school should strive to achieve full compliance through use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.
- C. Students transferring in from other school districts will have a grace period of thirty (30) days in which to comply with the policy.
- D. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
- E. A “progressive discipline” approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action. The same disciplinary actions applied to enforce other school and district rules may be utilized.
- F. No student shall be considered non-compliant with the policy in the following instances:
  - 1. When noncompliance derives from financial hardship.
  - 2. When a student wears a button, armband or other accouterment to exercise the right to freedom of expression, unless the button, armband or other accouterment signifies or is related to gangs, gang membership, gang activity, or other such symbol/language that is offensive or has potential to cause disruption to the school program.
  - 3. When a student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or ROTC on regular meeting days.

4. When the principal of the school designates special days during which uniforms do not have to be worn.

The superintendent shall exempt a student from wearing a school uniform when wearing the uniform would impose a substantial burden on the exercise of a sincerely held religious belief. A parent, guardian, or person in loco parentis of a student shall submit to the superintendent a written statement explaining the religious belief and how it is affected by the school uniform policy and may submit examples of other circumstances in which the sincerity of the religious belief has been demonstrated. If the superintendent has reason to believe that the student does not qualify for the exemption, the superintendent shall refer the matter to the attorney for the Board of Education for further inquiry. The attorney shall report to the superintendent the attorney's opinion on whether the exemption should be granted, and the reasons for that opinion. After consideration of the attorney's report, the superintendent shall decide whether to allow the exemption. A decision to deny the exemption shall be subject to review by the Board of Education and subsequently, in superior court pursuant to NC Gen. Stat. 115C-45 (C). The Board of Education shall consider the attorney's report in its review and that report shall be reflected in the hearing minutes. The student shall be entitled to remain in school and not be required to wear a uniform until completion of the administrative review process, including any appeal to superior court.

#### IV. FINANCIAL CONSIDERATIONS/NOTICE OF UNIFORM SALES

- A. No student shall be denied attendance at school, penalized, or otherwise subjected to compliance measures for failing to wear a uniform by reason of financial hardship.
  1. The school district shall prepare annually a flyer describing in detail the uniform and listing the range of costs for each competitively priced item of clothing as provided by a variety of vendors. The flyer shall state that in cases of severe financial hardship, parents may contact their child's school by phone, mail or in person to request assistance.
  2. The school district shall compile and maintain a list of community agencies, uniform retailers, organizations and individuals willing to assist families in need.
  3. The school system shall publicize procedures to link identified financial resources with families who may require financial assistance.
- B. Each school shall be responsible for coordinating and disseminating notification to parents and students related to uniform purchases.
  1. This notification shall include costs of uniform attire, time of sales and location of businesses offering these purchases.
  2. Notification shall be sent to students and parents in a timely manner so that proper financial arrangements may be made for required purchases (at least by July 1<sup>st</sup> prior to each school year).

#### V. ANNUAL EVALUATION

The District shall design an evaluation for district-wide use that includes a means of seeking feedback from parents, school staff, and students. Each school shall complete its respective evaluation in June of each year. The schools and the District shall review the results of the evaluations and the District shall consider proposed modifications to the uniform policy as appropriate.

LEGAL REFERENCE: G.S. 115C-45(C)

Policy #561 (f)

#### OFF-LIMIT AREAS

To help ensure proper supervision of students, the following areas are off limits to students during the school day:

1. **Athletic Field** The field, bleachers, dugouts and concession areas are offlimits to all students not participating in a PE class.
2. **Gym** No student is allowed in the gym, locker rooms, lobby, classrooms or bathrooms unless participating in a PE class.
3. **Middle Grades Building and area between that building and the gym** is offlimits during both lunch periods.

## SMOKING

Smoking and other uses of tobacco products by anyone on the property of Columbia High School and any Tyrrell County Schools property is not permitted.

## VISITORS ON CAMPUS

**Students may not bring or invite friends or relatives to school to visit.**

Visitors (parents or other approved guests) must report to and register in the main office and secure a visitor's pass. Visitor's passes must be returned to the main office. Visitors not complying with this policy will be asked to leave campus immediately. Refusal to leave will result in contact and arrest by the SRO or Sheriff.

## SOCIAL CONDUCT

Students at Columbia High School are expected to conduct themselves with pride, dignity, and respect. This respect refers to respect for self, fellow students, school faculty and staff, and for parents and family. Social conduct as it relates to male/female relationships is of concern to both faculty and students. Keep your hands to yourself; petting, hugging, necking or more intimate sexual behavior on the campus of CHS will not be permitted.

## LOCKERS

Locks and lockers are the property of the school and are subject to regulation and inspection as deemed necessary by the administration. Students will be assigned lockers and locks by an advisor/teacher. Pupils are responsible for personal possessions that they store in their lockers and must be sure that locks are secure at all times.

## TEXTBOOKS

Textbooks are furnished to all students free of charge. Keeping books in good condition and safe in lockers is necessary to avoid damage and lost book fees at the end of the school year.

## RADIOS/ELECTRONIC DEVICES

No radios/electronic devices are allowed on campus during the school day or at school related activities unless prior approval is given by the principal (this includes iPods, pagers, cell phones, and video games).

**All such devices will be confiscated by the administration.**

**\*There may be times, under the direction and supervision of the teacher, a student is allowed to use electronic devices within the classroom. Examples of these are, but not limited to: a cell phone or smart phone as a stop watch during a lab, as a PDA to record homework, to text/twitter as part of a class discussion, or an MP3 player during study hall. These rules apply to such devices.**

- Cell phones/smart phones are expected to be turned off and put away at all times during school hours unless directed by faculty to use during class.
- Texting, tweeting, calling, receiving calls is prohibited
- MP3 players, ipods, and comparable devices may only be used in study hall with the permission of the teacher. Students may not walk around campus with these and/or the earbuds visible during school hours with the exception of break and lunch.

These devices will be confiscated if found to be turned on and/or in use without direct instruction by the teacher/staff to do so. In this event, the item in question will be returned at the end of the school day to a parent or guardian. Repeated infractions or refusal to give the item to the teacher/staff may be considered as defiance and may receive further consequences.

## CONDUCT AT OTHER SCHOOL FUNCTIONS

**Students are reminded that their conduct at any school function (ball games, plays, dances, field trips, etc.) is subject to the same regulations that are expected during the regular school day.**

## OUT OF SCHOOL SUSPENSION

1. Any student convicted by the court for any offense as outlined in the Student Handbook as a Category II or Category III offense which is less than a felony, will be suspended from participation in any extracurricular activities for a minimum of 90 (school) days. After the suspension, the student's case will be reviewed by the principal and significant others designated by the principal. If all standards of this code are being followed, the student's eligibility to participate in extracurricular activities may be reinstated. This applies to all convictions in these areas whether school related or non-school related.
2. Any student convicted of a felony by the court will be suspended for a minimum of 180 school days from participation in any extracurricular activities sponsored by the school.
3. A participant who continues to accumulate office referrals from class disruptions or other violations of school rules will be subject to suspension from participation in extracurricular activities for up to 90 (school) days, pending a decision by the principal after appropriate consultation with the advisor, coach, or other school sponsor as deemed appropriate.

**\*Any questions not covered by this set of guidelines concerning whether a student has violated the Code of Behavior for Participants in extracurricular activities will be addressed by the principal and the other sponsors, coaches, or advisors involved.**

## DUE PROCESS

Students and/or parents may appeal the suspension to the principal if there is some question of fairness or a question regarding the facts in the case. Suspensions in excess of 10 days may be appealed to the Board of Education.

## GRADING SYSTEM

Our school uses a numerical point system in grades 6-12 as follows: 90-100 A; 80-89 B; 70-79 C; 60-69 D; and 59 or less no credit. If students fall behind in their work during the first semester, it will be very difficult for them to bring the grade up. It is suggested that students develop good study habits early in the first semester so as not to fall behind in their grades. A student's failure to take advantage of recommended remediation activities may result in the loss of course credit by the student.

## CREDIT

Columbia High School operates on a semester system. The fall and spring semesters are approximately each 90 days in length. A semester credit is equivalent to a minimum of 250 minutes of instruction per week for eighteen weeks. Two semester credits in a course equal one unit. A student must earn a numerical grade of seventy or better for the year in order to be awarded credit for a course.

**STUDENTS WILL NOT BE ALLOWED TO DOUBLE UP ON COURSES REQUIRING PRE-REQUISITES.**

## CLASSIFICATION OF STUDENTS

Students entering the 9<sup>th</sup> grade for the first time in 2016/2017 or earlier, must meet the following unit requirements to be promoted to the next grade:

- NINTH GRADE
  - °Six Units (6) including English 9 and one math credit
- TENTH GRADE
  - °Twelve Units (12) including English 10 credit and a second math credit
- ELEVENTH GRADE
  - °Eighteen Units (18) including English 11 credit and a third math credit

## **FUTURE READY CORE REQUIREMENTS**

### **COURSES/CREDITS:**

- English 4
- Math (depending on course of study) 4
- Science 3  
(A physical science, Biology, Earth/Env Science)
- Social Studies 3  
(Civics, World Cultures course & US History)
- Health/PE 1
- Electives 10

TOTAL 24 UNITS

DEMONSTRATE COMPUTER PROFICIENCY

COMPLETE THE GRADUATION PROJECT

### **COURSE LOAD**

Each student at Columbia High School must take 2 courses each semester, unless special approval is received from the principal to take less than the normal load. A student must attend high school on a fulltime basis for four years in order to graduate.

### **COURSE SELECTION**

Students should select courses in consultation with the school counselor. The selection of courses is a very important decision. Students shall be expected to take courses that reflect their determined level of ability.

### **EXTRA-CURRICULAR ACTIVITIES**

CHS offers many activities not directly related to academics. Any student owing outstanding fees to CHS, will not be allowed to participate in any extracurricular activities. This includes but is not limited to: athletics, proms, dances, club events, etc.

### **INTERSCHOLASTIC ATHLETICS**

Students in grades 9-12 may participate in interscholastic competition. In order to qualify for public school participation, a student must meet the following requirements:

1. The student must meet the residence criteria of G.S. §115C366(a). The student may participate only at the school to which the student is assigned by the LEA (Tyrrell County Schools).
2. The principal must have evidence of the legal birth date of the student. The age limits for students as of August 31 of each year are:
  - a. no older than age 18 for high school
  - b. no older than age 16 for ninth grade or junior high school; and
  - c. no older than age 15 for seventh or eighth grade
3. In grades 9-12, the student must pass at least 3 courses each semester previous to participation and meet promotion standards established by the LEA. Regardless of the school organization pattern, a student who is promoted from the eighth grade to the ninth grade automatically meets the courses passed requirement for the first semester of the ninth grade, (Non-credit courses in grades 9-12 do not count towards eligibility.)
4. The student must receive a medical examination by a duly licensed physician, nurse practitioner or physician's assistant each year (365 days).
5. A player (9-12) must be in attendance at least 85% of the previous semester.
6. The student may not participate after any of the following:

- Graduation;
  - Becoming eligible to graduate;
  - Signing a professional athletic contract;
  - Receiving remuneration as a participant in an athletic contest; or
  - Participating on an all-star team or in an allstar game that is not sanctioned by the association of which the student's school is a member. The student is ineligible only for the specific sport involved.
  - ISS or OSS will be assigned without the consideration of game schedules.
7. A high school student may participate only during the eight consecutive semesters beginning with the student's first entry into grade nine.
  8. Each athlete must sign consent to be tested for drugs based on Tyrrell County Board Policy #548JL in order to be eligible for participation in the interscholastic sports program.

(The above rules, among others, govern a student's participation in interscholastic sports sponsored by the NCHSAA. The principal has the right to limit a student's participation based on the rules reflected in this handbook. At the discretion of the principal, student participation in athletics may be denied temporarily or permanently depending on the circumstances of each case. Ref. BOE policy 578)

### **FIRE AND EVACUATION DRILL REGULATIONS**

1. The signal for fire and evacuation drills will be the fire alarm horns located in each building.
2. Teachers and students will be expected to know the classroom fire exits for each of their locations during the day.
3. Each teacher should appoint two fire marshals for each group he/she has during the day. The chief marshal will lead the students out the room and the building. The deputy marshal will close the windows, the door, and be at the end of the line.
4. In the event there is a blocked exit, the chief marshal will raise both arms over his head. This will be a signal for everyone to turn around and follow the deputy marshal out the next most appropriate exit.
5. Students should not talk, run, or loiter during a drill, nor should they get their books, wraps, or other things. They must leave immediately upon the horn blast.
6. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
7. Each group should go out at least 100 feet from the building. The group should not be between two buildings or near trees or other things that may catch on fire. No group should block a driveway.
8. All students will return to the room they left immediately upon direction by the teacher.

### **DROPOUT PREVENTION DRIVER'S LICENSE LEGISLATION**

Beginning August 1, 1998, a student under the age of 18 will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The office of the school principal and/or the principal's designee will issue the Driving Eligibility Certificate. Students who received a permit or license prior to December 1, 1997 are not affected. In addition, students (under 18) who are seeking or who already possess a permit or license must pass 6 out of 8 courses each semester to receive or to retain a permit or license. School officials will not issue an eligibility certificate unless the academic performance standards are met and will notify DMV if a student fails to maintain the academic criteria. DMV will revoke the permit or the license of said students. Students who drop out of school prior to age 18 will have their permit or license revoked by DMV.

## SCHOOL CALENDAR

Teachers Report-----Aug 19, 2016  
 First Student Day-----Aug 29, 2016

Teachers End Work-----June 15, 2017  
 Last Student Day-----June 2, 2017

### Holidays

Labor Day-----September 5, 2016  
 Veteran's Day.....November 11, 2016  
 Thanksgiving-----November 24, & 25, 2016  
 Christmas Vacation-----December 23, 2016 - January 2, 2017  
 Martin Luther King-----January 16, 2017  
 Good Friday.....April 14, 2017  
 Spring Break-----April 17 - April 21, 2017  
 Memorial Day-----May 29, 2017

### Teacher Workdays

August 19- 26, 2016  
 November 23, 2016  
 December 21, 2016  
 June 12-15, 2017

### Marking Periods

August 29 - October 31  
 November 1 - January 20  
 January 23 - March 24  
 March 27 - June 2

### 1PM Dismissals

November 3, 2016  
 January 26, 2017  
 March 30, 2017

### Report Cards

November 3, 2016  
 January 26, 2017  
 March 30, 2017  
 June 13, 2017

### 12:30PM Dismissals

June 2, 2017

## CHS PICTURE SCHEDULE 2016 / 2017

July 29.....Sr Pictures (Samples only)  
 Aug. 24.....Senior Drape & Tux  
 Sept. 9.....Fall Pictures  
 Nov. 9.....Fall/Senior Make ups

Jan. 12.....Sr Cap & Gown  
 April. 5.....Spring Pictures  
 April 7.....Prom

## TYRRELL COUNTY SCHOOLS

### NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Internet and other forms of electronic information will be made available to school district employees and students to enable access to educational resources unavailable through traditional means. This access dramatically expands the knowledge base teachers and students can explore. The Tyrrell County Board of Education recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. Therefore, access to these resources will be provided to students and staff with the expectation that it will be used in a manner consistent with the educational objectives of the state of North Carolina and Tyrrell County Schools. Tyrrell County School personnel will make every effort to monitor student use of the Internet to ensure that materials accessed are appropriate. Teacher guidance in the form of review and evaluation of Internet resources will point students to appropriate information. On a global network it is impossible to control all materials, however the district believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with educational goals.

Tyrrell County Schools has implemented web filtering as a technology protection measure. This filter complies with the Children’s Internet Protection Act (CIPA) by blocking Internet access to visual depictions that are obscene, child pornography, and/or other materials harmful to minors. This filter applies to all District Internet access and can only be bypassed for legitimate research purposes. Students will be given the privilege of using the Internet along with the responsibility of using it properly. Individual users of the district computer networks are responsible for their behavior and communications over these networks. District and school guidelines for student behavior apply. Access to these network services will be provided to students who agree to act in a considerate and responsible manner and abide by the guidelines for appropriate use.

**Guidelines for Appropriate Use**

1. Students and staff are expected to act in a responsible, ethical, and legal manner. Unacceptable uses include, but are not limited to the following:
  - a. Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
  - b. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
  - c. Forwarding personal communications without the author’s prior consent
  - d. Utilizing school networks and equipment for commercial purposes
  - e. Providing political or campaign information
  - f. Unauthorized access, including hacking and other unlawful online activities
2. Network storage areas (hard drives) will be treated like school lockers, i.e. they are subject to inspection at any time. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
3. Students and staff are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following: Be polite. Do not use abusive language in messages to others. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
  - a. Do not reveal your personal address or phone number or those of others.
  - b. Do not disrupt use of the network.
  - c. Assume all communications and information accessed via the network is the private property of the individuals who generate them.
  - d. Refrain from using peer-to-peer file sharing applications as these tend to generate unnecessary network traffic and are often a source for obtaining illegally distributed copyrighted and/or pornographic materials.
4. Students will be able to access email through their teachers. Individual student accounts may be issued to students when authorized by the principal or his designee. Use of electronic mail by students is limited to curriculum-related communications and should not be considered private. Unauthorized use of another user’s mail/password will result in disciplinary action. Users of electronic mail should adhere to rules of network etiquette in all communications.
5. Tyrrell County Schools makes no warranties of any kind, whether express or implied, for the service it is providing. The school district will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-delivery, mistaken deliveries, or service interruptions, whether caused by the school system’s or the user’s negligence, errors, or omissions. Use of any information obtained via the Internet is at the risk of the user. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

6. Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, software or data on school system computers and/or networks and on the Internet. This includes, but is not limited to damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes. Any instances of vandalism may result in punishment at the school level in accordance with the school's discipline procedure, and may result in the notification of legal authorities and obligation to reimburse Tyrrell County Schools for the cost of damages.

The use of the Internet and computer networks is a privilege and may be taken away for violation of board policy or regulations. Students and staff who violate board policy or regulations on Internet and network use will be subject to disciplinary action or personnel reprimand procedures. Parents of students will be notified as is customary in discipline procedures.

### **STUDENT/ADULT MEAL PRICES**

Students have a Universal Breakfast at no cost.

Paid Student Price for Lunch for PK-13th grade is \$ 2.35

Ala Carte Prices for Adults

### **CHILD NUTRITION CHARGING PROCEDURES: AS OF AUGUST 2016**

To be in compliance with federal and state regulations, Tyrrell County Schools Child Nutrition Program, with a mutual agreement with the principals, allow students to charge 5-Lunch Meals, a total of \$11.75. The Child Nutrition Program will continue throughout the year to collect on any unpaid balances accrued by the students. A total of all unpaid balances accrued by students will be sent to the principals and attached to the student fees owed.

### **FAILURE TO COMPLY**

Students who exceed the 11.75 meal allotment will still be allowed to eat a modified lunch menu until such charges are paid.

### **Charging Procedures:**

- All students will be allowed to charge up to 5-Lunch Meals (a week's worth) for a total of \$11.75.
- The lunch meal will be charged against the student's account.
- A form will be sent home and an attempted phone call notifying the parents of the charge
- A printed list will be provided to the principals notifying them of any student who owes \$11.75, allowing the principal to help in notifying the parents.

Thanks for your support.

HAVE A GREAT YEAR!

